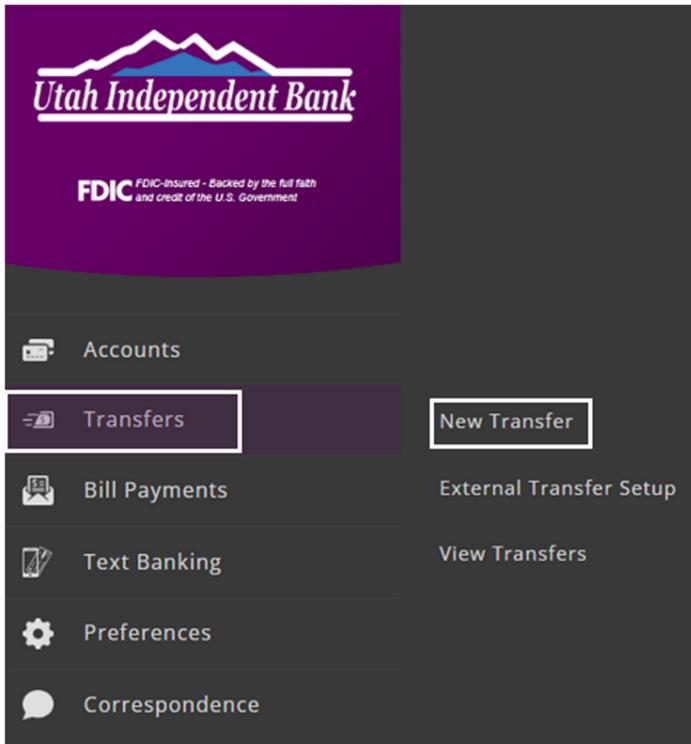


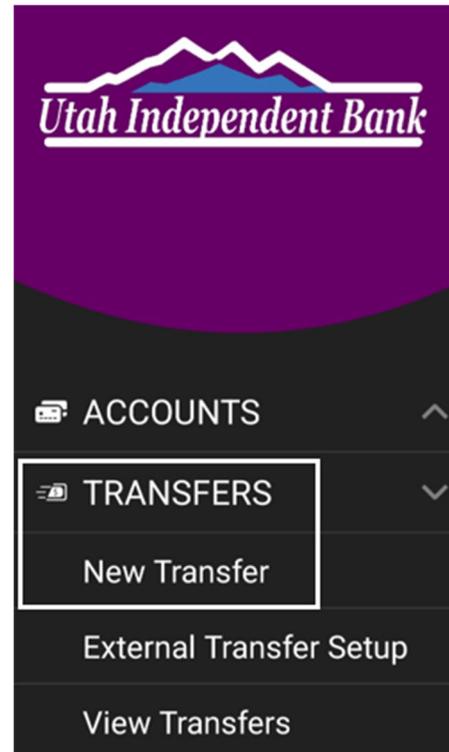
## HOW TO TRANSFER FUNDS FROM ONE ACCOUNT TO ANOTHER & HOW TO SET A RECURRING OR SCHEDULED TRANSFER

To Transfer funds from one of your accounts to another, go to Menu, Transfers, New Transfer. You can also click on New Transfer from your main screen.

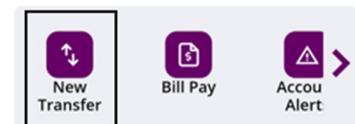
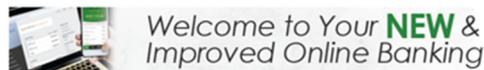
Website



Phone



OR



Once on the transfer screen, complete the following:

- Select a From account
  - You will see your current UIB accounts and any External Account options if set up previously
- Select a To account
  - You will see your current UIB accounts and any External Account options if set up previously

- Type amount
- Select Frequency
  - One Time – transfer will initiate today and be a one-time only transfer
  - Future, One Time – transfer will initiate on the date you select and be a one-time only transfer. Once selected, additional fields will appear
    - Select the Process on Date either by manually typing a date or clicking on the calendar button to select a date
    - Select when you want the scheduled date to be if the transfer falls on a holiday
      - Before or After
  - Future, Scheduled – transfer will initiate on the date you select and be a recurring transfer based on the criteria you set up. Once selected, additional fields will appear
    - Enter a number in the Process Every field
    - Select a frequency
      - Week(s), Month(s), or Year(s)
    - Select the Beginning on date either by manually typing a date or clicking on the calendar button to select a date
    - Optional: check the box to “process on the last day of the month” instead of entering a beginning on date
    - If you want to set an expiration date for this transfer, select an Ending date either by manually typing a date or clicking on the calendar button to select a date; if you leave blank, the transfer will not expire unless you edit or delete it
    - Select when you want the scheduled date to be if the transfer falls on a holiday
      - Before or After

*Example: if you want a transfer to occur every month on the 15<sup>th</sup>, put a 1 in “Process Every” and select month in the frequency and the start date on the applicable 15<sup>th</sup> of the month*

- Memo – optional transaction description
- Click Continue
- On the next page, review the info and click Confirm to complete the transaction

## Transfer Funds

**\*From:**  
Select Account

**\*To:**  
Select Account

**\*Amount:**

**\*Frequency:**  
One Time

**Memo:**

Cancel Continue

*Example of additional fields for Future, One Time Frequency:*

**\*Frequency:**  
Future, One Time

Process on  
4/15/2026

If the transfer falls on a holiday, process

Scheduled date:  
After

Memo:

*Example of additional fields for Future, Scheduled Frequency:*

\*Frequency:

Future, Scheduled

\*Process according to the defined schedule.

\*Process Every

1

Frequency

Month(S)

Process on last day of the month.

Beginning on

4/15/2026



Ending on



If the transfer falls on a holiday,  
process

Scheduled date:

After

Memo:

Once a transfer is submitted, you will see a list of any scheduled transfers in your Pending transfers and any completed transfers in your History of Transfers. Just click the tab you want to view.

