

Making an External Transfer on Online Banking:

- Sign into your online banking account (this can be done on the Desktop or Mobile App).
- Click the menu button on the top left (≡) if you are using the mobile app.
- Choose the Transfer option.
- Account transfers
- Your external account, once it has been verified, will be in the drop-down menu. You can choose to either take from or deposit too.
- From Account: select the account you want the funds to come from.
- To: select which account you want the funds to go into.
- Amount: type in the amount you want to transfer
- Comment: **please enter the name of the external account** (this is important to do otherwise you will only see Advantage on your transaction history).
- If these are completed by 3pm EST on business days, they should be posted the same day. They typically post after 5pm EST.