

## Transferring Funds

Let's start with the home page:

The screenshot shows the SOO CO-OP Credit Union online banking interface. At the top left is the logo. Below it is a navigation bar with icons for Online Banking, Bill Pay, eStatements, Settings, eZCardInfo.com, ScoreCard, and Services. A secondary menu below that includes My View, Accounts, Order Checks, Transactions, Transfers, Stop Payments, and Account Info. A message box states: "As we continue to navigate these uncertain times, please visit www.soocoop.com for our hours of operation and for branch updates, as things can change unexpectedly." Below this is a "Welcome" section and a "Deposit Accounts" table:

Description	
<a href="#">S0000 REGULAR SH</a>	Regular Share
<a href="#">S0003 SHARE DRAF</a>	Share Draft

We are going to move some money from the Regular Share to the overdrawn Share Draft. To do this you will go to the "Select Options" drop down beside the Regular Share and choose "Transfers":

This image shows a close-up of the account selection interface. It features a table with columns for Description, Available, and Balance. The "Regular Share" row is highlighted. To the right of the "Regular Share" row is a "Select Option" dropdown menu, which is circled in red. Below the table, the dropdown menu is expanded, showing options: "Select Option", "Transactions", "Download", "Transfers" (highlighted in blue), and "Account Info".

You will then be taken to the "New Transfer" screen. This screen lets you choose which share you wish to transfer from and to as well as set up a frequency and date for this to happen:

The screenshot shows the "New Transfer" screen in the online banking system. At the top is the SOO CO-OP Credit Union logo and navigation bar. Below the navigation bar is a message: "Please be aware that your transfer submission is not complete until the confirmation displays." The main form area is titled "New Transfer" and includes the following fields:

- \* Transfer funds from: S0000 REGULAR SH (Available Funds: \$)
- Transfer funds to: S0003 SHARE DRAF (Available Funds: \$)
- Payment options: None
- \* Transfer amount: \$20.00
- \* Frequency: One Time
- \* Transfer Date: 10/27/2021
- Transfer Memo: (optional)

A "Submit" button is located at the bottom right of the form. A note states: "NOTE: The transfer memo is only saved when Frequency = One Time and Transfer Date = today's date."

You will notice that the “Available Funds” is displayed for any share that you choose in the Transfer from and Transfer to drop downs:

\* Transfer funds from  Available Funds: \$216.80

\* Transfer funds to  Available Funds: (\$15.00)

You will also have the option to choose a frequency, these options are shown below:

\* Frequency

\* Transfer Date

Transfer Memo

For this example we have chosen “One Time” and have chosen to transfer \$20.00. We will now hit submit and be taken to the “Review Transfer” screen:

Please be aware that your transfer submission is not complete until the confirmation displays.

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Transfer funds from	S0000 REGULAR SH
Transfer funds to	S0003 SHARE DRAF
Payment options	None
Transfer amount	\$20.00
Frequency	One Time
Transfer Date	10/27/2021

If you click “Edit” you will be taken back to the previous screen, if you are all set then you are ready to click “Confirm”

**Your transfer of funds has been completed.**

Current date: 10/27/2021  
Current time: 13:23:05

Transfer from account: S0000 REGULAR SH  
Transfer to account: S0003 SHARE DRAF  
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Transfer amount: 20.00  
Transfer date: 10/27/2021  
Transfer description: Home Banking Transfer

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C O N F I R M A T I O N   N U M B E R  
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08080042583740  
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Please retain this number for your reference  
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You will be taken to a page that confirms the transfer has been complete and you should immediately see the funds transferred. Please feel free to see our other tutorials and guides on our website at [www.soocoop.com/online-banking](http://www.soocoop.com/online-banking).