

Transferring Funds

Transferring funds in the new Online Banking environment is easy and this guide is here to help you through that!

Let's start with the home page:

The screenshot shows the SOO CO-OP Credit Union Online Banking interface. The top navigation bar includes links for Online Banking, Bill Pay, eStatements, Settings, eZCardInfo.com, ScoreCard, and Services. Below this is a secondary navigation bar with My View, Accounts, Order Checks, Transactions, and Transfers. A welcome message is displayed, followed by a table of Deposit Accounts. The table has columns for Description, Available, and Balance. The first row is for '50000 REGULAR SH' (Regular Share) with an available balance of \$201.00 and a total balance of \$206.00. The second row is for '50003 SHARE DRAF' (Share Draft) with an available balance of (\$15.00) and a total balance of (\$15.00). A 'Select Option' dropdown menu is visible next to the Regular Share row, and another is visible next to the Share Draft row. The dropdown menu is currently open, showing options: Select Option, Transactions, Download, Transfers (highlighted), and Account Info.

Description	Available	Balance	
50000 REGULAR SH Regular Share	\$201.00	\$206.00	Select Option
50003 SHARE DRAF Share Draft	(\$15.00)	(\$15.00)	Select Option
			Select Option
			Select Option
			Select Option

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 close-up screenshot shows the 'Select Option' dropdown menu for the Regular Share account. The menu is open, displaying the following options: Select Option, Transactions, Download, Transfers (highlighted in blue), and Account Info. The 'Select Option' text in the dropdown is circled in red.

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:

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

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

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.

Transfer funds from	S0000 REGULAR SH
Transfer funds to	S0003 SHARE DRAF
Payment options	None
Transfer amount	\$20.00
Frequency	One Time
Transfer Date	05/30/2018

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: 05/30/2018
Current time: 11:23:21

Transfer from account: S0000 REGULAR SH
Transfer to account: S0003 SHARE DRAF

Transfer amount: 20.00
Transfer date: 05/30/2018
Transfer description: Home Banking Transfer

C O N F I R M A T I O N N U M B E R

08080006952288

Please retain this number for your reference

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 <http://www.soocoop.com/online-banking>