## **Recurring Transfer Instructions**

Your previously scheduled transfers should come over to the new system, but we recommend verifying the information is correct.

## Here's how to verify and/or change recurring transfers:

If you'd like to edit or cancel your previously scheduled transfers, **click the Online Activity option** on the left side menu.

	R	RICHWOOD BANK								
Contraction of the	Click a	lick an account tile to view details and transaction history.								
	分	Home	н	Home						
	$\bowtie$	Messages		CHECKING						
	≡	Customer To Customer	CI							
		Transfers & Payments	I	Thrive Checking x1234 Available Balance Current Balance	\$1,649.29 \$1,879.28	Thrive Checking x1432 Available Balance Current Balance	:			
	≡	Online Activity					\$386.07 \$545.25			
		Services								
	≡	Alerts					:			
	ŝ	Settings	L t		:		:			
	G	Log Off		Land-Home Updates x4321 Available Balance Current Balance	\$1,000.00 \$1,000.00	Sweep Account-Vacay x4123 Available Balance Current Balance	\$2,800.00 \$2,800.00			

You'll see a screen with previously completed transfers. Click on Recurring Transactions to see those items set to repeat.

R	Good Afternoon,							
All activity performed via Digital Banking will be displayed here. Click the 'Filters' icon (the funnel) for additional search options.								
ራን	Home	Online Activity						
	Messages	Shine Activity						
≡	Customer To Customer	Single Transactions Recurring Transactions Deposited Checks						
	Transfers & Payments							
≡	Online Activity							
	Services	Created date + Status + Transaction Type + Account +	Amount 🚽					
≡	Alerts	3/28/2023 Authorized Funds Transfer - Tracking ID: 13250 Thrive Checking x1234	\$10.00					
ţ	Settings							







By clicking on the three dots beside the transfer amount, you can view a menu of options including one to drop down details about that transfer.



By clicking on the menu again, you can select the option to Edit Series if you'd like to make any changes to these transfers







Change the accounts, amount, frequency, day of the week, add an expiration date, or add a memo to your transfer. When you're done with your changes, click Transfer Funds. You will see confirmation with the new details of your transfer.

Edit Recurring Transfer	Edit Recurring Transfer
Editing weekly series to Land-Home Updates ( Updating recurring transfers will affect all future transfers including already scheduled or authorized transfers. Click to edit next occurrence on 03/31/2023.	
From Account	Transaction Authorized
Thrive Checking x1234 1,649.29	Transaction #19684 is scheduled to process on 5/5/2023.
To Account	From Thrive Checking x )
Land-Home Updates x4321 \$1,000.00	To Land-Home Updates x
	Amount \$5.00
Amount	Date 5/5/2023
\$ 10.00	Memo Funds Transfer via Online
Frequency	
Weekly	Manage Transfer Close
Day of the week	
Friday	
() A transfer will be created every Friday.	
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If you'd like to cancel a recurring transfer, **select Cancel series from the drop down**. You will be prompted to **confirm the cancelation**.





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