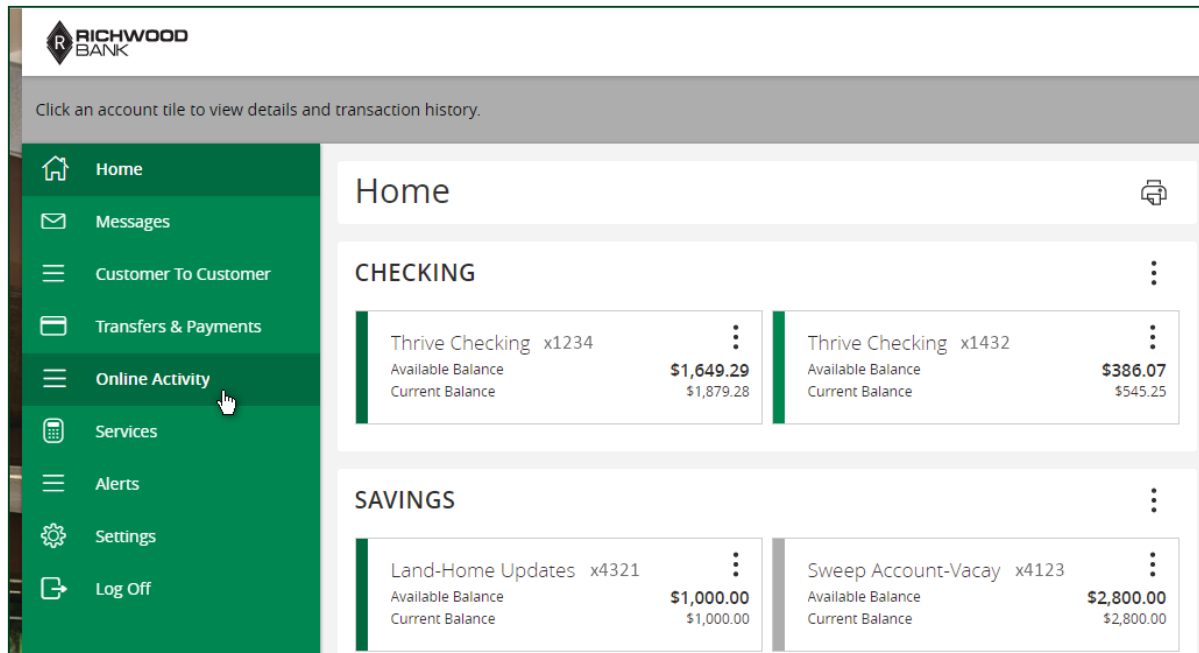


Recurring Transfer Instructions

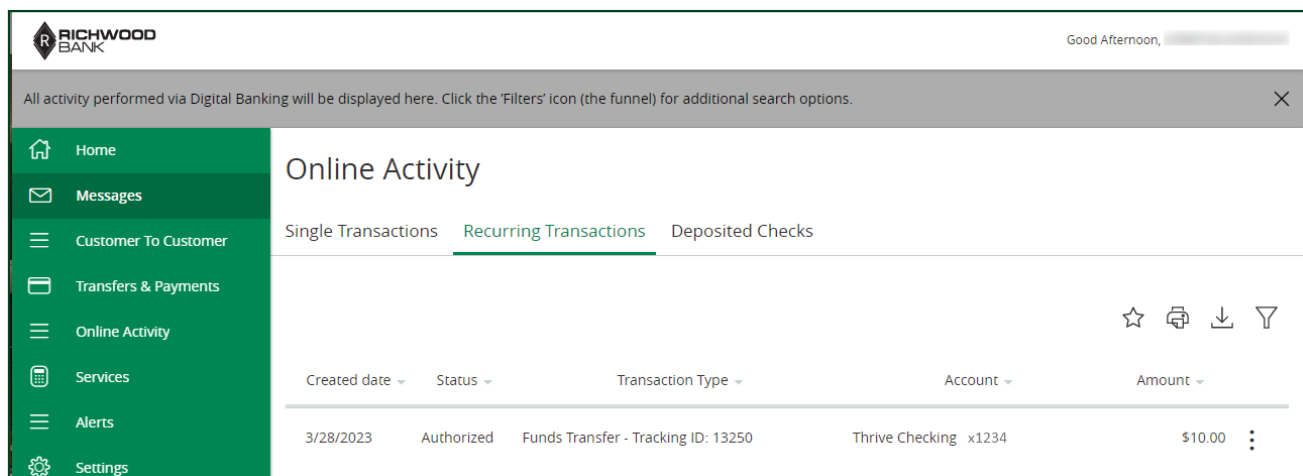
Your previously scheduled transfers should come over to the new system, but we recommend verifying the information is correct.

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

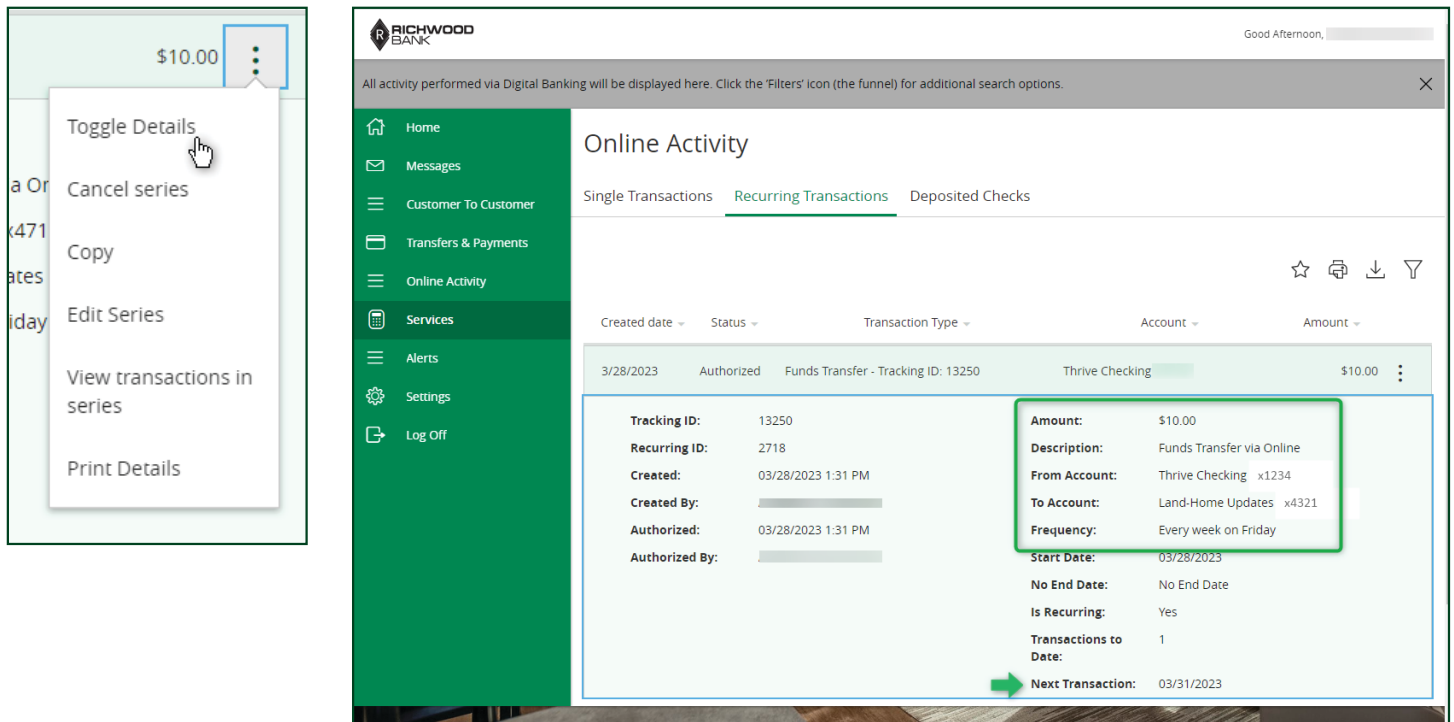
If you'd like to edit or cancel your previously scheduled transfers, **click the Online Activity option** on the left side menu.



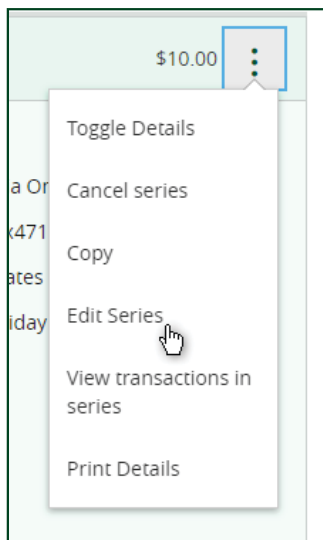
You'll see a screen with previously completed transfers. **Click on Recurring Transactions** to see those items set to repeat.



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

1

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

Thrive Checking x1234 1,649.29

To Account

Land-Home Updates x4321 \$1,000.00

Amount

\$ 10.00

Frequency

Weekly

Day of the week

Friday

1

A transfer will be created every Friday.

RICHWOOD BANK

Edit Recurring Transfer

Transaction Authorized

Transaction #19684 is scheduled to process on 5/5/2023.

From

Thrive Checking x

To

Land-Home Updates x

Amount

\$5.00

Date

5/5/2023

Memo

Funds Transfer via Online

Manage Transfer

Close

If you'd like to cancel a recurring transfer, select Cancel series from the drop down. You will be prompted to confirm the cancelation.

\$10.00

Toggle Details

Cancel series

Copy

Edit Series

View transactions in series

Print Details

Cancel Transaction

Are you sure you want to cancel this transaction?

No

Confirm