



Personal Online Banking  
May 2022

A note to users of the external account transfer function

Please note, transfers to external bank accounts that are not owned by the transferring account holder now run through our system's integrated Bill Pay function.

*From your desktop:*

- View left-hand menu, select Bill Pay
- Select Pay a Person
- Select +Add Another Person
- For direct payments into a bank account, with the recipient's account information at hand select Direct Deposit and follow the prompts.
- More easily, you may simply send by selecting email, text or check and following the prompts

*From your mobile device (after update and initial log-in):*

- From the Dashboard, scroll down or use the menu to find Bill Pay
- Select Make a Payment
- Add payee by finding "+" sign on upper right, select
- Select Company or Person, then follow the prompts on method of transfer