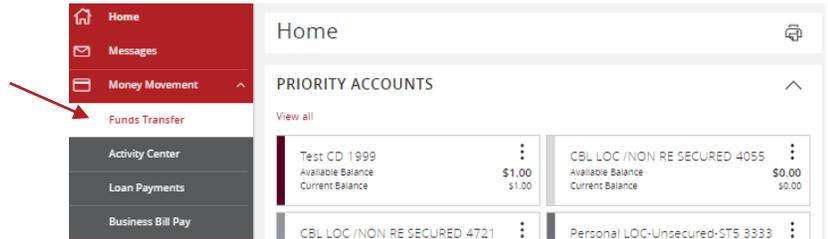
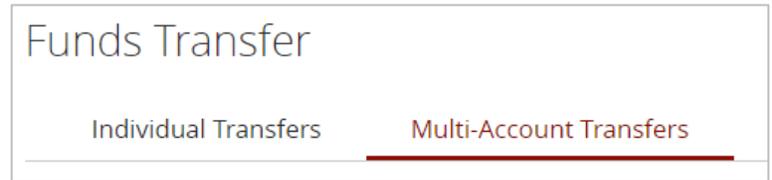


Transfer Funds

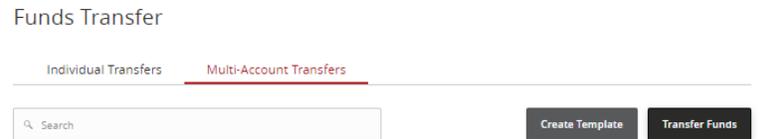
1. Select 'Money Movement' and then select 'Funds Transfer'.



2. Select the 'Multi-Account Transfers' tab.



3. Select 'Transfer Funds'.



4. Enter the total number of funds transfers you would like to create. (A maximum of 35 transfers can be created)
5. Select the 'From Account' and 'To Account' for each transfer.
6. Enter the 'Amount' for each transfer.
7. Select 'Add Another Transfer' to open additional funds transfers.

Funds Transfer Upload From File

Origination Details

Transfer Date: Use same Date for all transfers Recurrence: None

Memo: Push Memo to All

Transfers (3) Find accounts in transfer

From Account	To Account	Amount
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/> ⚠	<input type="text" value="\$0.10"/>
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.20"/>
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.30"/>

- Add another transfer

\$0.60
3 transfers Cancel Submit

8. Designate the 'Transfer Date' for all transactions.

NOTE: Transfer Date can be selected as the same date for all transactions by selecting the check box next to 'Use same date for all'.

9. Enter an optional memo for the transactions (if needed).

NOTE: The same memo verbiage can be used for all transfers by entering text into the 'Memo' field and selecting the check box next to 'Push to all'. Alternatively, you may expand each transaction by clicking the transaction and entering the memo accordingly.

10. Review the information on the screen for accuracy and then select 'Submit' to authorize the transfers.

NOTE: The ability to click 'Approve' is dependent upon your entitlements within Online. If you can only draft, an Administrator will need to approve the transfers before they can be processed by Fidelity Bank and Oklahoma Fidelity Bank.

Funds Transfer Upload From File

Origination Details

Transfer Date: Use same Date for all transfers Recurrence: Set schedule

Memo: Push Memo to All

Transfers (3) Find accounts in transfer

From Account	To Account	Amount
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.10"/>
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.20"/>
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.30"/>

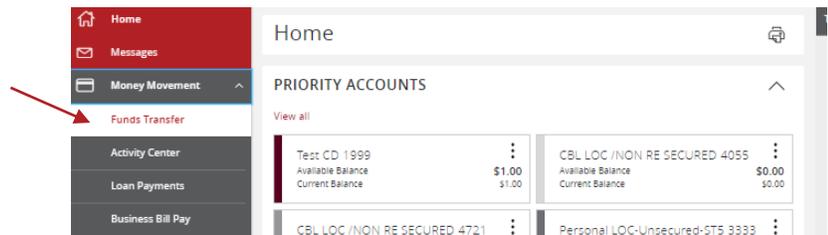
- Add another transfer

\$0.60
3 transfers Cancel Submit

NOTE: Reference the 'Recurring Transaction Management' User Guide for instructions on how to set up or remove the recurring transaction option from this payment before it is drafted or approved. If the transaction has already been drafted or approved reference the "Activity Center' Guide on how to cancel the transaction.

Transfer Templates

1. Select 'Money Movement' and then select 'Funds Transfer'.



2. Select the 'Multi-Account Transfers' tab.

Funds Transfer

Individual Transfers

Multi-Account Transfers

3. Select 'Create Template'.

Funds Transfer

Individual Transfers

Multi-Account Transfers

Create Template

Transfer Funds

4. Enter your 'Template Name'.

Funds Transfer

Template Properties

Template Name

Template Access Rights

1 of 1 user roles selected

5. Select the user(s) who should have access to the template by checking the box next to each name listed.

6. Enter the total number of funds transfers you would like to create. (A maximum of 35 transfers can be created)
7. Select the 'From Account' and 'To Account' for each transfer.
8. Enter the 'Amount' for each transfer.
9. Select the 'Add Another Transfer' to open additional funds transfers.
10. Select 'Save' at the bottom of the page.

SELECT USER ROLE(S)

Select All | Deselect All

Company Admin

Done

Funds Transfer

Template Properties

Template Name: Template Access Rights: 1 of 1 user roles selected

Origination Details

Memo: Push Memo to All

Transfers (3) Find accounts in transfer

From Account	To Account	Amount	
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or numr"/>	<input type="text" value="\$0.20"/>	⋮
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or numr"/>	<input type="text" value="\$0.30"/>	⋮
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or numr"/>	<input type="text" value="\$0.40"/>	⋮
+ Add another transfer			

\$0.90
3 transfers

Cancel
Save

11. Enter an optional memo for the transactions (if needed).

NOTE: The same memo verbiage can be used for all transfers by entering text into the 'Memo' field and selecting the check box next to 'Push to all'. Alternatively, you may expand each transaction by clicking the transaction and entering the memo accordingly.

12. Review the information on the screen for accuracy and then select 'Save'.

Funds Transfer

Template Properties

Template Name: Template Access Rights: 1 of 1 user roles selected

Origination Details

Memo:

Transfers (3)

From Account	To Account	Amount
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.20"/>
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.30"/>
ZBA COMMERCIAL CHECKI... XXXXXXXX2808 \$11,203.87	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.40"/>
- Add another transfer		

\$0.90
3 transfers