

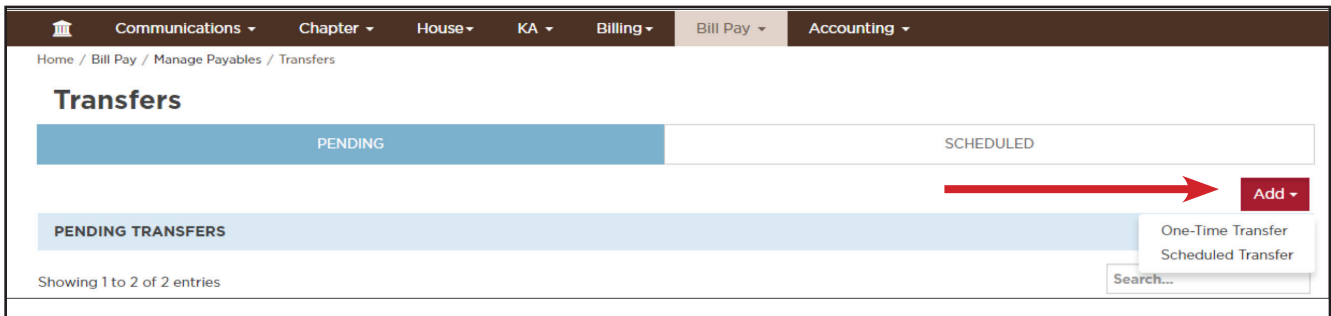
HOW IT WORKS

Transfer funds via Vault > Bill Pay > Transfers

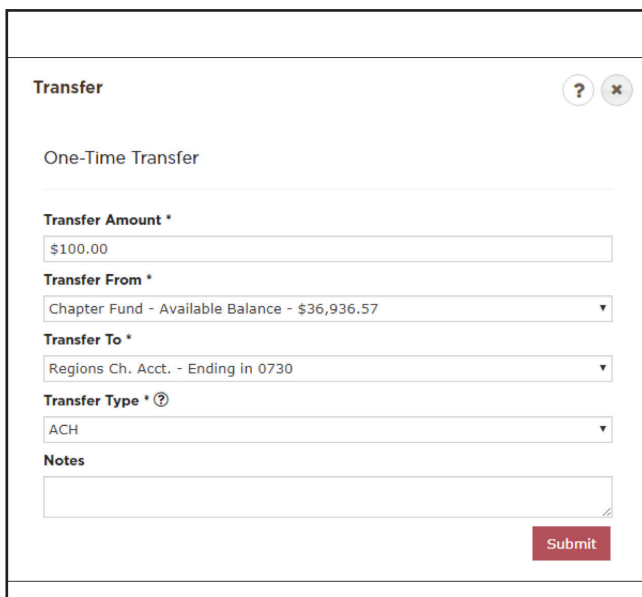
1. Select **Transfers** to review or add a transfer.



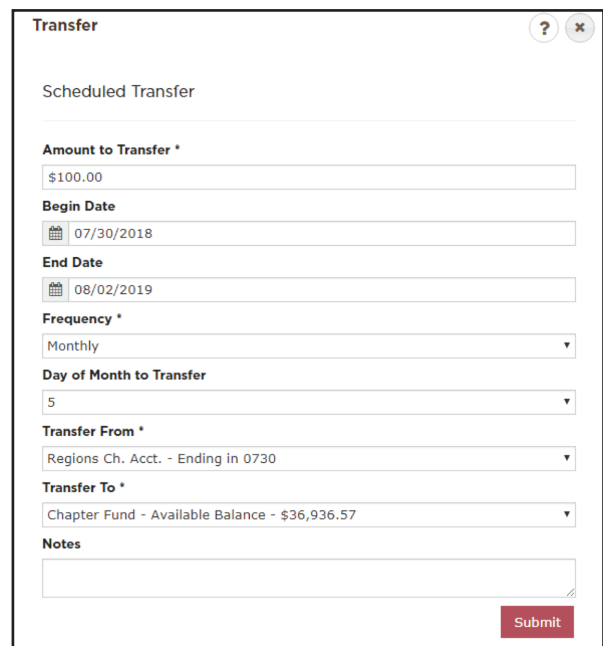
2. Select **Add** and choose either **one-time transfer** or **scheduled transfer** from the drop down menu.



3. Choose **one-time transfer** to initiate one transfer now and fill out the transfer form.


 A screenshot of the 'One-Time Transfer' form. The form is titled 'Transfer' and has a sub-heading 'One-Time Transfer'. It contains several fields: 'Transfer Amount *' with a value of '\$100.00', 'Transfer From *' with a dropdown menu showing 'Chapter Fund - Available Balance - \$36,936.57', 'Transfer To *' with a dropdown menu showing 'Regions Ch. Acct. - Ending in 0730', and 'Transfer Type *' with a dropdown menu showing 'ACH'. There is also a 'Notes' field and a 'Submit' button at the bottom right.

4. Choose **scheduled transfer** to schedule a transfer for the future or to schedule a recurring transfer and fill out the transfer form.


 A screenshot of the 'Scheduled Transfer' form. The form is titled 'Transfer' and has a sub-heading 'Scheduled Transfer'. It contains several fields: 'Amount to Transfer *' with a value of '\$100.00', 'Begin Date' with a calendar icon and value '07/30/2018', 'End Date' with a calendar icon and value '08/02/2019', 'Frequency *' with a dropdown menu showing 'Monthly', 'Day of Month to Transfer' with a dropdown menu showing '5', 'Transfer From *' with a dropdown menu showing 'Regions Ch. Acct. - Ending in 0730', and 'Transfer To *' with a dropdown menu showing 'Chapter Fund - Available Balance - \$36,936.57'. There is also a 'Notes' field and a 'Submit' button at the bottom right.