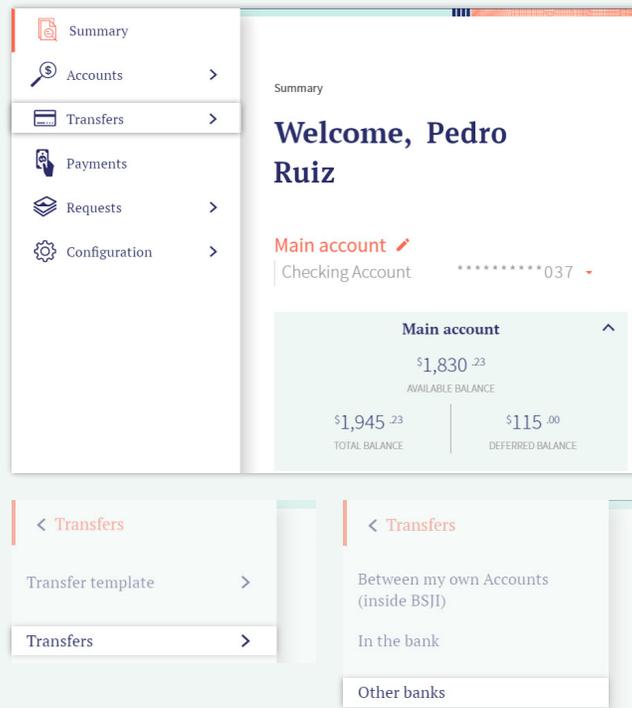


ONLINE BANKING

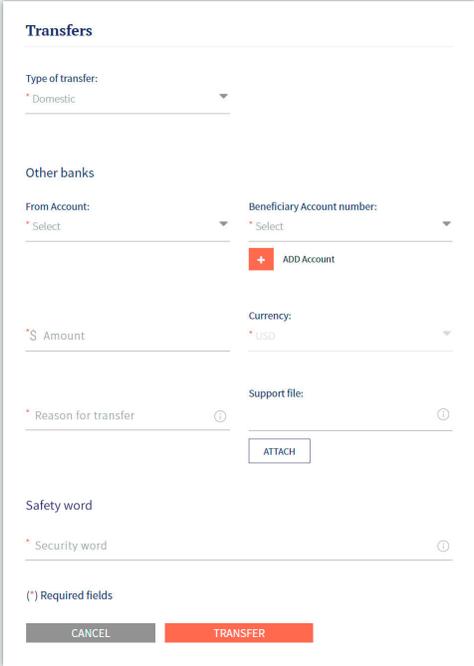
# **User guide for external third-party transfers**

# 1. Steps for external third-party transfers:

1 Access the *Transfers* menu, select *Transfers* and then click on *Other banks*.



2 You will see a screen indicating *Transfers*.



The screenshot shows a web form titled "Transfers". The form contains several fields and sections:

- Type of transfer:** A dropdown menu with "Domestic" selected.
- Other banks:** A section containing:
  - From Account:** A dropdown menu with "Select" selected.
  - Beneficiary Account number:** A dropdown menu with "Select" selected, and a red "+ ADD Account" button below it.
  - Amount:** A text input field with a "\$" symbol and "Amount" text.
  - Currency:** A dropdown menu with "USD" selected.
  - Reason for transfer:** A text input field with a help icon (i).
  - Support file:** A text input field with a help icon (i) and an "ATTACH" button below it.
- Safety word:** A text input field with a help icon (i).
- (\*) Required fields:** A note indicating that fields with an asterisk are required.
- Buttons:** "CANCEL" and "TRANSFER" buttons at the bottom.



**3** Select *Type of transfer* (Domestic or Foreign)

### Transfers

---

Type of transfer:

\* Select 

- Select
- Domestic
- Foreign



4 Select the account you want to transfer from, the beneficiary account and the amount and reason for the transfer.

*Nota:*

- If you are required to link an account, click on the ADD Account icon.

- Select ATTACH, to select file(s).

### Transfers

Type of transfer:  
\* Domestic

Other banks

From Account:  
\* \*\*\*\*\*037

Beneficiary Account number:  
\* Miguel Betancourt MiguelB

+ ADD Account

\$ 15.00

Currency:  
\* USD

\* Payment

Support file:

ATTACH

- 5 Enter your *Safety word* and click *TRANSFER*.

Safety word

\* .....

(\*) Required fields

CANCEL TRANSFER

6 You will see a screen confirming the transfer request, click *YES*.

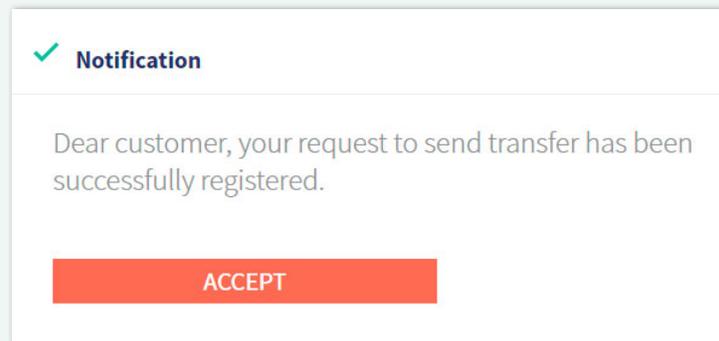
 **Confirmation**

**Making sure the request to send the following data transfers?**

From Account:	Beneficiary Account number:
*****037	22005689
Names and surnames:	Amount:
Miguel Betancourt	15.00



7 You will receive a notification indicating the transaction was successfully registered. Click *ACCEPT* to finalize the operation.



**IMPORTANT:**

- Transfer requests made before 1:00 PM (AST) will be processed immediately, otherwise it will be processed the next business day.
- A bank representative will call you to confirm the transfer, depending on the amount. If the client does not answer the call, the transfer will not go through.
- If the transfer does not go through, the client will be notified.



