

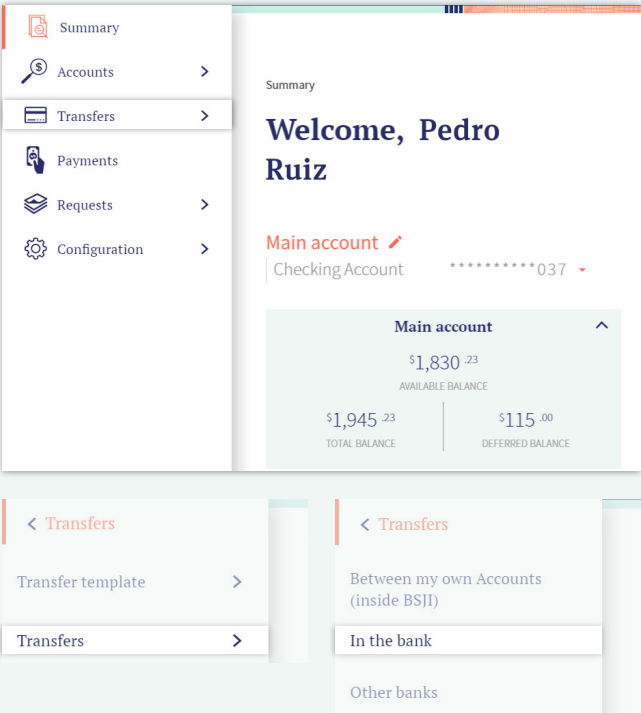
ONLINE BANKING

# User guide for internal third-party transfers



# 1. Steps for internal third-party transfers:

**1** Access the *Transfers* menu, select *Transfers* and then click on *In the bank*.



2 You will see a screen indicating *Transfers*.

Transfers

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

Beneficiary Account number:  
Eleonora Montesinos Eleonora

+

ADD Account

\$ 15.00

Payment

Support file:

ⓘ

ATTACH

Beneficiary information

Eleonora

10001022

Eleonora Montesinos

Paseo Jaime Benítez Ave Universidad

PUERTO RICO

ESTADOS UNIDOS

Safety word

\*\*\*\*\*


ⓘ

(\*) Required fields

CANCEL

TRANSFER

2 USER GUIDE FOR INTERNAL THIRD-PARTY TRANSFERS



- 3
- Select the account you want to transfer from, the beneficiary account and the amount and reason for the transfer.  
*Note: If you are required to link an account, click on the ADD Account icon.*

Transfers

From Account:

\* .....037

Beneficiary Account number:

\* Eleonora Montesinos Eleonora

+

ADD Account

\$

15.00

\* Payment

Support file:

①

ATTACH



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

Safety word

\*

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i


(\*) Required fields

CANCEL

TRANSFER



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

 **Confirmation**

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

From Account:

\*\*\*\*\*037

Beneficiary Account number:

10001022

Names and surnames:

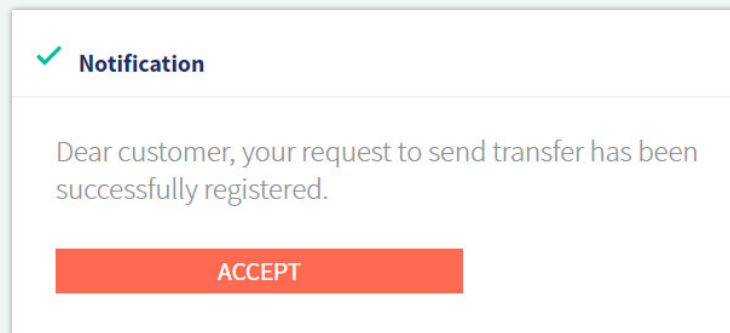
Eleonora Montesinos

Amount:

15.00



6 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.



