

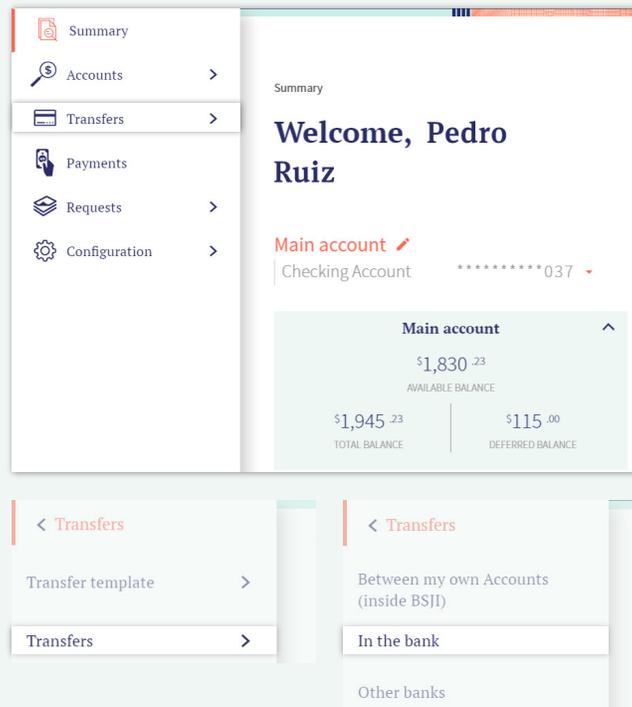
ONLINE BANKING

# User guide for internal third-party transfers

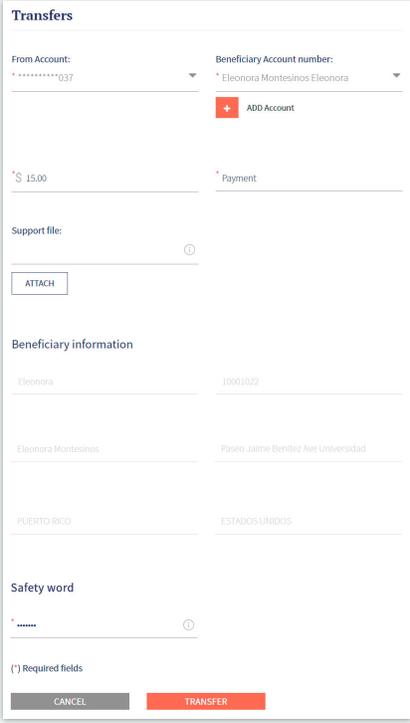


# 1. Steps for internal third-party transfers:

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



2 You will see a screen indicating *Transfers*.



The screenshot shows a mobile application interface for making transfers. The title is "Transfers". It features several input fields and sections:

- From Account:** A dropdown menu showing a masked account number ending in "037".
- Beneficiary Account number:** A dropdown menu showing "Eleonora Montesinos Eleonora". Below it is a red "+ ADD Account" button.
- Amount:** A field containing "\$ 15.00".
- Payment:** A field containing "Payment".
- Support file:** A section with an "ATTACH" button and a help icon.
- Beneficiary information:** A section with four rows of input fields:
  - Row 1: "Eleonora" and "10001022"
  - Row 2: "Eleonora Montesinos" and "Pasaje Jaime Benitez Ave Universidad"
  - Row 3: "PUERTO RICO" and "ESTADOS UNIDOS"
- Safety word:** A field containing a masked word "\*\*\*\*\*" and a help icon.
- Footer:** A note "(\*) Required fields" and two buttons: "CANCEL" (grey) and "TRANSFER" (red).



- 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

<b>From Account:</b> * .....037	<b>Beneficiary Account number:</b> * Eleonora Montesinos Eleonora
	 ADD Account
* \$ 15.00	* Payment
<b>Support file:</b>	
	



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

Safety word

\* ..... 

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(\*) 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

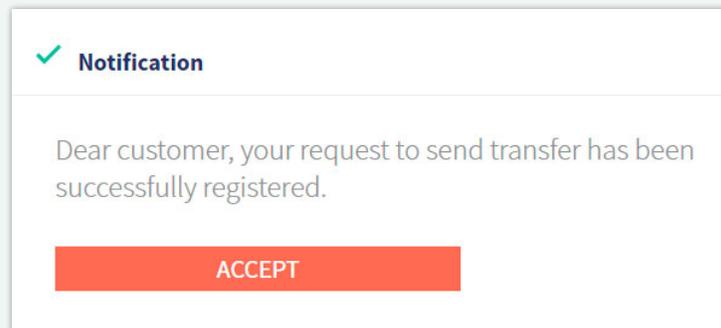
Names and surnames:  
Eleonora Montesinos

Amount:  
15.00

**NO** **YES**



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.



