

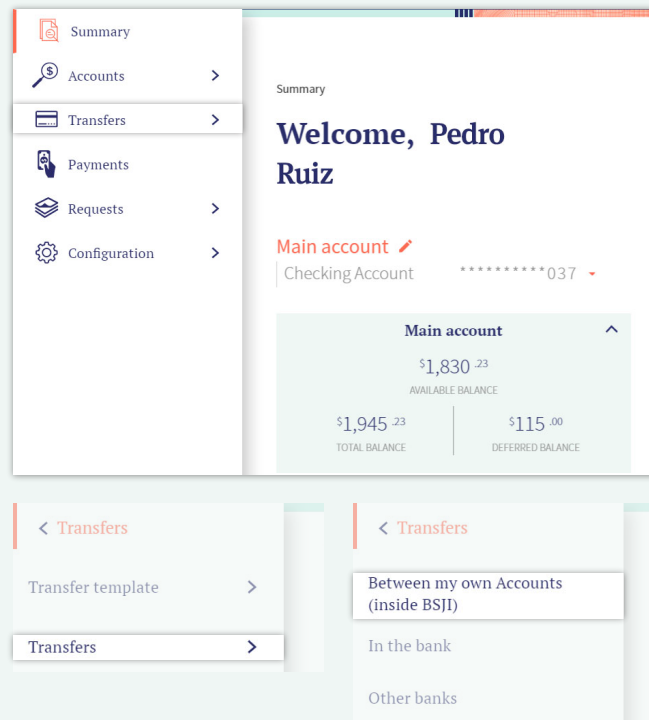
ONLINE BANKING

# User guide for internal transfers




# 1. Steps for internal transfers:


1 Access the *Transfers* menu, select *Transfers* and then click on *Between my own accounts*.




2 You will see a screen indicating *Transfers*.



## Welcome, Pedro Ruiz

Main account 


Checking Account \*\*\*\*\*037 

Main account 		
\$1,800. <sup>23</sup> <small>AVAILABLE BALANCE</small>	\$1,945. <sup>23</sup> <small>TOTAL BALANCE</small>	\$145. <sup>00</sup> <small>DEFERRED BALANCE</small>

### Transfers

From Account:   Beneficiary Account number:  

\* \$ Amount

\* Reason for transfer  

(\*) Required fields



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

### Transfers

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From Account: \*\*\*\*\*037 ▼

Beneficiary Account number: \*\*\*\*\*777 ▼

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\*\$ 100.00


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\* Payment ⓘ

(\*) Required fields



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

 **Confirmation**

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From Account: Beneficiary Account number:

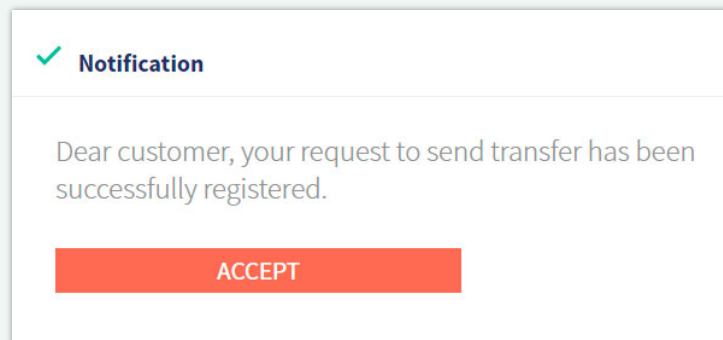
\*\*\*\*\*037 \*\*\*\*\*777

Amount:

15.00



- 5 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.



