MEMBER TO MEMBER TRANSERS

Transfer to other members of CCU

✓ Once logged into your online/mobile banking, select the "**Member Transfer**" icon on the dashboard or access on the left-hand side of your screen

✓ Select **"New Member Transfer"**

✓ Enter the following information:

> ✓ First three letters of the member's name or the first three letters of the business name
>> ✓ Ex; John Smith > "Smi" or Colorado Credit Union > "Col"
>
> ✓ The member's account number
> ✓ The type of sub account you are transferring into (savings, checking, or loan)
> ✓ The share ID that corresponds to the share type
> ✓ Check the box if you would like to save the account for future use, select **"Next"**

✓ Select the share you would like to transfer the funds from

✓ Select a frequency; how often you would like to make the transfer

✓ Select a date you would like to make the transfer

✓ Adding a memo is optional, select **"Next"**

✓ The next page will be an overview of the transfer information submitted, please verify the information before you **"Submit"**

✓ Once you've submitted, please select **"Done"** and it will redirect you back to the dashboard

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