## SETTING UP A RECURRING CASH TRANSFER

Before you can create a recurring cash transfer into your account you must first create and activate an Electronic Funds Transfer (EFT) bank link. See the **Creating a New Bank Link** guide.

**Note:** EFT deposits usually take 2 to 3 business days after the start date to complete. We suggest you set up any required EFT deposit at least several days prior to the time the cash will be needed.

<u>Step 1:</u> Select **Transfer Money** from the pull-down menu next to your account on the **Accounts** page.





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**Step 2:** Choose the **Deposit** tab from the Transfer Money screen. In the **Deposit Type** field select *EFT Initiated at Folio* and complete the remaining fields. When you are satisfied with your selections, choose **Continue**.

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Deposit Mo	ney Into Your Acco	punt	😝 Print	RELATED LINKS What types of checks do you accept? Funds Availability Policy	
Deposit Type:	EFT Initiated at Folio	•			
Deposit To:	AccountName-EA0131200Y	- EA0131200Y - Individual	•		
Transfer From:	Unknown Bank - XX6789	•	+ Add Bank Link		
Amount:	\$5,000.00				
Start Date:	02/26/2015	Deposits via EFT generally take	2–3 business		
Frequency:	Monthly	•			
	Every 1 🜲 month(s)				
If an instance of a repe if an instance of a repe processed the following	ating transfer falls on a non-busines ating transfer falls on January 1st, 2   business day.	s day, the transfer is processed the prior b nd, or 3rd and these are non-business da	usiness day. However, ys, the transfer is		
End Date:	Until canceled				
	O After this many transfers:				
	On this date:	03/26/2015			
			Continue		

<u>Step 3:</u> A confirmation page is displayed. Review your selections and choose either **Modify** or **Submit** to continue.

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Deposit Money Into Your Account			RELATED LINKS What types of checks do you accept? Funds Availability Policy		
Review your I	EFT Deposit Request				
Deposit Type:	EFT initiated at Folio				
Deposit To:	AccountName-EA0131200Y - EA0131200Y - Individual				
Transfer From:	WELLS FARGO BANK, NA - XXXXX3				
Amount:	\$5,000.00				
Start Date:	03/03/2015				
Frequency:	Monthly - on day 3 If an instance of a repeating transfer falls on a non-business day, the transfer is proces prior business day. However, if an instance of a repeating transfer falls on January 1st, 3rd and these are non-business days, the transfer is processed the following busines	sed the 2nd, or a day.			
End Date:	Until cancelled				



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