Account Transfers User Guide

Account transfers let you move funds between accounts within the same financial institution. Transfers can be scheduled for the current day or a date up to one year in the future. You can also schedule recurring account transfers.

Transferring Funds

To move funds between accounts:

1. From the Payments & Transfers menu, select Add Transfer from the Account Transfer group.
2. Choose the company and account you want to transfer from*.
3. Choose the company and account you want to transfer to.
4. Enter the amount you want to transfer.
5. Enter the date** you want the transfer to happen.
6. Enter a memo (this is optional).
7. Click the Add button to add the transfer to your list.
8. Repeat steps 1-8 to set up additional transfers. You can enter up to 10 transfers.
9. When you’re done entering transfers, click the Submit button to send the transfers to Heritage Bank. A confirmation screen will pop up, giving you the opportunity to cancel sending the transfers.

*Account transfers can be made across multiple companies. If this feature isn’t supported or enabled, the company field will not display a drop-down list.

**You can’t schedule transfers in the future or set up recurring transfers for cross-company accounts.
Recurring Transfers

To set up a recurring transfer:

1. From the Payments & Transfers menu, select Add Transfer from the Account Transfer group.
2. Choose the account you want to transfer from.
3. Choose the account you want to transfer to. If the account you want to transfer to is a loan, you can also select a loan payment type.
4. Enter the amount you want to transfer.
5. Enter the date you want the transfer to start.
6. Enter a memo (this is optional).
7. Enter an email address to receive notification if the transfer was successful or not.
8. Establish the frequency of the transfer (weekly, monthly, or twice monthly).
9. Choose either the number of transfers you want to happen or the date you want the recurring transfer to end (can't exceed year 2031).
10. Click the Add button.
11. Click the Submit button to setup the recurring transfer or click the Cancel button to make edits.
Updating Transfers

To edit or delete scheduled or recurring transfers:

1. From the Payments & Transfers menu, select Update Transfers from the Account Transfer group.
2. Select the scheduled or recurring transfer and then click the Update or Delete button.

For recurring transfers only, you can edit all fields except the start date, from account, and to account.