**Payments and Transfers Instructions**

1. From the home page select **Payments & Transfers**
2. Select **Wires** in the submenu
3. Select **Book in the dropdown menu for Wire Type**
4. Select **New Wire**

 

1. Select the account to transfer funds from in the **Debit Account** field
2. Input the **Dollar Amount**
3. Select the effective **Date**
4. Input the **Account Number** to send funds to (8-digit Beneficiary CIF#/ 9- digit Beneficiary Account Number)
5. Input the **Beneficiary Name**
6. Select **Submit** and it will take you back to the wire screen

