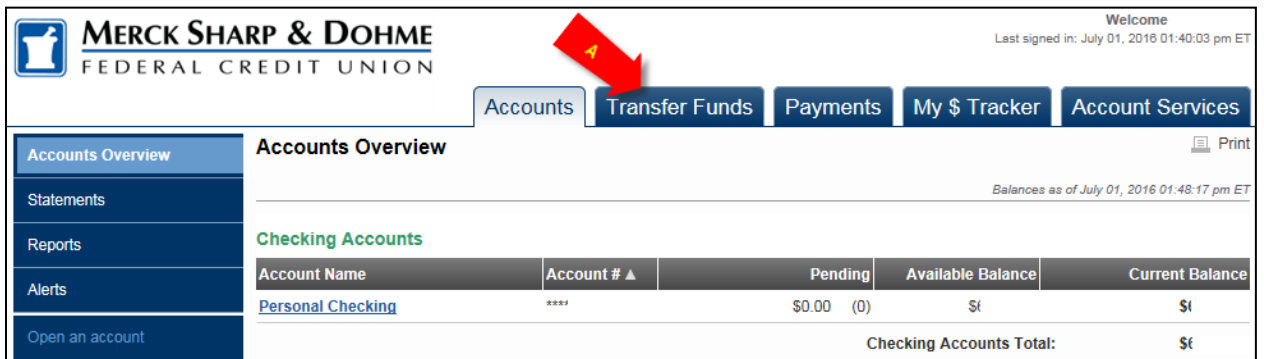



How To: Schedule Transfers

Log on to Online Banking.

- A. Go to the **Transfer Funds** tab on top menu of the Online Banking page.




MERCK SHARP & DOHME
 FEDERAL CREDIT UNION

Welcome
Last signed in: July 01, 2016 01:40:03 pm ET

[Accounts](#)
[Transfer Funds](#)
[Payments](#)
[My \\$ Tracker](#)
[Account Services](#)

[Accounts Overview](#)
[Statements](#)
[Reports](#)
[Alerts](#)
[Open an account](#)

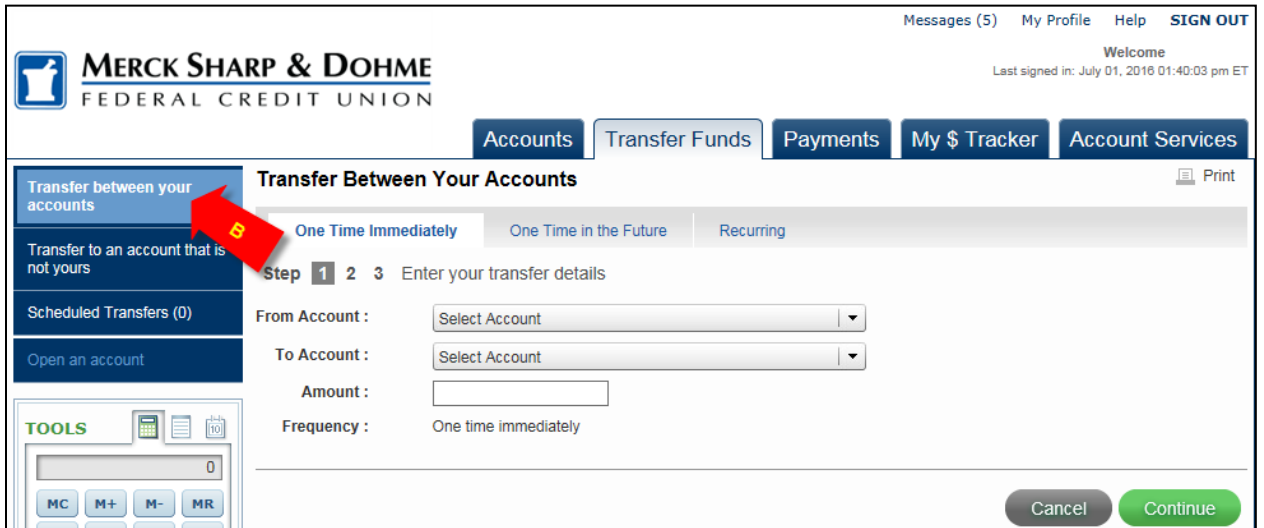
Accounts Overview Print


Balances as of July 01, 2016 01:48:17 pm ET

Checking Accounts

Account Name	Account # ▲	Pending	Available Balance	Current Balance
Personal Checking	****	\$0.00 (0)	\$	\$
Checking Accounts Total:				\$

- B. Click the **Transfer between your accounts** tab on the left side bar.




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Messages (5) My Profile Help **SIGN OUT**

Welcome
Last signed in: July 01, 2016 01:40:03 pm ET

[Accounts](#)
[Transfer Funds](#)
[Payments](#)
[My \\$ Tracker](#)
[Account Services](#)

[Transfer between your accounts](#)
[Transfer to an account that is not yours](#)
[Scheduled Transfers \(0\)](#)
[Open an account](#)

Transfer Between Your Accounts Print

[One Time Immediately](#)
[One Time in the Future](#)
[Recurring](#)

Step 1 2 3 Enter your transfer details

From Account :

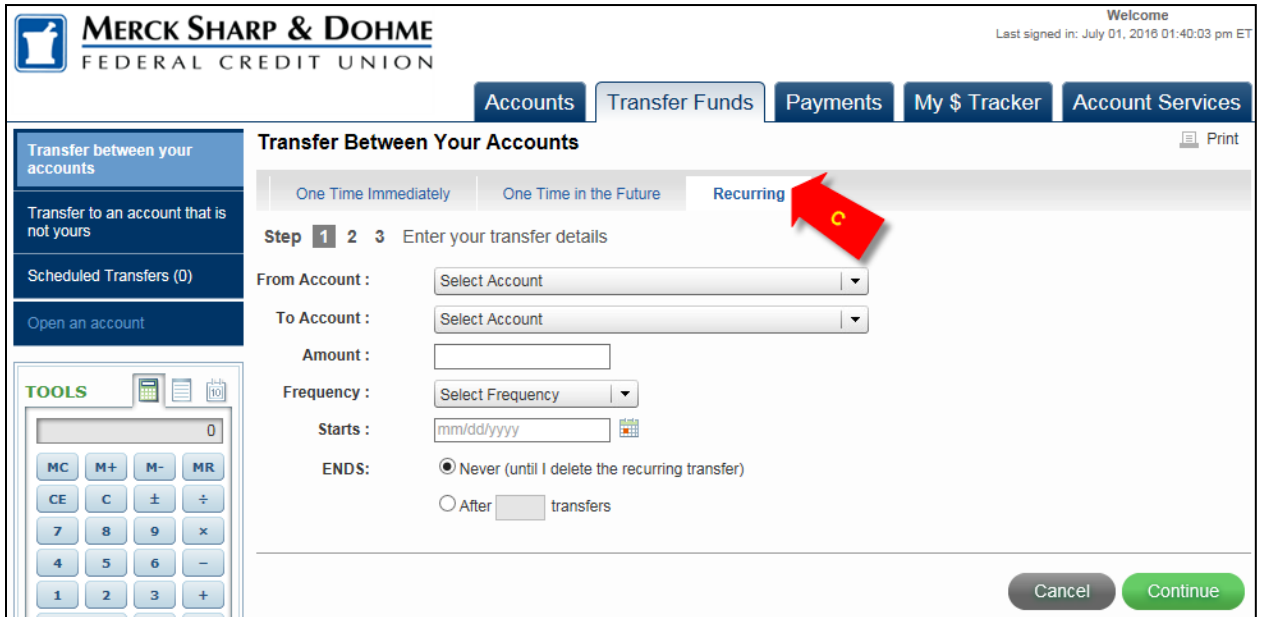
To Account :

Amount :

Frequency : One time immediately

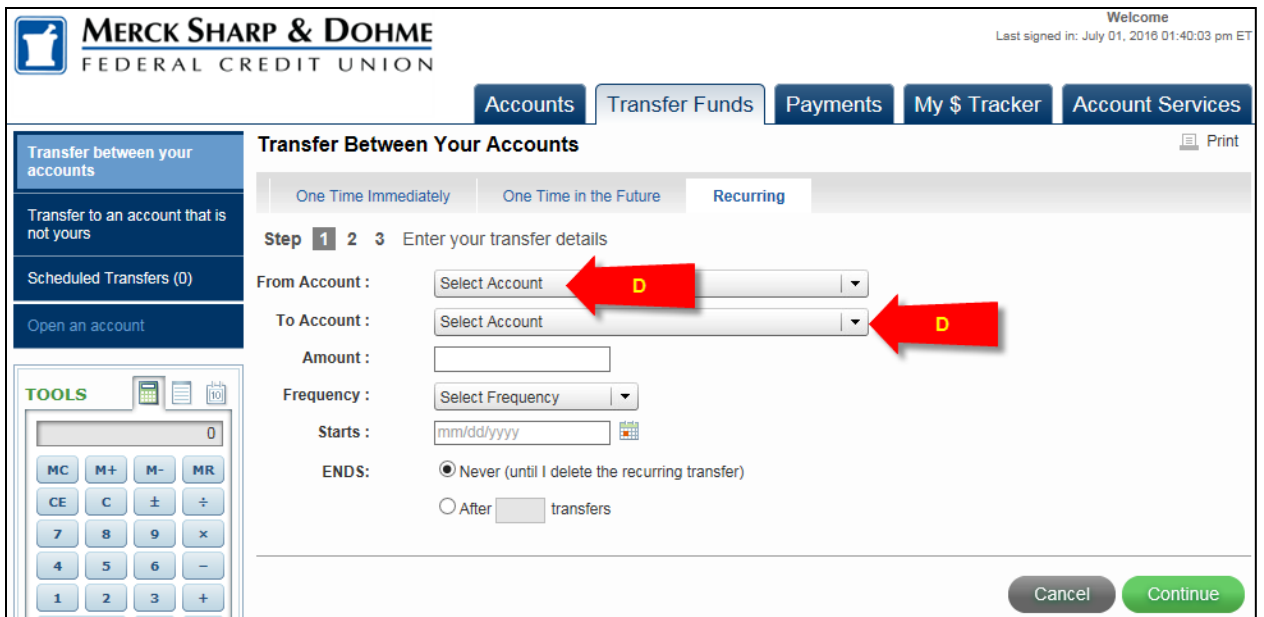
TOOLS

C. Click the **Recurring** tab under the *Transfer Between Your Accounts*.



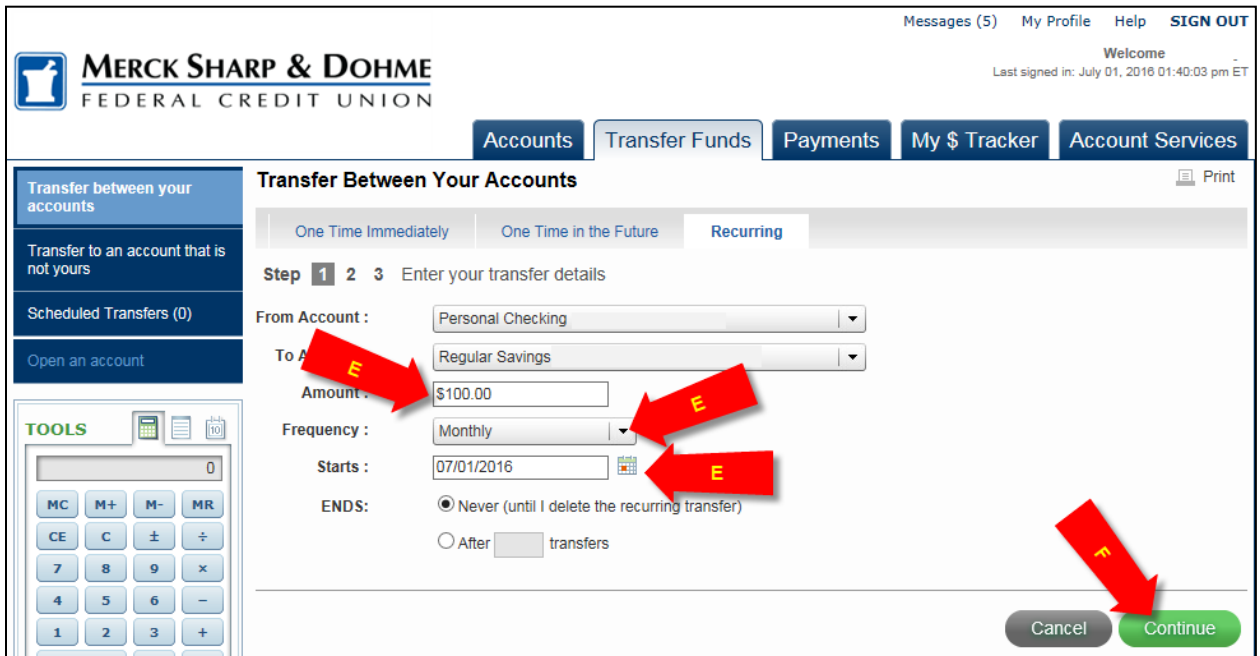
Merck Sharp & Dohme Federal Credit Union interface showing the "Transfer Between Your Accounts" page. The "Recurring" tab is selected, indicated by a red arrow labeled "C". The page includes a navigation menu with "Accounts", "Transfer Funds", "Payments", "My \$ Tracker", and "Account Services". The main content area is titled "Transfer Between Your Accounts" and contains a "Step 1 2 3 Enter your transfer details" section. The "From Account" and "To Account" fields are dropdown menus. The "Amount" field is a text input. The "Frequency" field is a dropdown menu. The "Starts" field is a date input (mm/dd/yyyy). The "ENDS" section has two radio button options: "Never (until I delete the recurring transfer)" (selected) and "After [] transfers". A "Tools" calculator is visible on the left side. "Cancel" and "Continue" buttons are at the bottom right.

D. Fill out the required information by clicking the drop down menus for **From Account:** and **To Account:**.



Merck Sharp & Dohme Federal Credit Union interface showing the "Transfer Between Your Accounts" page. The "Recurring" tab is selected. The "From Account" and "To Account" dropdown menus are highlighted with red arrows labeled "D". The page layout is identical to the previous screenshot, showing the "Step 1 2 3 Enter your transfer details" section with fields for "From Account", "To Account", "Amount", "Frequency", "Starts", and "ENDS". The "Tools" calculator and "Cancel/Continue" buttons are also present.

- E. Fill in the **Amount** and choose the **Frequency** from the drop-down menu. Then choose when you would like your transfer to start.
- F. Click the green **Continue** button.



Messages (5) My Profile Help **SIGN OUT**

Welcome
Last signed in: July 01, 2016 01:40:03 pm ET

MERCK SHARP & DOHME
FEDERAL CREDIT UNION

Accounts Transfer Funds Payments My \$ Tracker Account Services

Transfer between your accounts
Transfer to an account that is not yours
Scheduled Transfers (0)
Open an account

TOOLS

MC M+ M- MR
CE C ± ÷
7 8 9 ×
4 5 6 -
1 2 3 +

Transfer Between Your Accounts Print

One Time Immediately One Time in the Future **Recurring**

Step **1** 2 3 Enter your transfer details

From Account : Personal Checking

To Account : Regular Savings

Amount : \$100.00

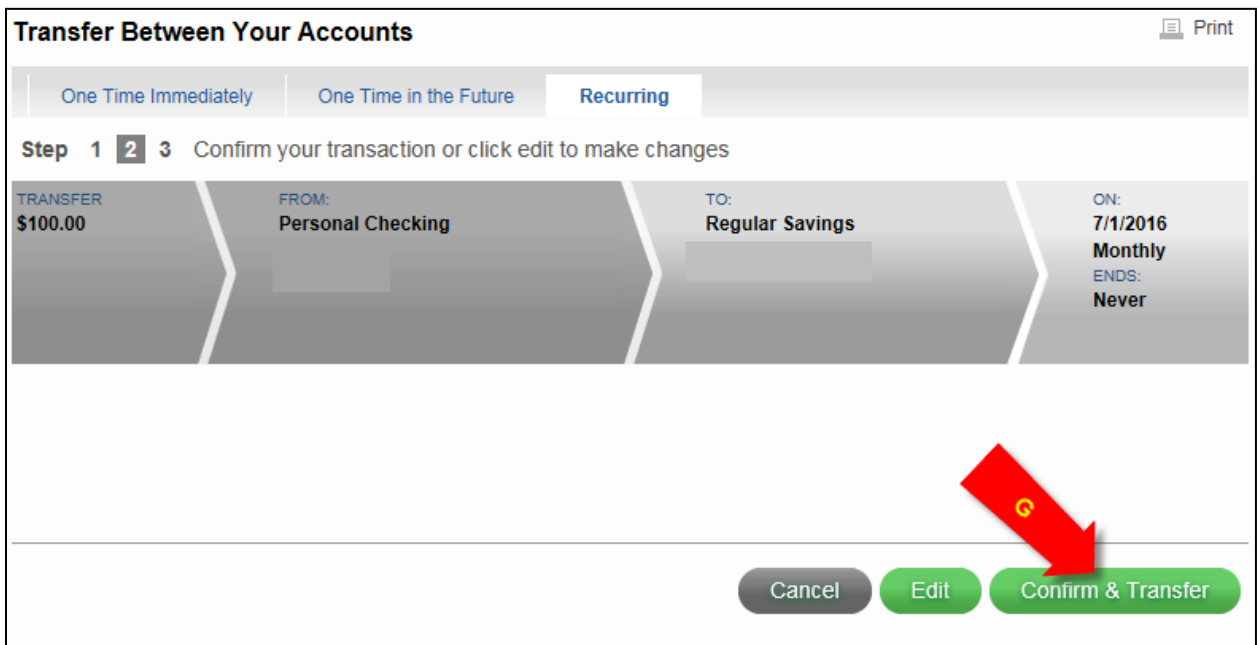
Frequency : Monthly

Starts : 07/01/2016

ENDS : Never (until I delete the recurring transfer)
 After transfers

Cancel **Continue**

- G. Click on **Confirm and Transfer**.



Transfer Between Your Accounts Print

One Time Immediately One Time in the Future **Recurring**

Step 1 **2** 3 Confirm your transaction or click edit to make changes

TRANSFER \$100.00

FROM: Personal Checking

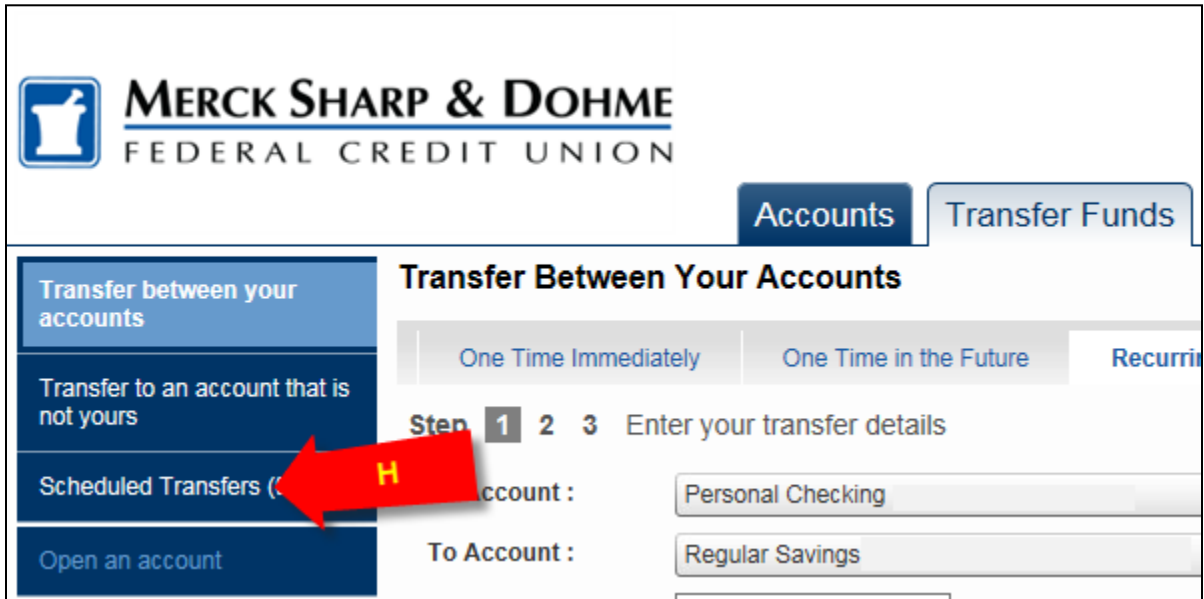
TO: Regular Savings

ON: 7/1/2016
Monthly
ENDS: Never

Cancel **Confirm & Transfer**

H. **To view your scheduled transfers.**

Click the **Scheduled Transfers** tab on the left side bar to view all your scheduled transfers you made in *Transfer between your accounts*.



The screenshot displays the Merck Sharp & Dohme Federal Credit Union interface. At the top, the logo and name are visible. Below the logo, there are two tabs: "Accounts" and "Transfer Funds". The "Transfer Funds" tab is active, leading to the "Transfer Between Your Accounts" page. On the left side, there is a vertical sidebar with four options: "Transfer between your accounts", "Transfer to an account that is not yours", "Scheduled Transfers", and "Open an account". A red arrow with the letter "H" points to the "Scheduled Transfers" option. The main content area shows the "Transfer Between Your Accounts" title, followed by three tabs: "One Time Immediately", "One Time in the Future", and "Recurring". Below these tabs, there is a progress indicator for "Step 1 2 3" with "Enter your transfer details" next to it. The "From Account" dropdown menu is set to "Personal Checking", and the "To Account" dropdown menu is set to "Regular Savings".