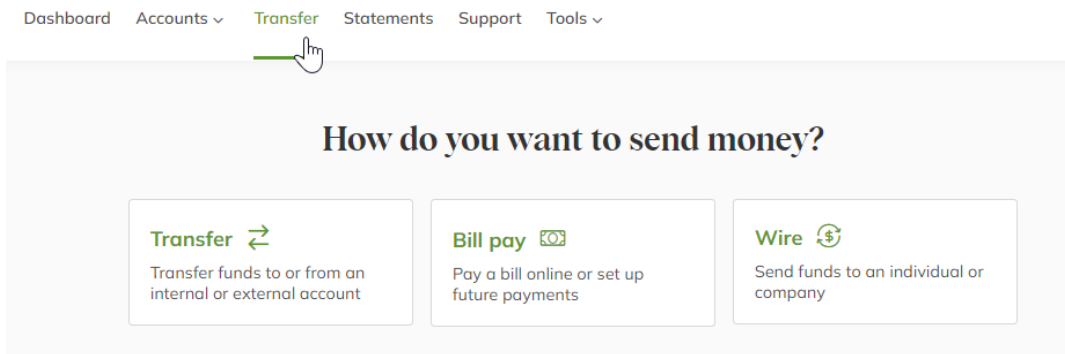# TRANSFERS
USER GUIDE

At First Internet Bank, our goal is to make your online business banking simple. We hope you will find these instruction materials useful as you begin taking advantage of our online business banking capabilities.

TRANSFERS USER GUIDE

After logging in, you can select the Transfer tab at the top of the screen. From here you can **transfer, wire** and use **bill pay**.


TRANSFERS:

Select Transfer, and funds can be transferred to or from an added account. Recurring payments may be selected here. Transfer limits may also be viewed on this pop-up.

If there are no accounts currently linked, you may do so from this tab. Follow these steps:

1. Select drop down from either the "from" or "to" line
2. Select "Add a new external account"
3. You may either instantly add an account by providing your institution and login OR it can be manually added
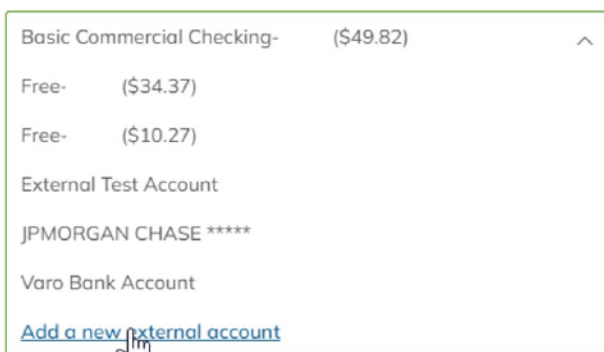
To instant add, you are first required to select your existing account's institution. From here, you can log into your account from the other institution using your credentials, and it will automatically link to your First Internet Bank account.
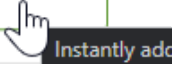
×

Add a new bank account

Choose how you want to add a new bank account.

Instantly add   `Instant`

Provide your login credentials for your external
bank and we'll instantly verify your account.

                                      Instantly add

Manually add   `1-3 business days`

Enter your account and routing numbers for your
external bank account and we'll verify your
account with 2 deposits.

By choosing one of these options, you acknowledge that
you agree to the terms of the electronic funds transfer
agreement.

You may also manually add an account by entering your external institution's banking account information. After manually adding, you'll see two small deposits into the linked account over the next few days to confirm connectivity.

×

Add a new bank account

Enter your bank account information below. You'll be
able to verify two deposits in the next 1-3 business days.

Routing number   Account number

⑈123456789 ⑆ 123456789012 ⑈

| Routing number |

| Account number |

Account type
- ◉ Checking
- ○ Savings

Account purpose
- ◉ Personal
- ○ Business

Cancel   **Link bank account**

BILL PAY

Bill Pay provides the ability to pay a bill via check or electronic payment. From this section, you can set up a new bill pay account. If you do not currently have any payees in your account, you will be required to link a new payee. When linking a new payee, you will need to add the Business name, Description, Account number, Phone number, Street address, City, State, Zip code and country.

After all of this information is complete, click the "Add payee" button.

Make a payment

Link a new payee ^

Amount

Date (mm/dd/yyyy)

View advanced bill pay options

Continue

Cancel

×

Payee type

⦿ Business

Payee details

Name
Any Name

Description (e.g. utilities)

Account number ⓘ

Phone number

Street address | Apt/Fl/Suite

City | State ⌄

Zip code | Country ⌄

Cancel   Add payee

WIRE:

In order to send a wire, you'll access "Wire" under the "Transfers" tab.

Accounts ⌄   Transfer   Statements   Support   Tools ⌄

How do you want to send money?

Transfer ⇄

Transfer funds to or from an internal or external account

Bill pay ▣

Pay a bill online or set up future payments

Wire ⑨

Send funds to an individual or company

After selecting "Wire", you will be required to complete wire and recipient details.

⑨
Send a wire

Wire details

From ⌄

Amount

Purpose of Wire

Recipient details

Name

Street address   Apt/suite

City

State ⌄   Zip code

Routing number

Account number

View your wire transfer limits and disclosures

Continue

Cancel