

# Quick Start Guide - Transfers

Business to Business (B2B)

Customer to Customer (C2C)

Internal Transfers (UniBank to UniBank)

**UNIBANK**

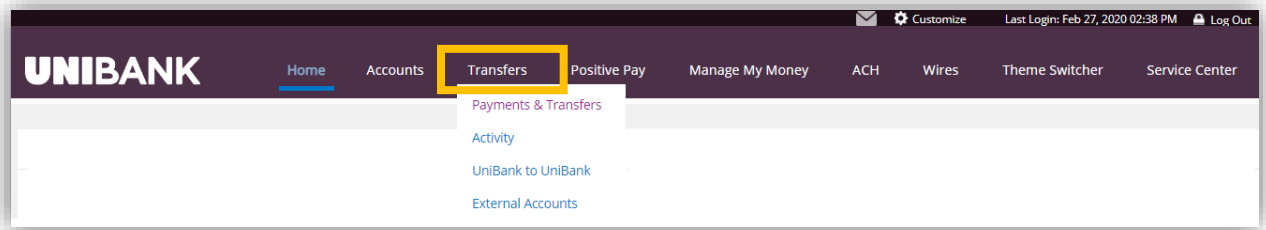
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## Payments & Transfers

**Please Note:** To make an internal transfer between your organization's UniBank accounts, please select the "Payments and Transfers" option in the sub-menu.

Click on Transfers in the menu option and choose Payments & Transfers to complete an internal transfer.



Complete the necessary fields on the Create/Edit a Transfer screen. Click on Submit.

### ▼ Create/Edit a Transfer

\* From Account

 ?

\* To Account

 ?

\* Amount

\* Scheduling Option

Description

 ?

Submit

Cancel

## Payments & Transfers

### Create/Edit Transfer (continued)

Review transfer information.

Click on Confirm to process the transfer.

Click on Edit to modify the transfer.

Click on Cancel if you do not want the transfer to be processed.

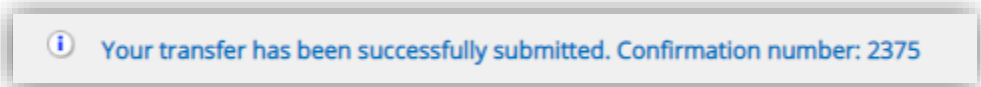
### ▼ Create/Edit a Transfer

Please review the following transfer.

From Account: - ONLINE PAYMENT - Available \$74,018.76  
To Account: - RELATIONSHIP - Available \$23,348.65  
Amount: \$50.00  
Scheduling Option: Immediate

[Confirm](#) [Edit](#) [Cancel](#)

A confirmation will appear on the upper section of the screen to alert you that your transfer was successfully initiated.



## Activity

View Scheduled Payments & Transfers as well as Payment and Transfer History.

Click on Transfers in the menu option and choose activity.

**Please Note: Transfer History can be exported to Word, PDF, Text, Excel or CSV by hovering the gray header and clicking on the export type.**

### ▼ Scheduled Payments & Transfers

Type	From Account	To Account	Amount	Next Transfer ▼	Deliver By	Schedule	Export as Word ?
No Scheduled Payments or Transfers							

### ▼ Payment & Transfer History

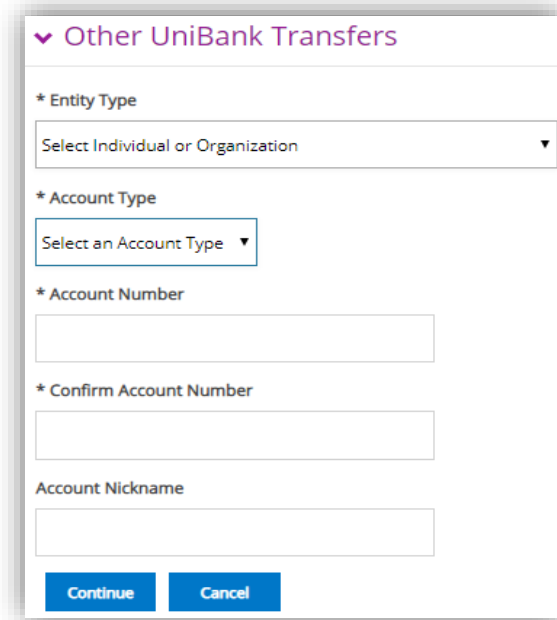
Tracking ID	From Account	To Account	Amount	Transfer Date	Completion Date ^	Status	Description
2375	ONLINE PAYMENT	RELATIONSHIP	\$50.00	02/27/2020	02/27/2020	Success	
2356	RELATIONSHIP	ONLINE PAYMENT	\$50.00	02/27/2020	02/27/2020	Success	

## UniBank to UniBank

This module is used to transfer to an Individual or Organization who also banks with UniBank.

**Please Note:** To make an internal transfer between your organization's UniBank accounts, please select the "Payments and Transfers" option in the sub-menu.

Click on Transfers in the menu option and choose UniBank to UniBank. Complete the required fields. Click Continue.



▼ Other UniBank Transfers

\* Entity Type  
Select Individual or Organization ▼

\* Account Type  
Select an Account Type ▼

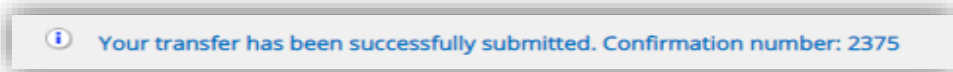
\* Account Number

\* Confirm Account Number

Account Nickname

Continue Cancel

A confirmation will appear on the upper section of the screen to alert you that your transfer was successfully initiated.



## Contact

For assistance, please contact your Relationship Manager or UniBank at 800.578.4270.