Schedule a Transfer

With Patelco Online™, it’s easy to create a scheduled or recurring transfer

1. To schedule a one-time transfer for a future date, or to create a recurring transfer, select the TRANSFERS widget

By default, you’ll be on the Classic tab

(The Scheduled tab shows transfers that have already been scheduled)
2. Choose your **From Account** and your **To Account** by choosing **Select Account** next to each.
3. Type your amount in the **Amount** field.
4. Then choose the **Date** for your transfer

(If you’re setting up a recurring transfer, this will be the date of the first transfer)
5. Choose the **Frequency**

For a single transfer, select **One Time**
6. For a recurring transfer, you have many options for the **Frequency**:
   - Daily
   - Weekly
   - Every 2 Weeks
   - Semimonthly (1\textsuperscript{st} and 15\textsuperscript{th} of the month)
   - Monthly
   - End of Month
   - Quarterly
   - Every 6 Months
   - Annually
7. If you’re creating a recurring transfer, you also need to choose when it’s **Ending**

For a transfer to continue indefinitely, select **Never**
8. If you want the scheduled transfer to end, you can choose a certain date by selecting **On** and then choosing the date.

In the example above, the scheduled monthly transfer will start on November 14, 2018 end on April 14, 2019.
9. Or you can choose for the scheduled transfer to end after a certain number of occurrences by selecting **After** and entering the number in the **Occurrences** box.

In the example above, the scheduled monthly transfer will end after a total of 6 occurrences.
10. If you want to make a note about the transfer, type that in the **Reason** field.
11. Your transfer details will be in the **Transfer Confirmation** box on the right.

12. If all the details look good, select **Confirm Transfer**.
13. To view your existing one-time scheduled transfers or scheduled recurring transfers, select the **Scheduled** tab
Dates with a scheduled transfer will be marked with a dot next to them.
14. On the **Scheduled** tab, you can edit any one-time scheduled transfers, and edit any recurring transfers.

To edit a one-time scheduled transfer, select **Edit** next to the transfer.
15. When you **Edit** a one-time scheduled transfer, you can change
   - the **Amount**
   - the **Date**
   - the **Reason** note

After making your changes, select **Save**

![Edit Form]

You cannot edit the **From Account** or the **To Account**, so if you want to change either of those, you’ll need to cancel the transfer (and create a new one)
16. You can cancel the one-time scheduled transfer by selecting **Cancel Transfer**

When you select **Cancel Transfer**, you’ll get a confirmation. Select **Yes** to permanently cancel the scheduled transfer.
17. On the **Scheduled** tab, you can also edit recurring transfers

To edit a recurring transfer, select **Edit Series**
18. For a recurring transfer, you can edit:
   - the Amount
   - the Start Date
   - the Reason note
   - the End Date details

   After making your selection, select Save

You cannot edit the From Account or the To Account or the Frequency, so if you want to change any of those, you’ll need to cancel the transfer series (and create a new one)
19. You can cancel the recurring transfer by selecting **Cancel Series**
20. When you select **Cancel Series**, you’ll get a confirmation. Select **Yes** to permanently cancel the transfer series.
21. To view your past transfers, including one-time scheduled transfers, one-time immediate transfers and recurring transfers, select the **History** tab.
22. To view more details about a particular transfer, select **View Details**
23. You can also search past transfers by selecting **Show Search**.
24. When you search your transfer history, you can search by:
   - the From Account
   - the To Account
   - the date(s), by selecting Search Dates
   - the Status (either Succeeded or Failed)

To determine the result order, select from the drop-down menu next to Sort By
25. When you’re done inputting your search parameters, select **Search**