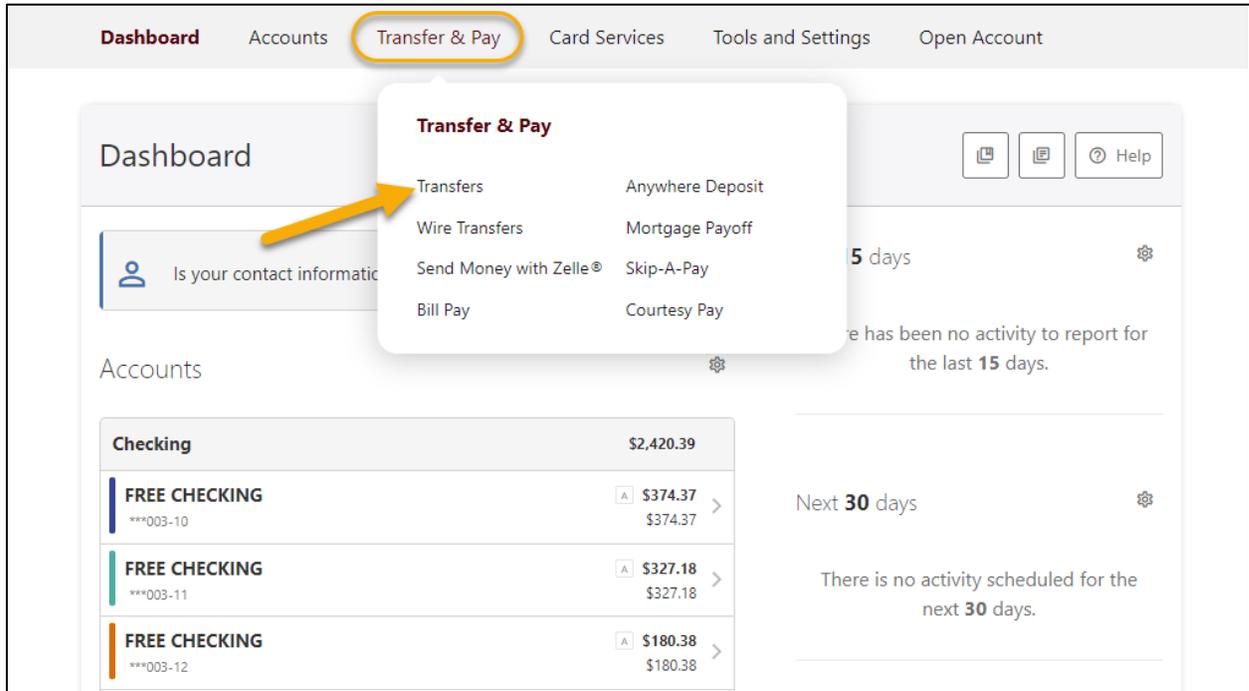




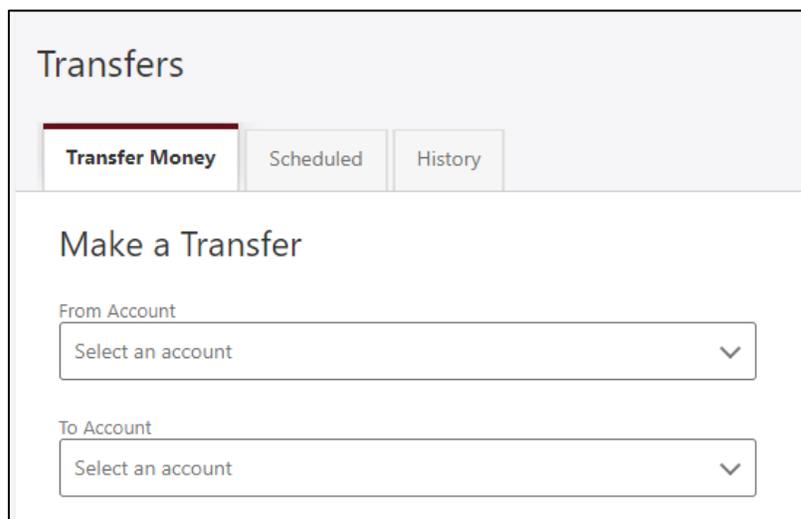
Schedule a Transfer

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, hover or tap on **Transfer & Pay** from the main menu, then select **Transfers** from the drop-down menu.



2. Choose your **From Account** and your **To Account** by choosing **Select Account** next to each.





3. Type your amount in the **Amount** field, choose the **Date** for your transfer (if you're setting up a recurring transfer, this will be the date of the first transfer), then choose the **Frequency**.

Transfers

Transfer Money | Scheduled | History

Make a Transfer

From Account

REGULAR SAVINGS ACCT ***038-00  (A) \$90.89 

To Account

REGULAR SAVINGS ACCT ***247-00 \$94.11 

External transfers to Patelco loans are credited same day if done by 3pm PT and apply to your credit limit after 2-3 business days. External transfers to shares are credited in 2-3 business days. For transfers related to UpLoan, principal-only mortgage payments, IRA, HSA, and SEP IRA please see the help section.

[+ Add an account](#)

Amount

\$ 25.00

Date

05/20/2022 

Frequency

One Time 

[+ Add Memo](#)

Submit Transfer

[Transfer Policy](#)

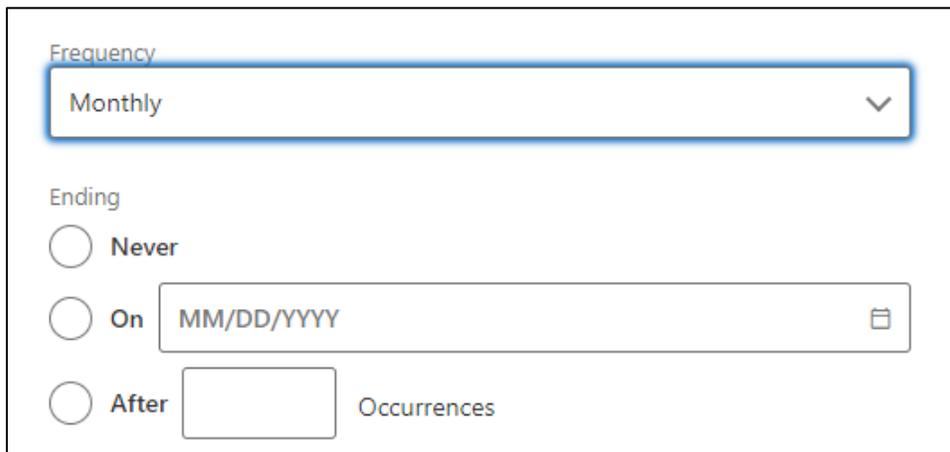


4. For a single transfer, select **One Time**.

5. For a recurring transfer, you have many options for the **Frequency**:

- Daily
- Weekly
- Every 2 Weeks
- Semimonthly (1st and 15th of the month)
- Monthly
- End of Month
- Quarterly
- Every 6 Months
- Annually

6. If you're creating a recurring transfer, you also need to choose when it's **Ending**.



The screenshot shows a form with two main sections. The first section is labeled "Frequency" and contains a dropdown menu with "Monthly" selected. The second section is labeled "Ending" and contains three radio button options: "Never", "On", and "After". The "On" option is selected, and it is followed by a date input field containing "MM/DD/YYYY" and a calendar icon. The "After" option is followed by an empty input field and the text "Occurrences".

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

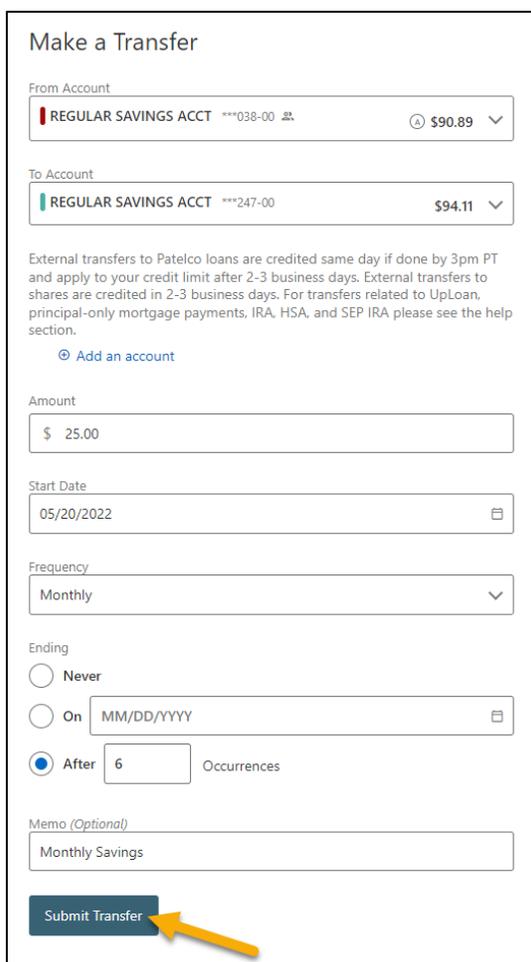


- You can choose for the scheduled transfer to end after a certain number of occurrences by selecting **After** and entering the number in the **Occurrences** box.



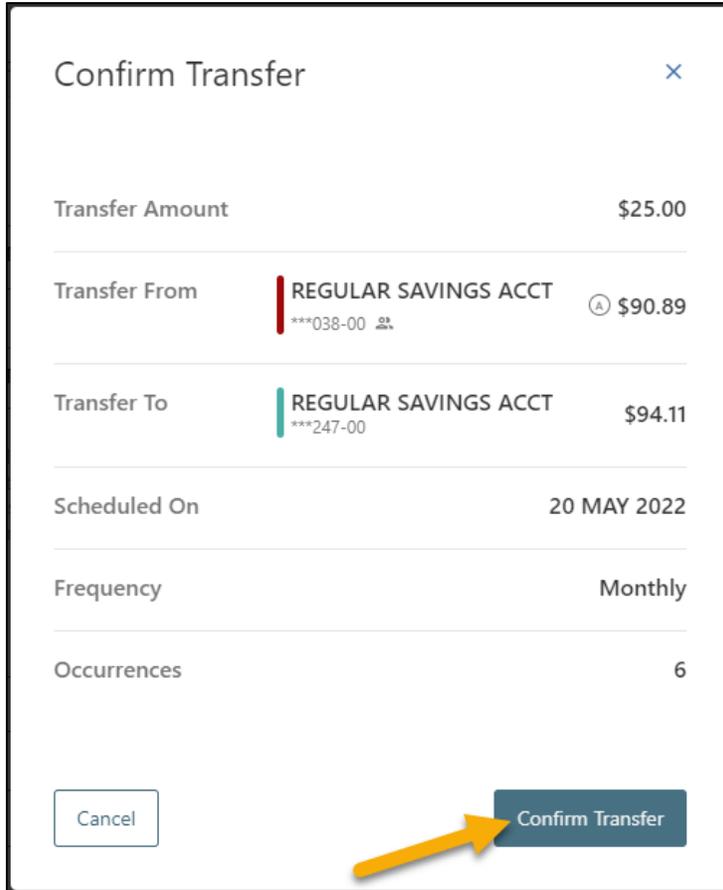
In the example above, the scheduled monthly transfer will end after a total of 6 occurrences.

- If you want to make a note about the transfer, input in the **Add Memo** field.
- Review your transfer details and select **Submit Transfer**.





11. If all the details look good, select **Confirm Transfer**.



Confirm Transfer ×

Transfer Amount \$25.00

Transfer From **REGULAR SAVINGS ACCT** Ⓐ \$90.89
***038-00

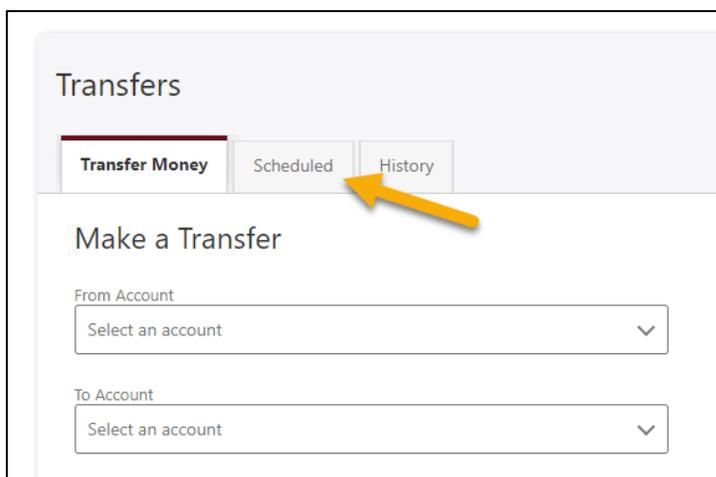
Transfer To **REGULAR SAVINGS ACCT** \$94.11
***247-00

Scheduled On 20 MAY 2022

Frequency Monthly

Occurrences 6

To view your existing one-time or recurring scheduled transfers, select the **Scheduled** tab.



Transfers

Transfer Money Scheduled History

Make a Transfer

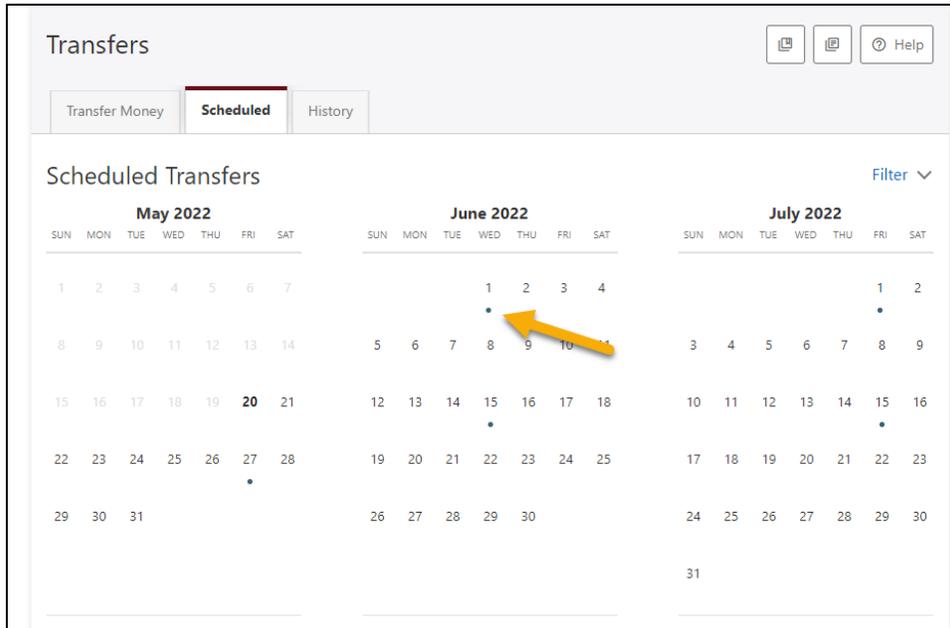
From Account
Select an account

To Account
Select an account

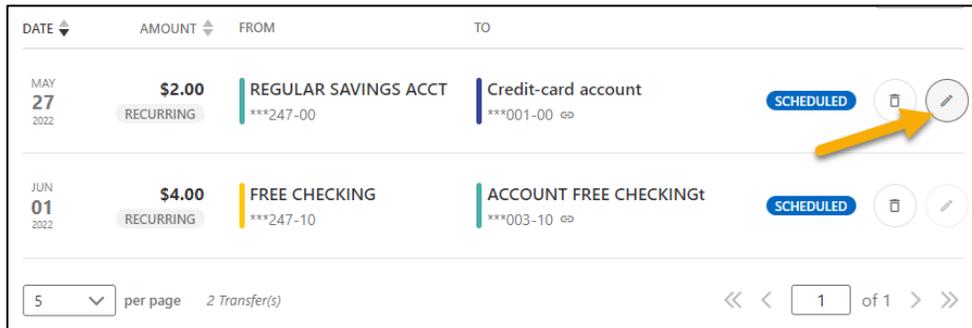


Dates with a scheduled transfer will be marked with a dot next to them

On the **Scheduled** tab, you can edit any one-time or recurring scheduled transfers.



1. To edit a one-time scheduled transfer, select **pencil icon** next to the transfer.



2. When you **Edit** a one-time scheduled transfer, you can change:

- the **Amount**
- the **Date**
- the **Memo**

3. After making your changes, select **Save**.



How to cancel a scheduled transfer

You cannot edit the **From Account** or the **To Account**, so if you need to make a change, you'll need to cancel the transfer (and create a new one).

1. You can cancel the one-time scheduled transfer by selecting **Cancel Transfer**.
2. When you select **Cancel Transfer**, you'll get confirmation.
3. Select **Yes** to permanently cancel the scheduled transfer. After making your changes, select **Save**.

How to edit or cancel recurring transfers

On the **Scheduled** tab, you can also edit recurring transfers.

1. To edit a recurring transfer, select **Edit Series**.
2. For a recurring transfer, you can edit:
 - the **Amount**
 - the **Start Date**
 - the **Reason** note
 - the **End Date** details
3. After making your selection, select **Save**.
4. You can cancel the recurring transfer by selecting **Cancel Series**.
5. When you select **Cancel Series**, you'll get a confirmation. Select **Yes** to permanently cancel the transfer series.



How to view past transfers

1. To view your past transfers, including one-time scheduled transfers, one-time immediate transfers and recurring transfers, select the **History** tab.
2. To view more details about a particular transfer, select **View Details**. You can also search past transfers by selecting **Show Search**.
3. 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**)
4. To determine the result order, select from the drop-down menu next to **Sort By**. When you're done inputting your search parameters, select **Search**.