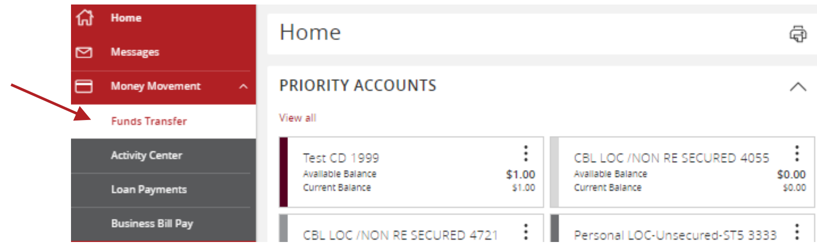
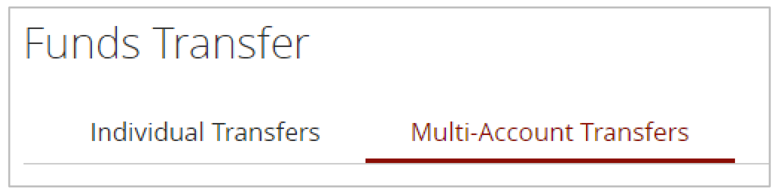
# Multi-Transfers

## Transfer Funds

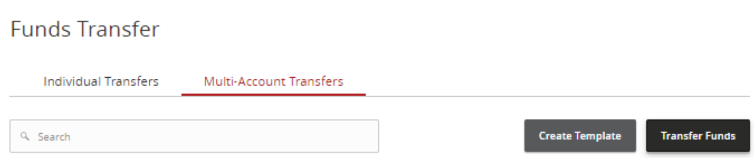
1. Select ‘Money Movement’ and then select ‘Funds Transfer’.



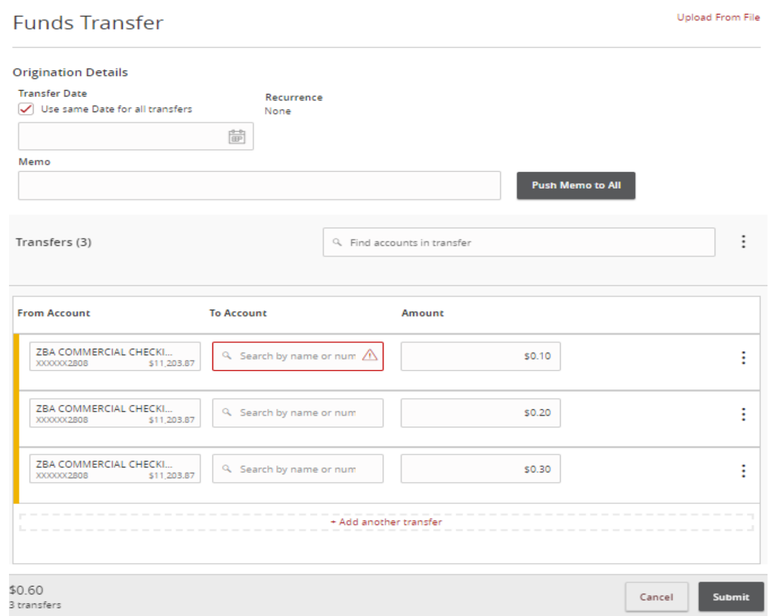

2. Select the ‘Multi-Account Transfers’ tab.




3. Select ‘Transfer Funds’.



4. Enter the total number of funds transfers you would like to create. (A maximum of 35 transfers can be created)
5. Select the 'From Account' and 'To Account' for each transfer.
6. Enter the 'Amount' for each transfer.
7. Select 'Add Another Transfer' to open additional funds transfers.



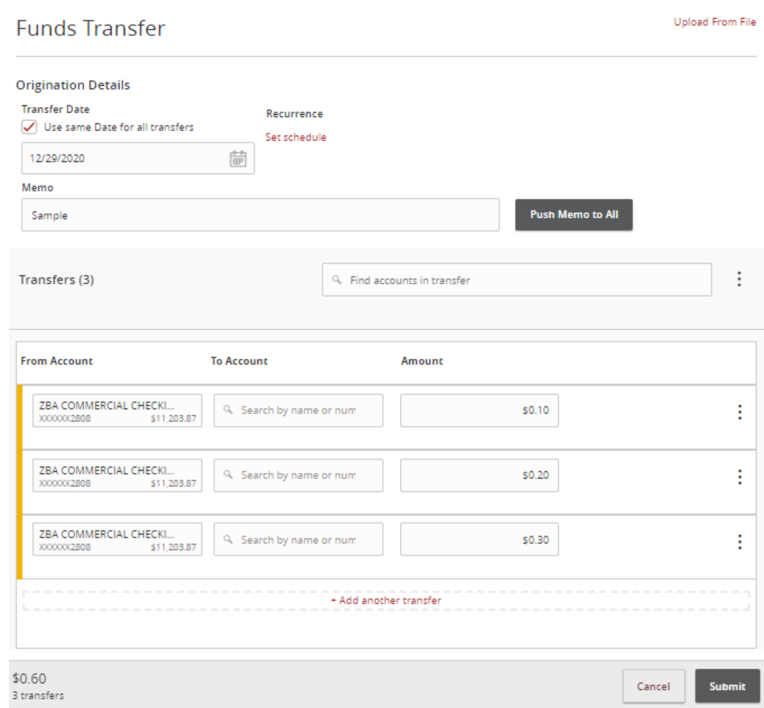

8. Designate the 'Transfer Date' for all transactions.

NOTE: Transfer Date can be selected as the same date for all transactions by selecting the check box next to 'Use same date for all'.

9. Enter an optional memo for the transactions (if needed).

NOTE: The same memo verbiage can be used for all transfers by entering text into the 'Memo' field and selecting the check box next to 'Push to all'. Alternatively, you may expand each transaction by clicking the transaction and entering the memo accordingly.

10. Review the information on the screen for accuracy and then select 'Submit' to authorize the transfers.

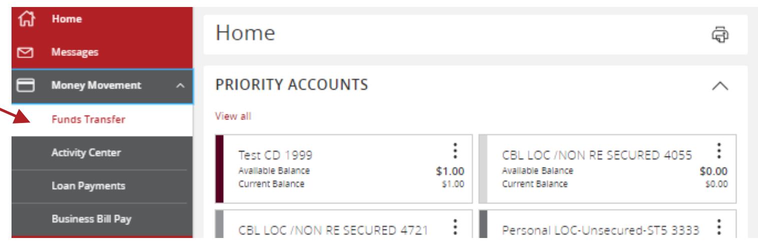



NOTE: The ability to click 'Approve' is dependent upon your entitlements within Online. If you can only draft, an Administrator will need to approve the transfers before they can be processed by Fidelity Bank and Oklahoma Fidelity Bank.

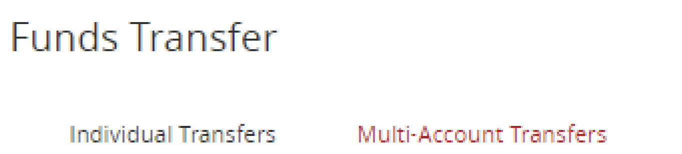
NOTE: Reference the 'Recurring Transaction Management' User Guide for instructions on how to set up or remove the recurring transaction option from this payment before it is drafted or approved. If the transaction has already been drafted or approved reference the "Activity Center' Guide on how to cancel the transaction.

## Transfer Templates

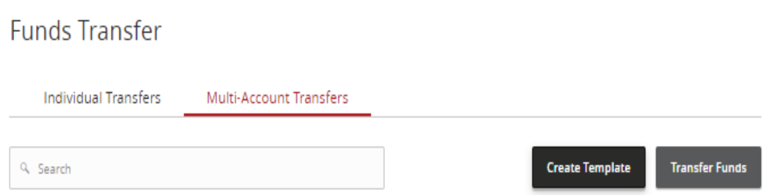
1. Select 'Money Movement' and then select 'Funds Transfer'.



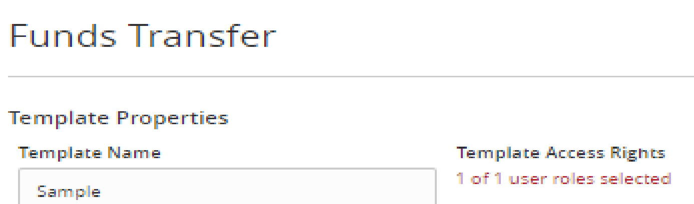

2. Select the 'Multi-Account Transfers' tab.



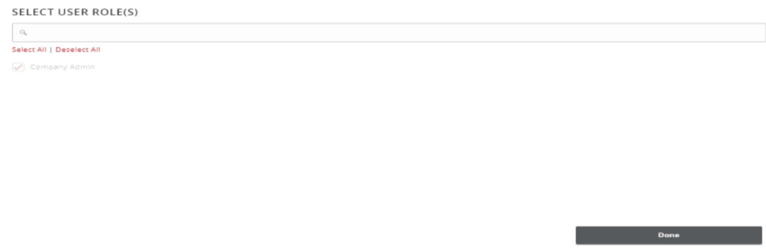

3. Select 'Create Template'.



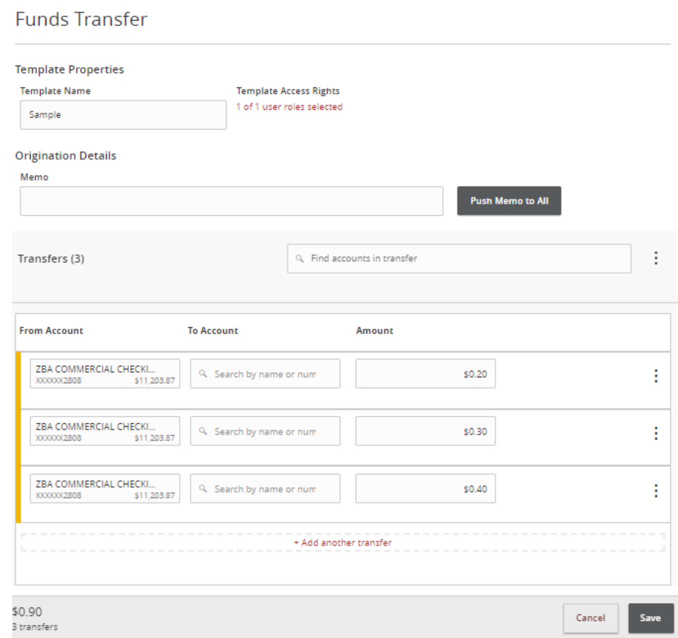

4. Enter your 'Template Name'.



5. Select the user(s) who should have access to the template by checking the box next to each name listed.




6. Enter the total number of funds transfers you would like to create. (A maximum of 35 transfers can be created)
7. Select the 'From Account' and 'To Account' for each transfer.
8. Enter the 'Amount' for each transfer.
9. Select the 'Add Another Transfer' to open additional funds transfers.
10. Select 'Save" at the bottom of the page.



11. Enter an optional memo for the transactions (if needed).

NOTE: The same memo verbiage can be used for all transfers by entering text into the 'Memo' field and selecting the check box next to 'Push to all'. Alternatively, you may expand each transaction by clicking the transaction and entering the memo accordingly.

12. Review the information on the screen for accuracy and then select 'Save'.