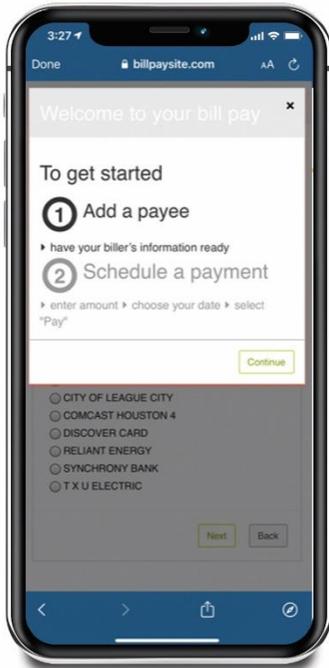Transfer money to accounts at other financial institutions with ease by following these instructions:

From your Digital Banking dashboard, select **Pay Bills,** then click **Continue.**

Click **Payee** and choose **Pay a Person.** Then, select email or text message (they will provide routing and account number), Direct Deposit (you provide their routing and account number), or mailed check. Enter account information and click **Next.**
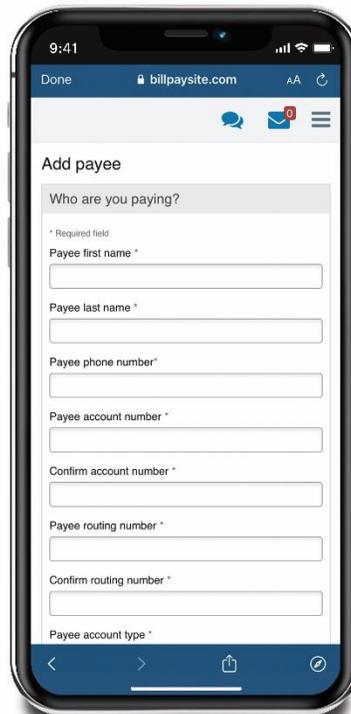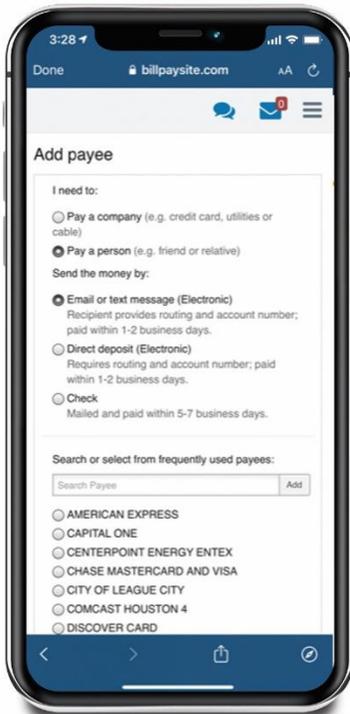
For security purposes, a one-time activation code will be sent to your primary email account. Retrieve and enter the activation code, then click **Submit** to continue. Once completed, you will have successfully added a transfer account. You will be able to transfer money to this account from the Transfers tab in Bill Pay.
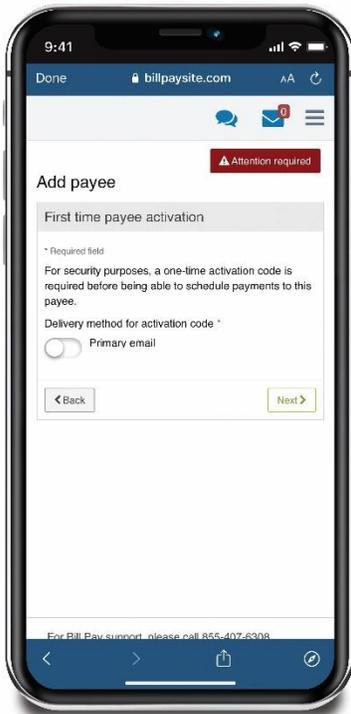
You can also transfer to your checking or savings account at another financial institution, by choosing **Transfers** from the list of options within Bill Pay. Then, click the **+Account** button to begin adding your transfer account. From the Transfers tab, you can add other transfer accounts as well as set up recurring transfers. Any transfer accounts added will be visible and can be edited from the menu.