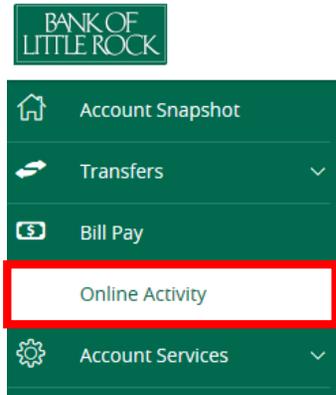


HOW TO DELETE AND ADD A RECURRING TRANSFER

1. Click on **Online Activity** from the main menu



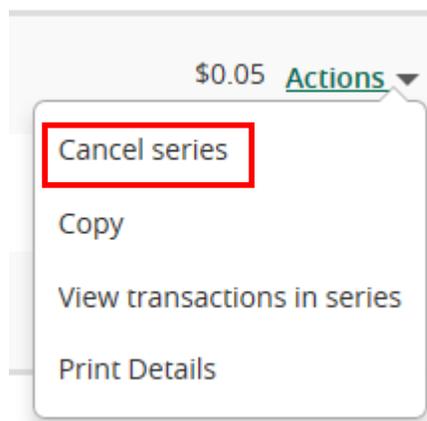
2. Click on **Recurring Transactions**
Online Activity



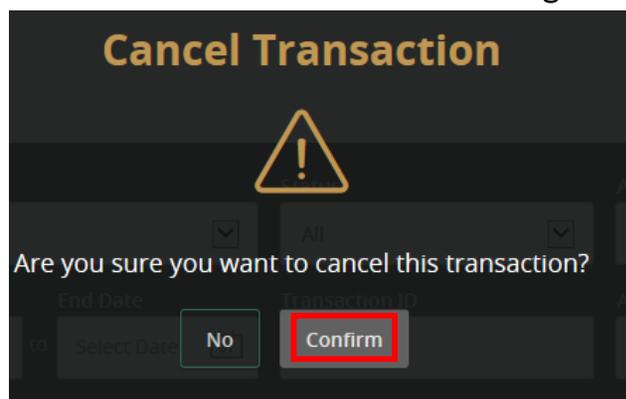
3. Click on the **Actions** link to the right of the transfer

Created	Status	Transaction Type	Account	Amount	Actions
3/22/2017	Authorized	Funds Transfer - Tracking ID: 41346	[REDACTED]	\$0.05	Actions

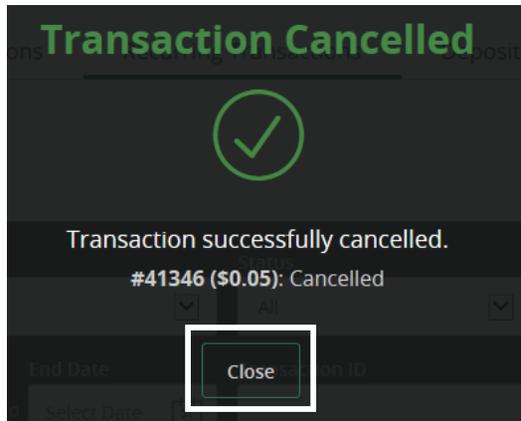
4. Click on **Cancel Series**



5. Click **Confirm** to cancel the recurring transfer series



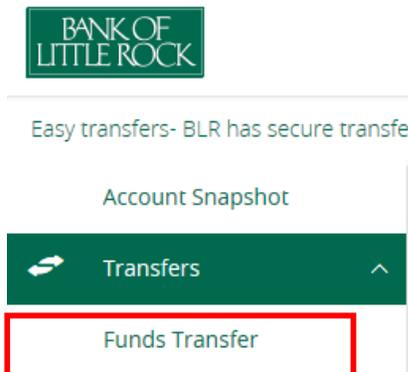
6. You will receive a confirmation message of the cancellation
Click **Close**



7. The recurring transfer will now show **cancelled**

Created	Status	Transaction Type	Account	Amount
3/22/2017	Cancelled	Funds Transfer - Tracking ID: 41346	[REDACTED]	\$0.05 Actions

8. To **add** the recurring transfer back, click on **Transfers** from the main menu and then **Funds Transfer**



9. Fill in all of the requested information, check the **Make this a recurring transaction** box and set up the schedule for the recurring transfer
10. Click Transfer Funds

Funds Transfer

From
----Select From Account--

To
----Select To Account--

Amount
\$0.00 **Make this a recurring transaction**

Date
4/10/2017

Memo (optional)
Enter letters and numbers only