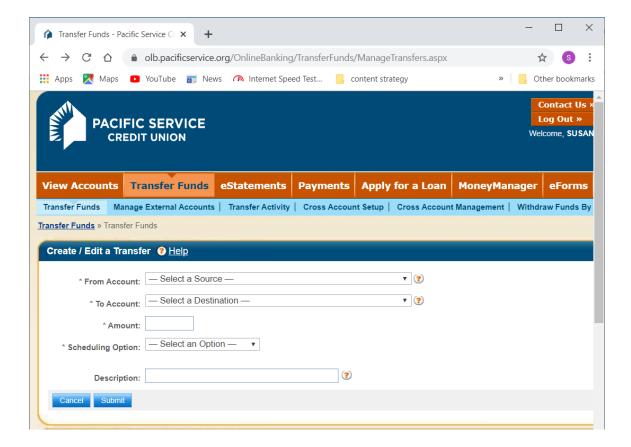
## To Transfer Funds

- 1. Go to <a href="www.pacificservice.org">www.pacificservice.org</a> and log in to your account.
- 2. Choose the **Transfer Funds** tab.

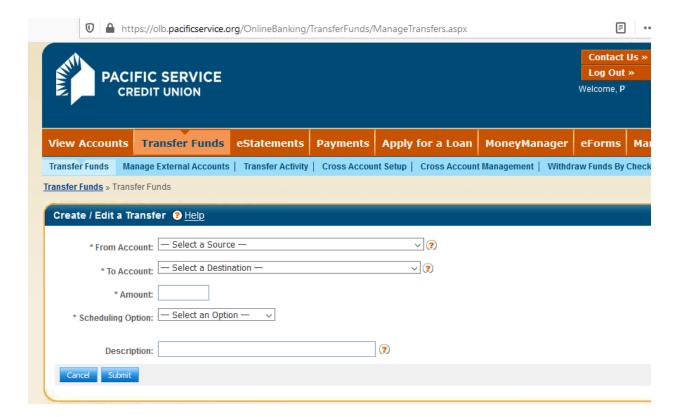
In the area labeled **Create / Edit a Transfer**, you will see the steps laid out. The required fields are marked with an asterisk. Question marks (?) signal available help or hints.



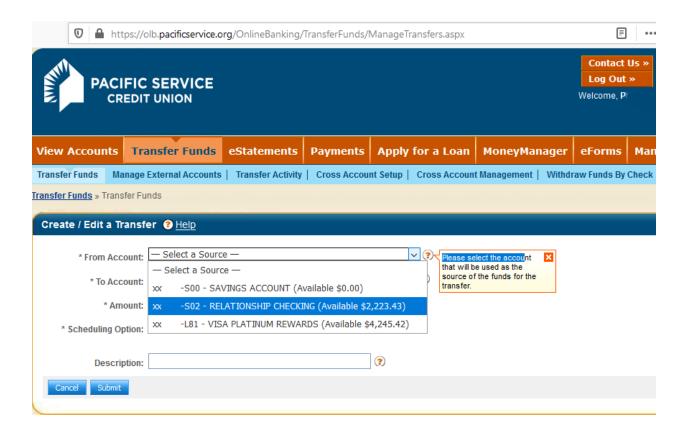
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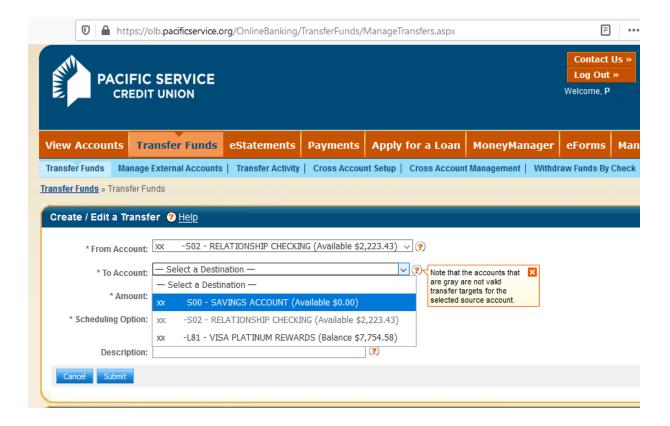


3. Choose a *Source*—the account you wish to transfer funds from (**From Account**).

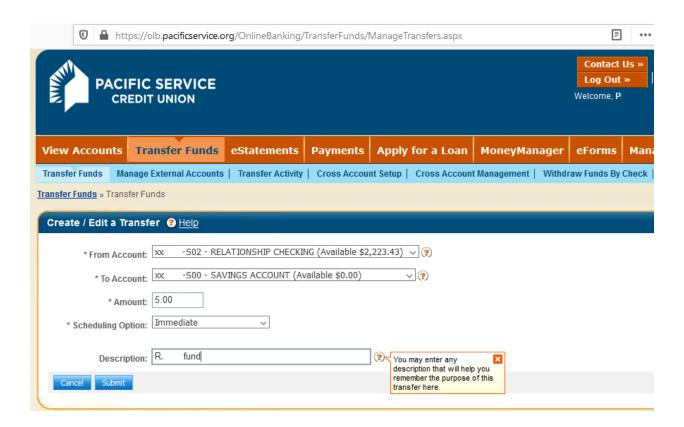


4. Choose a *Destination*—the account you wish to transfer funds to (To Account).

(Notice that the money market account in the image below is grayed out as a *Destination* option **(To Account)** because you selected it as the *Source* account **(From Account)** and it cannot be both the Source and the Destination.)

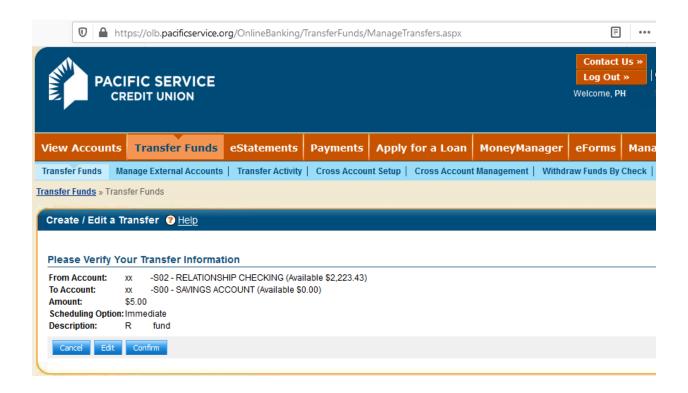


5. Fill in the dollar amount you wish to transfer (Amount).



- 6. Select a Scheduling Option: Immediate, Future-Dated (One-Time), or Recurring.
- 7. The optional **Description** field allows you to add a note to help you remember this transaction.
- 8. Click Submit.

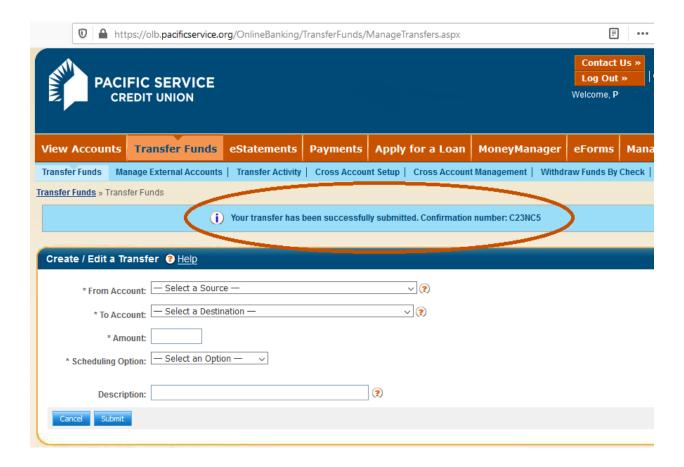
You should see a confirmation message asking you to confirm your transaction.



On this screen you can verify the details of your transfer. You can edit the info (**Edit**), or cancel and start over (**Cancel**).

9. Click **Confirm** if you want to complete the transaction.

Once you have completed the transaction, you should see the message indicating success, with your confirmation number.



The next time you log in, you can see the new balances displayed in your accounts.

