

# How To View Recurring and Scheduled Transfers



You can review a complete list of your recurring transactions by following the instructions below:

1. Log in to online banking.

The screenshot shows the Commonwealth One online banking home page. At the top left is the logo and tagline "Commonwealth One Federal Credit Union Your Lifetime Financial Partner". At the top right are icons for services like Bill Pay, ATM, and e-Statements, along with the date "Wednesday, January 12, 2022". A navigation menu includes "Home", "My Accounts", "Bill Pay", "Transfers", "New Account", "Money Tools", "e-Documents", and "Settings". The main content area shows a "Welcome" message, a "Quick Transfer" sidebar, and an "Accounts" table. The table lists accounts with their current and available balances and links to view recent transactions.

Account Summary	Balance	Available Balance	
SHARE SAVINGS	\$10.76	\$5.75	<a href="#">View Recent Transactions</a>
CHRISTMAS CLUB	\$0.00	\$0.00	<a href="#">View Recent Transactions</a>
VACATION CLUB	\$6.00	\$0.00	<a href="#">View Recent Transactions</a>
RELATIONSHIP CHECKING	\$5.00	\$5.00	<a href="#">View Recent Transactions</a>

2. Click the "Transfers" button from the Main Menu

The screenshot shows the Commonwealth One online banking "Transfers" page. A red circle with the number "2" and a downward arrow points to the "Transfers" button in the navigation menu. The page title is "Make a Transfer" and it includes sub-links for "Make a Transfer", "Manage Transfers", and "Automated Distribution". The "Transfer Type" section has radio buttons for "One Time" (selected) and "Recurring". Below are dropdown menus for "From Account:" and "To Account:", a text input for "Amount to Transfer:", and a date selector for "Transfer Date:" set to "12 Jan 2022". There are "Transfer" and "Reset" buttons at the bottom.

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3. Then select “Manage Transfers”



Navigation menu: Home | My Accounts | Bill Pay | **Transfers** | New Account | Money Tools | e-Documents | Settings

3 → Manage Transfers Automated Distribution

Recurring Transfers							Add
From Account/Suffix	To Account/Suffix	Amount	Start Date	Frequency	Stop Date*	# of Transfers	
xxxxxxxx9308: SHARE SAVINGS - 0 <a href="#">Modify / Delete</a>	xxxxxxxx9308: CHRISTMAS CLUB - 5	\$75.00	1/12/2022	BiWeekly	N/A	4	
xxxxxxxx9308: RELATIONSHIP CHECKING - 9 <a href="#">Modify / Delete</a>	xxxxxxxx9308: VACATION CLUB - 6	\$150.00	1/31/2022	Monthly	12/31/2023	N/A	
xxxxxxxx9308: RELATIONSHIP CHECKING - 9 <a href="#">Modify / Delete</a>	xxxxxxxx9308: SHARE SAVINGS - 0	\$250.00	1/12/2022	BiWeekly	N/A	N/A	

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You can use the chart below to note any recurring transfers you may have programmed. This chart can serve as a quick reference you can consult on February 9, when you program your transfers in the new digital banking system.

Recurring Transfer as of \_\_\_\_\_

Amount	From Account		To Account		Frequency	Stop Date	# of Transactions
	Acct #	Suffix	Acct #	Suffix			