



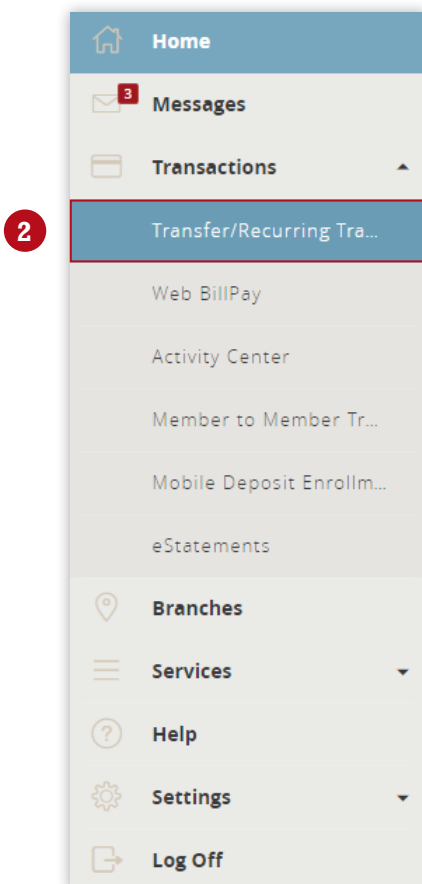
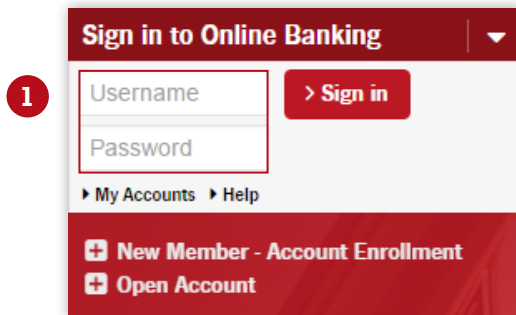
Recurring Transfer Guide



Internal Account Transfer

To set up an automatically recurring payment from a United Heritage Credit Union account:

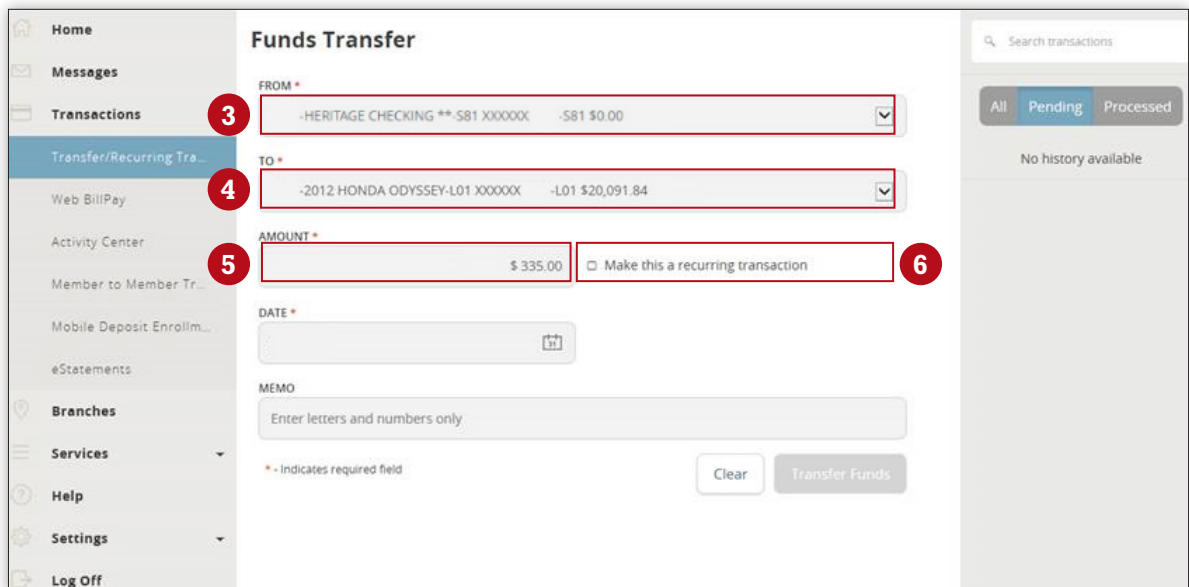
1. Sign in to your United Heritage Online Banking account via uhcu.org.
2. Select “Transfer/Recurring Transfer” under “Transactions” in the Online Banking navigation menu.





Recurring Transfer Guide

3. Select the dropdown arrow located under the “FROM” field and choose the United Heritage account from which you wish to transfer the funds.
4. Select the dropdown arrow located under the “TO” field and choose the United Heritage share or loan to which you wish to transfer the funds.
5. Enter the amount you wish to transfer in the “AMOUNT” field.
6. Check the box next to “Make this a recurring transaction.”



The screenshot displays the 'Funds Transfer' interface. On the left is a navigation sidebar with options: Home, Messages, Transactions, Transfer/Recurring Tra..., Web BillPay, Activity Center, Member to Member Tr..., Mobile Deposit Enrollm..., eStatements, Branches, Services, Help, Settings, and Log Off. The main content area is titled 'Funds Transfer' and includes the following fields and controls:

- FROM ***: A dropdown menu showing '-HERITAGE CHECKING ** -S81 XXXXXX -S81 \$0.00'. A red circle with the number 3 highlights the dropdown arrow.
- TO ***: A dropdown menu showing '-2012 HONDA ODYSSEY-L01 XXXXXX -L01 \$20,091.84'. A red circle with the number 4 highlights the dropdown arrow.
- AMOUNT ***: A text input field containing '\$ 335.00'. A red circle with the number 5 highlights the input field.
- Make this a recurring transaction**: A checkbox that is checked. A red circle with the number 6 highlights the checkbox.
- DATE ***: A field with a calendar icon.
- MEMO**: A text input field with the placeholder 'Enter letters and numbers only'.
- Buttons**: 'Clear' and 'Transfer Funds' buttons.
- Footer**: '* - Indicates required field'.

On the right side of the interface, there is a search bar for transactions, filter buttons for 'All', 'Pending', and 'Processed', and a message stating 'No history available'.



Recurring Transfer Guide

7. Select the dropdown arrow located under the “HOW OFTEN SHOULD THIS TRANSFER REPEAT?” field and choose the frequency at which you wish the transfer to occur.
8. Enter the date on which you wish the recurring transfer to start in the “START DATE” field.
9. If you would like the recurring transfer to end on a specific date, enter that date in the “END DATE” field.
10. If you do not want the transfer to stop, leave the “END DATE” field blank and check the box next to “Repeat Forever.”

Note: If you select “Repeat Forever,” you will be required to manually cancel the automatic transfer in order to stop it.

11. Select “Transfer Funds.”
12. Once you successfully complete the recurring transfer setup, a “Transaction Authorized” confirmation message will appear.

Funds Transfer

FROM *
-HERITAGE CHECKING **S81 XXXXXX -S81 \$0.00

TO *
-2012 HONDA ODYSSEY-L01 XXXXXX -L01 \$20,091.84

AMOUNT *
\$ 335.00 Make this a recurring transaction

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *
1st of the month

START DATE *
8/12/2016

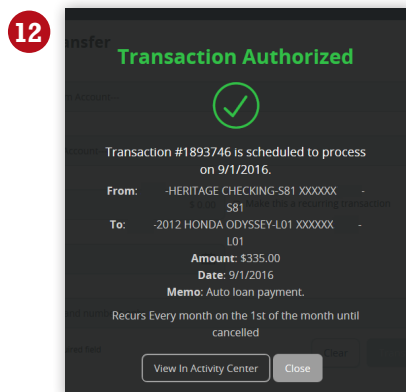
END DATE *
No End Date

Repeat Forever

MEMO

* - Indicates required field

Clear Transfer Funds





Recurring Transfer Guide

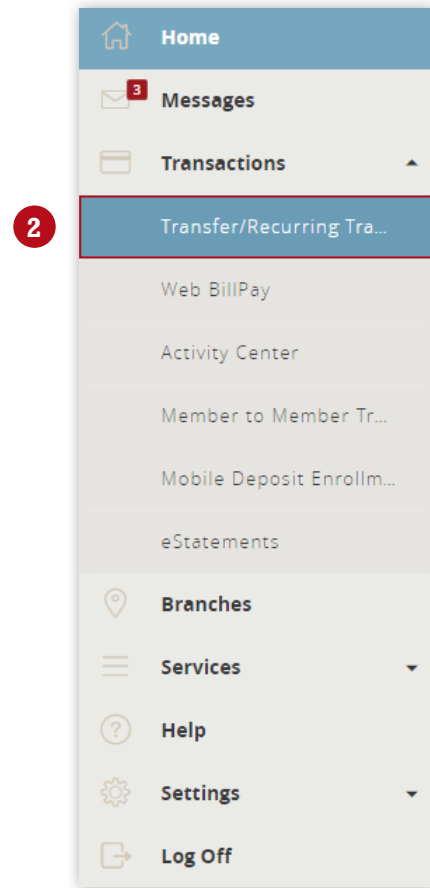
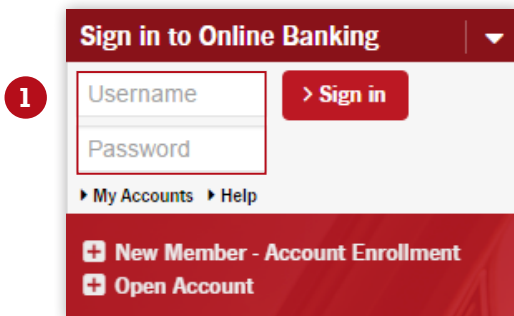


External Account Transfer

Note: You must add an external account by completing Steps 1-5 in the “On Your Computer” section of the External Transfer Guide before you can conduct an external transfer.

To set up an automatically recurring payment from an external account:

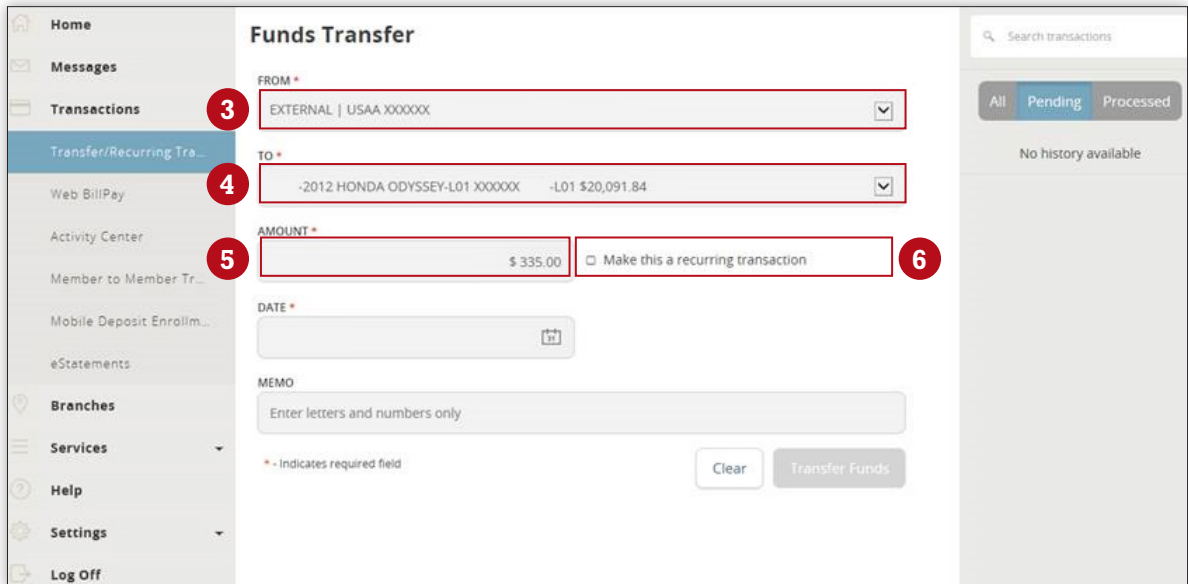
1. Sign in to your United Heritage Online Banking account via uhcu.org.
2. Select “Transfer/Recurring Transfer” under “Transactions” in the Online Banking navigation menu.





Recurring Transfer Guide

3. Select the dropdown arrow located under the “FROM” field and choose the external account from which you wish to transfer the funds.
4. Select the dropdown arrow located under the “TO” field and choose the United Heritage share or loan to which you wish to transfer the funds.
5. Enter the amount you wish to transfer in the “AMOUNT” field.
6. Check the box next to “Make this a recurring transaction.”



The screenshot displays the 'Funds Transfer' form in the United Heritage online banking system. The form is titled 'Funds Transfer' and is located in the 'Transactions' section of the navigation menu. The form includes the following fields and options:

- FROM ***: A dropdown menu showing 'EXTERNAL | USAA XXXXXX'. A red circle with the number 3 highlights the dropdown arrow.
- TO ***: A dropdown menu showing '-2012 HONDA ODYSSEY-L01 XXXXXX -L01 \$20,091.84'. A red circle with the number 4 highlights the dropdown arrow.
- AMOUNT ***: A text input field containing '\$ 335.00'. A red circle with the number 5 highlights the input field.
- Make this a recurring transaction**: A checkbox with a red circle with the number 6 highlighting it.
- DATE ***: A date selection field.
- MEMO**: A text input field with the placeholder 'Enter letters and numbers only'.
- Buttons**: 'Clear' and 'Transfer Funds' buttons.

On the right side of the form, there is a search bar for transactions and a filter menu with options 'All', 'Pending', and 'Processed'. Below the filter menu, it states 'No history available'.



Recurring Transfer Guide

7. Select the dropdown arrow located under the “HOW OFTEN SHOULD THIS TRANSFER REPEAT?” field and choose the frequency at which you wish the transfer to occur.
8. Enter the date on which you wish the recurring transfer to start in the “START DATE” field.
9. If you would like the recurring transfer to end on a specific date, enter that date in the “END DATE” field.
10. If you do not want the transfer to stop, leave the “END DATE” field blank and check the box next to “Repeat Forever.”

Note: If you select “Repeat Forever,” you will be required to manually cancel the automatic transfer in order to stop it.

11. Select “Transfer Funds.”

The screenshot shows the 'Funds Transfer' form with the following fields and values:

- FROM ***: EXTERNAL | USAA XXXXXX
- TO ***: -2012 HONDA ODYSSEY-L01 XXXXXX -L01 \$20,091.84
- AMOUNT ***: \$ 335.00 Make this a recurring transaction
- HOW OFTEN SHOULD THIS TRANSFER REPEAT? ***: 1st of the month
- START DATE ***: 8/12/2016
- END DATE ***: No End Date
- Repeat Forever**:
- MEMO**: (empty)

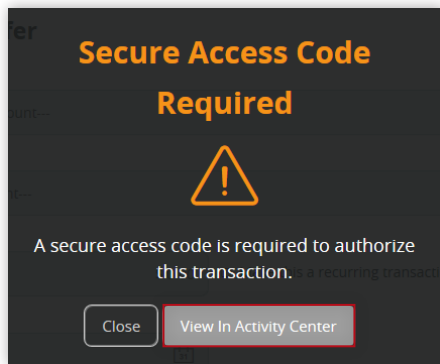
Buttons: Clear, Transfer Funds

* - Indicates required field

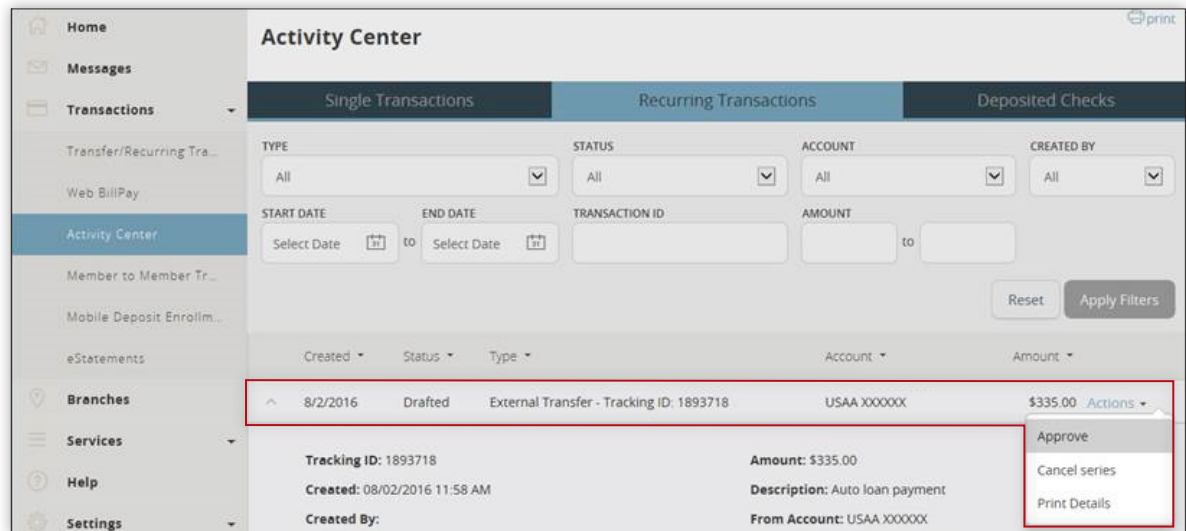


Recurring Transfer Guide

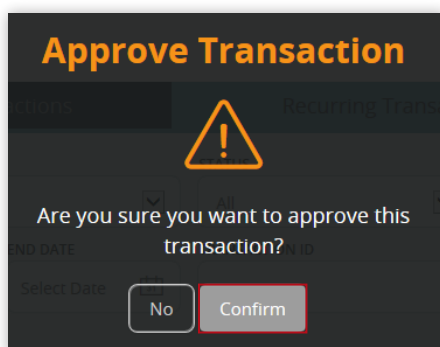
12. A “Secure Access Code Required” message will appear. Select “View In Activity Center.”
13. Find the recurring transaction you created in the Activity Center. For that transaction, select the dropdown arrow next to “Actions” and then select “Approve.”
14. An “Approve Transaction” message will appear. Select “Confirm.”
15. Select a Secure Access Code (SAC) delivery method.



12



13



14

15

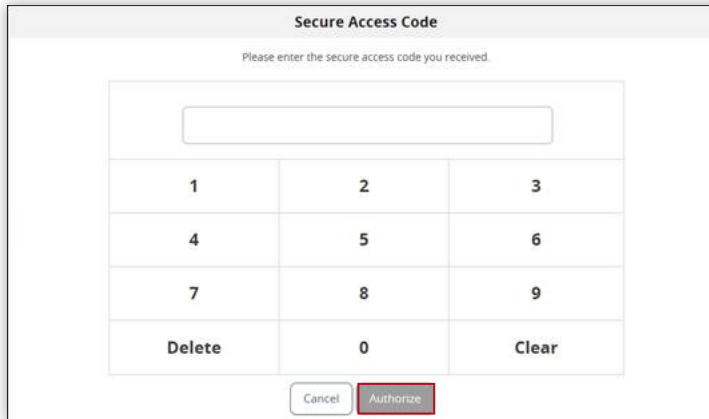




Recurring Transfer Guide

16. Input the Secure Access Code you receive and select “Authorize.”
17. Once you successfully complete the recurring transfer setup, an “Approval Successful” confirmation message will appear.

16



Secure Access Code		
Please enter the secure access code you received.		
<input type="text"/>		
1	2	3
4	5	6
7	8	9
Delete	0	Clear
Cancel	Authorize	

17

