# Transfer/Pay

## Transfer Money

Whether you are transferring money between your accounts or sending money to someone outside of Century Federal, there are various features that help you transfer funds in different ways.

## To and from Century Federal Accounts

When you need to make one-time or recurring transfers between your Century Federal accounts, you can use the Transfer Money feature.

Transfer Money

**From**
Share Draft ▮▮▮▮▮▮▮                                                    ⌄

1 —

**To**
Shares C Club ▮▮▮▮▮                                                    ⌄

2 —

**Amount**
                                                    0.00     ☐ Make this a recurring transaction

3 —

**Date**
1/22/2019                                              🗓

Click **Transfer Money**.

1.  Select the accounts to transfer funds between using the "From" and "To" drop-downs.
2.  Enter the amount to transfer.
3.  (One-Time Transfer Only) Enter the date to process the transaction.

4. Follow the steps below to set up a recurring transfer.
    a. Check the box next to "Make this a recurring transaction" to repeat the transfer.
    b. Use the "How often should this transfer repeat?" drop-down to specify how often the transfer should occur.
    c. Enter a start and end date for this transaction using the calendar features.
    d. If your transaction doesn't have an end date, check the box next to "Repeat Forever."
5. (Optional) Enter a memo.
6. Click **Transfer Funds** when you are finished.
7. This screen appears if it was successful.
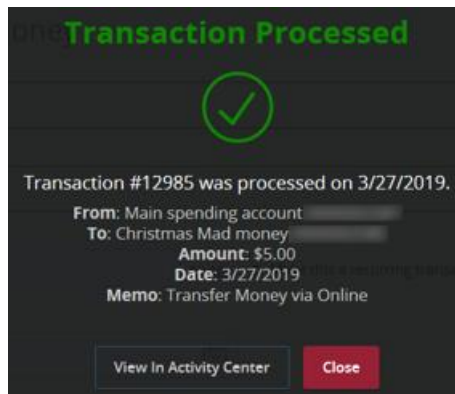
## From External Account to Century Federal Account

When you need to make a one-time or recurring transfer from a linked external account to your Century Federal account, you can use the Transfer Money feature.

Click **Transfer Money**.



1. Using the "From" drop-down, select an external account.
2. Using the "To" drop-down, select a Century Federal account.
3. Enter the amount to transfer.
4. (One-Time Transfer Only) Enter the Date to process the transaction.

**NOTE:** You must add and verify an external account before you can transfer funds.

5. Follow the steps below to set up a recurring transfer.
   a. Check the box next to "Make this a recurring transaction" to repeat the transfer.
   b. Use the "How often should this transfer repeat?" drop-down to specify how often the transfer should occur.
   c. Enter a start and end date for this transaction using the calendar features.
   d. If your transaction doesn't have an end date, check the box next to "Repeat Forever."
6. (Optional) Enter a memo.
7. Click **Transfer Funds**.
8. Click **Authorize** to permit the transaction.
9. Select a delivery method for a Secure Access Code from the list.
10. Enter the Secure Access Code and click **Verify**.
11. You then receive the message confirming that your transaction has been approved. Click View in Activity Center to view the transaction details or click Close.

**NOTE:** You can view or cancel unprocessed transactions by accessing the Recurring Transactions tab within the Activity Center.

## From Century Federal Account to External Account

When you need to make one-time or recurring transfers from a Century Federal account to a linked external account, you can use the Transfer Money feature.

Click **Transfer Money**.

1. Using the "From" drop-down, select a Century Federal account.
2. Using the "To" drop-down, select an external account.
3. Enter the amount to transfer.
4. (One-Time Transfer Only) Enter the Date to process the transaction.

**NOTE:** You must add and verify an external account before you can transfer funds.

5. If you would like to set up a recurring transfer, follow the steps below.
    a. Check the box next to "Make this a recurring transaction" to repeat the transfer.
    b. Use the "How often should this transfer repeat?" drop-down to specify how often the transfer should occur.
    c. Enter a start and end date for this transaction using the calendar features.
    d. If your transaction doesn't have an end date, check the box next to "Repeat Forever."
6. (Optional) Enter a memo.
7. Click **Transfer Funds**.

8.  Select a delivery method for a secure access code from the provided list.

9.  Enter the code in and click **Verify**.
10. You then receive the message confirming that your transaction has been approved. Click **View in Activity Center** to view the transaction details or click **Close.**

**NOTE:** You can view or cancel unprocessed transactions by accessing the Recurring Transaction tab within the Activity Center.