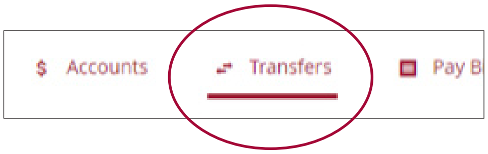
HOW TO... Make a transfer from a business to a personal account

First Financial FEDERAL CREDIT UNION

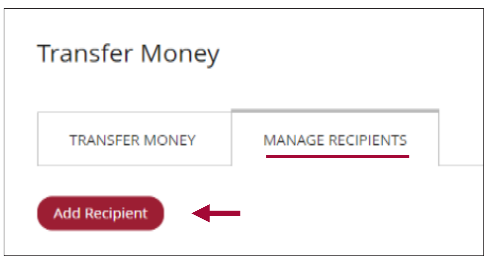
Steps for Business Members —

STEP 1 Log into Online Banking with your **Business User ID and Password.**

STEP 2 From the home page, select the **Transfers tab** on the tool bar as shown.

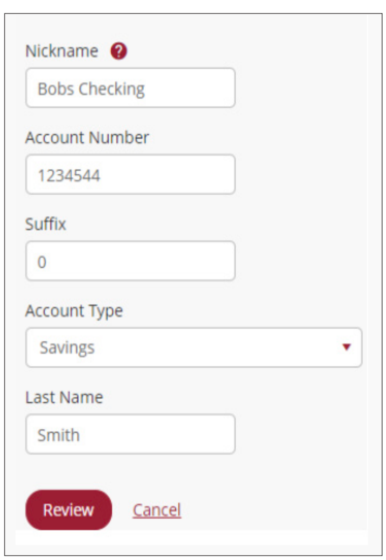


STEP 3 Select **Manage Recipient** and click on **Add Recipient.**



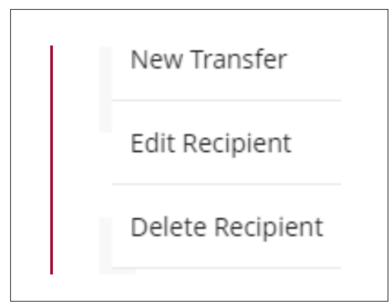
STEP 4 Once you have clicked on **Add Recipient,** you will see the entries below.

- Create a Nickname for the transfer.
- Enter the membership number of the account you wish to add.
- Enter the sub share suffix (Savings 0, 1, 4 or Checking 2,3,6).
- Click the drop down for Account Type and select either Checking or Savings.
- Enter the last name of the primary owner of the account you are adding.
- Click **Review and then Save**.



STEP 5 When you transfer funds, the added account will appear on the **"To" account list as the nickname you created.** See example:

STEP 6 You may edit or delete the recipient by clicking on the **three dots highlighted** on the above step in yellow. You may also **make a new transfer from this location.**



Please be advised this type of transaction is **non-reversable and immediate.** The only way to put any funds back into a business account from a personal account is via a teller transaction in a First Financial branch.