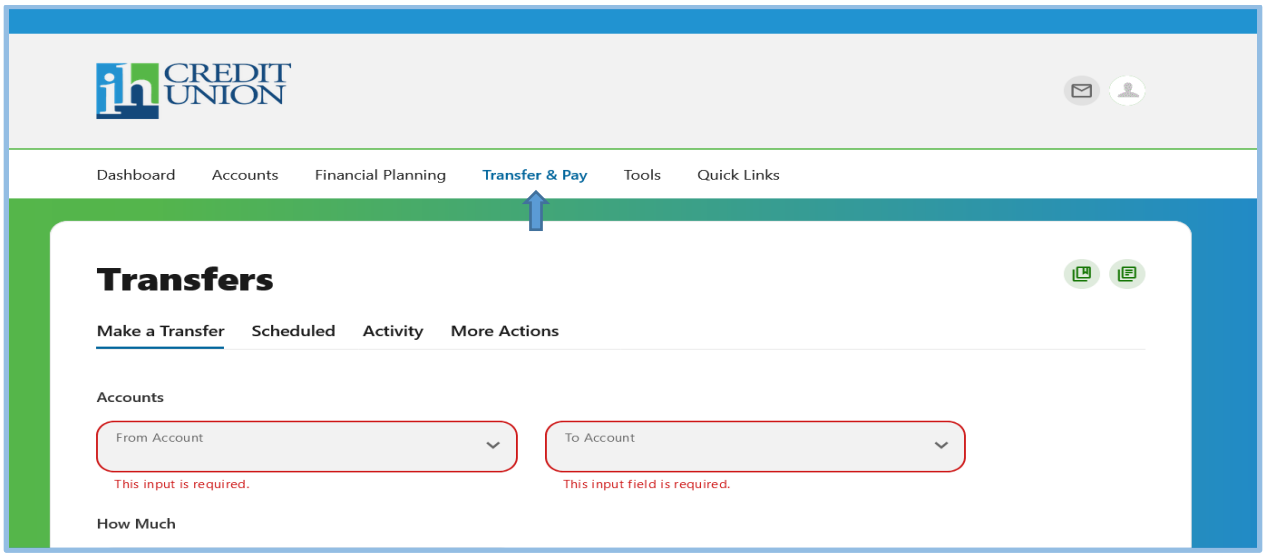
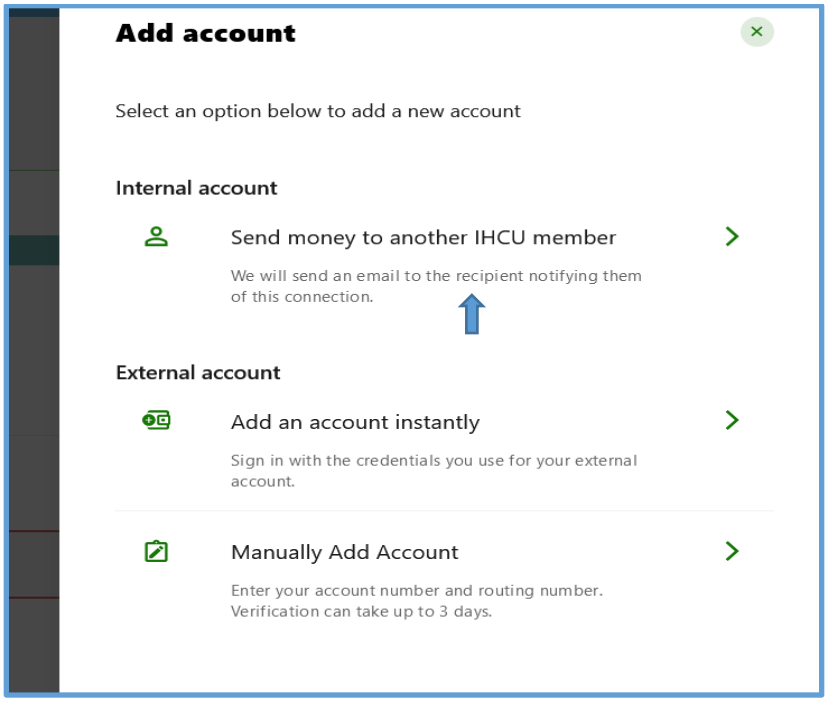
**How to Pay another IH Member**

Step One: From the Dashboard go to Transfer & Pay, then select Transfers.

Step Two: Select the account that you want to payment to come from in the “From Account” box. Select the account you want to transfer to from the “To Account” box. Choose Add Account.

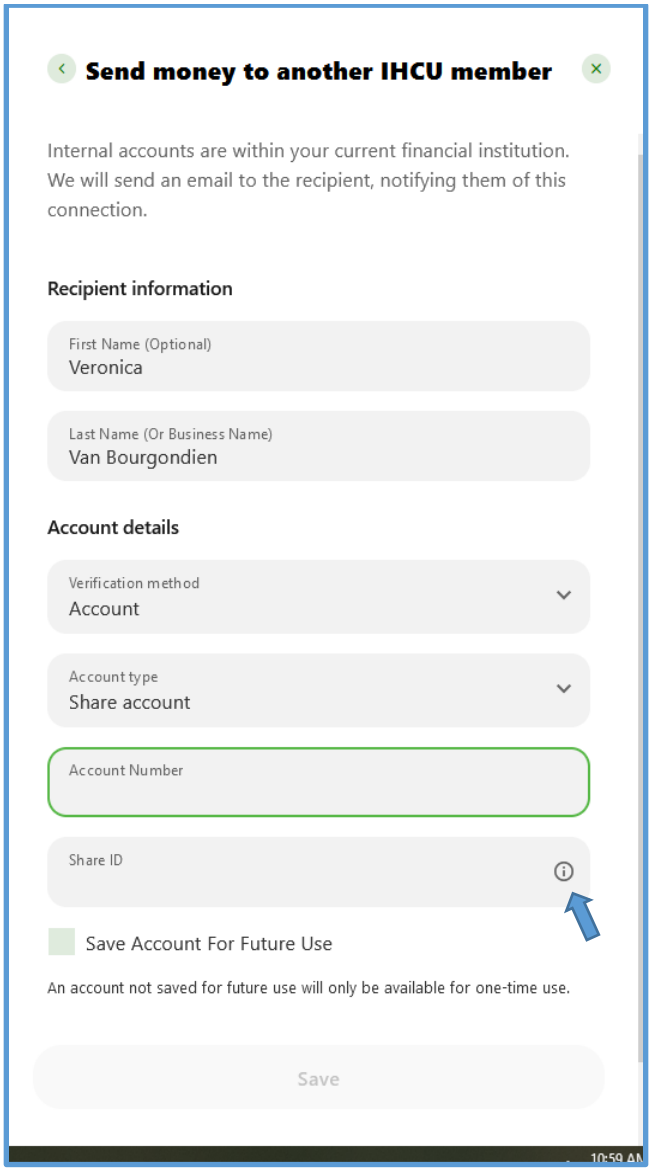



Step Three: Under the Add Account options, you will need to choose Send Money to Another IHCU Member which is under the Internal Account option.

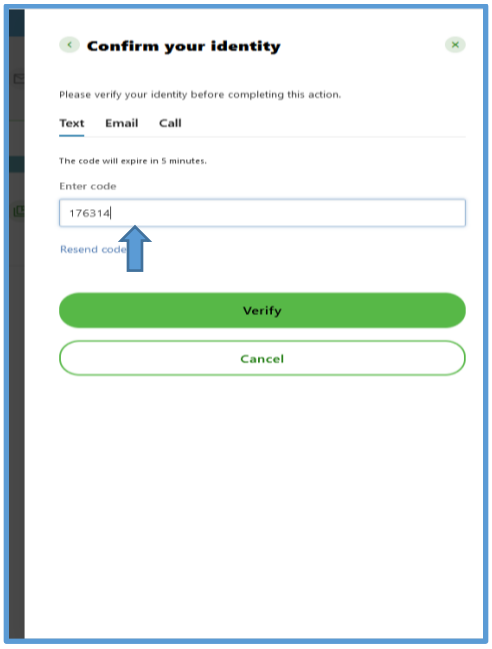


Step Four: Enter the First Name and Last Name, select the Account Type, and enter the Account Number for the member that you are sending the payment to. Input the Share ID which is the last four digits of the recipients account number (the portion after the dash). It is displayed below the name of the recipients account.

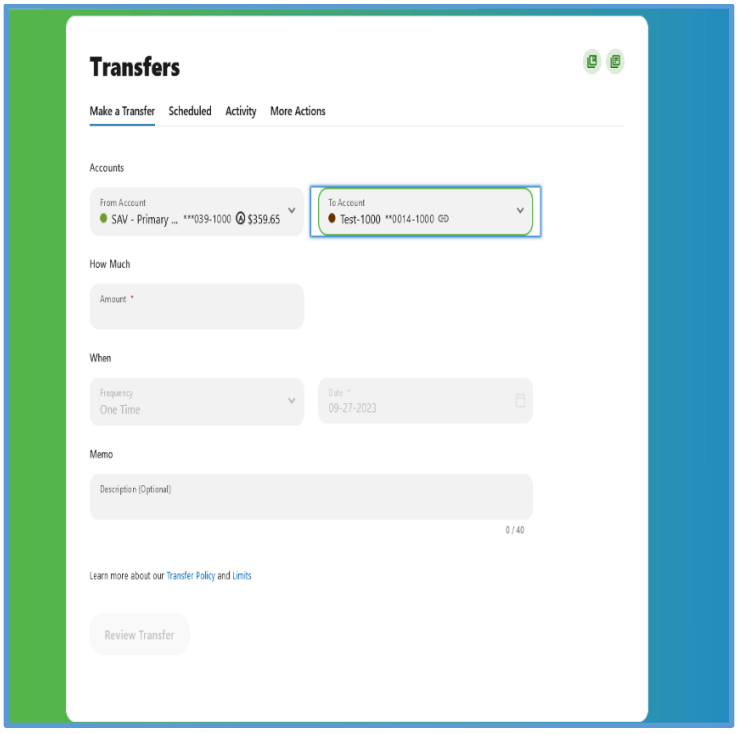
Example: Primary Savings **********0192-1000 The Share ID is “1000”.



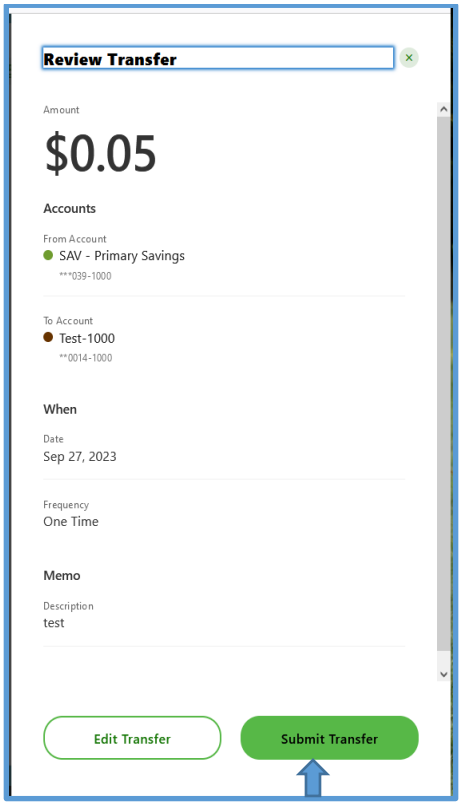
Step Five: Confirm your identity by choosing to send a verification code by Text, Email or Phone. After you receive the verification code, enter it and click verify.

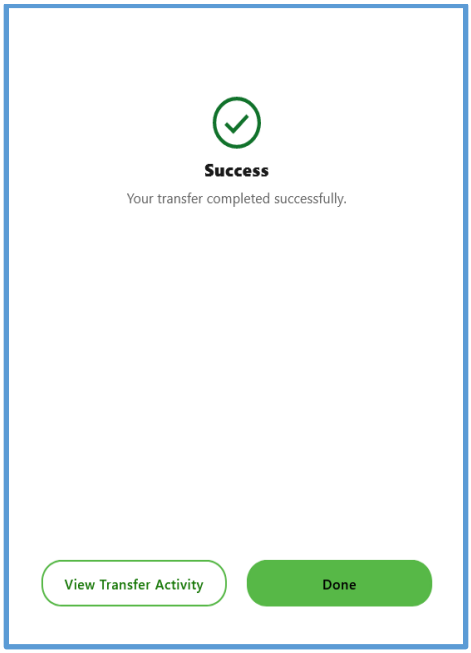



Step Six: After you have successfully added the account that you wish to transfer to, you will see that it is now available for you to select on the Transfers page when you click the “To Account” drop down. Enter the amount that you want to transfer, the frequency of the transfer and the date. You can also enter a description in the memo line. Choose Review Transfer.



Step Seven: Review your transfer to make sure the information is correct and select Submit Transfer.




If your Transfer was successful, you will see this message.