

## 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.

The screenshot shows the IH Credit Union website interface. At the top, the logo and navigation menu are visible. The 'Transfer & Pay' menu item is highlighted with a blue arrow. Below the navigation, the 'Transfers' section is active, showing tabs for 'Make a Transfer', 'Scheduled', 'Activity', and 'More Actions'. The 'Accounts' section contains two dropdown menus: 'From Account' and 'To Account', both with red error messages below them: 'This input is required.' Below the dropdowns is a 'How Much' section.

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.

The screenshot shows the 'Add account' modal window. It lists three options: 'Internal account' with 'Send money to another IHCU member' (highlighted with a blue arrow), 'External account' with 'Add an account instantly', and 'Manually Add Account'.

- Internal account**
  - Send money to another IHCU member >  
We will send an email to the recipient notifying them of this connection.
- External account**
  - Add an account instantly >  
Sign in with the credentials you use for your external account.
- Manually Add Account** >  
Enter your account number and routing number. Verification can take up to 3 days.

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".

**< Send money to another IHCU member >**

Internal accounts are within your current financial institution. We will send an email to the recipient, notifying them of this connection.

**Recipient information**

First Name (Optional)  
Veronica

Last Name (Or Business Name)  
Van Bourgondien

**Account details**

Verification method  
Account

Account type  
Share account

Account Number

Share ID ⓘ

Save Account For Future Use

An account not saved for future use will only be available for one-time use.

Save

10:59 AM

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.

**Confirm your identity**

Please verify your identity before completing this action.

**Text** Email Call

The code will expire in 5 minutes.

Enter code

176314

Resend code

Verify

Cancel

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.

**Transfers**

Make a Transfer Scheduled Activity More Actions

Accounts

From Account SAV - Primary ... \*\*039-1000 @ \$359.65

To Account Test-1000 \*\*0014-1000

How Much

Amount \*

When

Frequency One Time

Date \* 09-27-2023

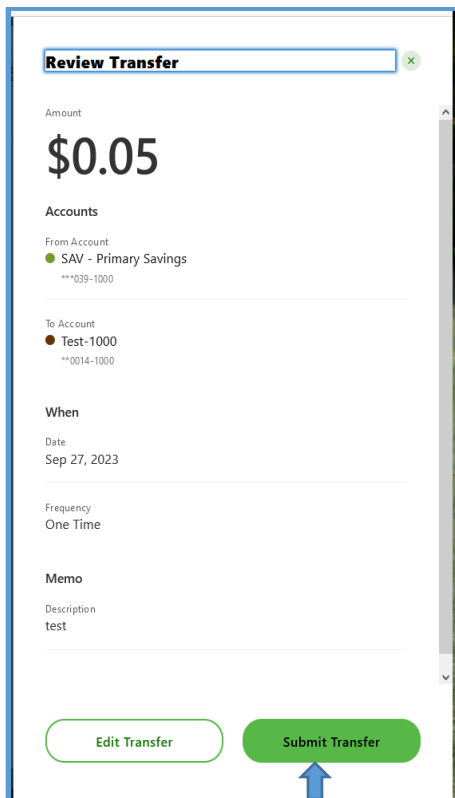
Memo

Description (Optional) 0 / 40

Learn more about our [Transfer Policy and Limits](#)

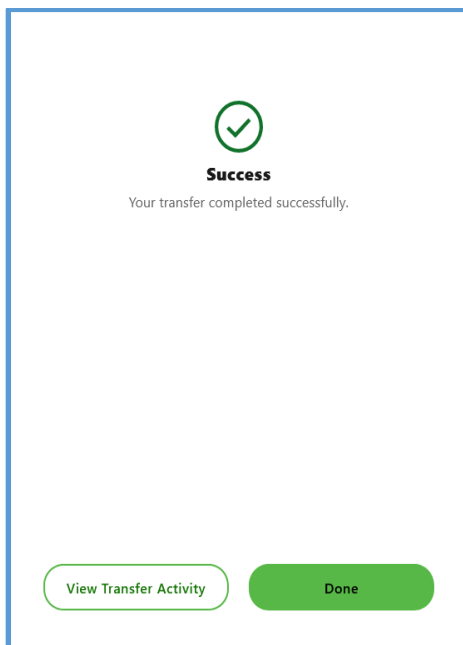
Review Transfer

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



The image shows a mobile application screen titled "Review Transfer". At the top, the amount "\$0.05" is displayed in a large font. Below this, the "Accounts" section shows the transfer is from "SAV - Primary Savings" (account ID \*\*039-1000) to "Test-1000" (account ID \*\*0014-1000). The "When" section indicates the date is "Sep 27, 2023" and the frequency is "One Time". The "Memo" section has a description of "test". At the bottom, there are two buttons: "Edit Transfer" and "Submit Transfer". A blue arrow points to the "Submit Transfer" button.

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



The image shows a mobile application screen displaying a success message. At the top center is a green checkmark icon. Below it, the word "Success" is written in bold, followed by the text "Your transfer completed successfully." At the bottom of the screen, there are two buttons: "View Transfer Activity" and "Done".