Creating an External Transfer

Online Banking Guide
To Create a transfer From an external account
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1. From the Transactions menu, select Transfer Money or Pay Northwest Loans. Create your desired transaction by completing the To, From, Amount, Payment Type (Pay Northwest Loans only), Date, and Memo fields. Click Transfer Funds or Continue if you are on the Pay Northwest Loans page.

3. Select the Secure Access target where you’d like your SAC delivered.

4. Enter your Secure Access Code and select Verify.

5. A confirmation will display that the transaction is authorized.
Creating an External Transfer

Online Banking Guide
To Create a transfer **To** an external account

1. From the Transactions menu, select Transfer Money or Pay Northwest Loans. Create your desired transaction by completing the **To**, **From**, **Amount**, **Payment Type** (Pay Northwest Loans only), **Date**, and **Memo** fields. Click **Transfer Funds** or **Continue** if you are on the Pay Northwest Loans page.

2. A warning will display advising that a Secure Access Code is required to complete the transaction. Select **View in Activity Center**
3. From the **Online Activity Center**, select **Actions** and then **Approve**.

4. Confirm that you'd like to approve the transaction by selecting **Approve**

5. Select the Secure Access target where you'd like your SAC delivered.

7. A confirmation will display that the transaction is authorized.