WECU SYSTEM UPGRADE: How To...
Make a Transfer

To Your Accounts (with WECU or elsewhere)

1. Under **Transfers** in the top menu, select **Make a Transfer.**
2. In the **To My Accounts** section, choose:

   • From Account
   • To Account. *Note: If you need to add an account at another financial institution, click **Add External Account** at the bottom of the **To My Accounts** section.*
   • Amount
   • Scheduling Option *(immediate, future-dated, or recurring)*
   • Description *(optional)*

3. Click **Submit.**

Note: Transfers to Credit Cards will be processed within 24 hours. Contact us for additional payment options.

To Other WECU Members

1. Select **Transfers > Make a Transfer.**
2. In the **To Friends & Family** section, choose:

   • From Account
   • To Account Type (checking or savings)
   • To Account.
     *Note: this is the member's **NEW** account number, which is 9 to 11 digits. This is not your old account number.*
   • Confirm to Account
   • Amount
   • Description (optional)

3. To save the account for future transfer, click the checkbox next to this option.
4. Click **Submit.**

To People Outside of WECU

1. Select **Payments > Pay People.**
2. Follow the prompts to enroll in Bill Pay and PopMoney, if applicable.
3. In the **Payment Information** section, choose:

   • To – the person's name
   • Email or Mobile
   • Amount
   • Send Date
   • Make this a recurring payment (optional)
   • Delivery (Next Business Day or Standard 3 Business Days)
   • Pay From. Note: you must have a checking account to send money from.
   • Email Message (optional)

4. Click **Continue.**
5. Verify Payment and choose to **Cancel, Edit,** or **Send Payment.**