

WECU SYSTEM UPGRADE: How To...

Make a Transfer

To find your account number, log in to Online Banking and select **Accounts > Snapshot**.

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 2 hours. Payments made after 9:30pm may post the next business day. 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 the old account number.*

- Confirm to Account
- First Name
- Last Name
- 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**.