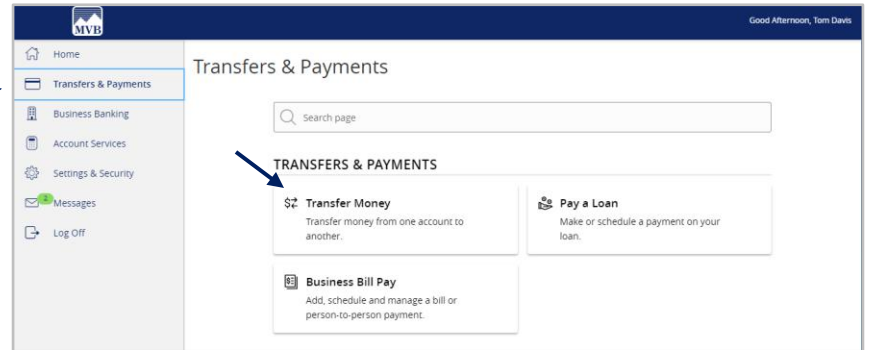


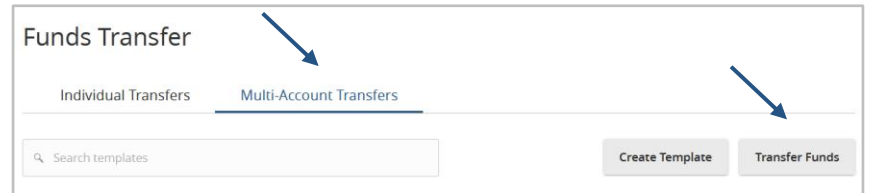


Transfer Funds

1. Select the 'Transfers & Payments' menu, then select 'Transfer Money'.

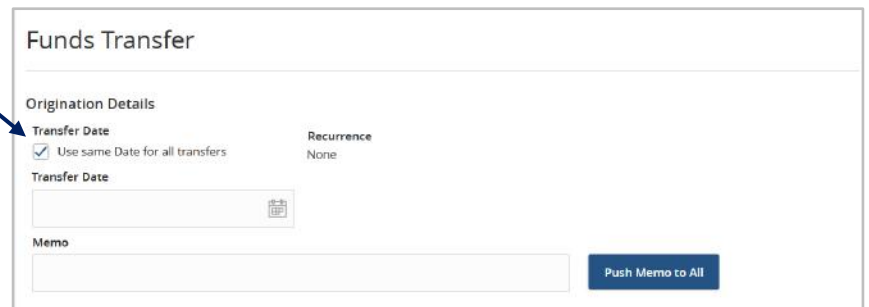


2. Select the 'Multi-Account Transfers' tab.
3. Select 'Transfer Funds'.



4. Click the 'Use same Date for all transfers' check box to automatically set the same date for all transfers being initiated.
Or leave the 'Use same Date for all transfers' check box unselected to individually set the date for each transfer.

Optional: Enter a memo and click 'Push Memo to All' to automatically push the same memo to all transfers listed.



Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.



Multi-Transfer

5. Select the 'From' and 'To' Account for each transfer.
6. Enter the Amount for each transaction.

From Account	To Account	Amount
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00

+ Add another transfer

7. Review the information on the screen for accuracy, and select submit.

Note: Funds transfers are processed in the order that they appear on the screen.

Funds Transfer Upload From File

Origination Details

Transfer Date: Use same Date for all transfers | Recurrence: Set schedule

Transfer Date:

Memo:

Transfers (3)

From Account	To Account	Amount
FOUNDATION CHECKING 4837 \$55.12	STATEMENT SAVINGS 4495 \$52.25	\$ 5.00
STATEMENT SAVINGS 4495 \$52.25	FOUNDATION CHECKING 4837 \$55.12	\$ 2.00
FOUNDATION CHECKING 4837 \$55.12	STATEMENT SAVINGS 4495 \$52.25	\$ 1.00

\$8.00
3 transfers

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Creating a Template

8. To create a transfer template, select 'Create Template'.

The screenshot shows the 'Funds Transfer' interface with two tabs: 'Individual Transfers' and 'Multi-Account Transfers'. The 'Multi-Account Transfers' tab is selected. Below the tabs is a search bar labeled 'Search templates'. To the right of the search bar are two buttons: 'Create Template' and 'Transfer Funds'. A blue arrow points to the 'Create Template' button.

9. Enter the 'Template Name'.

10. Select the link below 'Template Access Rights' to designate the users who should have access to the template.

The screenshot shows the 'Funds Transfer' interface with the 'Template Properties' section. The 'Template Name' field contains 'Sample Template'. To the right of this field is a link labeled 'Template Access Rights' with the text '2 of 2 user roles selected' below it. A blue arrow points to the 'Template Access Rights' link.

11. Select the 'From' and 'To' Account for each transfer.

12. Enter the Amount for each transaction.

13. Review the information for accuracy. Then select 'Save'.

The screenshot shows the 'Funds Transfer' interface with a table of transfer details. The table has three columns: 'From Account', 'To Account', and 'Amount'. There are three rows of transfer details. Below the table is a '+ Add another transfer' button. At the bottom of the interface, there is a summary of '\$6.00' and '3 transfers', along with 'Cancel' and 'Save' buttons. A blue arrow points to the 'Save' button.

From Account	To Account	Amount
FOUNDATION CHECKING 4837 \$55.12	STATEMENT SAVINGS 4495 \$52.25	\$ 3.00
STATEMENT SAVINGS 4495 \$52.25	FOUNDATION CHECKING 4837 \$55.12	\$ 2.00
FOUNDATION CHECKING 4837 \$55.12	STATEMENT SAVINGS 4495 \$52.25	\$ 1.00

Note: Funds transfers are processed in the order that they appear on the screen.

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