

# BOSS Online Banking Guide

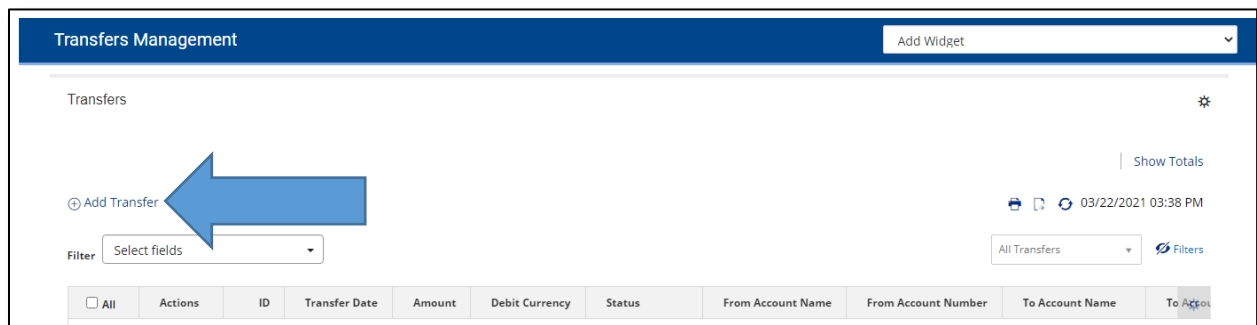
## Transfer Time - Quick Reference Guide

BOSS Online Banking has enhanced Transfer Management to allow customers to create and submit account transfers at a designated time. This guide will provide step by step instructions on how to create an account transfer for a set time.

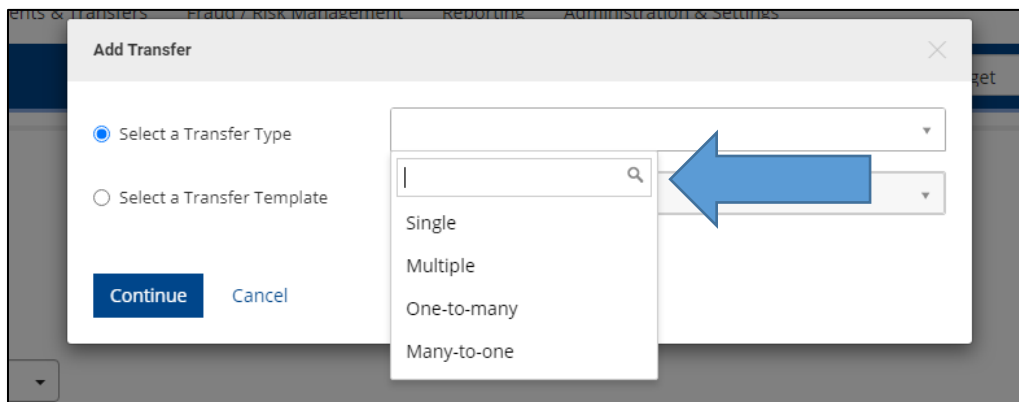
### Submitting a Transfer for a Set Time

- Log into BOSS Online Banking
- Click on **Payments & Transfers** tab
- Click on **Transfer Management**

**Please Note:** A transfer must be submitted and approved through BOSS before 11pm, for it to be processed for same day.



- Click **Add Transfer**



- Select a **Transfer Type**

- Select a **From Account** and **To Account**
- Enter **Transfer Date**
- Enter **Amount**

← Single Transfer Transfer Total  
**1.00 USD**

* From Account FBK TEST ACCOUNT 3 - 0362086445 - F... \$614.18 USD Available	* To Account FBK Account Test 2 - 0362086411 - FBK ... (\$316.46) USD Available	* Transfer Date 03/22/2021	* Amount 1.00 USD
Transfer Reference	Comments	Transfer Time 05:00 PM EDT	

Make Recurring

Transfer 1.00 USD on 03/22/2021

Save this transfer as a template for future use

- Enter **Transfer Time**
- Click **Submit**

**Please Note:** When selecting a Transfer Time make sure to enter in the correct time and include AM or PM. Additionally, the Transfer Time is set for Eastern Time Zone. Once the time has been set and the transfer has been approved. The transfer will be released and processed on your desired Transfer Time and Transfer Date.

**For technical support regarding E-Statements, please call E-Commerce Support at (888)654-3858, or Cash Management Support at 866-943-8739.**