

**DESKTOP TUTORIAL**

# HOW TO DO A QUICK FUNDS TRANSFER.

## NOTE:

In order to make lodgements or payments via the app you must be set up for Funds Transfer. Your payment will fail if your account is not set up for Funds Transfer.

If you are not set up for Funds Transfer, this means that your proof of address and Photo ID are not up-to-date on your MFCU account.

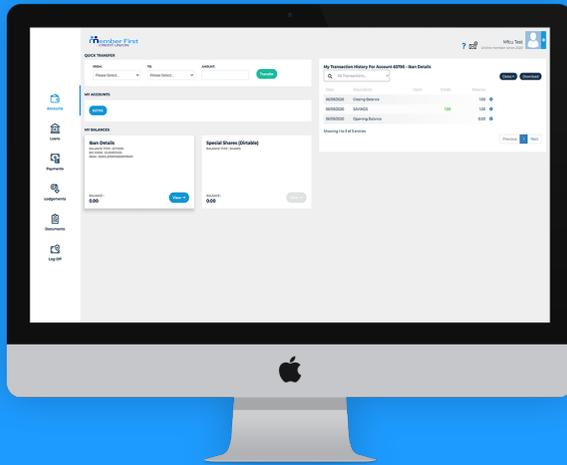
*To update this info and to gain access to funds transfer:*

- 1) Click on the 'Menu' in top left hand corner and go to 'Documents'
- 2) Choose file; upload picture of your passport and proof of address (files must be saved on your phone to do so)

**TOP TIP:** You will know if you have Funds Transfer available if the 'Transfer' button is visible at the bottom of your screen when you log in.

# Setting up a Quick Funds Transfer

**REMEMBER** you must create your payee before you can transfer funds out of your account. See our tutorial on 'How to Add a Payee' to learn more.



1. Login to your MFCU account on our website
2. At the top of your home screen, under 'Quick Transfer', click on the drop down menu under 'From'
  - select the account the funds are coming from (shares, CUCash, Christmas)
3. Click on 'To' and select your payee
  - or choose to move to a different balance in your own MFCU account
4. Enter the amount you'd like to transfer and click 'Transfer'
5. Enter your MFCU login password and click 'Confirm'
6. Check the transfer details and then click 'Continue'
7. If successful, a success message will appear on your screen and click 'OK'.

The details of your transfer can be found in your Messages

- go to menu and click 'Messages'
- under 'Inbox', you will find a message to let you know whether your payment has been successful or not.

**NOTE:** To transfer large sums of money, you will receive a phone call from MFCU to authorise the transfer.

# Transferring money to another MFCU account

1. Login to your MFCU account on our website
2. In the menu in the top left corner, click 'Payments'
3. Under 'What would you like to do?', click 'Make a Payment'
4. Scroll down on your screen and click 'Pay someone or Loan in your Credit Union'
  - this should appear in blue
5. Enter **their** MFCU account number
6. Select which balance it will go to in their account
  - CU Cash, Shares, Loan

