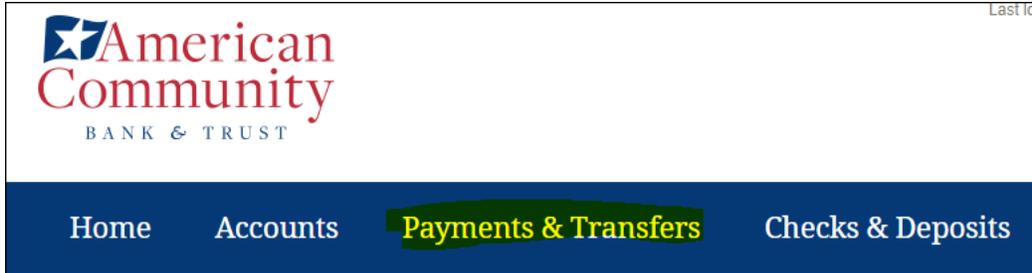## How to process Internal Transfer

1. Once logged in to Online Banking, from the Home page; Payments & Transfers

2. Click on Internal tab.
3. Choose the appropriate template.
4. Complete the required information and click on Preview Transfer.

5. Review your transfer and click Complete transfer.