

Institution to Institution Transfers

EASY & SECURE

- Transfer between your Rivermark account and another financial institution.
- Avoid having to write checks to yourself.

GET STARTED

1. Sign into Online Banking. Select *Institution to Institution* from the *Move Money* menu.
2. Click *Sign up Now*. Enter your information to register and click *Submit*.
3. Click validate your email address and follow the instructions to get your validation code.

SET UP A TRANSFER

4. Click *Add a New Account*.
5. Select an external account type from the drop down menu. Enter a nickname for the account being added.
6. Enter the routing number and account number for the external account you'd like to transfer to/from. Click *Next*.
7. Two deposits will be made from Rivermark to your external account within 1-2 business days.
8. Once you receive the deposit, sign back into Online Banking and click *Institution to Institution*.
9. Click *Settings* and *Accounts*. Click the *Verify* link next to the account.
10. Enter the deposit amounts and click *Verify*.

MAKE A TRANSFER

11. Enter the dollar amount (minimum \$10).
12. Select the From and To account and choose a Send On date.
13. Click *Continue*.

