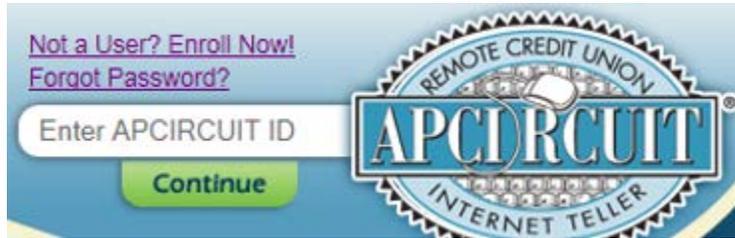# HOW TO – Set up member to member transfers within APCIRCUIT®

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services.

1. **Visit apcifcu.org and enter your APCIRCUIT ID and click "Continue." Follow the prompts to complete the login process.**

2. **If you are looking to set-up a new one-time member to member transfer, select the "Services" tab from the menu bar. Then select continue next to "Transfer to Any APCI FCU Account."**
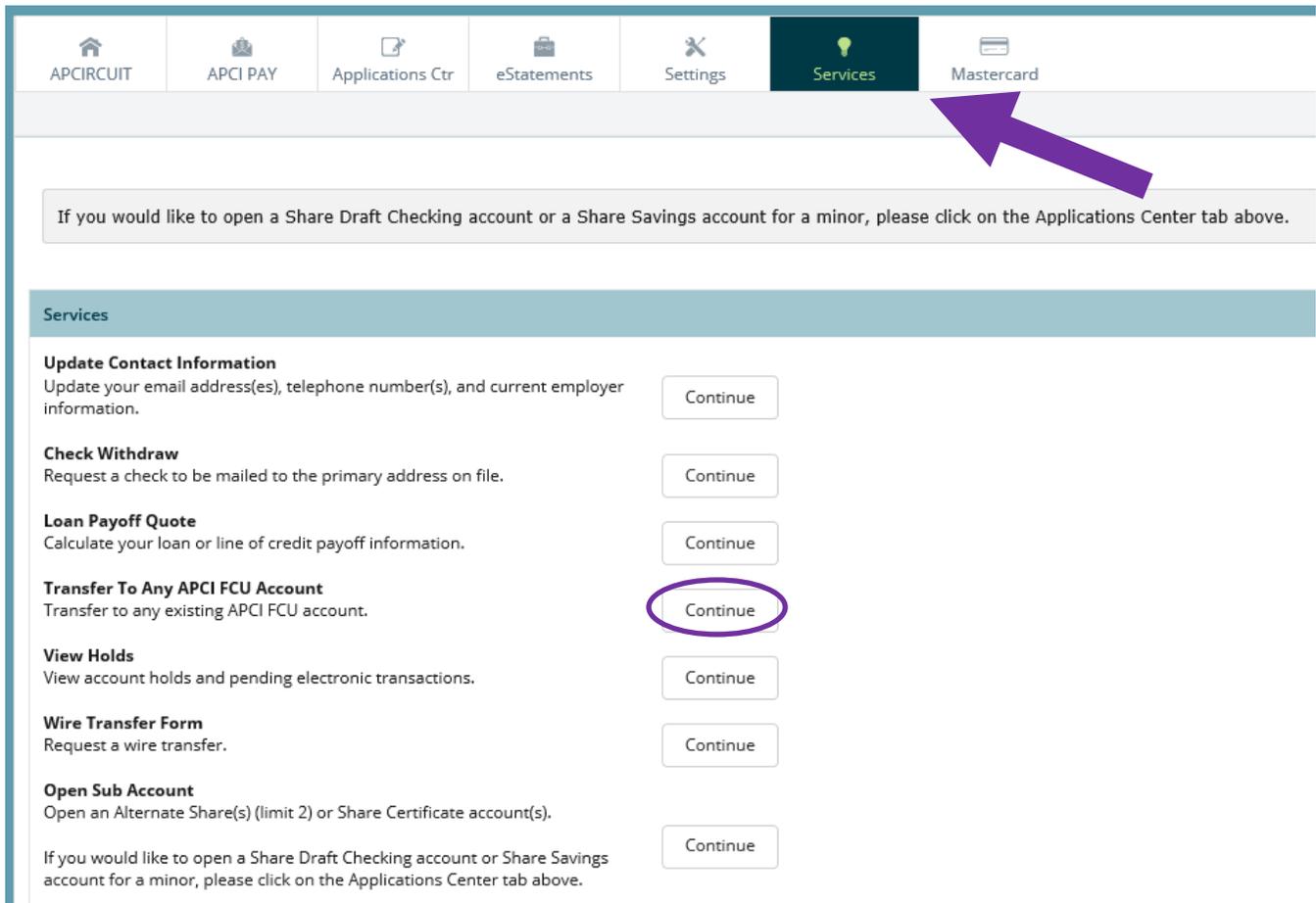
If you would like to open a Share Draft Checking account or a Share Savings account for a minor, please click on the Applications Center tab above.

Services

Update Contact Information
Update your email address(es), telephone number(s), and current employer information.
[Continue]

Check Withdraw
Request a check to be mailed to the primary address on file.
[Continue]

Loan Payoff Quote
Calculate your loan or line of credit payoff information.
[Continue]

Transfer To Any APCI FCU Account
Transfer to any existing APCI FCU account.
[Continue]

View Holds
View account holds and pending electronic transactions.
[Continue]

Wire Transfer Form
Request a wire transfer.
[Continue]

Open Sub Account
Open an Alternate Share(s) (limit 2) or Share Certificate account(s).

If you would like to open a Share Draft Checking account or Share Savings account for a minor, please click on the Applications Center tab above.
[Continue]

3. **Complete the fields by selecting which account you want the money to come out of, then enter the member number you want the money to be credited to.** Enter the first three characters of the member's last name in the Account Verification field. Select the Destination Account Type of either Savings or Loan, then the share you want to credit (0001, 0004, etc.), and the Transfer Amount.

Transfer To Any APCI FCU Account	
* Denotes required field	
* Transfer funds from:	CHECKING (Avail: 523.73)
* Transfer funds to account:	45402
* Account Verification:	First 3 chars of primary account holder's last name
* Destination account type:	⦿ Share ◯ Loan
* Transfer funds to ID:	1
* Transfer Amount:	1 . 00
	Submit Cancel

4. **The next screen will show an overview of your transfer set-up. Select "Confirm" if it is correct, "Edit" or "Cancel" if you wish to cancel the transfer.**

Transfer To Any APCI FCU Account	
Transfer funds from:	**CHECKING**
Transfer funds to account:	
Destination account type:	**Share**
Transfer funds to ID:	**0001**
Transfer Amount:	**1.00**
	Confirm Edit Cancel

5. **If you have a member to member transfer already set-up, select the "Transfers" tab from the navigation bar.**

| APCIRCUIT	APCI PAY	Applications Ctr	Settings	Services	MasterCard
My APCIRCUIT	Accounts	Order Checks	Transactions	Transfers	

We are excited to announce that as of 6/6/17, a new modernized look will be implemented for APCIRCUIT® PC Home Banking Service.

Configure This Page

Account Balances ⚙ ⊕ ⊗
S0003 ALTERNATE
$3.67

6. **A New Transfer box will open.** Select your account transfer preferences, by selecting the account from which you want the money to come out of, and the account that you want the money to be credited to.

   a. If you want the funds to be credited to another member's account and you've initiated this transfer before the conversion, you will see that member's account number, name and account type in the dropdown that says, "Transfer funds to." If you do not see the account number in the dropdown, please call the Credit Union at 800-821-5104 for it to be added.

   b. Continue setting up the transfer by entering the transfer amount, selecting the frequency options (one time, weekly, bi-weekly, semi-monthly or monthly), entering the transfer date and completing the optional transfer memo option if you choose. Note: If you are setting up a one-time member to member transfer, you will not be required to select a "Stop Date." However, if you are setting up a member to member transfer and you select a "Frequency," you will be required to select a "Stop Date."
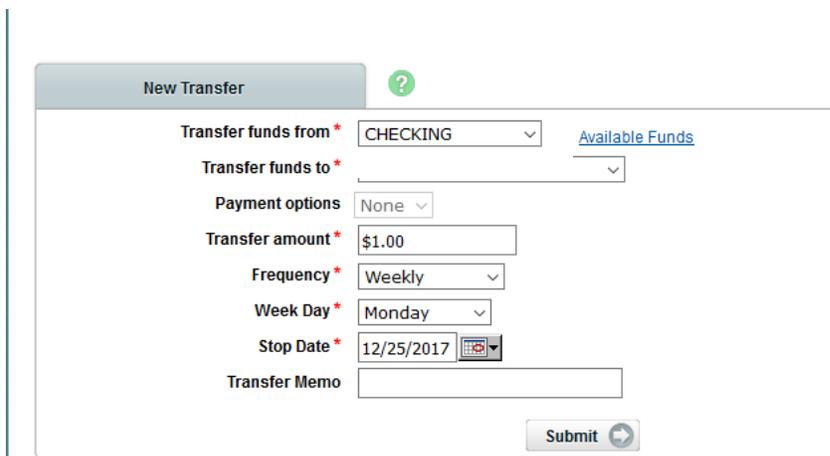
7. **Click the "Submit" button to review your transfer details.** To process your transfer, click the "Confirm" button. To edit your transfer information, click the "Edit" button. To cancel your transfer, click the "Cancel" button.

APCI FEDERAL CREDIT UNION

8. **After clicking the "Confirm" button, a Transfer Confirmation will appear with your Account Transfer details.** To process another transfer, click the "Add Another Transfer" button.

Transfer Confirmation

Your transfer of funds has been completed.

Current date: **07/26/2016**
Current time: **11:04:52**
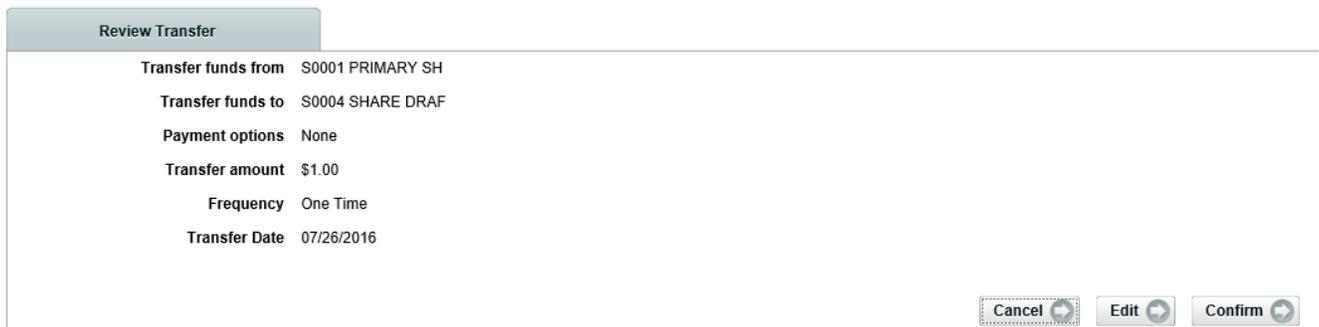
```
Transfer from account:  S0001 PRIMARY SH
Transfer to account:    S0004 SHARE DRAF
----------------------------------------------
Transfer amount:        1.00
Transfer date:          07/26/2016
Transfer description:   Home Banking Transfer


**********************************************
C O N F I R M A T I O N   N U M B E R
--------------------------------------
08080000008018
--------------------------------------
Please retain this number for your reference
**********************************************
```

Add Another Transfer ➡

9. **You can also complete a one-time Transfer using the Transfer Widget box if you have it setup to appear on your APCIRCUIT Home Page.** Enter the transfer amount, select the account you want to transfer to and click the "Transfer" button.
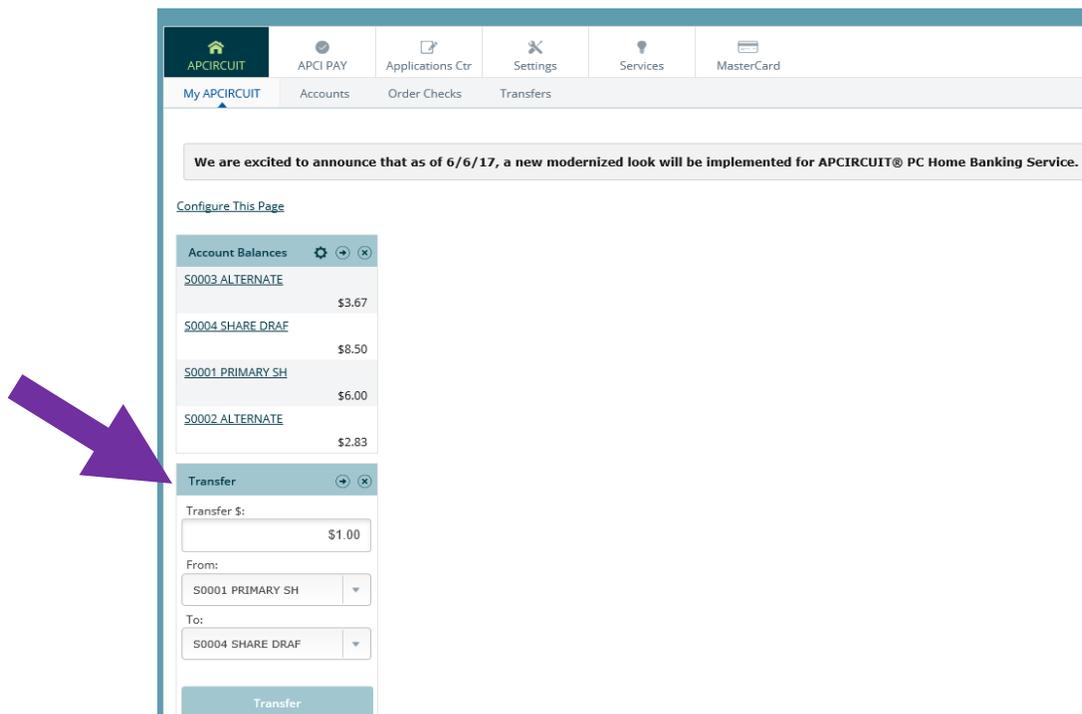
| APCIRCUIT | APCI PAY | Applications Ctr | Settings | Services | MasterCard |

My APCIRCUIT   Accounts   Order Checks   Transfers

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Configure This Page

Account Balances ⚙ ➡ ✖
S0003 ALTERNATE
$3.67
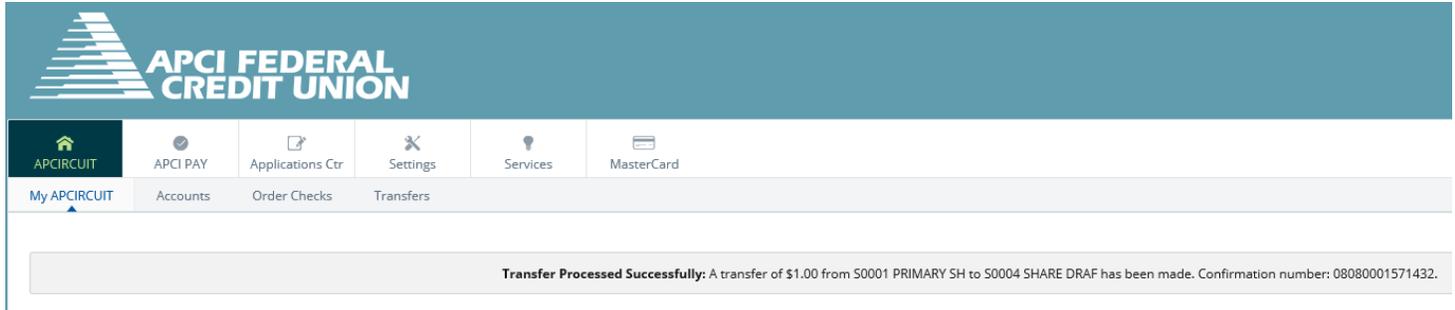S0004 SHARE DRAF
$8.50
S0001 PRIMARY SH
$6.00
S0002 ALTERNATE
$2.83

Transfer ➡ ✖
Transfer $:
$1.00
From:
S0001 PRIMARY SH ▼
To:
S0004 SHARE DRAF ▼

Transfer

10. **A Transfer Processed Successfully message will appear at the top of the APCIRCUIT page along with a confirmation number for your reference.**