HOW TO SET UP AUTOMATIC PAYMENTS



INTERNAL TRANSFERS (From ISCU to ISCU)

- Log into your online banking by visiting our website: <u>www.itsmycu.org</u>
- 2. Select the "Transfers" tab at the top of the screen.
- Choose where the transfer is coming from and where you would like it to go (this can be within the CU or from an outside source)
- 4. Type the amount you are wanting to transfer
- 5. Add a description for your transfer (optional)
- 6. Select the frequency for your transfer
- 7. Click the "Transfer" button at the bottom to submit your internal transfer
 You can expect to see your transfer reflect in your account between 10:00-11:00am on the date of the scheduled transfer

ACH ORIGINATIONS (From Another Institution to ISCU)

- 1. Log into your online banking by visiting our website: <u>www.itsmycu.org</u>
- 2. Click the "More" tab and choose "Online forms".
- 3. Click "Electronic Transfer (ACH)"
- 4. Fill in all required information
- 5. Click "Submit"

You can expect to see your transfer reflect in your account between 5:30am and 6:00pm on the date of the scheduled transfer.

*There is a \$10.00 fee for a one-time outgoing transfer. Setting up a recurring transfer is free.

QUESTIONS?	
Phone	309-451-8400
E-Mail	memberservices@itsmycu.org
Chat	(bottom of page)

