

HOW TO SET UP AUTOMATIC PAYMENTS

INTERNAL TRANSFERS (From an It'sMyCU account)



Scan to visit
It'sMyCU.org

1. Visit [It'sMyCU.org](https://itsmycu.org) or scan code below
2. Log into your online banking
3. Select the "Transfers" tab
4. 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)
5. Type the amount you are wanting to transfer
6. Add a description for your transfer (optional)
7. Select the frequency for your transfer
8. 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 It'sMyCU)

1. Visit [It'sMyCU.org](https://itsmycu.org) or scan code above
2. Log into your online banking
3. Click the "More" tab and choose "Online forms".
4. Click "Electronic Transfer (ACH)"
5. Fill in all required information
6. 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? Contact us!

Call/Text 309-451-8400
E-Mail memberservices@itsmycu.org
Chat www.itsmycu.org

