

Welcome to Western Division’s A2A guide. Here we will be reviewing the steps you will need to take in order to perform a transfer. Please note the slides provided will reflect either the Desktop or Mobile App.

Once A2A has been established you will be able to perform “**Quick Transfers**” (one-time) or “**Schedule a Transfer**” (repeated transfers) and/or payments back and forth between your Western Division accounts and your other financial institution(s).

Helpful Tips:

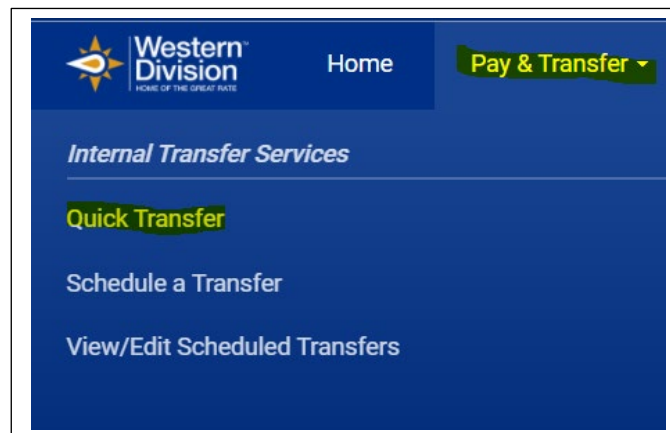
- Transfers are processed through ACH, please allow up to 3 business days for the transfer.
- Limit per *incoming* transfer is \$5,000/day and *outgoing* transfer is \$15,000/day
- Transferring **OUT** of Western Division, the withdrawal is immediate.
- Transferring **INTO** Western Division the system message is: “\$0.00 A2A TRANSFER DEPOSIT” to let you know the transfer has been initiated.
- Once an A2A is created the transaction cannot be canceled.

DESKTOP or MOBILE WEB

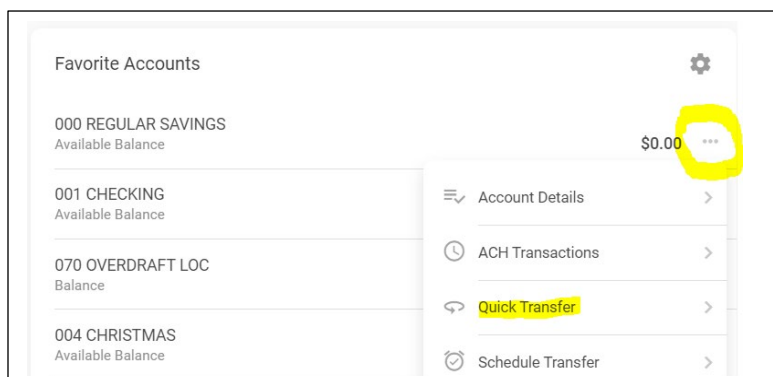
Go to www.westerndivision.org – Login to ItsMe247 Online Banking

There are three different ways to get to A2A Transfers/Quick Transfer:

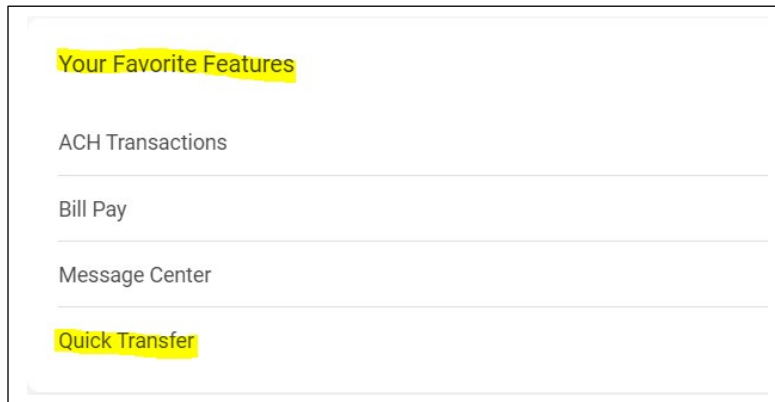
(1) Top Menu Bar – choose “Pay & Transfer” then “Quick Transfer”



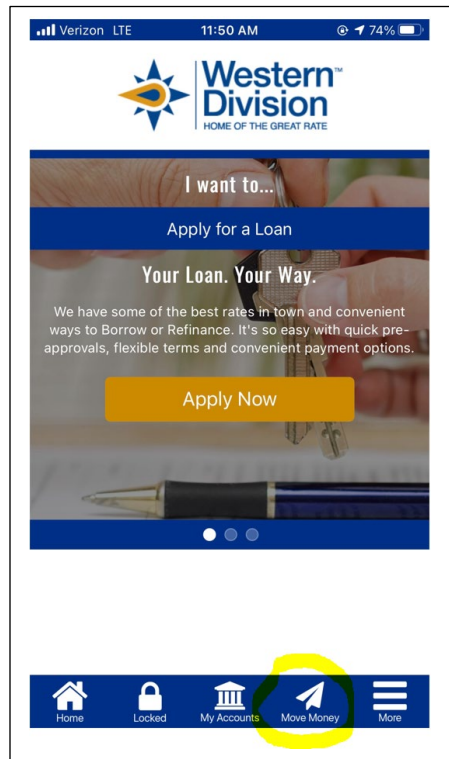
(2) Choose the “...” on any of your accounts for the drop down menu:



(3) Choose “Quick Transfer” (bottom of homepage) in the Your Favorites Features:



MOBILE APP
Open our Mobile App – Choose “Move Money”



If you choose **My Accounts**, you will have the same capability to do a **Quick Transfer** or **Schedule a Transfer** as the three options described above for the Desktop/Mobile Web.