

ASCEND HOW TO: TRANSFER CUSTOMER TO CUSTOMER

Step One: From the dashboard, click on "Transfer & Pay" then "Transfers."



Step Two: To set up a new Customer to Customer Payee select the From Account then scroll to the bottom of the to account. Select "+Add An Account." This can also be done by clicking on More Actions.





Step Three: The options for adding accounts will open and you will select "Send money to another Horicon Bank customer".

- Enter your last name or exact business name and account details. If you want to save the account for future use, check the box and add a nickname.
- The recipient will receive an email indicating that they have been added by you as a transfer destination account.

Make a Transfer Scheduled Activity More Activ		Add acc	ount	×
		Select an o	ption below to add a new account	
From Account		Internal account		
		2	Send money to another Horicon Bank customer We will send an email to the recipient notifying them of this connection.	>
		External a	Add an account instantly	\$
			Sign in with the credentials you use for your external account.	
			Add an account manually	>
			Enter your account number and routing number. Verification can take up to 3 days.	
Horicon Bank Locations Mobile Contact Us Privacy Policy Terms of Senice Get CoBrowsing Code f in ¥ © ■	HORICONBANK The Netword Choice ating number: 075905622			
Copyright © 2023 All rights reserved.	2x 144, Horicon, WI 53032 85-7311 or 888-343-3040 Member Collector		e Le	et's talk!



• When entering account number be sure to include 10 digits, if the account number is only 6 digits be sure to enter 4 zeros in front of the number then hit "Save".

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Step Four: When the payee has been added user will get a Success message. Click on Return to make a transfer.





Step Five: This account will now appear in your To Account list. You can now set up the transfer, one-time or recurring. Verify your transfer information and submit.

English Español		
HORICON BANKS		Amount Č1 11
	Transfer & Pay Tools	ŞI.II
		Accounts
Transfers		From Account
		To Account
		When Date
		Aug 22, 2023
		Frequency One Time
Review Transfer		
		Edit Transfer

Step Six: Success Screen will appear. Click "View Transfer Activity" review the transfer information or Done to exit.



Let's talk!