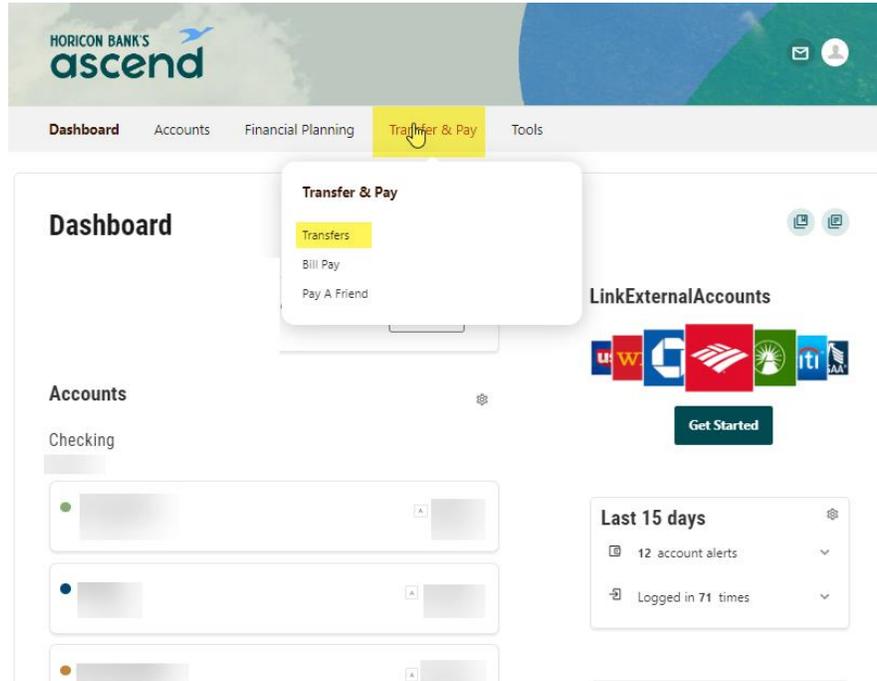


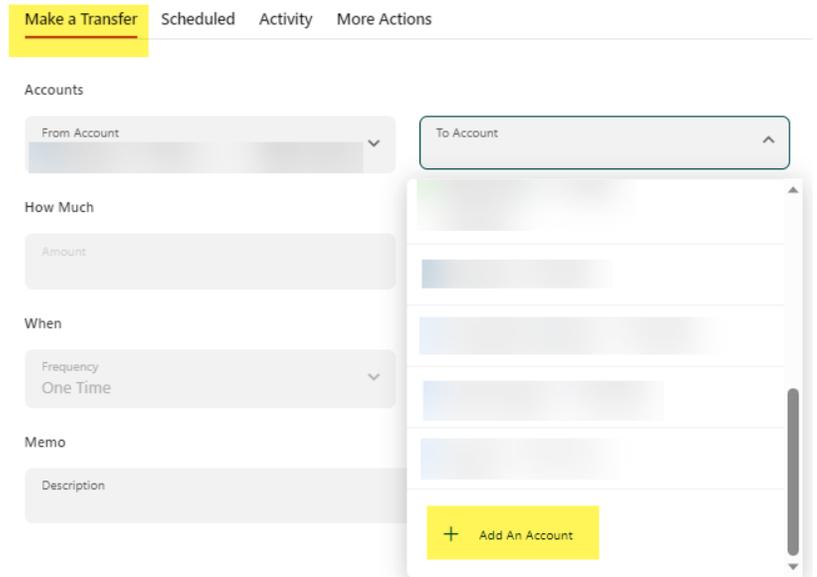


ASCEND HOW TO: TRANSFER CUSTOMER TO CUSTOMER

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



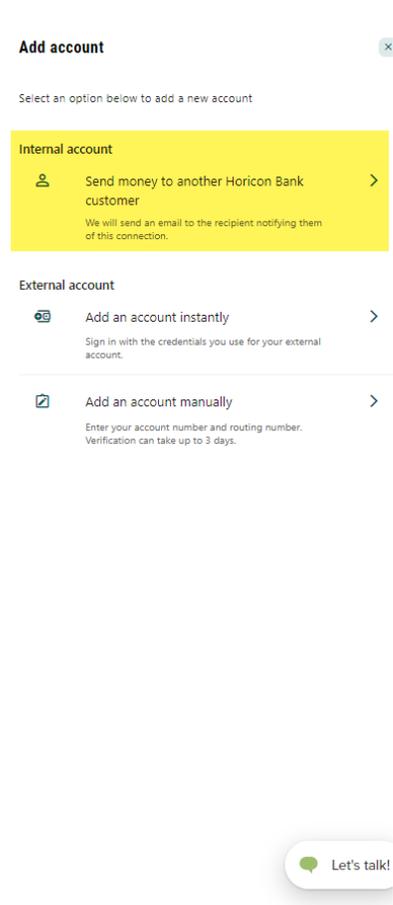
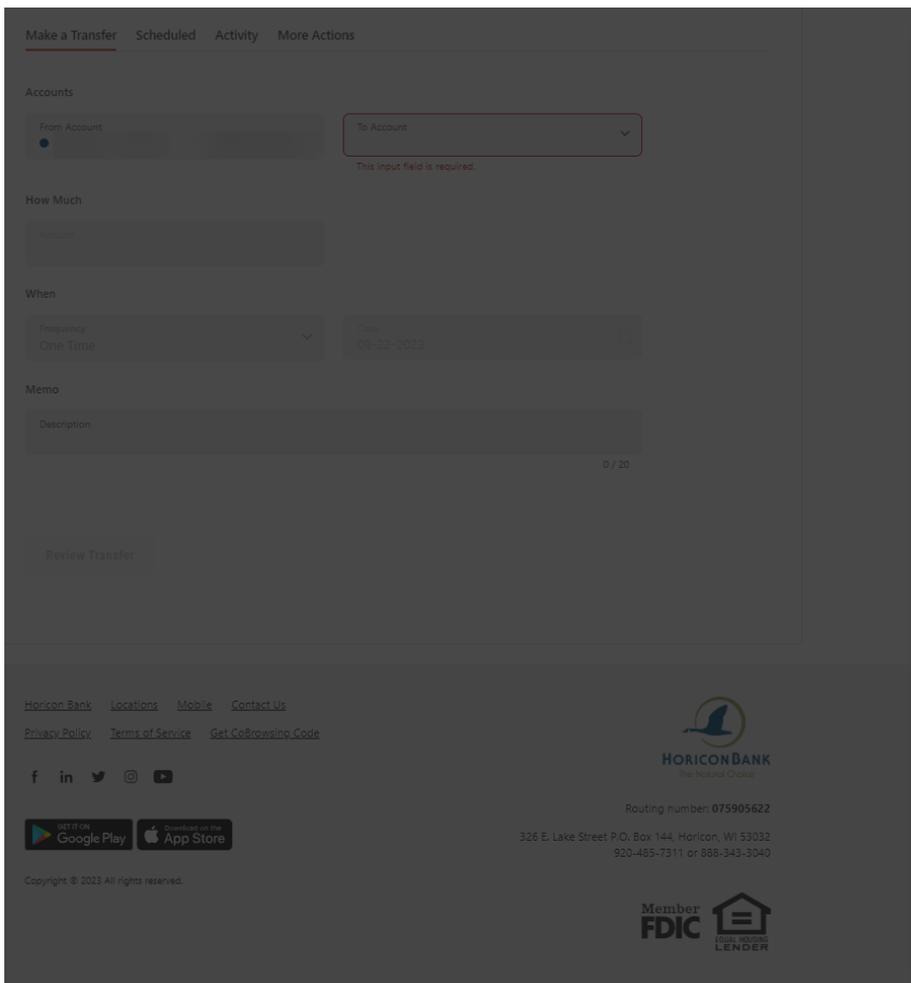
Step Two: To set up a new Customer to Customer Payee select the From Account then scroll to the bottom of the to account. Select “+Add An Account.” This can also be done by clicking on More Actions.





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.





- 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”.

Make a Transfer | Scheduled | Activity | More Actions

Accounts

From Account: [To Account] (This input field is required.)

How Much: [Amount]

When: [Frequency] [Start Date]

Memo: [Description] (0 / 20)

Business Transfer

Horicon Bank | Locations | Mobile | Contact Us
Privacy Policy | Terms of Service | Get CallSource Code

Horicon Bank
Routing number: 075905622

Send money to another Horicon Bank customer

Internal accounts are within your current financial institution. We will send an email to the recipient, notifying them of this connection.

Recipient information

Last Name (Or Business Name): [Goose]

Account details

Verification method: [Account]

Account Number: [Enter 10 digit acct number]

Save Account For Future Use

Nickname: [Goose]

Save

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

Send money to another Horicon Bank customer

Success

Return to Make a Transfer

Let's talk!

Horicon Bank | Locations | Mobile | Contact Us
Privacy Policy | Terms of Service | Get CallSource Code

Horicon Bank
Routing number: 075905622
320 E. Lake Street P.O. Box 144, Horicon, WI 53022
920-483-7311 or 888-343-3040

Member FDIC
LENDER

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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.

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