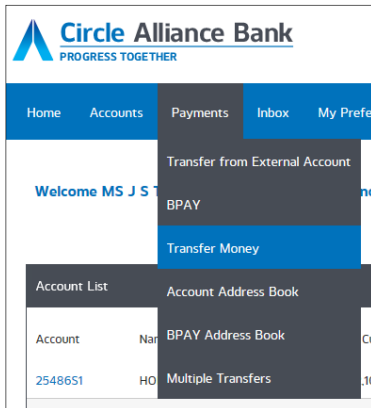
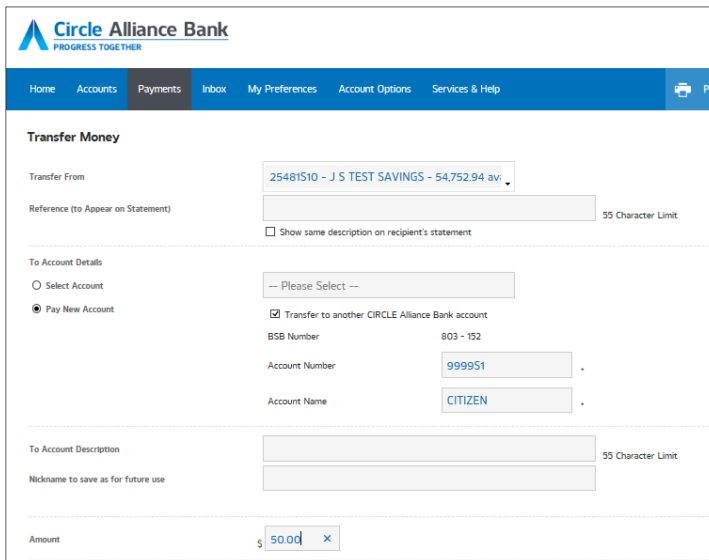


## How do I make a payment to another CIRCLE Alliance Bank account?

1. Go to the “Payments” menu and select “Transfer Money”.



2. Select the account you want to transfer from.

A screenshot of the 'Transfer Money' form on the Circle Alliance Bank website. The form is titled 'Transfer Money' and has a 'Transfer From' dropdown menu showing '25481510 - J S TEST SAVINGS - 54,752.94 av...'. Below this is a 'Reference (to Appear on Statement)' field with a 55 Character Limit and a checkbox for 'Show same description on recipient's statement'. The 'To Account Details' section has two radio buttons: 'Select Account' (unselected) and 'Pay New Account' (selected). Under 'Pay New Account', there is a checkbox for 'Transfer to another CIRCLE Alliance Bank account' which is checked. Below this are fields for 'BSB Number' (803 - 152), 'Account Number' (9999S1), and 'Account Name' (CITIZEN). The 'To Account Description' field has a 55 Character Limit. There is also a 'Nickname to save as for future use' field. At the bottom, the 'Amount' field shows '\$ 50.00' with a currency symbol and a close button.

3. Select a saved payee, or select “Pay New Account”.
4. Select a stored account, or select Pay New Account. For a new account, tick the box “Transfer to another CIRCLE Alliance Bank account”.
5. Enter the member number and account type, eg. 9999S7, the name of the account, and the description. Click “Next” to transfer now, or select a future date and frequency

6. Now you will see a confirm transfer screen. Towards the bottom of the page is a button "Get SMS". Click this button and we will send a 6 digit SMS code to your mobile phone number. Enter the code and click "OK".

**Circle Alliance Bank**  
PROGRESS TOGETHER

Home Accounts **Payments** Inbox My Preferences Account Options Services & Help

### Confirm Transfer

You have provided the following details.

From Account	25481510 - J S TEST SAVINGS
Current Balance	\$59,752.94
Available Balance	\$54,752.94

To Account	999951 - CITIZEN
------------	------------------

Amount: \$50.00

When: This transaction will occur immediately.

It is important you have checked that the BSB number and account number you have entered are correct because payments are processed using these details and without checking the account name.

Funds may be credited to the account of an unintended recipient if the BSB number and account number are not correct. It may not be possible to recover funds from an unintended recipient.

Payments may take up to 48 hours to be credited to an external account.

One Time Password  [Get SMS](#)

Click Get SMS to send an SMS One Time Password to your mobile phone

[OK](#) [Previous](#) [Cancel](#)

7. Now you will see your payment receipt. Either print or note down your reference number.

**Circle Alliance Bank**  
PROGRESS TOGETHER

Home Accounts **Payments** Inbox My Preferences Account

### Transfer Receipt

Your transfer was successful

From Account	25481510 - J S TEST SAVINGS
--------------	-----------------------------

To Account	999951 - CITIZEN
------------	------------------

Amount: \$50.00

Details	Transaction Date/Time	15 JAN 2017 - 04:42pm
	Receipt Number	010195005

[Finish](#) [New Transaction](#)