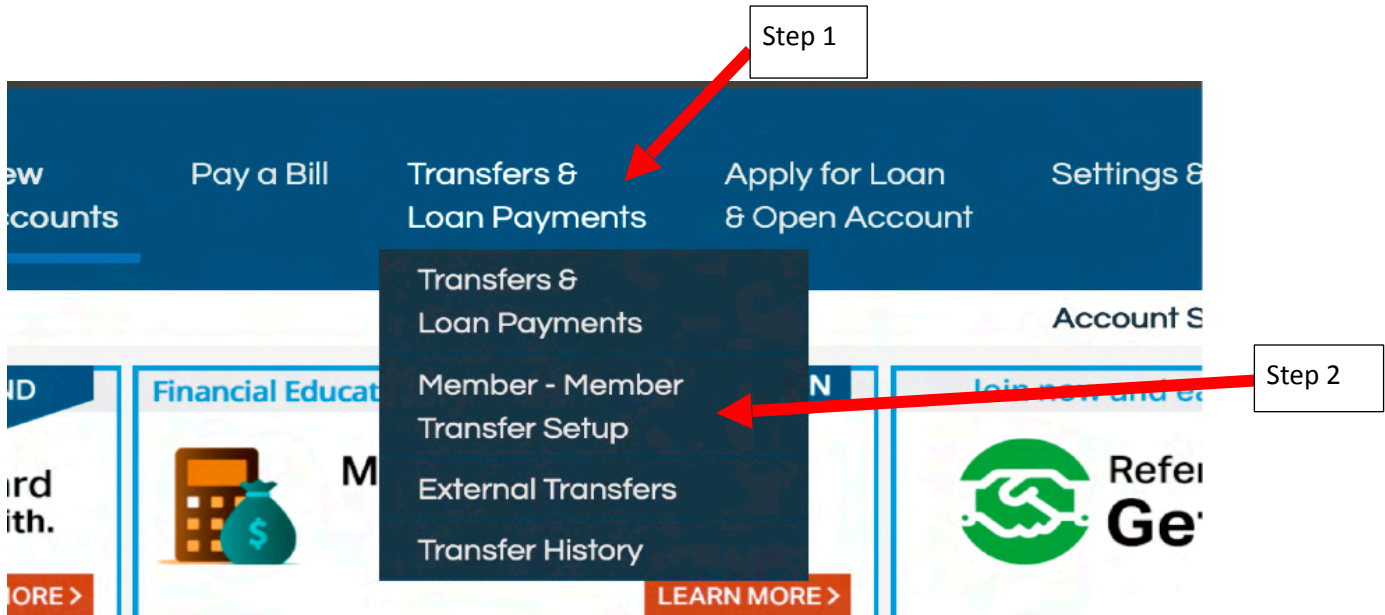


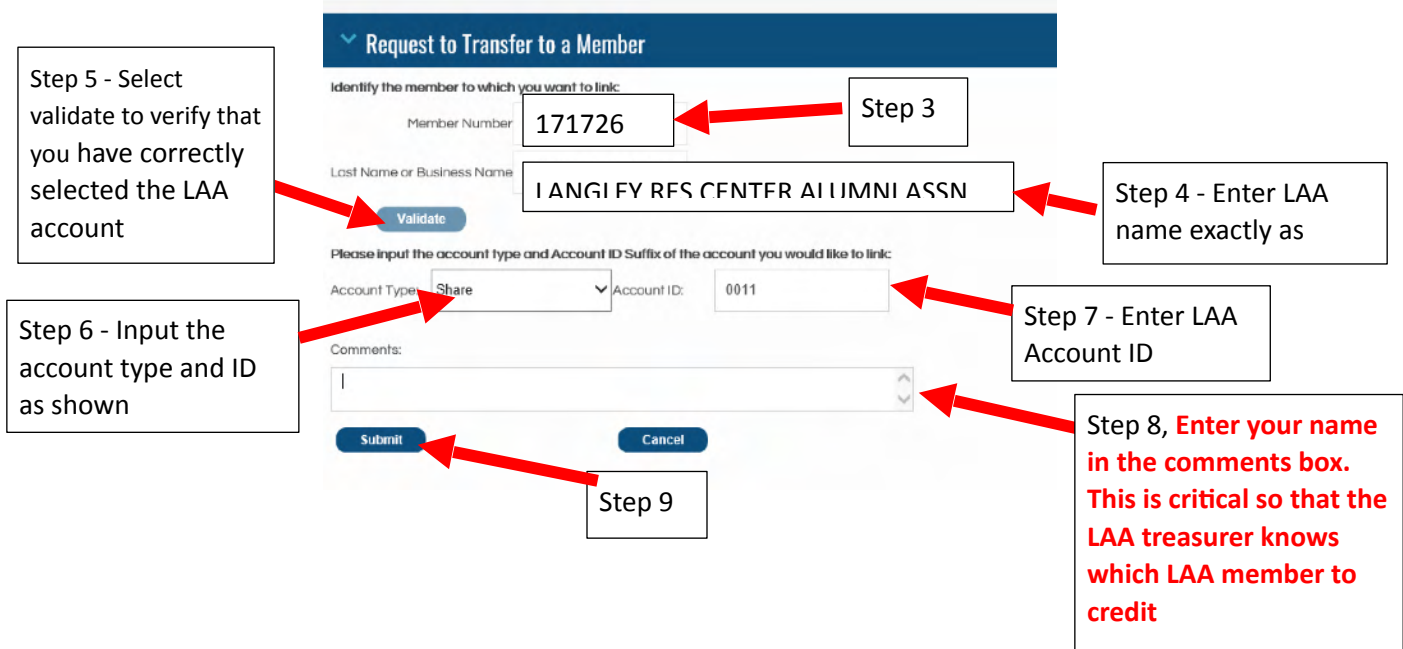
How to Transfer Funds between LFCU Members and the Langley Alumni Association Account

To assist members with the payment of dues, as well as the summer picnic and the December luncheon we have arranged for Langley Federal Credit Union members to be able to pay by member to member transfer from their Credit Union Account. Following are the instruction for doing so.

Members must first set up member to member transfer by selecting the pull-down menu **Transfers & Loan Payments** - See step 1. Then select **Member – Member Transfer Setup**, step 2



Step 2 will bring up a screen where you enter the LAA information. Information must be entered exactly as shown below. Enter member number as shown in step 3 below (171726). Then enter name as shown below in step 4. Then, click the **Validate** button, step 5. Then, select the **Account Type** as Share, step 6 and **Account ID** as 0011, step 7. In **Comments** box enter your name, step 8, so that when you do a transfer of funds, the LAA secretary can identify who transferred funds into the LAA LFCU checking account so that your payment can be correctly recorded in the LAA payment records. Then, click on **Submit** button, step 9.

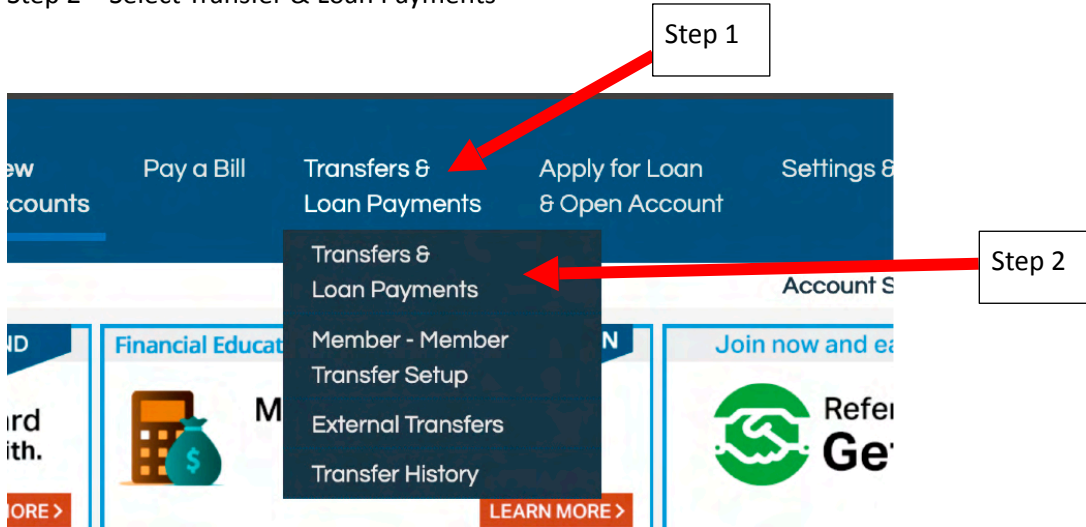


At this point the LAA treasurer will get a note asking if the LAA will accept a transfer from you which the treasurer can approve. **You only have to do above process ONE time.**

After this setup and the LAA treasurer approval you can transfer funds from your selected LFCU account to the LAA checking account as follows:

Step 1 – On your LFCU home page click on the pull-down menu Transfers & Loan Payments.

Step 2 – Select Transfer & Loan Payments



You will then see **Create/Edit a Transfer or Pay Loan From Langley Account** as shown below after step 2. Then, select your account you want to transfer funds from, step 3. Select the **To Account** as the LAA checking account (171726-S0011 0 SMART CHECKING), step 4. Enter the amount to be transferred, step 5. Select your **Scheduling Option**, step 6. Finally, in **Description**, Enter your name and what the funds are for (**e.g. member dues, LAA picnic, December luncheon**) – step 7. Then, click **Submit**, step 8. Once you have done this the LAA Treasurer will get the information of your fund transfer.

A screenshot of the 'Create/Edit a Transfer or Pay Loan From Langley Account' form. The form fields are annotated with red arrows and callout boxes:

- Step 3:** Points to the 'From Account' dropdown menu.
- Step 4:** Points to the 'To Account' dropdown menu, which is currently set to '171726-S0011 - SMART CHECKING'.
- Step 5:** Points to the 'Amount' input field.
- Step 6:** Points to the 'Scheduling Option' dropdown menu.
- Step 7:** Points to the 'Description' text input field. A callout box next to it contains the text: "Step 7 – Enter name & reason for funds transfer. **Name is critical so LAA treasurer can credit the correct membership account.**"
- Step 8:** Points to the 'Submit' button.