

## Member-to-Member Transfer Capability to the LAA's LFCU Account

LAA members can now make a payment to the LAA through Langley Federal Credit Union (LFCU) with a one-step process. You can set up the transfer and immediately transfer funds to the LAA without waiting for the LAA Treasurer to approve your request.

**Here is the step-by-step process to set up a Member-to-Member transfer from your personal LFCU account to the LAA LFCU Checking Account:**

1. Open the LFCU home page for On-line Banking:

<https://digitalbanking.langleyfcu.org/>

2. Login to your personal LFCU account.
3. Click on "Transfers and Loan Payments" in the blue strip across the top of the page.
4. Click on "Add Member Account" in the upper right-hand corner
5. A screen titled "Member to Member Accounts will pop up in "Add Account" mode
6. Under Business or Last Name, enter the complete LFCU name for the LAA account: Langley Research Center Alumni.
7. You now can create your own nickname for the account. The nickname must be at least 8 characters and can include spaces, so something like LaRC Alumni will work. This nickname will appear in your statement that shows the transfer.
8. Enter the LAA LFCU Account to which you want to transfer funds, which is **796160-0003**, for the **new** LAA Smart Checking Account.
9. Click the Oval in front of checking, which is under Account Type.
10. You are now done and can make a transfer immediately by clicking the button "Make a Transfer to This Account", which will prompt you to select from which of your accounts the transfer should be made. See the instructions on the next page to actually make the transfer.
11. Congratulations – you've created a Member-to-Member Transfer link to the LAA. **You can push money to the LAA Checking account, but the LAA can not pull money from your account.**

**For subsequent Member-to-Member Transfers, follow these instructions:**

1. Open the LFCU home page for On-line Banking:

<https://digitalbanking.langleyfcu.org/>

2. Login to your personal LFCU account.
3. Click on “Transfers and Loan Payments” in the blue strip across the top of the page.
4. A screen called “New Transfer” will pop up. Select From the list of your accounts, the one has the funds you want to transfer.
5. Then “Select an Account” from the pull-down menu, which will include all of your accounts as well as all Member-to-Member Accounts you have established. If you send the LAA payment for your golf fees meant for the Langley Golf Association, just send the current Treasurer an e-mail. This has happened.
6. You will be prompted to enter the amount to be transferred; when the transfer should occur; and to enter a memo such as LAA dues for 2022; Life-Paid dues; Fee for holiday luncheon and be sure to include your name to ensure you will be credited with having made the payment.
7. You then press the “Review” button to make sure everything is correct, make any necessary changes, then click on “Submit”.
8. Congratulations – you’ve made a secure Member-to-Member Transfer to the LAA checking account.

**You can cancel your Member-to-Member Transfer capability at any time, without involving the LAA Treasurer.**