



Interac e-Transfer service allows you to send and receive funds quickly and securely across Canada, whenever you want.

How do I perform an e-Transfer?

- 1 Select **Create *Interac* e-Transfer** from the **Account Transfer** menu under the **Payments & Receivables** tab.
- 2 Choose the account to transfer money from, the recipient email to send the e-Transfer to, and enter the amount.
*The first time you send an e-Transfer, select **Add/Manage Recipients** in the Recipient field to add a recipient. Recipients can be added, modified, or deleted through this option going forward.*
- 3 Once you have completed the required fields, select **Verify Details** to review the information.
- 4 Select **Finish** to send the e-Transfer. A SecurID is required on final approval of the e-Transfer – if no additional approvals are required, you will be prompted to enter your Passcode.

The transfer will be processed on the processing date you indicated. If you select today's date, the transfer will be sent immediately.

To learn more

The **Ask Us** feature within Online Banking for Business will guide you through your next steps such as:

- [How do I confirm my *Interac* e-Transfer was successful?](#)
- [How do I add/manage/delete my *Interac* e-Transfer recipients?](#)
- [How do I receive *Interac* e-Transfers?](#)

Ask Us also gives you detailed instructions on how to

- view your *Interac* e-Transfer history/reports
- create, manage and approve transfers

As you use Account *Interac* e-Transfer service, look for the Information icon where one click provides you with helpful tips.

The screenshots illustrate the following steps:

- Step 1:** The 'Create Interac e-Transfer' form is shown. The 'Enter Details' tab is active. Fields include: Sender's email address (jane.doe@abc.com), From Account (dropdown), Recipient (dropdown with 'Add/Manage Recipients' option), Amount (0), and Processing Date (dropdown with 'Immediately' and 'Recurring' options).
- Step 2:** The 'Verify Details' step is shown. It displays a table of recipients:

Recipient Name	Recipient Email Address	Language Prio	Security Question	Security Response	Confirm Security Res.	Confirm Security Response
Tanya Mitchell	tanya.mitchell@business.ca	English	Business purpose	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	001/Level
- Step 3:** The 'Finish' step is shown. The 'Verify Details' tab is active. The 'Add a message' field is visible with a character count. Buttons for 'Add', 'more Transfers', 'Cancel', and 'Verify Details' are shown at the bottom.