Create an Automatic Transfer (Scheduled Transfer) in Web Teller

1. Log into Web Teller (http://www.cooperativefederal.org/en/webteller)
   If you are a first time user of Web Teller, click “Setup Your Info.” If you have any questions or problems, do not know your password, or need your security information reset, please call 315-471-0220.

2. Hover over the “Transfer” tab, and select “Scheduled Transfers.”

3. If you have previously created automatic transfers in Web Teller, you will see a list of pending transfers. **Below that list, click “Add New Scheduled Transfer.”**

4. Complete the web form, read the information shown at the left, and click “Submit.” Use the options shown to program your automatic transfer, including when and how often the transfer should be made.

5. Review the settings you created, and click “Submit” to finalize.

6. This automatic deposit will now appear under “Scheduled Transfers.” Use the tools shown to view, edit, or delete this schedule at any time.