

HOW TO MAKE A LOCAL ACCOUNT TRANSFER TO ONE OF YOUR ACCOUNTS USING ONLINE BANKING

International Payments

Account Transfers

New Account Transfer

New Non-Own Transfer

Outstanding Transfers

Batch Payments

i-Mail

Step 1: Log in to Online Banking (www.sainthelenabankonline.com)

Step 2: Select 'Account Transfers' and 'New Account Transfer' from the main menu on the left

Account Transfer

After completing the following information, press the "Save" button.

From
Account 98765006 - SHP - C/A - SH Premium PERSONAL

Step 3: Use the Account drop down menu to select the account the money will be transferred **from** (Debit).

To
I wish to credit an account that is not on the list below.
Account 98765007 - SHP - Current A/C - St Helena Ind

Step 4: Use the Account drop down menu to select the account the money will be transferred **to** (Credit).

Transfer Information

Credit Amount 400.00

Value Date 11/05/2020

Debit Narrative
Rent sent to 007 Acc

Credit Narrative
Rent from 006 Acc

Step 5: Enter the amount to be transferred and the date (automatically set to same day).

Step 6: Enter the reference narrative that will appear in the account the money will be transferred **from** (Debit).

Step 7: Enter the reference narrative that will appear in the account the money will be transferred **to** (Credit).

Save Back

Step 8: Click 'Save'. From here you will be asked to verify the information entered and confirm using select characters from your password.



HOW TO MAKE A LOCAL ACCOUNT TRANSFER TO SOMEONE ELSE'S ACCOUNT USING ONLINE BANKING

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Account Transfer

After completing the following information, press the "Save" button.

From

Account

To

Step 3: Use the Account drop down menu to select the account the money will be transferred **from** (Debit).

Step 4: Click here to enter another person's account information.

The following can then be entered

Currency

Account Number

Step 5: Enter the account number the money will be transferred **to** (Credit).

Transfer Information

Credit Amount

Value Date

Step 6: Enter the amount to be transferred and the date (automatically set to same day).

Debit Narrative

Step 7: Enter the reference narrative that will appear in the account the money will be transferred **from** (Debit).

Credit Narrative

Step 8: Enter the reference narrative that will appear in the account the money will be transferred **to** (Credit). Please ensure the payee knows who is paying (this should be your name and an invoice number if supplied).

Save

Back

Step 9: Click 'Save'. From here you will be asked to verify the information entered and confirm using select characters from your password.

