



BUSINESS & INDUSTRIAL FEDERAL CREDIT UNION

COLUMBUS, INDIANA 47201 – PHONE (812) 372-6091

How do I install the NEW Online Banking?

- You now just go to the link on Safari, Chrome, Firefox, Edge... whatever your browser, just follow the link. No app to download. We recommend you save the link as an icon on your home screen. There are instructions on how to save to your home screen on our website. www.busindcu.com

How do I transfer money?

- Go to Login page
- Enter your account number and password, then press **LOGIN**
 - You may be prompted to enter your phone number to receive a PIN, once you receive the PIN, enter in the field were requested then hit **OK**. Then enter password on the Sign In screen.

- Select **MENU** (Top left corner)
- Select **TRANSFER MONEY**
- A new screen will appear with a (SOURCE ACCOUNT) side and a (DESTINATION ACCOUNT) side
- On the left side (SOURCE ACCOUNT), click drop down menu and pick **FROM** account
- On the right side (DESTINATION ACCOUNT), click drop down menu to pick **TO** account
 - *If you are transferring to a different account number, that you have authorized on your account, click the box **INCLUDE MY SUB ACCOUNTS**. They will appear in the drop-down options*

- Enter the amount you want to transfer
- Select **TRANSFER**
- You will need to review your selections before pressing OK
- You will receive a confirmation page, and the transfer is complete

NOTE: To authorize a new sub account to transfer to and from, please contact us at **800-372-6091**

How do I review transactions?

- Complete the Sign In process
- Click or Tap on the account type you want to review (such as **REGULAR-SAVINGS** or **DRAFT-ACCOUNT**)
 - Select **SHOW HISTORY**
 - The most recent history will appear on screen, including pending transactions

Tip: You can search for specific items. Pull up the account history and click **SEARCH** above the history to look for what you need.

NOTE: A pending transaction is a purchase or bill payment that has not cleared your account yet. The transaction was authorized but it has not completed posting. You will see *Anticipated Balance* underneath a transaction that has not cleared yet. This will allow you to know your account balance once the item has cleared.

