First Citizens

business online

USER GUIDE

Account Transfer

(1)

Account Transfer

1. Access Business Online via the First Citizens website and click the **"LOGIN"** button.

2. Log in to Business Online using your credentials.

2 **Account Transfer**

Once logged in, click the Dashboard icon at the top of the left menu bar or scroll to the bottom and click the arrow to expand the menu options.

3

Account Transfer

Select the **"Account Transfer"** option.

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Account Transfer

Select the **"Create"** option.

5

Account Transfer

1. Complete the following fields:
   ✓ From Account   ✓ To Account   ✓ Amount   ✓ Name   ✓ Memo

2. Click **"Continue"** to proceed.

6

Account Transfer

1. Review all transfer details to ensure accuracy.

2. Click **"Submit"** to proceed.

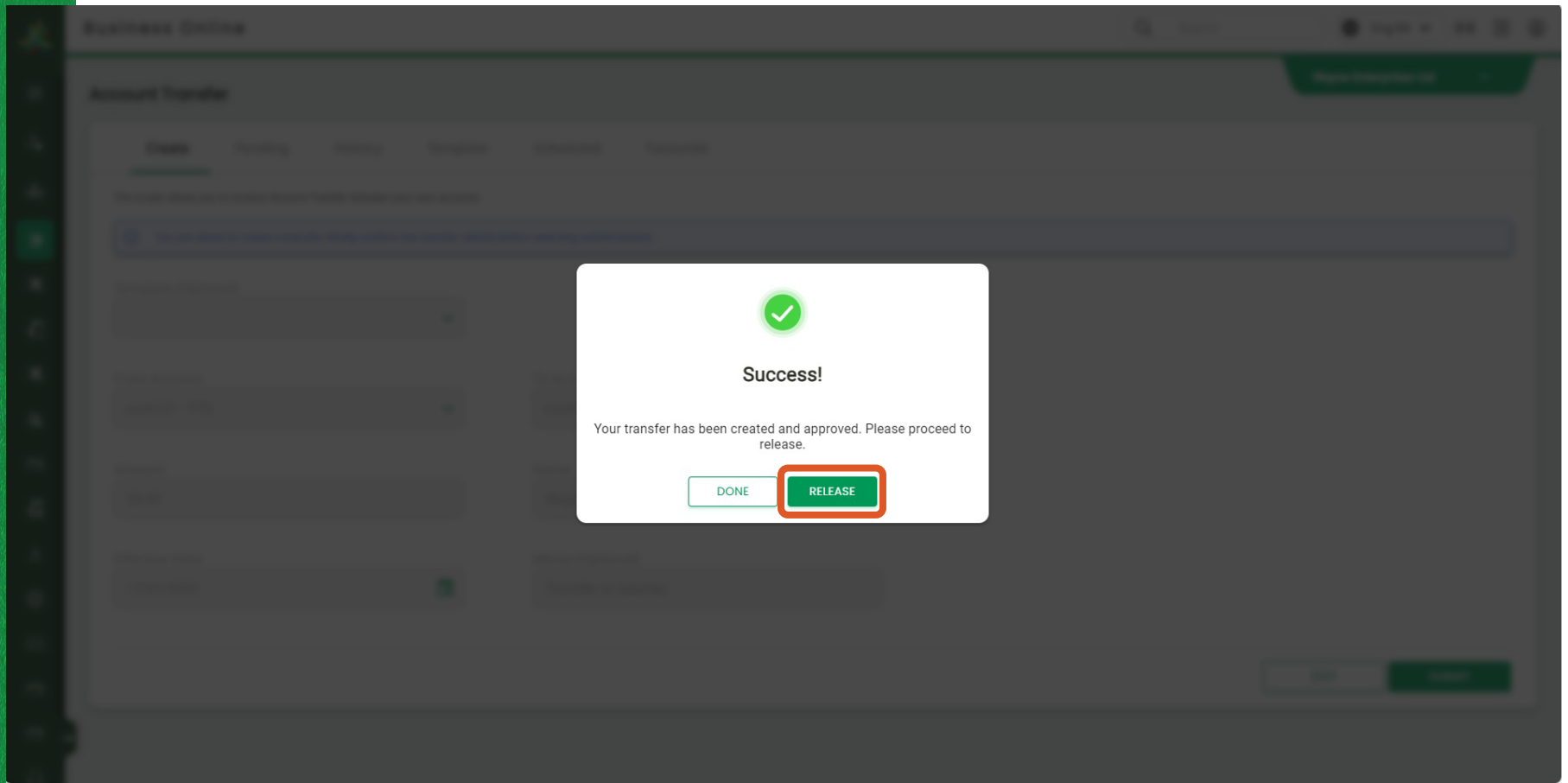## 7 Account Transfer

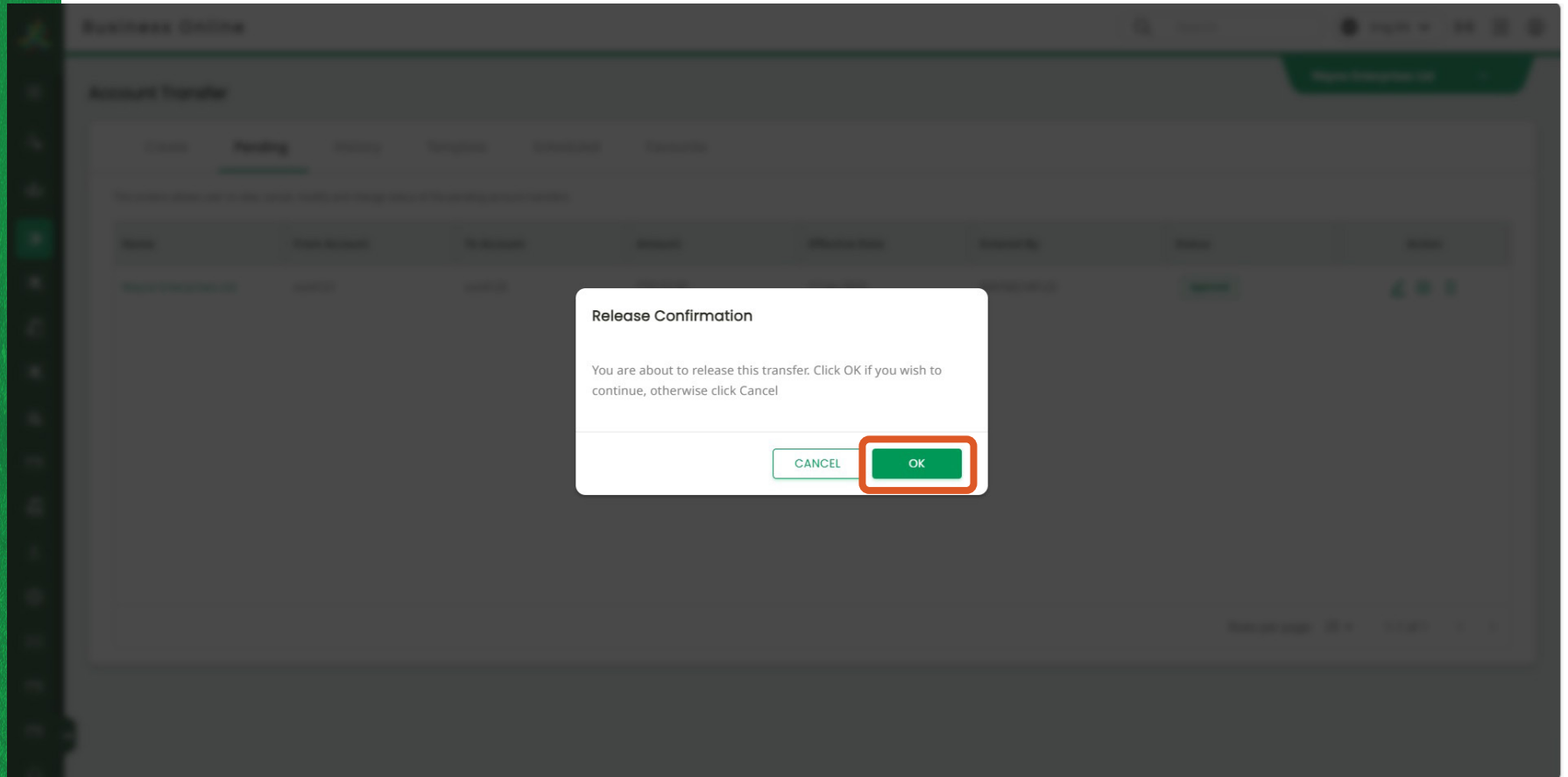If dual control is not enabled, click **"Release"** to continue.
If dual control is enabled, the transaction will be submitted to the **"Pending"** tab. Please contact your company's administrator to approve and release the transaction.
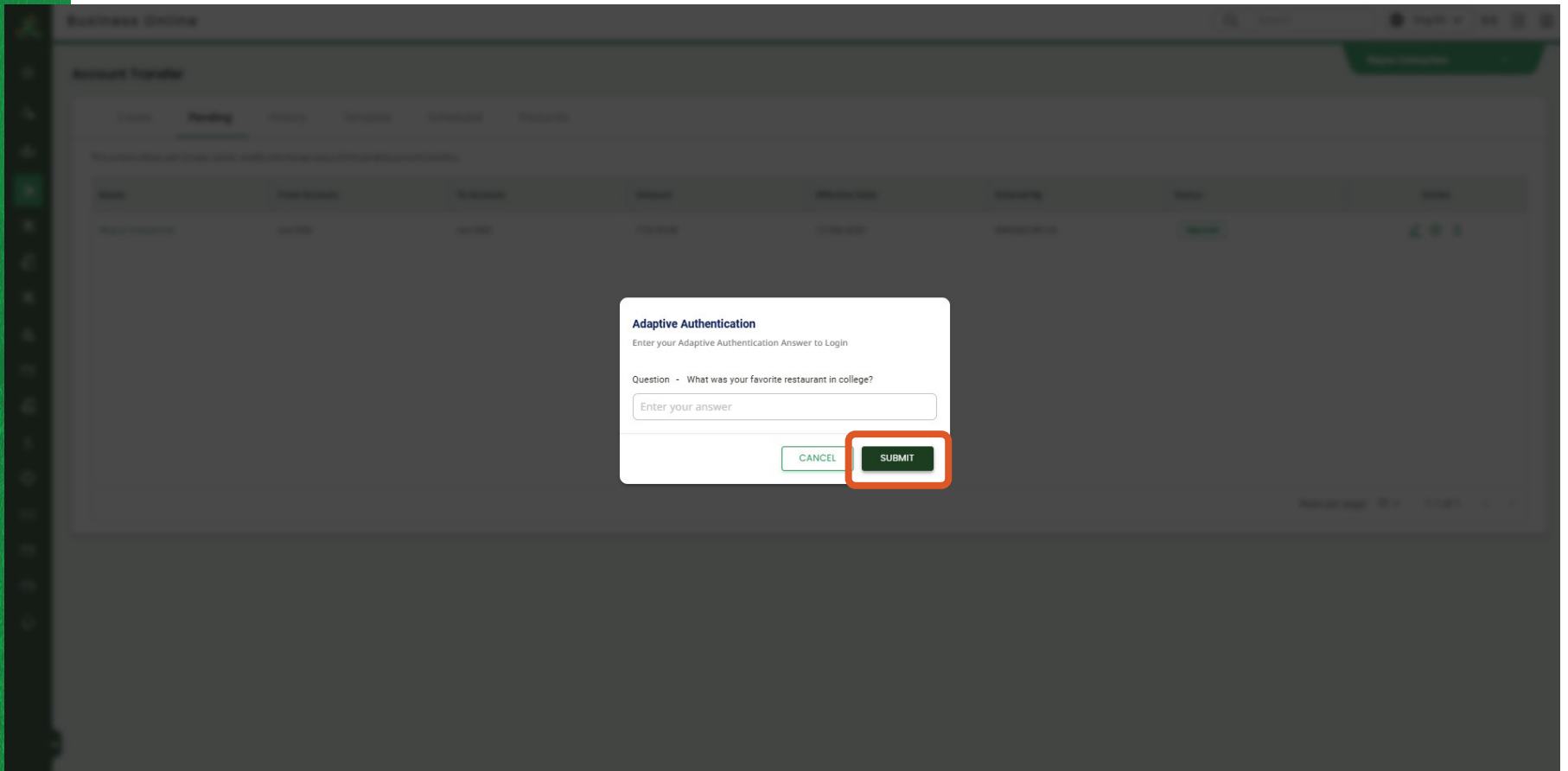
Account Transfer

Select **"OK"** to confirm the release of the Transaction.

9

Account Transfer

1. Enter your response to the security question.

2. Click **"Submit"** to proceed.

Account Transfer

1. Congratulations! Your transfer has been successfully completed.

2. Optional: Click **"Set As Favourite"** to save this transfer for future use.

3. Click **"Done"** to exit.
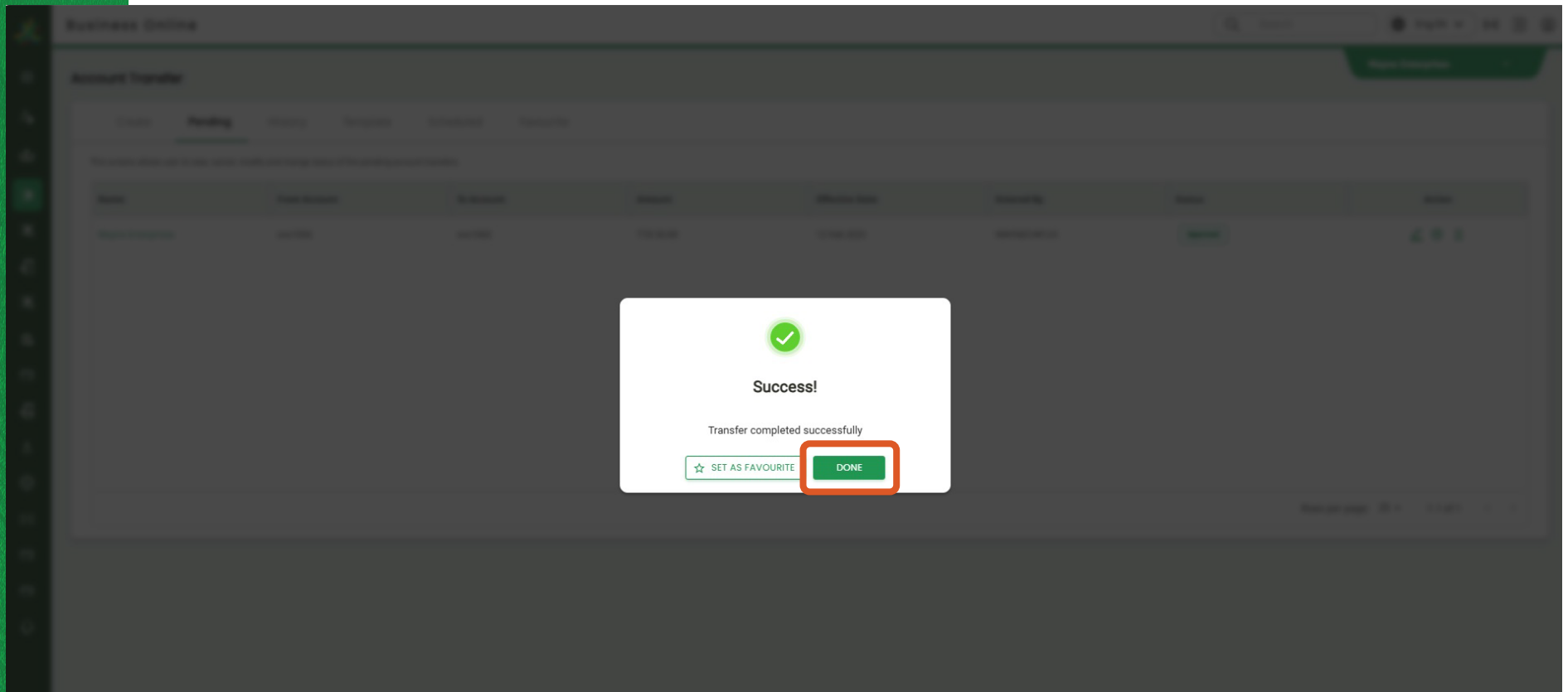
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