

# Client Digital Capabilities: Step-By-Step Instructions

## Funds Transfer Service (FTS)

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**Note:** You will need a FTS PIN (4-6 digits) to process the transfer online. You can create and reset your FTS PIN over the phone by calling 1.800.MERRILL. The FTS PIN does not expire and can be used for all future transfers. There is a cutoff time for next-day transfers: 4:45pm ET

### To transfer funds on MyMerrill.com:

1. Log onto MyMerrill at <http://www.mymerrill.com>
2. Hover over "Portfolio & Accounts" from the top navigation bar
3. Click on the "Transfer Money & Securities" link
4. Click the "Cash" icon
5. Select the appropriate account in the "From" and "To" drop-downs
6. In the "Amount" field, type the amount to be transferred
7. From the "Frequency" drop-down menu, choose the transfer frequency
8. From the "Payment Date" calendar, choose the date of the transfer
9. Select the transfer duration
10. Click "Schedule Transfer" button to proceed. The Transfer Money verification page appears
11. Verify the transaction details
12. In the PIN field, type the Funds Transfer PIN, if prompted
13. Click the "Schedule Transfer" button

### To cancel a scheduled transfer:

1. Log onto MyMerrill at <http://www.mymerrill.com>
2. Hover over "Portfolio & Accounts" from the top navigation bar
3. Click on the "Transfer Money & Securities" link
4. Click the "Review Transfers" tab
5. Locate the transfer to be canceled and click the blue "Cancel Transfer" link
6. To cancel the transfer:
  - To cancel a single transfer on a **desktop**, you may click "Yes, cancel the transfer". If it is a recurring transfer plan and you wish to cancel the entire series, select the "Cancel this recurring transfer plan" link
  - To cancel a single transfer on **mobile**, you may click on "Yes, cancel the transfer". If you would like to cancel a recurring transfer plan, please navigate to a desktop and follow the instructions above

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