



Exeter Pound – Help File

Sterling Transfers

Member View

Login as normal and go to the *Banking* menu, then select the *Payment -> to sterling* option on the left hand menu.

The screenshot shows the 'Transfer Exeter Pounds to Sterling' form. The top navigation bar includes 'Home', 'Banking', 'Users', and 'Personal'. The left sidebar has 'My accounts' with sub-items 'Account information' and 'Payment', and 'Payment' with sub-items 'To user' and 'To sterling'. The main form area is titled 'Transfer Exeter Pounds to Sterling' and contains the following fields:

From account	Exeter Pound Account - Balance: ££ 20.00
Amount *	<input type="text" value="20"/> . <input type="text" value="00"/> ££
Sterling Account Name *	<input type="text" value="Acme Corp"/>
Sterling Account Sortcode *	<input type="text" value="01-02-03"/>
Sterling Account Number *	<input type="text" value="12345678"/>
Description	<input type="text" value="Thank you"/>

A 'Submit' button is located at the bottom right of the form.

Type in the amount you want to transfer and the bank account details of the sterling account you want it transferred into. The *Sterling Account Number* field is restricted to 8 digits, if your account number only has 7 digits then precede it with a zero, e.g. 0XXXXXXX.

When happy click the Submit button, and you'll be able to review your details, click *Confirm* to make the transfer. NB we aim to carry out sterling transfers within one working day of receiving a request.

The screenshot shows the 'Payment review' form. The top navigation bar and left sidebar are the same as in the previous screenshot. The main form area is titled 'Payment review' and contains a yellow warning box at the top: 'Please, review the payment below and click the confirm button'. Below this is a breadcrumb trail: 'Transfer Exeter Pounds to Sterling > Payment review'. The main form area is titled 'Payment review' and contains the following fields:

From account	Exeter Pound Account
To account	Reserve account
Payment type	Transfer to Sterling
Amount	££ 20.00
Sterling Account Name	Acme Corp
Sterling Account Sortcode	01-02-03
Sterling Account Number	12345678
Description	Thank you

A 'Confirm' button is located at the bottom right of the form.