



EASTERN BUSINESS BANKING®

TRANSFERS, LOAN PAYMENTS, & LOAN DRAWS

Quick Reference Guide

May 2025

 **Eastern Bank**
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TRANSFERS WIDGET

The **Transfers** widget lets you make and view transfers from one account to another. This widget also lets you make and view loan payments and loan draws.

The **Transfers** widget can be accessed from the Home workspace. It can also be added to any workspace from the **Add Widget** menu.

MAKE A TRANSFER:

To make a transfer between two accounts:

1. From the Home workspace, go to the **Transfers** widget.
2. Click **Add a Transfer**. The Transfer screen appears.

3. Use the **Transfer From** drop-down to select the account to be debited.
4. Use the **Transfer To** drop-down to select the account into which the transfer will be deposited.
5. Use the **calendar icon** to select a Transfer Date.
6. In the **Amount field**, enter the transfer amount.

7. *(optional)* In the **Comments** field, enter any comments associated with the transfer. Comments are stored with the transaction record online but are not forwarded with the transaction.
8. *(optional)* For Recurring payments, select **Make Recurring** and see [Recurring Payment or Transfer Settings](#) for additional information.
9. Click **Submit**.

After the transfer is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully.

The transfer is processed when the Status is **Bank Confirmed**. The Status of the transfer can be viewed from the **Transfers** list view.

The screenshot shows the 'Transfers' interface. At the top, there are navigation links: '+ Add a Transfer', '+ Add a Loan Draw', '+ Add a Loan Payment', 'Export', and 'Print'. The date and time are '03/26/2025 06:48 PM'. A green success message reads: 'Success. Payment Auto Approved', 'ID: 6606', 'To: Business Smart Savings (Account)', 'From: ABA Change Name Again (Account)', 'Amount: 1,000.00 USD', 'Transfer Date: 03/26/2025', and 'Payment Type: Transfer'. Below the message is a filter section with 'Select fields' and 'All Transfers'. A table lists transfers with columns: All, Actions, Transfer Date, Amount, Transfer From, Transfer To, Status, Entry Method, and Recu. The table contains two rows: one for 01/15/2025 with amount 1,050.00 and status 'Bank Confirmed', and another for 03/26/2025 with amount 1,000.00 and status 'Bank Confirmed'.

<input type="checkbox"/> All	Actions	Transfer Date	Amount	Transfer From	Transfer To	Status	Entry Method	Recu
<input type="checkbox"/>	View	01/15/2025	1,050.00	[REDACTED]	[REDACTED]	Bank Confirmed	One-Time Payment	
<input type="checkbox"/>	View	03/26/2025	1,000.00	[REDACTED]	[REDACTED]	Bank Confirmed	One-Time Payment	

- If the transfer requires approval, the Status will appear as Entered. To approve, click the **check box** next to the payment then click **Approve**.

The screenshot shows a close-up of a transfer row in the table. The row has a checked checkbox, a 'View' dropdown, the date '03/13/2025', and a status of 'Entered'. Below the table, there is a message 'Viewing 1-10 of 102 records' and four buttons: 'Approve', 'Unapprove', 'Reject', and 'Delete'. A mouse cursor is pointing at the 'Approve' button.

- If the transfer was not processed, the Status will appear as **Rejected**. To view the bank reject reason, select **View** from the Actions list.

<input type="checkbox"/>	View ▾	03/21/2025	[REDACTED]	[REDACTED]	Rejected
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Transfer Summary		
Status	Entry Method	
Rejected	One-Time Payment	
Entered On	Last Approved On	Extracted/Released On
03/21/2025 01:34 PM	03/21/2025 01:34 PM	03/21/2025 01:34 PM
Bank Rejected On	Rejection Reason	
03/21/2025 01:34 PM	Insufficient Funds	

MAKE A LOAN PAYMENT OR LOAN DRAW:

To make a loan payment or loan draw:

1. From the Home workspace, go to the **Transfers** widget.
2. Click **Add a Loan Payment** or **Add a Loan Draw**. The Loan Payment or Loan Draw screen appears.

New Loan Payment

* From Account
Select ▾

* To Loan Account
Select ▾

* Transfer Date
[Calendar Icon]

Add Another Payment Option

Comments
[Text Field]
Stored with the transaction, but not forwarded with the payment

Recurrence Information
 Make Recurring

0.00 USD on
Submit Cancel

New Loan Draw Payment

* From Loan Account
Select ▾

* To Account
Select ▾

* Transfer Date
[Calendar Icon]

* Amount
[Text Field] USD

Comments
[Text Field]
Stored with the transaction, but not forwarded with the payment

Recurrence Information
 Make Recurring

0.00 USD on
Submit Cancel

3. Use the **Transfer From** and **Transfer To** drop-down menus to select the accounts you want to make a payment from/transfer to.
4. Use the **calendar icon** to select a Transfer Date.
5. In the **Amount** field, enter the transaction amount.
6. *(optional)* In the Comments field, enter any comments associated with the transfer. Comments are stored with the transaction record online but are not forwarded with the transaction.
7. *(optional)* For Recurring payments or draws, select **Make Recurring** and see [Recurring Payment or Transfer Settings](#) for additional information.
8. Click **Submit**.

After the loan payment or loan draw is submitted, a message will appear at the top of the screen indicating whether it was submitted successfully.

The loan payment or loan draw is processed when the Status is **Bank Confirmed**. The status of the loan payment or loan draw can be viewed from the Transfers list view.

- If the loan payment or loan draw requires approval, the Status will appear as **Entered**. To approve, select **Approve** from the Actions list dropdown.
- If the loan payment or loan draw was not processed, the Status will appear as **Rejected**. To view the bank reject reason, select View from the Actions list.

RECURRING PAYMENT OR TRANSFER SETTINGS:

Transfers, loan payment, and loan draws can be scheduled to repeat as needed. Follow these steps for recurring payments.

1. After entering the account and date information, check the **Make Recurring** box.
2. Use the **Drop-Down menu** to select weekly or monthly recurring payments.
3. Choose the desired schedule of payments.
4. Choose whether to end the recurrence upon further notice, after a certain number of recurrences, or on a selected date.
5. Select your preferences for non-business day payment dates.
6. Click **Submit**.

*Note: for weekly recurring payments, multiple days can be selected. Take care to select only the days you need. Selected days turn **blue**.*

The screenshot shows the 'Recurrence Information' form for a monthly recurring payment. The 'Make Recurring' checkbox is checked. The 'Repeat' dropdown is set to 'Month(s)'. The 'Every' dropdown is set to '1' month. The 'On the' dropdown is set to '1st' Day. The 'Ends' section has three options: 'Upon Further Notice', 'After 1 Occurrences', and 'On a selected date' (which is selected and has a date field set to '12/31/2025'). Below this, there are radio buttons for 'Previous business day', 'Next business day', and 'Do not transfer funds', with 'Previous business day' selected. A 'Recurring Payment Description' field contains 'Transfer Description'. At the bottom, the amount '500.00 USD on 1 Apr 2025' is displayed, along with 'Submit' and 'Cancel' buttons.

The screenshot shows the 'Recurrence Information' form for a weekly recurring payment. The 'Make Recurring' checkbox is checked. The 'Repeat' dropdown is set to 'Week(s)'. The 'Every' dropdown is set to '2' weeks. The 'On the' section has a row of radio buttons for days of the week: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The 'Wed', 'Thu', and 'Fri' buttons are highlighted in blue. The 'Ends' section has three options: 'Upon Further Notice' (which is selected), 'After 1 Occurrences', and 'On a selected date'. Below this, there are radio buttons for 'Previous business day', 'Next business day', and 'Do not transfer funds', with 'Next business day' selected. A 'Recurring Payment Description' field contains 'Payment Description'. At the bottom, the amount '100.00 USD on 1 Apr 2025' is displayed, along with 'Submit' and 'Cancel' buttons.