

Screenshotting Your eTransfer Recipients

1. Log into your online banking by visiting: <https://online.northernbirchcu.com/OnlineBanking/>
Enter your User ID and Password, then click "LOGIN."

NORTHERN BIRCH CREDIT UNION

Login

[Online Banking Help](#)
[Browser Requirements](#)
[Learn more about online banking](#)

Login by entering your User ID and Password.

User ID

Password

LOGIN

[Add a Memorized Account](#)

Get in Touch

(416) 465-4659
1-866-644-3828

Send us an email

2. On the left had side of your screen, click on "Transfers."

NORTHERN BIRCH CREDIT UNION

Logout

Home > Online Banking > My Accounts

My Accounts
View Account Activity

Payments

Transfers

Account Services

Alerts

Profile and Preferences

turbotax

Last logged in on Wed, Mar 3, 2021, 12:31 PM, EST
via Online Banking

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Account Summary

Account: [REDACTED]

Membership	Account Name	Balance
[REDACTED]	[REDACTED] PERSONAL [REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] PREMIUM SAVINGS [REDACTED]	[REDACTED]

Scheduled Bill Payments

Date	To Payee	From Account	Amount
You currently do not have any Bill Payments Scheduled.			

Scheduled Transfers

From Account	To Account	Date	Amount
You currently do not have any Transfers Scheduled.			

Get in Touch

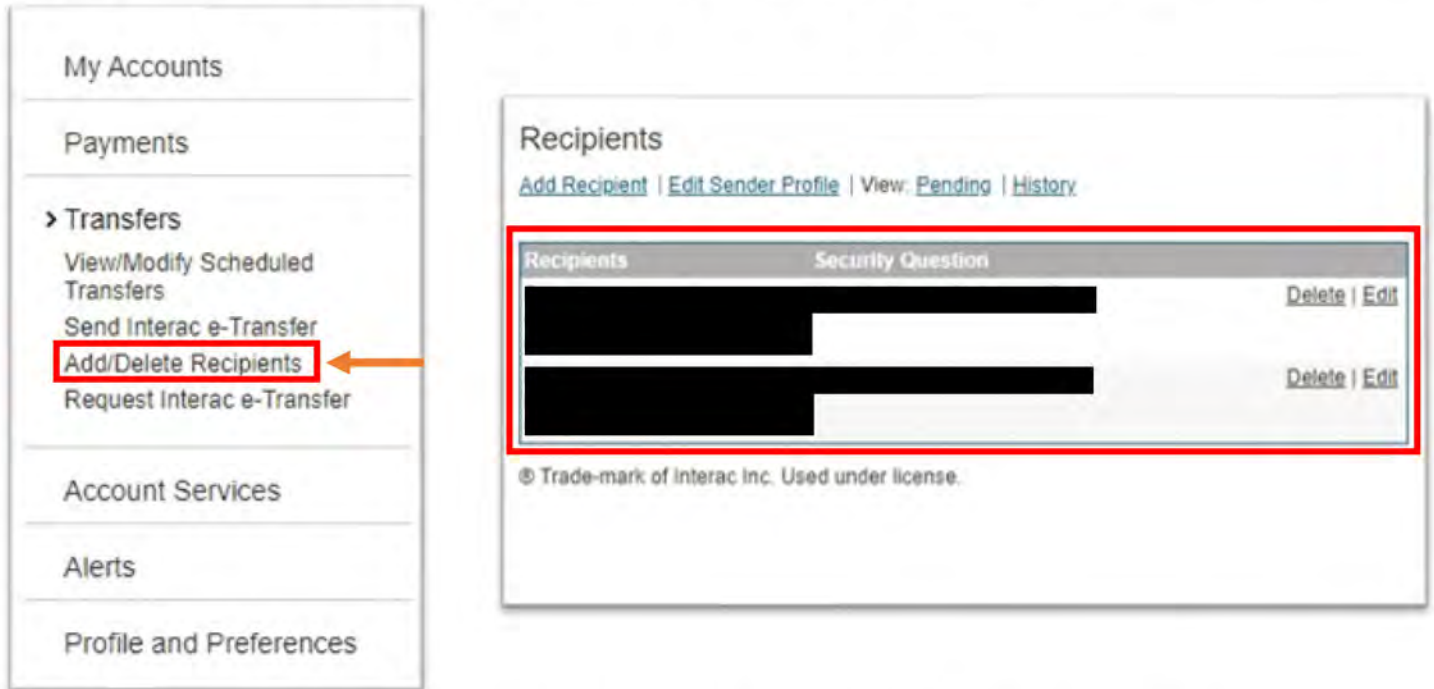
(416) 465-4659
1-866-644-3828

Send us an email

Changes ahead.

We are changing our banking system. Click here to read more and to see what you may need to do to prepare.

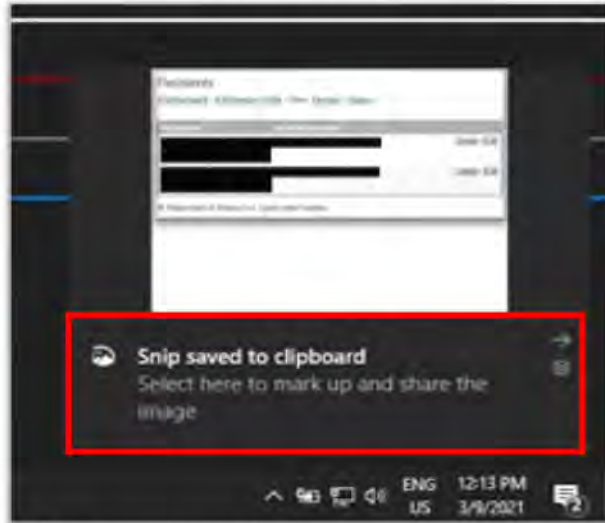
3. On the next screen, you will see an expanded menu underneath the “Transfers” button on the left-hand side. Click the “Add/Delete Recipients” button to open your list of current recipients.



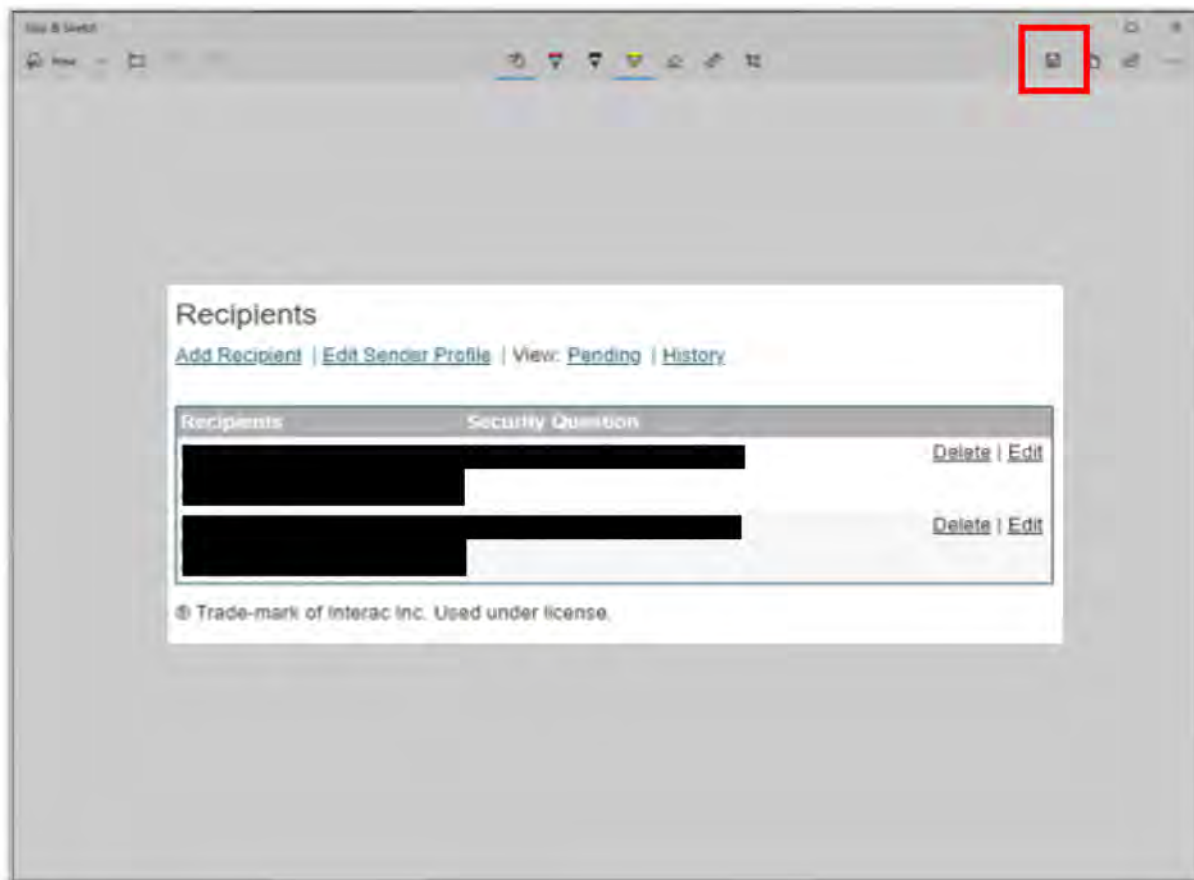
4. To take a screenshot of this list, press and hold the *Windows Key* and *Shift*, and press “S”, then release. Your screen will turn grey, and your cursor will turn into a “+” logo. You can now click and drag a box around your recipients, and your computer will take a screenshot of the list.



- Once you have taken your screenshot, a pop-up box will appear in the bottom right corner of your screen. Quickly, click this box to open the picture in a new window.



- The new window will display your screenshot. To save it as a picture, click the save button in the top right corner.



7. A standard "Save As" window will appear where you can name your screenshot and choose where to save it. Once you have chosen a location and typed a name in the "File Name" box, click the "Save" button. You can now use this photo for reference to add your eTransfer recipients to you online banking after the system conversion.

