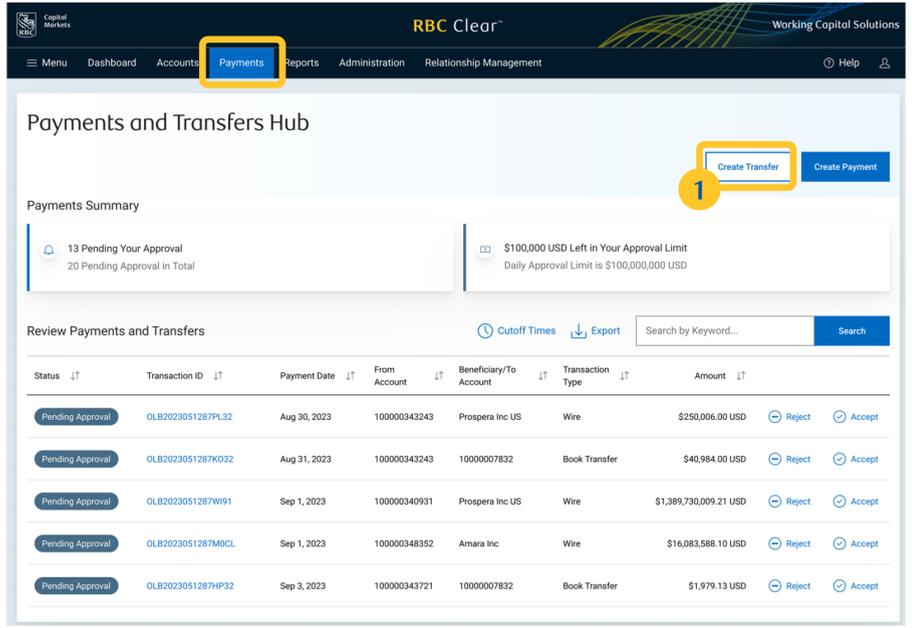
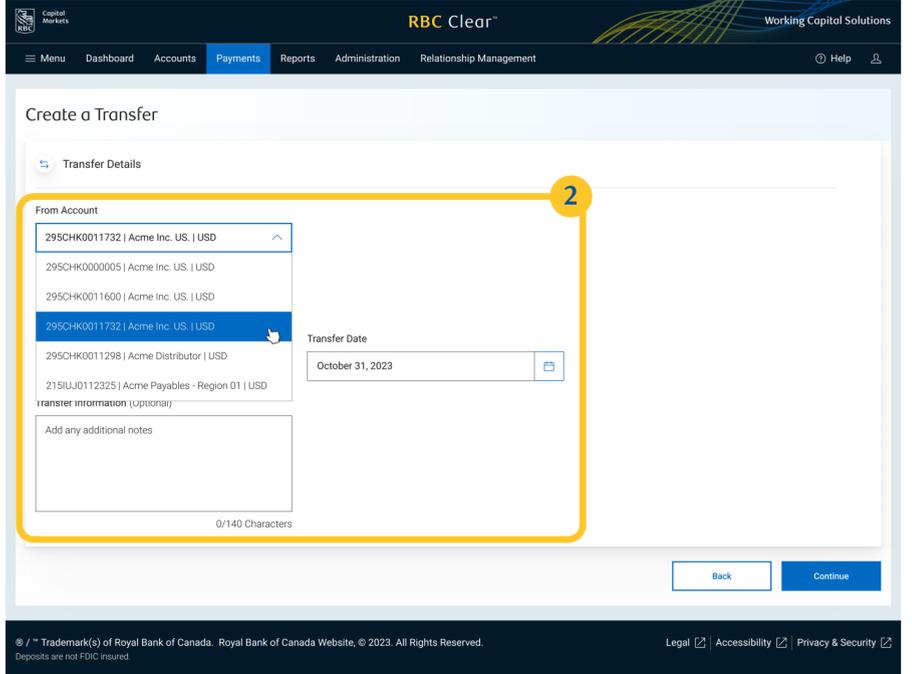


How to Create a Book Transfer

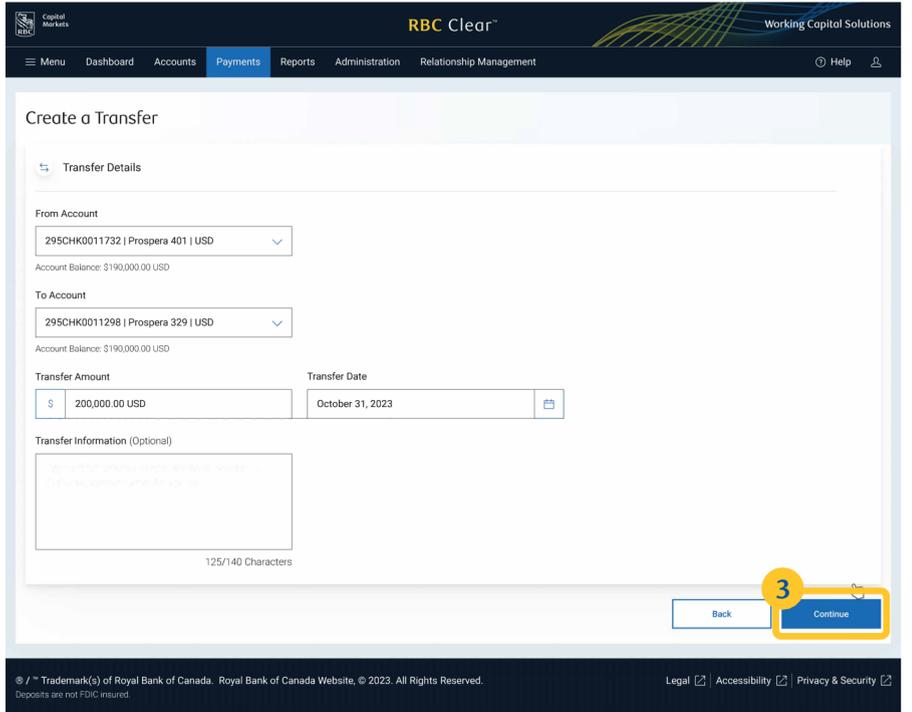
1 Navigate to the **Payments** tab, then under the “Payments and Transfers Hub” click on **Create Transfer**.



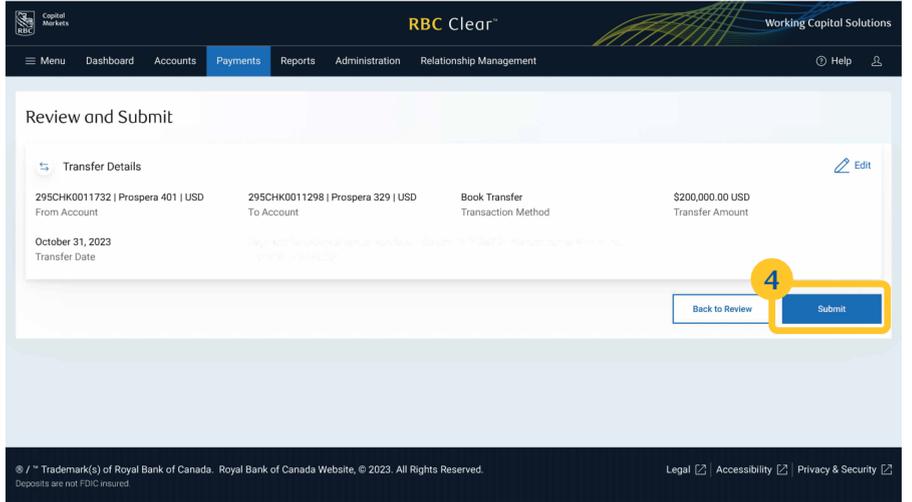
2 Fill out and select all required information in the “Create a Transfer” section.



3 Once all information is entered or selected, click **Continue**.



4 Review the information listed under “Review and Submit” section, then click **Submit**.



5 Under the “Transfer Submitted” section, view the status as you wish. Then click **Done** to exit the page.

