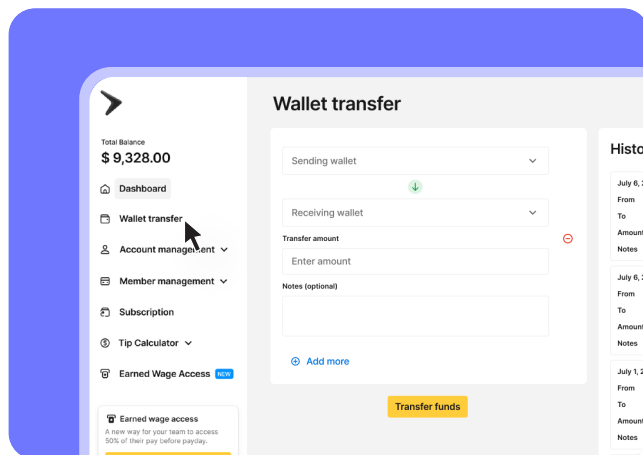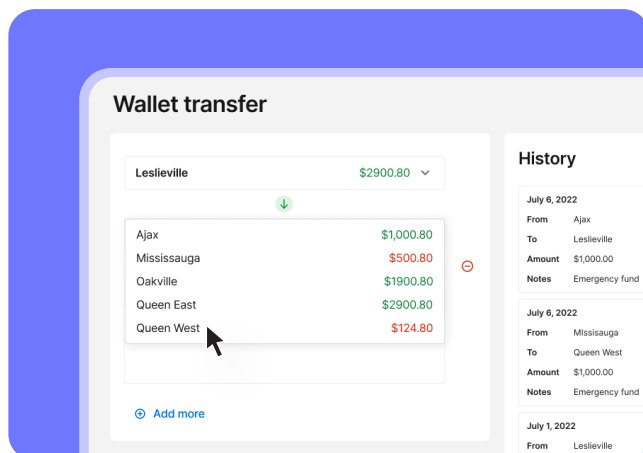# Wallet Transfer Guide

This feature allows you to move funds between your wallets at anytime, without the need to reach out to our funding department. Any managers with access to multiple wallets will have access to this feature.

01

After logging into your portal, click "**Wallet Transfer**" on the left navigation bar.

02

Select the sending wallet and the receiving wallet. You can click "**Add more**" to execute multiple transfers for different wallets at the same time.

03

Input the amount you wish to transfer. Leave a note to record the reasons for this internal transaction.

04

Review the information and hit "**Transfer Funds**" to complete the transfer. A green notification bar will pop up on the bottom of the screen if the transfer is successful.

The transfer records will be logged to the "**History**" on the right as well as in the reporting area on your dashboard.

> anyday