

New Loan Payment **Options.**

Make additional principal payments.



1. From the home screen, click the **Make a Payment tab**, found on the right side of the screen, or under the **Transactions** drop-down in the left panel.
2. Select your bank account that will provide the payment source in the “**From**” drop-down.
3. Select the account to receive the payment from the “**To**” drop-down.

A. Account details will be visible in the drop-down list, including:

- I. Current balance
- II. Payment amount (if billed)
- III. Oldest payment due date
- IV. Last payment date
- V. Installment amount
- VI. If there is a pre-payment penalty

*It is important to pay attention to the **Payment Due Date** and whether it is in the past, in the future, or blank, as this is important when selecting the next field for **Payment Type**.

4. Select the Payment Type

- A. **Scheduled Payment All Billed** is used to pay everything that is billed and due, regardless of the due date. To clarify, this means it will include any past due amount as well as any future amount that has already been billed and will default the **Payment Amount** field to include the total amount due. This amount can still be manually updated to make a partial payment or add additional principal.
- B. **Past Due Payment plus additional Principal** will pay anything that is past due, with the option to include additional **Principal**. The **Payment Amount** field will default to zero, and an amount must be manually entered.
- C. **Additional Principal** should be used to submit **additional Principal** payment and can only be used if you are current on the loan. This means the **Payment Due Date** must either be blank, or a date in the future. The **Payment Amount** field will default to zero, and an amount must be manually entered. If the loan is past due and this payment type is submitted, it will be denied.

5. Confirm/Enter the Payment Amount.

6. Select if you will want this to be a “Recurring Payment”.

A. If recurring, you will need to select:

- I. The frequency
- II. The start date
- III. How long the payment should be recurring

- B. Manage existing recurring transactions in the **Activity Center** located under the “**Transactions**” menu option

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7. Enter a note in the “**memo**” box (optional).
8. Click “**Submit**” to submit the payment
9. Once Submitted, an Electronic Payment pop-up will appear requesting authorization of this transaction and once Authorized. You will also have the option to Print or Close the transaction.
10. After selecting “**Authorize**”, another pop-up will confirm that it has been submitted. You can then either Close the window or click to go to the Activity Center to review the payment status.