

# LOAN PAY

The easiest way to make your loan payments from any financial institution, right from online banking.

## To use:

Login to Online Banking

Go to the 'Transfers' tab

Select to 'Transfer to' your loan

Select to 'Transfer from' Loan Pay

Click 'Continue' to go to the LoanPay site

Click 'Add a Payment Method' if you have never setup Loan Pay before or to add a new account, then complete the following:

Select Payment Type

-Bank Account Information: \$0

-Debit Card: \$4.95

Enter The Required Information

-Bank Account Info: Account  
Routing Number

-Debit Card: Card Number and  
Expiration Date

Click 'Back to My Portal'

Click 'Make a Payment'

Enter Payment Amount

Click 'Next - Review Payment'

Review Payment and Click 'Confirm'

A receipt will be emailed or sent via text to you with a payment confirmation