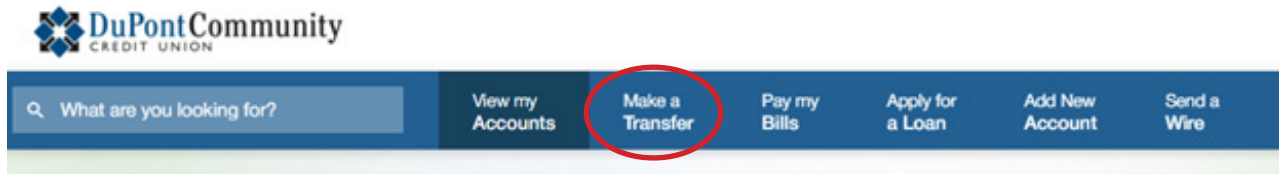


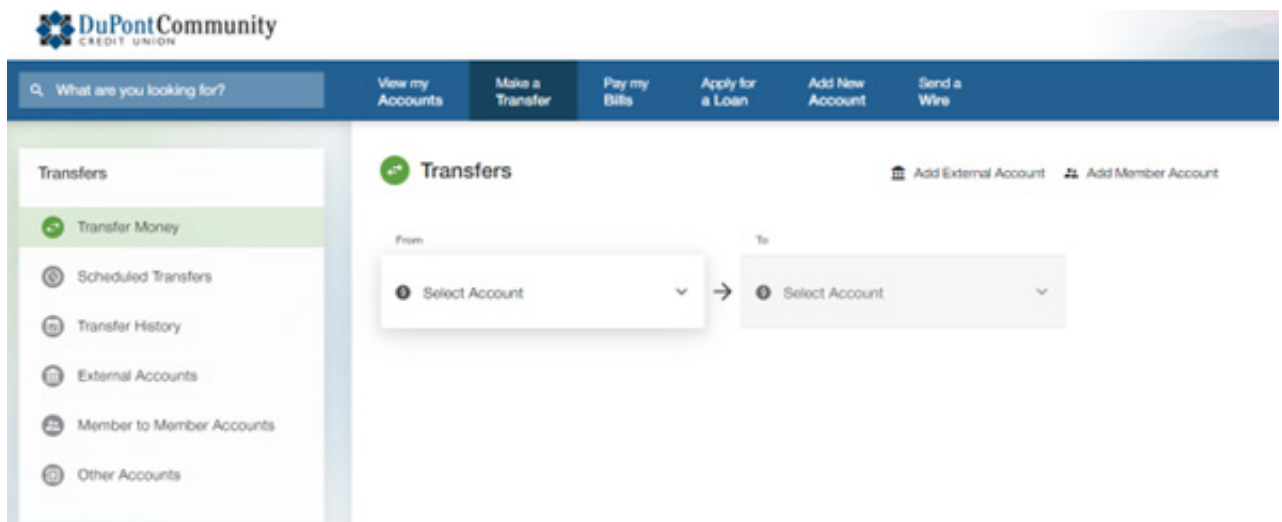
Make a Loan Payment in Online Banking

- 1 Click or Tap on **Make a Transfer**.



- 2 Select the account you want your funds to be taken from in the From dropdown (first selection).

Select the loan you are paying in the To dropdown (second selection).



- 3 Once you have selected the loan you are transferring to, additional radio button selections/ fields will populate for you to mark accordingly. You have the following options:

Regular Payment (This is the standard monthly payment on a closed-end loan)

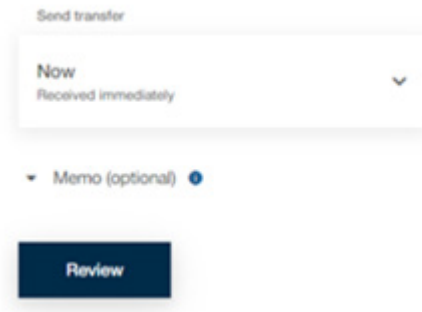
Current Balance (This will pay only the balance on a line of credit and not include the per diem/daily interest that is due)

Other (This will allow you to enter in an amount of your choice - Helpful if you prefer to make weekly or bi-weekly payments or if you are just paying extra towards your loan)

Payment Due (This is the minimum payment due to ensure you make the required principal/interest amount for this month. If any partial payments have been made during the month, those amounts are subtracted from your standard monthly payment)

4 After your selection, click **Review** and proceed to Step 9 for a one-time payment.

To set up a recurring payment, change the **Send Transfer Option** to **Scheduled**.



5 Select one of the following occurrences:

One time (This will schedule a future payment that will occur one time on the selected date)

Weekly (This will schedule a weekly payment of your choice to occur on the same day each week)

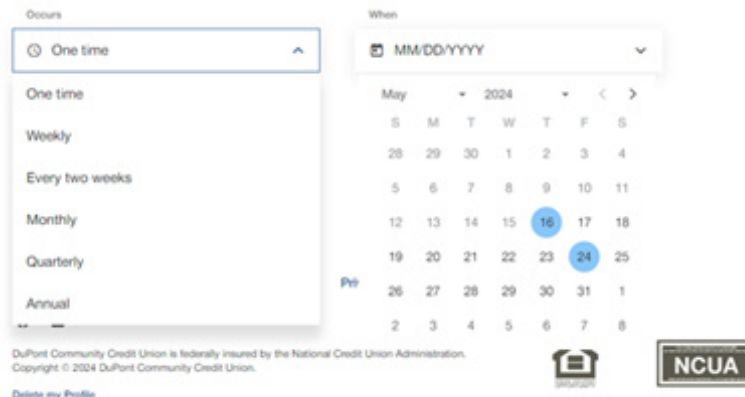
Every two weeks (This will schedule a bi-payment of your choice to occur on the same day every other week)

Monthly (This will schedule a monthly payment of your choice to occur on the same day every month)

Quarterly (This will schedule a quarterly payment of your choice to occur every 3 months)

Annual (This will schedule one payment of your choice to occur on the same day every year)

6 Select a **Starts On** date. (For example: If you want to make a recurring payment every Friday you would select weekly and then select the first Friday date on the calendar that you want the payment to begin.)



7

Select an **Ending** for the recurring transfer (Never, After a number of payments, or On a specific date)

The screenshot shows a dropdown menu titled "Ending". The menu is open, displaying three options: "Never", "After a number of payments", and "On a specific date". The "Never" option is currently selected and highlighted with a blue border.

8

Click **Review**.

The screenshot shows the "Ending" dropdown menu with "Never" selected. Below the dropdown is a "Memo (optional)" field with a plus icon. At the bottom of the form is a dark blue button labeled "Review".

9

Ensure that the selections you made are accurate and click **Confirm** (one-time payment) or **Schedule** (recurring payment).

The screenshot shows a "Review Transfer" screen. It displays the transfer amount as "\$25.00", the start date as "05/24/2024", and the frequency as "Occurs: Weekly". The transfer is from "CHECKING *878-S0009" to "LINE OF CREDIT *878-L0780". At the bottom, there are three buttons: "Schedule" (dark blue), "Cancel" (light gray), and "Edit" (light gray with a pencil icon).

10

You will then receive a Transfer Succeeded or Transfer Scheduled message with the details of the transfer.

The screenshot shows a "Transfer Scheduled" confirmation screen. It displays a green checkmark, the transfer amount as "\$25.00", and the confirmation number as "S286155". The start date is "05/24/2024" and the frequency is "Occurs: Weekly". The transfer is from "CHECKING *878-S0009" to "LINE OF CREDIT *878-L0780". At the bottom, there is a dark blue button labeled "Start another transfer".