

How to make a payment

1. Visit our online portal to enroll or log in at
2. Scroll to the top navigation and click the **Payments** tab.
3. Fill out your payment information as needed.
4. Click **Continue**. (See figure A.)
5. Review your payment information and click **Confirm**. (See figure B.)
6. You successfully made a payment! You will receive a confirmation with your payment details.

Choose your next steps from the confirmation page. Simply click **Print, Make Another Payment or Check Payment Status**. (See figure C.)

Account Summary **Payments** Alerts Statements

Schedule Payment View Payment Activity Manage Funding Sources Enroll Into AutoPay

Please note: All dollar amounts listed below are for the current month only. Future dollar amounts will vary. Please take this Recurring Payments. Online Bill Pay will NOT process payments without your authorization.

Enter information

Select Payment Type*
☒ One Time
☐ Recurring
☐ Invoice Payment

Funding Account Number*: Michele's Checking Bank A/C-x2345

Payment Date (mm/dd/yyyy)*: 04/15/2019
This is the earliest date your payment will post.

Amount*
☐ Current Balance (\$0.00) This is Current Balance as of today
☐ Minimum Payment Amount Due (\$0.00) This is the Minimum Amount Due
☐ Payment Amount Past Due (\$0.00) This is the Past Amount Due based on your payment history
☐ Current Statement Balance Amount (\$1,000.00) This is Current Statement Balance Amount
☒ Please enter Payment Amount \$ 25.00

Cancel Continue

Figure A

Account Summary **Payments** Alerts Statements

Schedule Payment View Payment Activity Manage Funding Sources Enroll Into AutoPay

Please verify your scheduled payment information. If you would like to schedule this payment, click Confirm. If you would like to edit payment information, click Edit. If you do not want to schedule this payment, click Cancel.

Payment Details

Payment Type: One Time
Payment Date: 04/15/2019
Payment for Account: 12345
Payment from Account: Checking - x2345
Payment Amount: \$25.00

Cancel Edit Confirm

Figure B

Account Summary **Payments** Alerts Statements

Schedule Payment View Payment Activity Manage Funding Sources Enroll Into AutoPay

Thank you. Your payment has been successfully scheduled. Please click on View Payment Activity on the left side of this page to view payment.

Payment Details

Confirmation Number: L5KJ1Q6XJ
Payment Type: One Time
Payment Date: 04/15/2019
Payment for Account: 12345
Payment from Account: Checking - x2345
Payment Amount: \$25.00

Print Make Another Payment Check Payment Status

Figure C