

How to Request a Loan Advance or Make a Payment



1 Navigate to Money Movement > Loans.

The screenshot shows the CHOICE BANK web interface. The top navigation bar includes links for Welcome, Reports, Money Movement, Account Services, and Administration. The 'Money Movement' menu is open, showing options: Scheduled Requests, Transfer Money, Loans (highlighted with an orange circle), Bill Pay, ACH, and Wire. The main content area displays the 'Accounts Summary' for 'Checking' accounts as of 02/13/2025. It lists several accounts with their available balances: ABC Company LLC MM Savings (\$6.01), ABC LLC Business Checking (\$1.27), CB Test Inc (\$0.00), and Jack Customer Business Account (\$90.08). The total selected checking balance is \$0.00. On the right, there are sections for Alerts and Messages (showing password change notifications), Saved Reports (Intraday Report, Previous Business), and a 'Cash Management Resources' section with a 'User Guide' link.

CHOICE BANK Welcome Reports Money Movement Account Services Administration HI, CA Last Login: Feb

Accounts Summary

Checking Savings CertificateOfDeposit

Balances as of 02/13/2025

	Available Balance
ABC Company LLC MM Savings ABA/TRC 2968	\$6.01
ABC LLC Business Checking ABA/TRC 6701	\$1.27
CB Test Inc ABA/TRC 1212	\$0.00
Jack Customer Business Account ABA/TRC 7903	\$90.08
Total Selected Checking Balance	\$0.00
Total of Selected Deposit Accounts	\$0.00

Exception Decisions ☐ All decisions ☒ My decisions

Alerts and Messages

Password Change
02/07/2025 11:57:32 AM

Password Change
02/06/2025 01:10:08 PM

Password Change
02/06/2025 01:08:49 PM

Saved Reports

Intraday Report

Previous Business

Cash Management Resources
User Guide
Take

Taking Care
Tips, News and More

2 Click the drop-down arrow.

CHOICE BANK

Welcome Reports Money Movement Account Services Administration

Hi, Cally
Last Login: Feb 13, 2025, 10:52:04 AM ET

Approvals

Loans

Manage Loans Balances

Current as of: 02/13/2025 12:00:00 AM (ET)

Show All Notes (To view up-to-date details, click on the Note ID or Commitment ID.)

Description	Account Number/Note ID	ABA/TRC	Original Balance	Current Balance	Commitment ID
Jack Customer Line of Credit	*1212	091302966			
Loan XXX1212	*1212	091302966			

Items per page: 5 1 - 2 of 2

3 Click the 3 dots on the left side.

CHOICE BANK

Welcome Reports Money Movement Account Services Administration

Hi, Cally | SignOff
Last Login: Feb 13, 2025, 10:52:04 AM ET

Approvals Exceptions

Loans

Manage Loans Balances

Current as of: 02/13/2025 12:00:00 AM (ET)

Show All Notes (To view up-to-date details, click on the Note ID or Commitment ID.)

Description	Account Number/Note ID	ABA/TRC	Original Balance	Current Balance	Commitment ID
Jack Customer Line of Credit	*1212	091302966			
Loan XXX1212	*1212	091302966			

Items per page: 5 1 - 2 of 2

4

Click "Make Payment or Request Advance" to walk through the process.

The screenshot displays a web application interface for managing account balances. At the top, there is a navigation bar with a star icon and links for 'Approvals' and 'Exceptions'. Below this, a section titled 'Balances' shows a timestamp of '12/13/2025 12:00:00 AM (ET)'. A table lists account details with columns for 'Description', 'Account Number/Note ID', 'ABA/TRC', 'Original Balance', 'Current Balance', and 'Commitment ID'. The table contains two rows: one for 'Customer Line of Credit' and another for 'XX1212'. A dropdown menu is open for the 'XX1212' row, showing options: 'Make Payment', 'Request Advance', 'Payment and Advance History', 'Loan Summary - Notes', and 'Loan Activity - Report'. The 'Make Payment' option is highlighted with an orange circle. The table also includes a 'Items per page: 5' and a '1 - 2' indicator.

Description	Account Number/Note ID	ABA/TRC	Original Balance	Current Balance	Commitment ID
Customer Line of Credit	*1212	091302966			
	1212121212		\$100.00	\$36.17	...
XX1212	*1212	091302966			