

How to Make a Loan Payment



1. Log in to Business Online Banking and select **Money Movement > Loans** or select a specific loan from your Welcome Screen - Loan List.

2. Once on the Loans page, select which loan you would like to work with by clicking on the arrow button to the left of the loan name.

Description	Account Number/Note ID
CB Test Equipment Loan	*1212
consumer loan - NO TRANSFERS	*5468
test loan	*2012
Test Loan - NO TRANSFERS	*9892

3. The arrow button will bring down further loan details, like the full loan number, original loan balance and current balance.

Description	Account Number/Note ID	ABA/TRC	Original Balance	Current Balance
CB Test Equipment Loan	*1212	091302966		
consumer loan - NO TRANSFERS	*5468	091302966		
test loan	*2012	091302966		
Test Loan - NO TRANSFERS	*9892	091302966		
	<u>9892</u>		\$71,044.00	\$43,778.98



4. To the right of the loan information will be three dots. Click on the three dots and a menu will open. Select the top **Menu > Make Payment**.

Current as of: 09/15/2021 12:00:00 AM (ET)

Show All Notes (To view up-to-date details, click on the three dots icon)

Description	Account Number/Note ID	ABA/TRC	Original Balance
> CB Test Equipment Loan	*1212	091302966	
> consumer loan - NO TRANSFERS	*5468	091302966	
> test loan	*2012	091302966	
✓ Test Loan - NO TRANSFERS	*9892	091302966	
	9892		\$71,044.00
			\$43,778.98

5. Once on the Make Loan Payment page, there will be further loan information (next payment due date and amount due) as well as options to choose which account you will be making the payment from, the amount of the payment, a check box if you'd like to make a Principal-only Payment and the Frequency of your payment.

Make Loan Payment

Loan Information

Loan Account: 091302966 - *9892 - Test Loan - NO TRANSFERS
 Note ID: 9892

Payment Information

Next Payment Due Date: 08/16/2021
 Amount Due: \$621.11
As of 09/14/2021 12:00:00 AM (ET)

Pay From: [Dropdown]

Amount: [Input]

Principal-only payment
(Please contact your financial institution for the requirements to make a principal-only payment.)

Frequency: Today Only [Dropdown]

Continue Cancel

6. In order to make a payment, please select the account you'll be paying from in the drop down, input the amount of your payment, select whether this is a Principal-only Payment and select a payment Frequency from the drop-down. Once completed, hit Continue.

If selecting a different Frequency than Today Only, please see next page for further directions.

Make Loan Payment

Loan Information

Loan Account: 091302966 - *9892 - Test Loan - NO TRANSFERS
 Note ID: 9892

Payment Information

Next Payment Due Date: 08/16/2021
 Amount Due: \$621.11
As of 09/14/2021 12:00:00 AM (ET)

Pay From: ABC LLC - Checking - *6701 - Available \$1.00 [Dropdown]

Amount: \$1.00 USD [Input]

Principal-only payment
(Please contact your financial institution for the requirements to make a principal-only payment.)

Frequency: Today Only [Dropdown]

Continue Cancel



7. If selecting a Frequency other than Today Only, you will be given additional options: the next send on date, end on date options (continue indefinitely, continue until date, continue for this many occurrences), and processing options if the processing date happens to follow on a non-processing date. Select your choices and click **Continue**.

The screenshot shows a form with the following sections and highlighted elements:

- Frequency:** Monthly
- Next Send On:** Date 09/16/2021
- End On:** Continue Indefinitely, Continue Until Date
- Continue for this many occurrences:** (with a sub-field for # Of Occurrences)
- Processing Options:** Use the next processing date if a scheduled request falls on a non-processing date., Use the previous processing date if a scheduled request falls on a non-processing date.
- Buttons:** Continue (highlighted), Cancel

8. After clicking **Continue**, the next page will have you confirm all the information you entered. If everything is correct, you can click **Pay Now** and your payment will be processed. If there are errors, click **Cancel**. The cancel button will take you back to loans page where you can begin the payment process over again.

The 'Verify Payment' page displays the following information:

- Alert:** Almost done. Please confirm the details below.
- Loan Information:** Loan Account: 091302966 - *9892 - Test Loan - NO TRANSFERS; Note ID: 9892
- Payment Information:** Next Payment Due: 08/16/2021; Amount Due: \$621.11 (As of 09/15/2021 01:32:16 PM (ET)); From Account: CB Test Inc - Checking - *1212 - Accessible -\$9,818.27 (Balance as of 09/15/2021 01:32:16 PM (ET). Is not a guarantee of available funds.); Payment Amount: \$1.00; Send on: 09/15/2021 (Today)
- Action:** To submit this request without transmitting, click [submit for approval](#).
- Buttons:** Pay Now (highlighted), Cancel