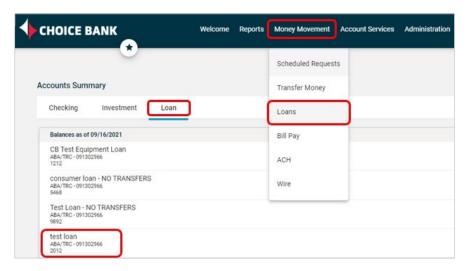
## For Businesses > Resources

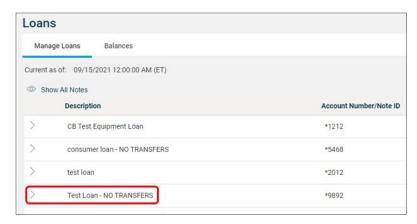
## How to Make a Loan Payment



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.

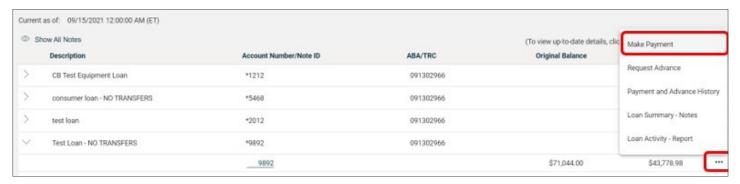


3. The arrow button will bring down further loan details, like the full loan number, original loan balance and current balance.

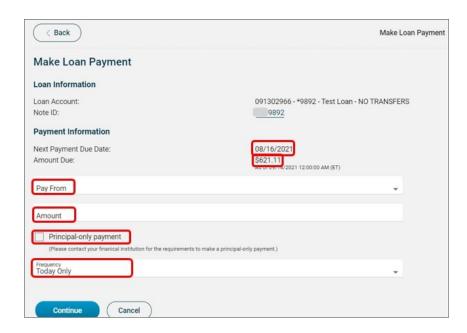




4. To the right of the loan information will be three dots. Click on the three dots and a menu will open. Select the top **Menu > Make Payment**.

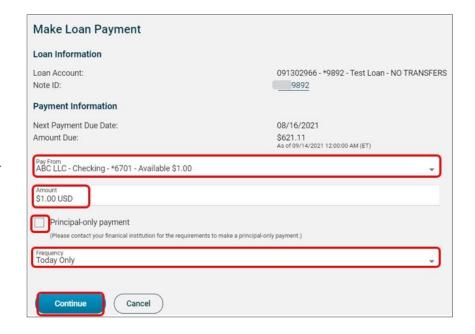


5. Once on the Make Loan Payment page, there will be further loan information (next payment due date and amount due) as well as options to choose which account you will be making the payment from, the amount of the payment, a check box if you'd like to make a Principal-only Payment and the Frequency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



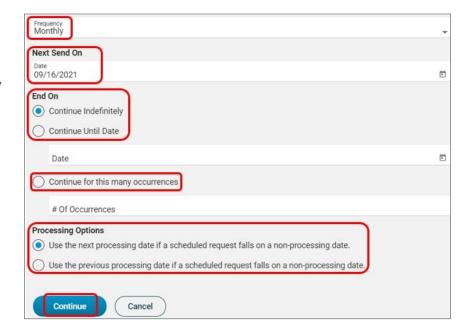
6. In order to make a payment, please select the account you'll be paying from in the drop down, input the amount of your payment, select whether this is a Principal-only Payment and select a payment Frequency from the drop-down. Once completed, hit Continue.

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





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 occurences), and processing options if the processing date happens to follow on a non-processing date. Select your choices and click **Continue**.



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.

