Step 1: To view **Loan or VISA Credit Card Details** such as **Transaction History**, **Payment Amount** and **Due Date**, click on the Loan or VISA Credit Card in the “**My Accounts**” list.

Step 2: The **Transaction History** for the Loan/VISA selected will automatically display to the right.
Step 3: Click on the Account Details tab to view loan/VISA information such as payment options.
Step 4: To make a **Payment** on your Loan/VISA, you will need to select the **Transfer widget** from the widgets menu on the left side of your screen.
**Step 6:** Select "Classic" from the transfer menu options at the top of the screen.

**Step 7:** Use the **first dropdown menu** to select the account/share in which you wish to transfer funds **FROM**.
**Step 8**: Use the *second dropdown menu* to select the loan/VISA in which you wish to transfer a payment TO.

**Step 9**: Under “**Amount**” you can view payment options. Select the type of payment you are going to transfer.
Step 10: Enter the Date of the payment (default to current day), Frequency (default to One Time) and the Reason (optional) if you wish to make a comment about the payment.

Step 11: Review the Payment Transfer Details in the Transfer Confirmation section to the right of the screen, and click the Confirm Transfer button to complete or schedule your payment.
Final Step: When your transfer has successfully completed you will see a green box notifying you of such at the top of screen.

If you need additional assistance accessing your account for the first time, please contact us at 800.259.2471.