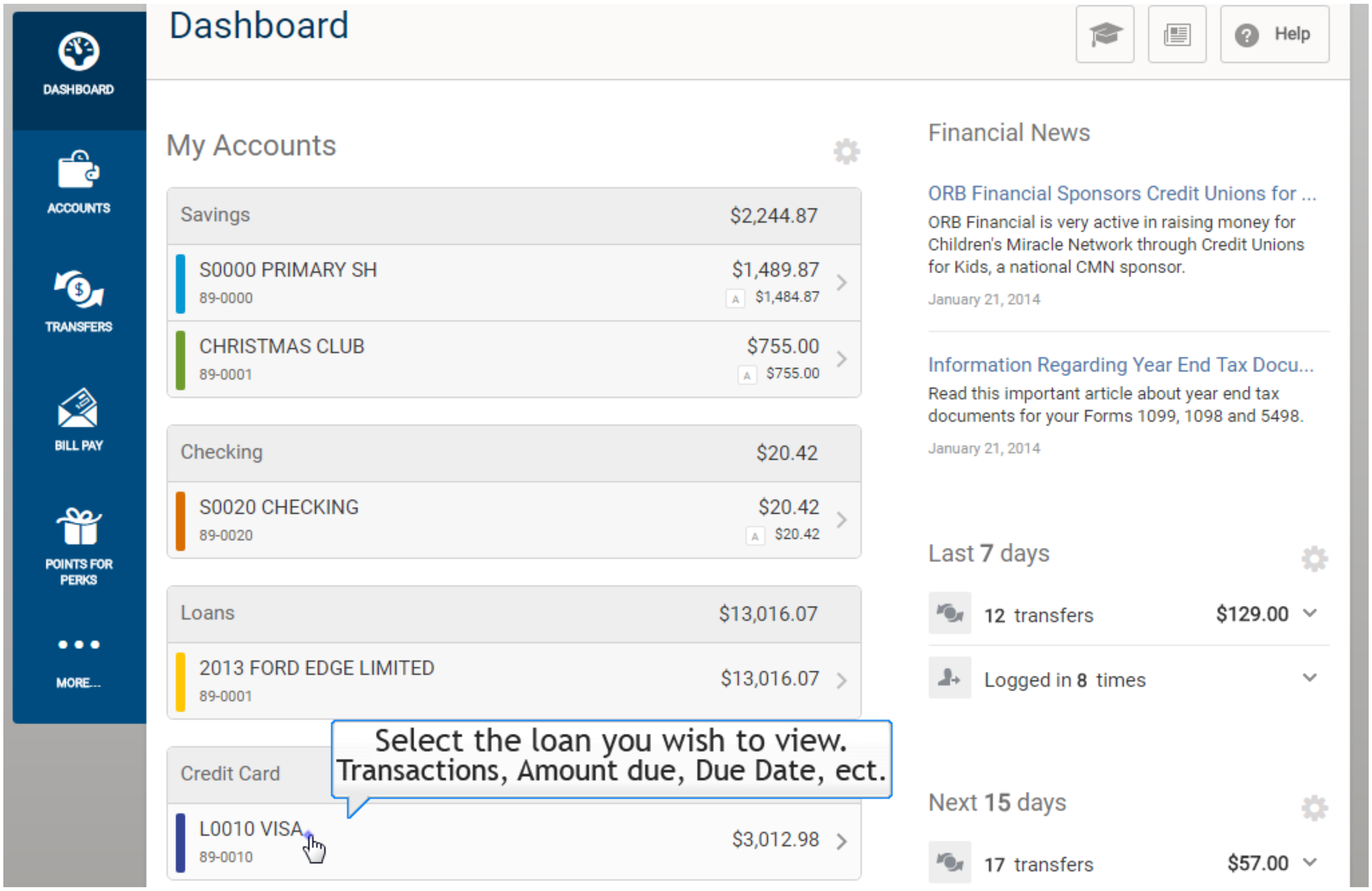
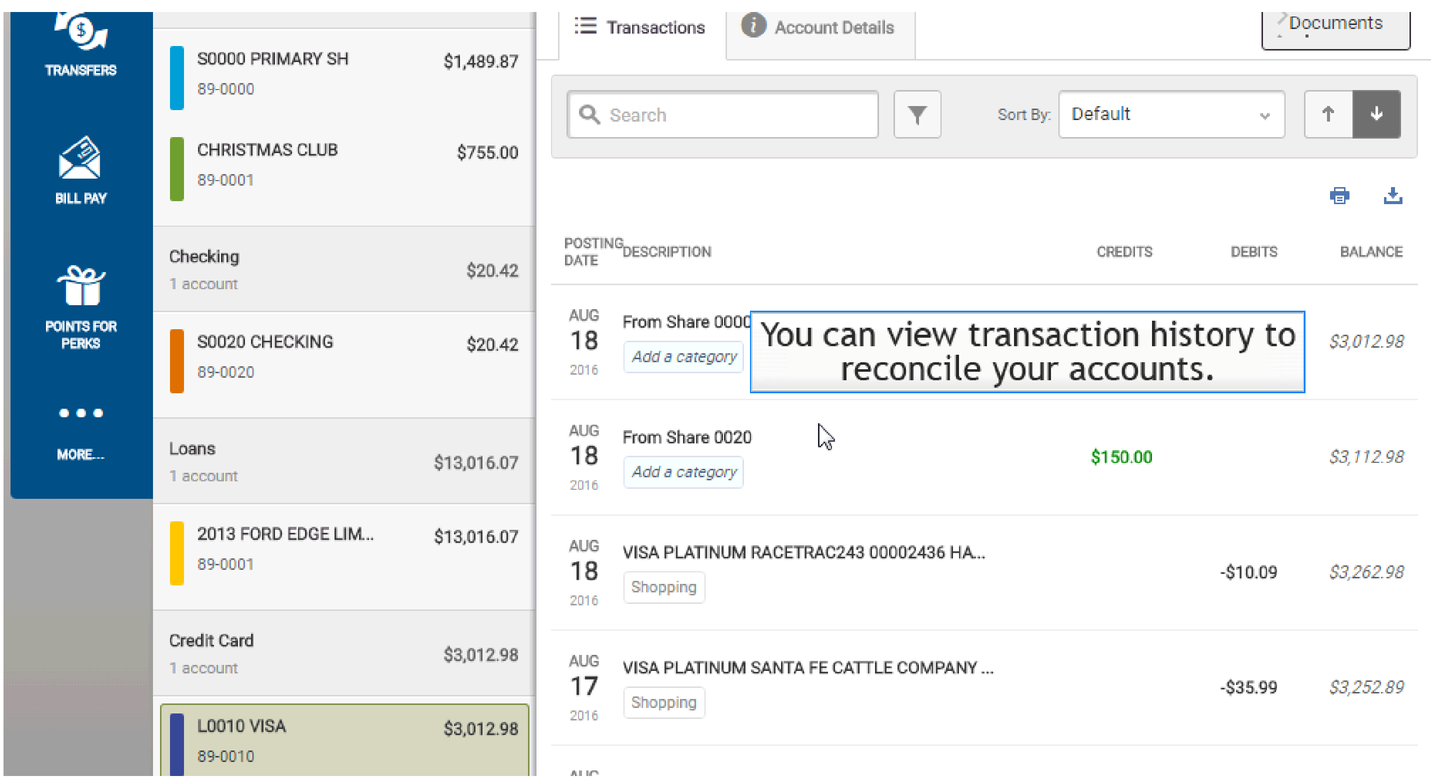
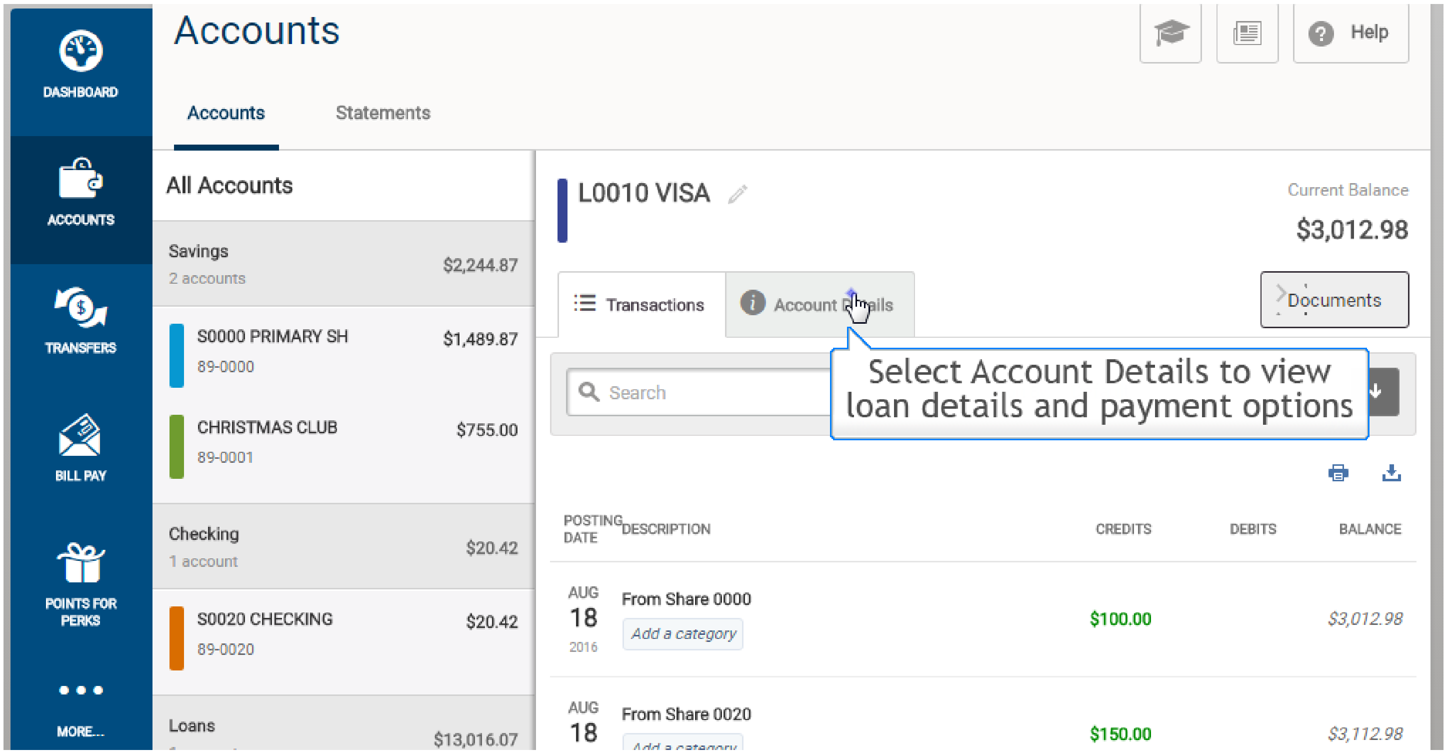
Step 1: To view **Loan or VISA Credit Card Details** such as **Transaction History**, **Payment Amount** and **Due Date**, click on the Loan or VISA Credit Card in the “**My Accounts**” list.

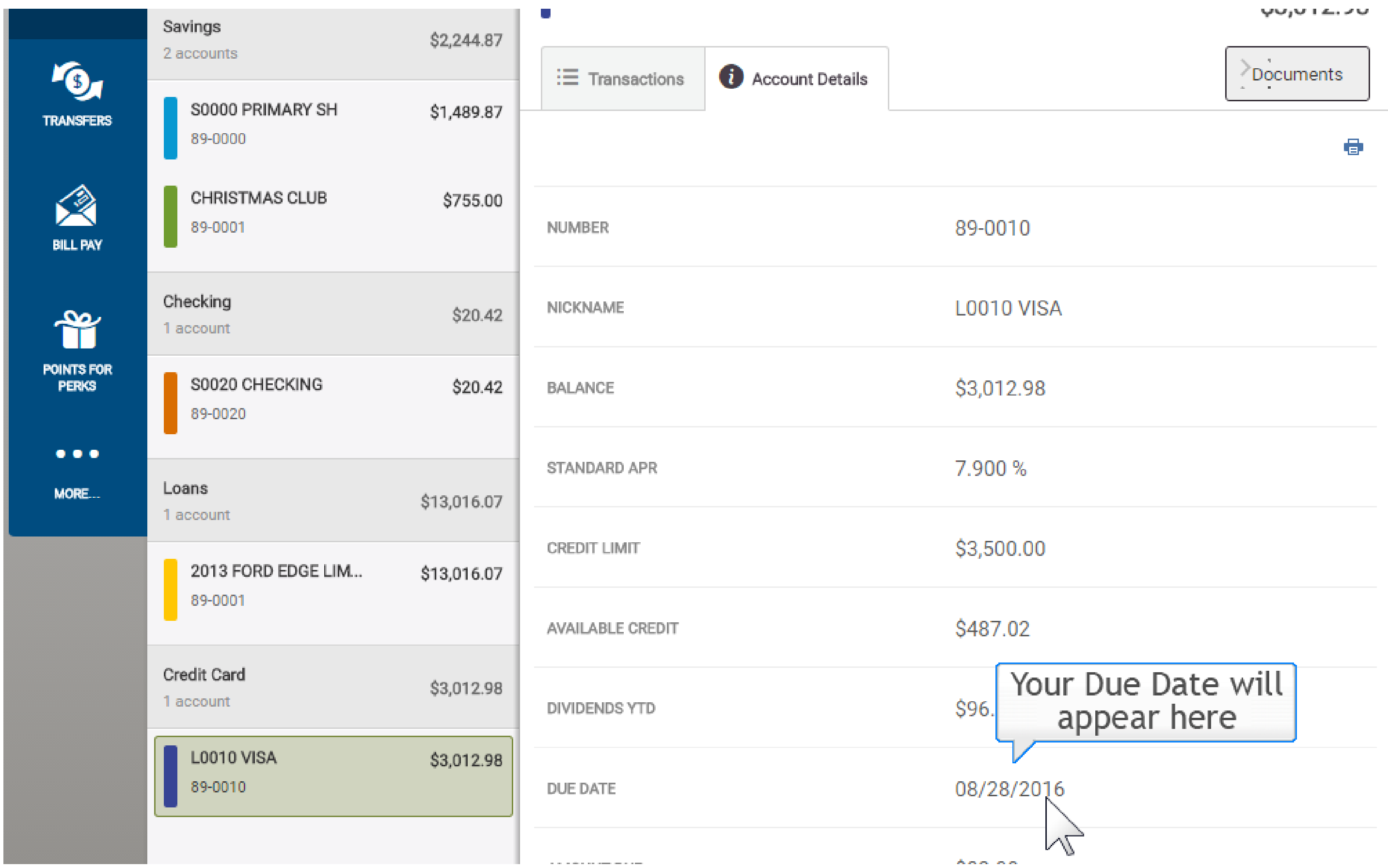


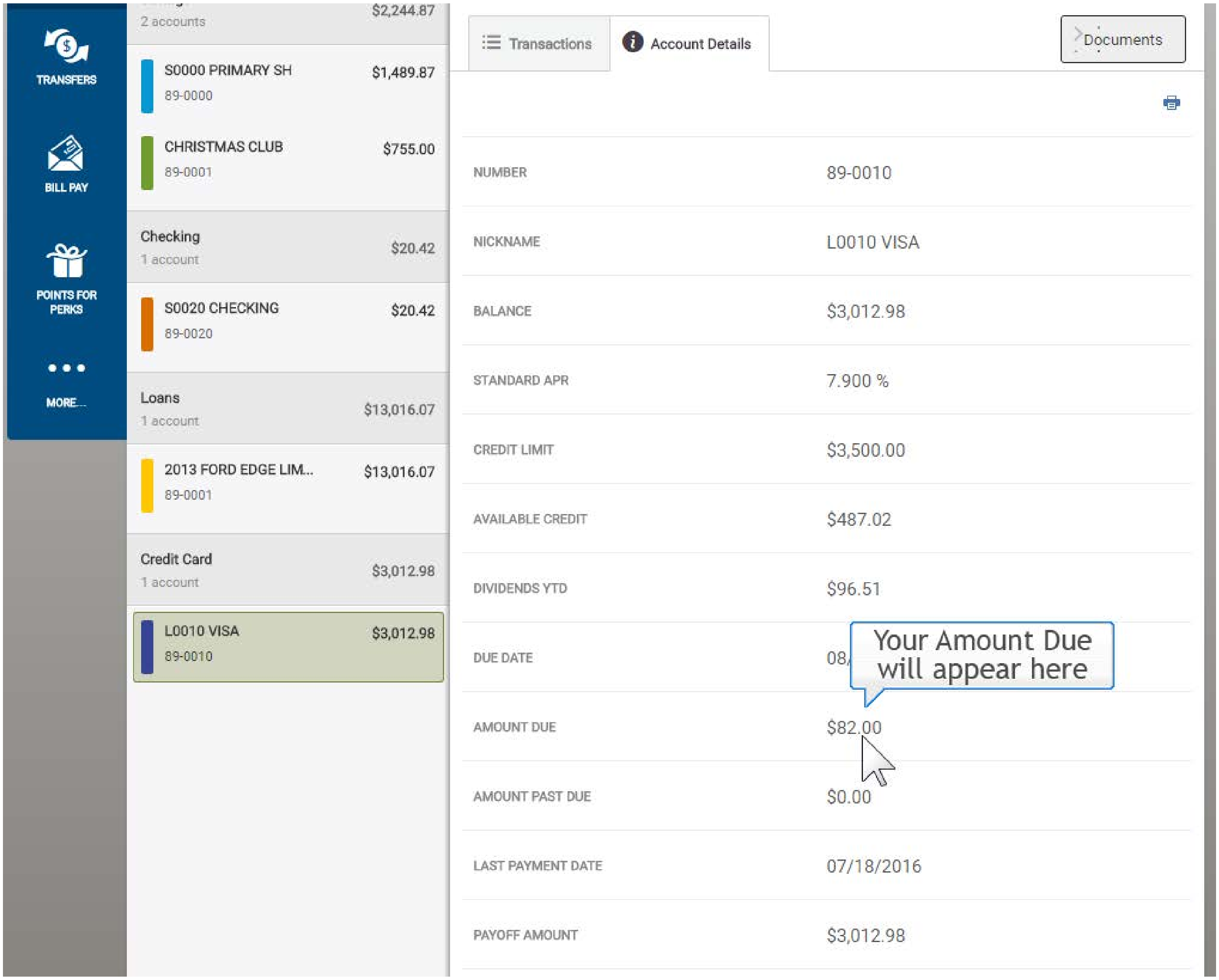
Step 2: The **Transaction History** for the Loan/VISA selected will automatically display to the right.



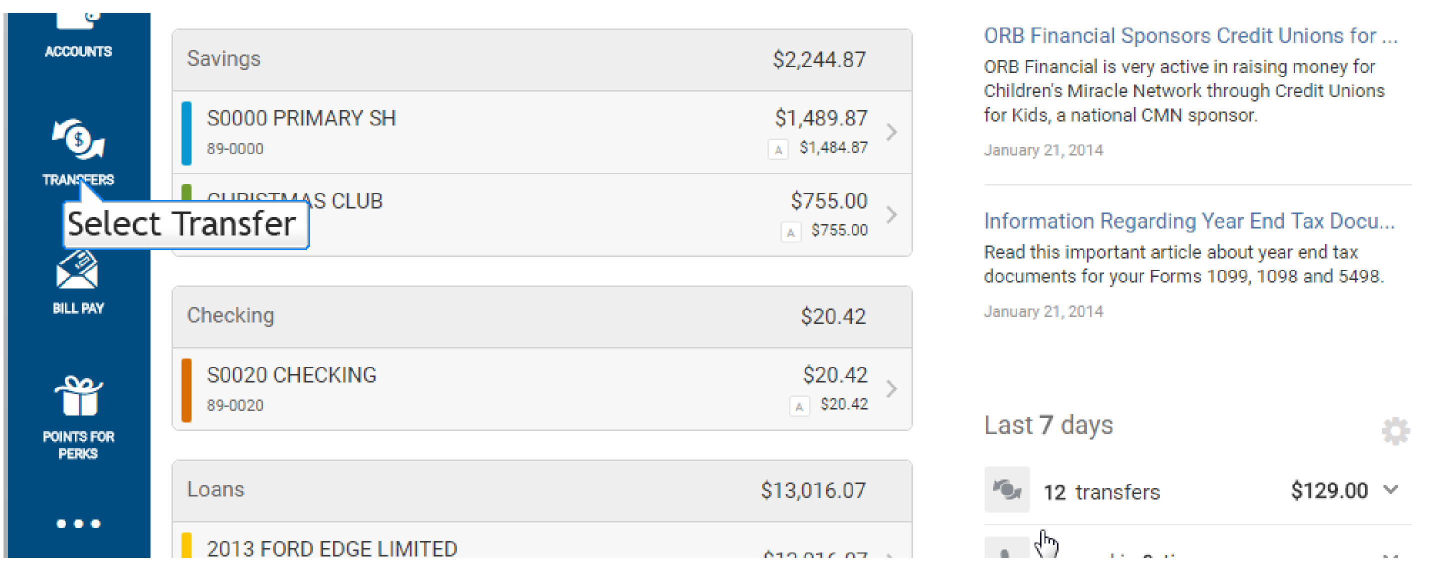
Step 3: Click on the **Account Details** tab to view loan/VISA information such as payment options.



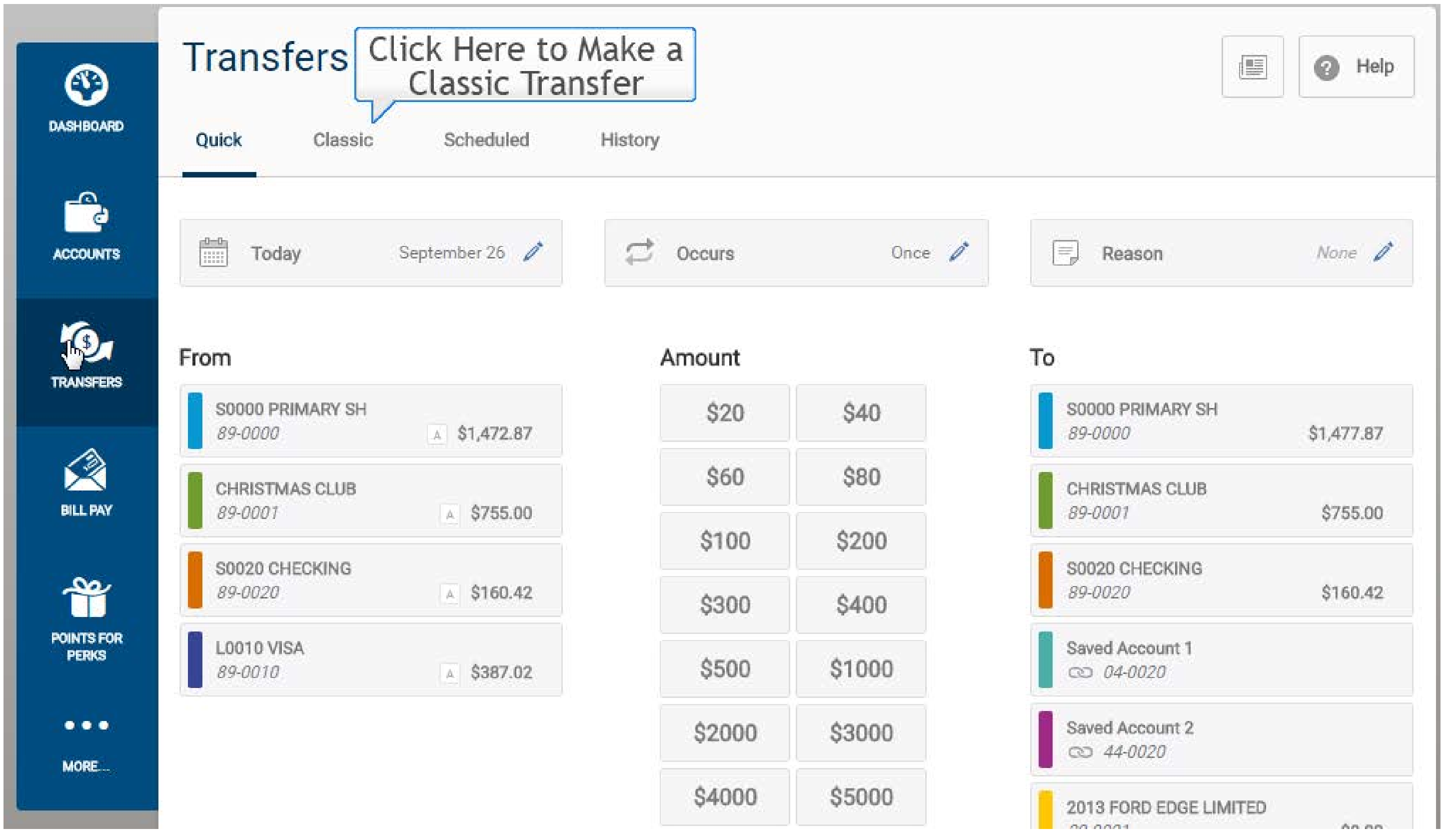




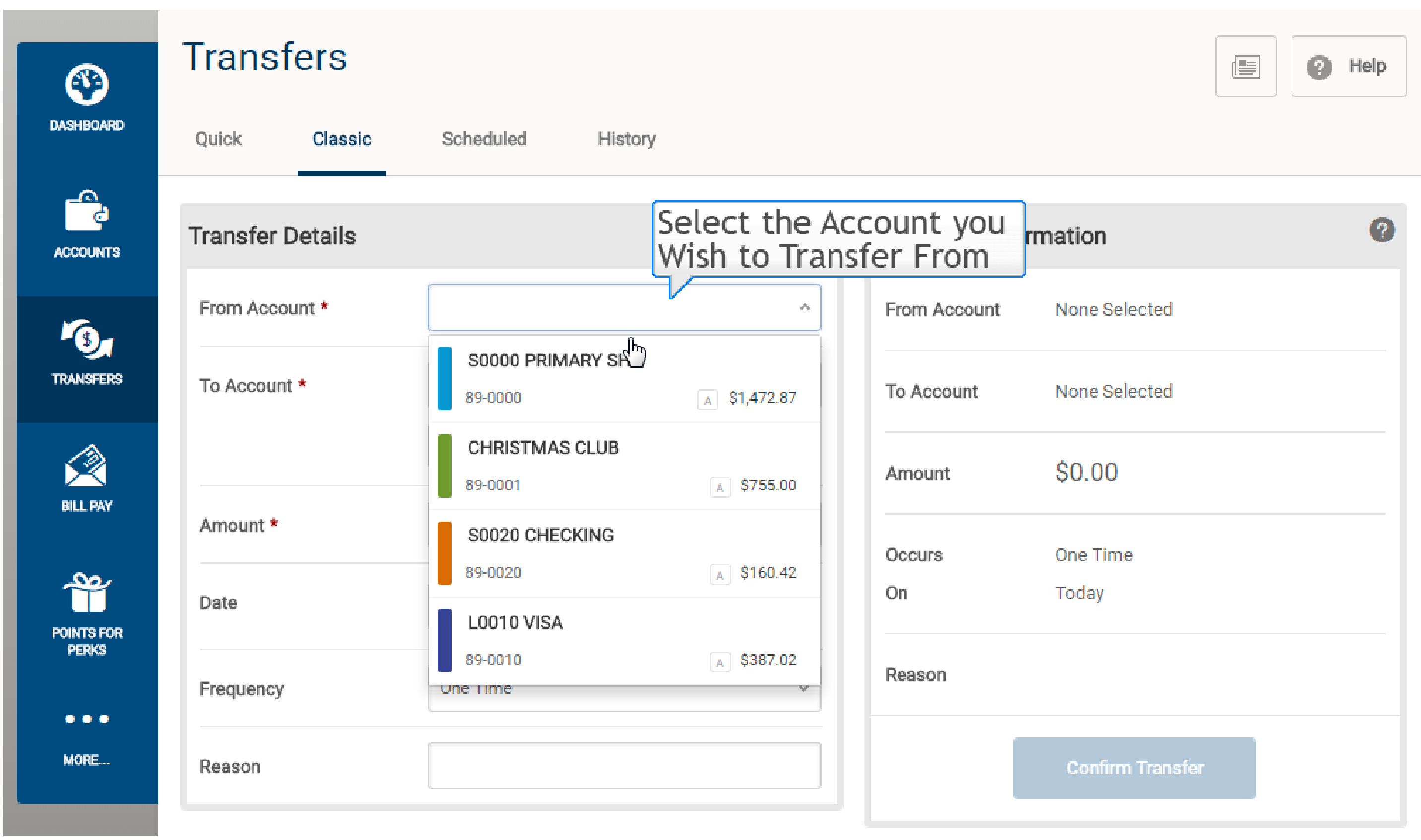
Step 4: To make a **Payment** on your Loan/VISA, you will need to select the **Transfer widget** from the widgets menu on the left side of your screen.



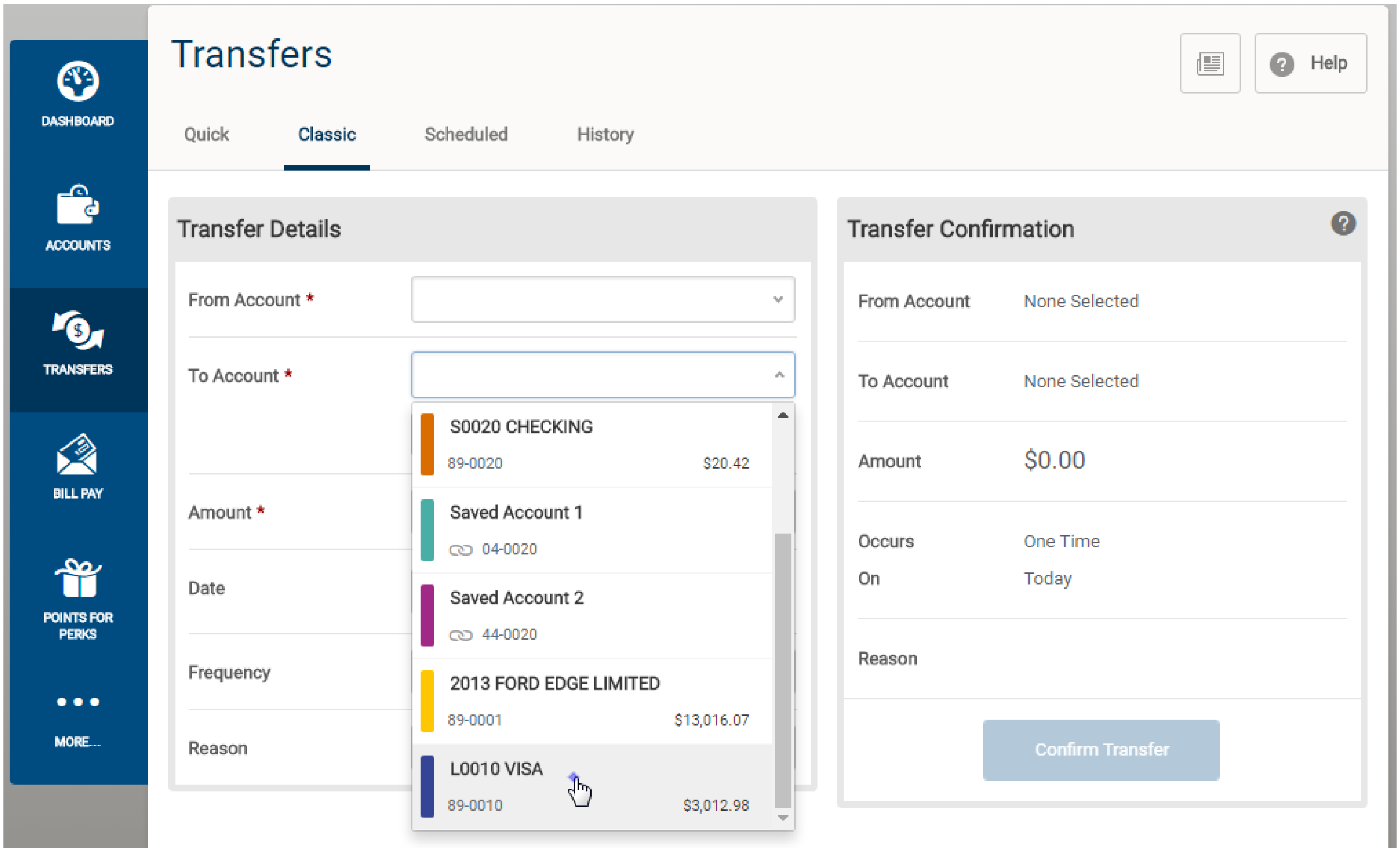
Step 6: Select **"Classic"** from the transfer menu options at the top of the screen.



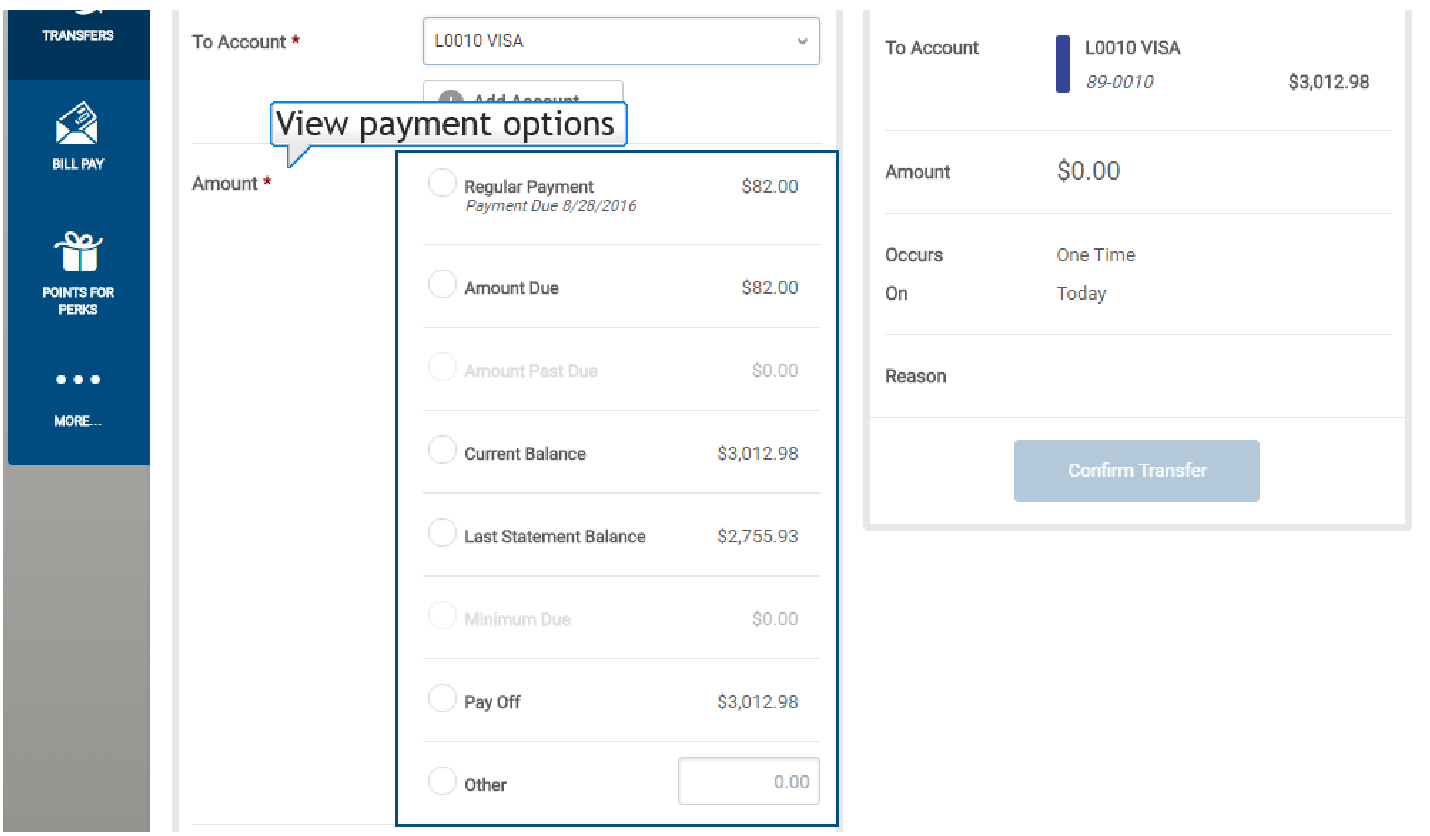
Step 7: Use the **first dropdown menu** to select the account/share in which you wish to transfer funds **FROM**.



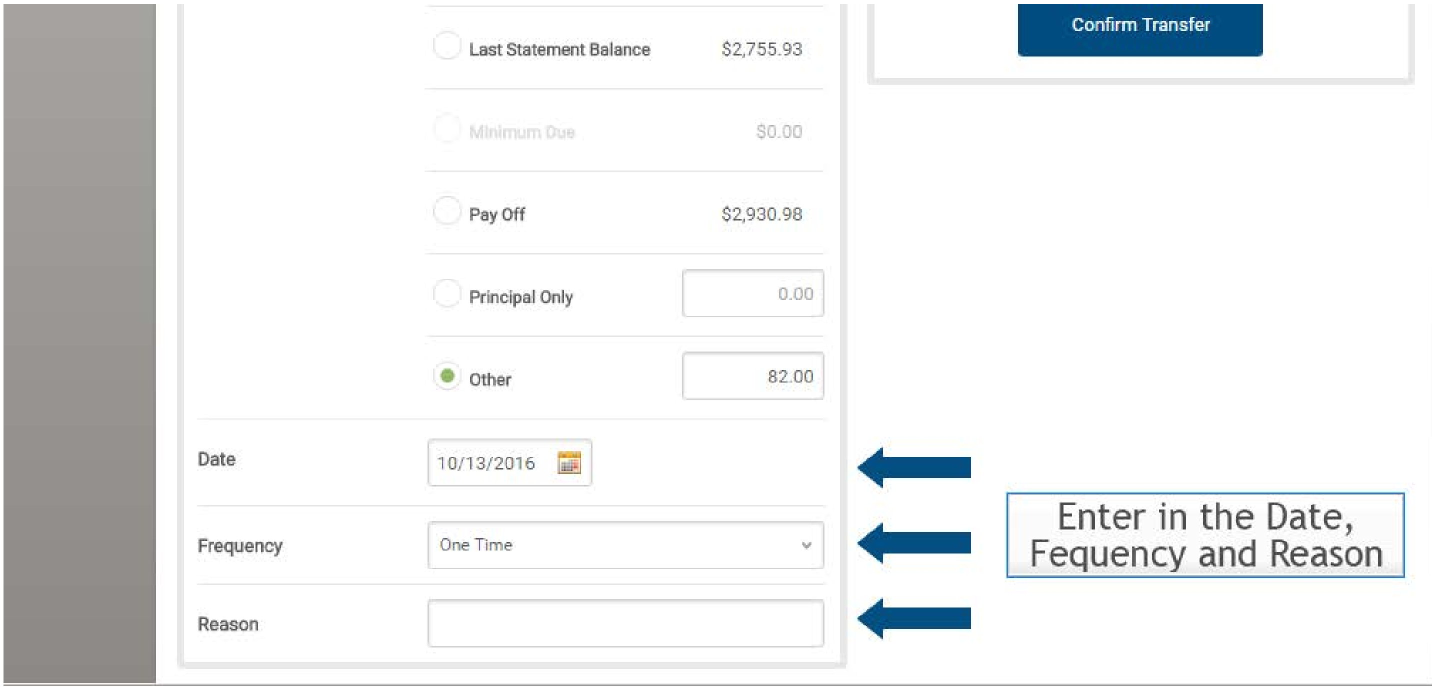
Step 8: Use the **second dropdown menu** to select the loan/VISA in which you wish to transfer a payment **TO**.



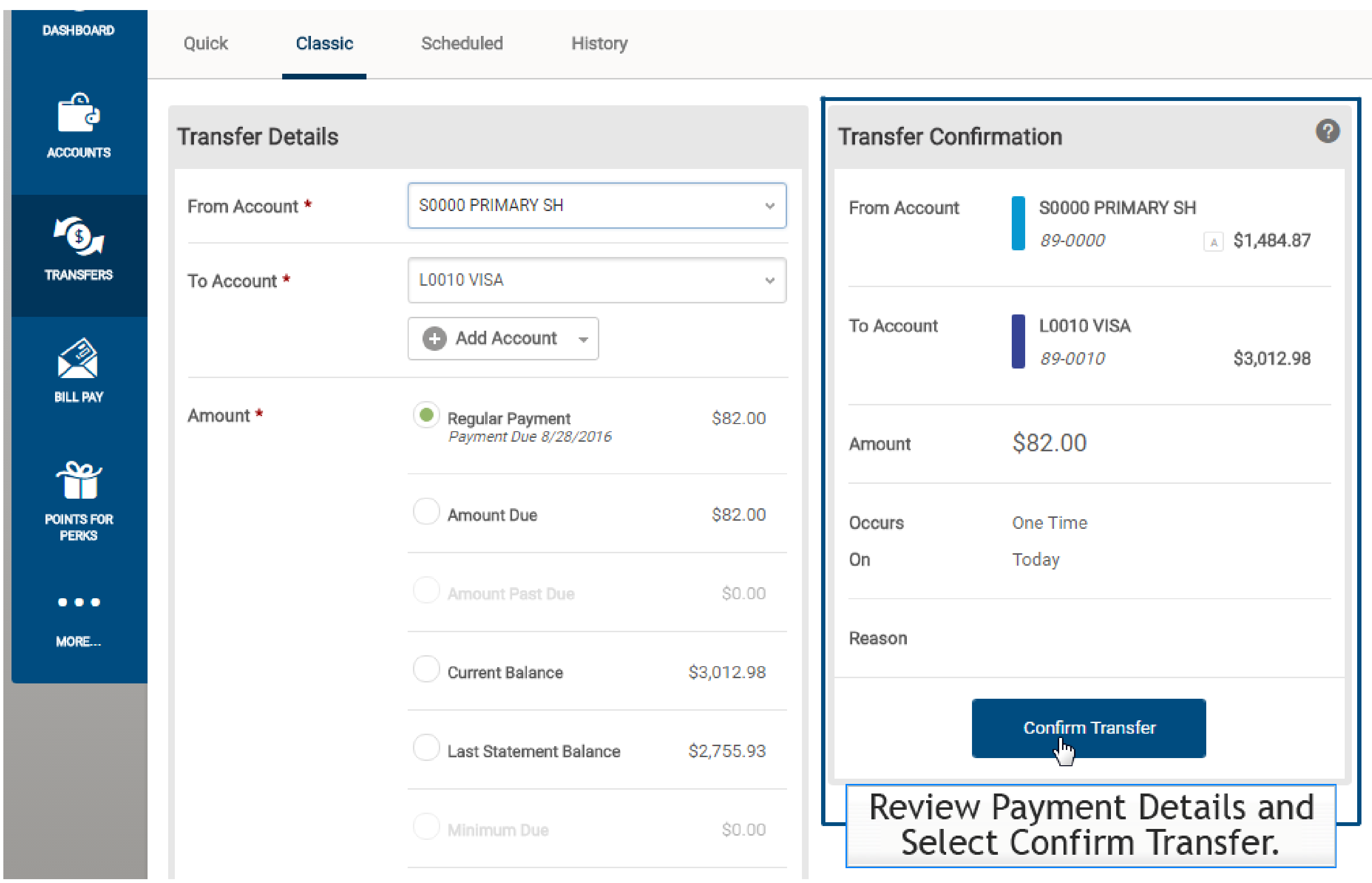
Step 9: Under "**Amount**" you can view **payment options**. Select the type of **payment** you are going to transfer.



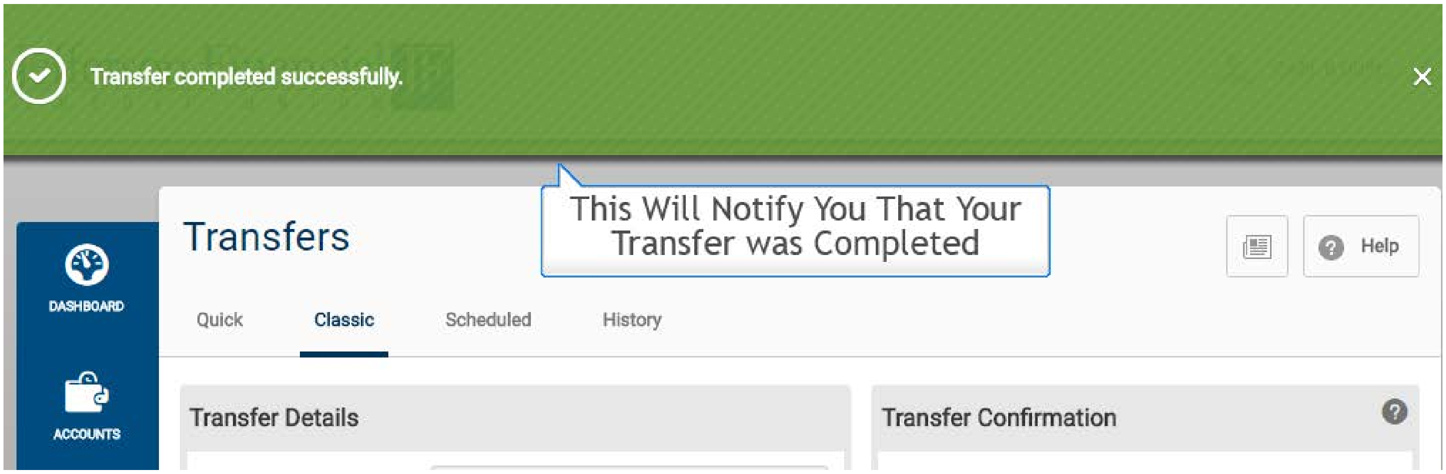
Step 10: Enter the **Date** of the payment (default to current day), **Frequency** (default to One Time) and the **Reason** (optional) if you wish to make a comment about the payment.



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**.