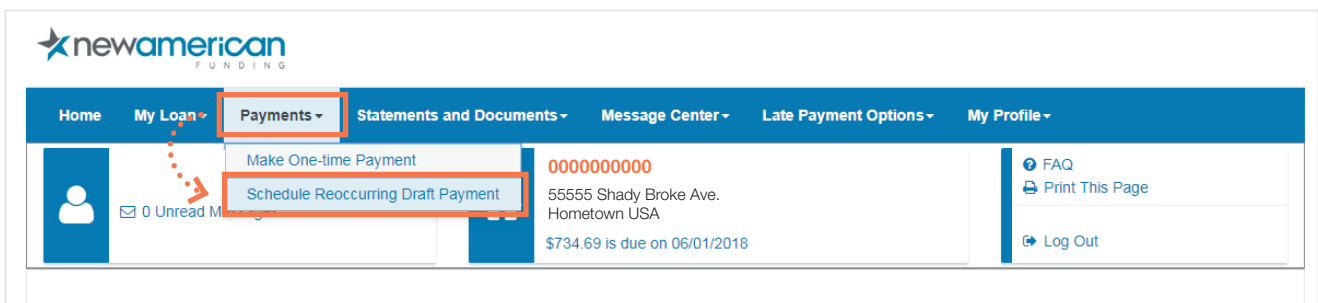# How to Set Up
MONTHLY AUTOMATIC PAYMENTS

Once you log into your account, click on the **PAYMENTS** tab from the menu bar. You will then click on **SCHEDULE REOCCURRING DRAFT PAYMENT** from the drop down menu. You will then be prompted to acknowledge the **'Terms of Service for Monthly Automatic Payments'** and then enter your Payment and Bank Account information. *Review the step-by-step process below.*
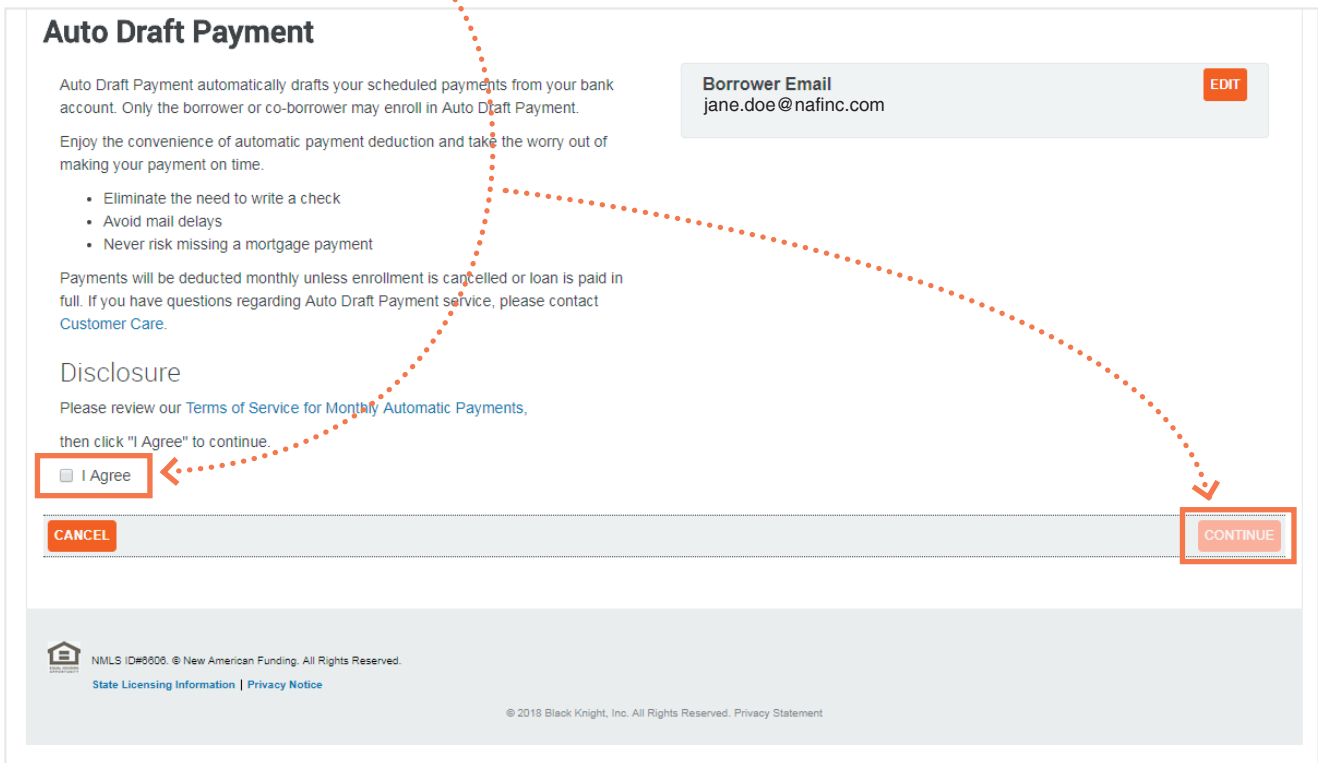
STEP 1 - WHERE TO SELECT MY LOANS

Select **PAYMENTS** and then **SCHEDULE REOCCURRING DRAFT PAYMENT.**

STEP 2 - ACKNOWLEDGE TERMS OF SERVICE

Read and acknowledge the Terms of Service for Monthly Automatic Payments and once complete select the **I AGREE** box and hit **CONTINUE.**

STEP 3 - SELECT DRAFT DATE AND ADDITIONAL PRINCIPAL IF DESIRED

Select what **DRAFT DAY** you would like to have the payment drafted on and add in any **ADDITIONAL PRINCIPAL** if desired and select **NEXT.**

Auto Draft Payment

Payment Details — Bank Account — Verify Request — Thank You

Payment Effective Date*
06/01/2018

Drafting should begin with the payment occurring on the selected Effective Date.

Draft Day*
On payment due date

Additional Principal
0.00

Total Amount $734.69

CALCULATE TOTAL

CANCEL   NEXT

STEP 4 - BANK ACCOUNT INFORMATION

Add the required bank account information and select **NEXT.**

Payment Details — Bank Account — Verify Request — Thank You

Routing Transit Number*

Bank Name

Bank Account Number*

Credit Union Customers: To ensure prompt processing please verify your account and routing transit numbers with your credit union since the correct numbers may be different than those appearing on your check.

Verify Bank Account Number*

Account Type*
Checking

Name on Account*

CANCEL   PREVIOUS   NEXT

STEP 5 - PAYMENT REVIEW, CONFIRMATION AND SUBMISSION

Review all details and if corrections are needed, select the **PREVIOUS** button to make the required edits. If all information is correct then check the confirmation box and select **SUBMIT**.

Payment Details	Bank Account	Verify Request	Thank You

Current Draft

Payment Details

Payment Effective Date	06/01/2018
Draft Day	3rd of the month
Due Monthly	$734.69
Additional Principal	$50.00
Total Amount	$784.69

Bank Account

Bank Name	U.S. Bank National Association
Routing Transit Number	*5821
Account Number	*2190
Account Type	Checking
Name On Account	test name

☑ understand my mortgage payments will be drafted automatically until either I deactivate Auto Draft Payment or my loan is paid in full.

CANCEL   PREVIOUS   SUBMIT

STEP 6 - CONFIRMATION PAGE

Confirm that your request to schedule recurring payments was successfully submitted. You will also receive an email notification.

Payment Details	Bank Account	Verify Request	Thank You

Your request has been received and will be processed.

Thank you for enrolling in Auto Draft Payment. Please print this confirmation page for your records.

Current Draft

Payment Details

Payment Effective Date	06/01/2018
Draft Day	3rd of the month
Due Monthly	$734.69
Additional Principal	$50.00
Total Amount	$784.69

Bank Account

Bank Name	U.S. Bank National Association
Routing Transit Number	*5821
Account Number	*2190
Account Type	Checking
Name On Account	TEST NAME