HOW TO
MAKE A PAYMENT

Once you log into your account, use the '**Make a Payment**' tile. In the **Make a Payment** tile you will schedule your payment by setting the **Number of Payments**, selecting your bank account by using the **Payment Method** drop down, and choosing the **Payment Date.**

Use the '**Payment Sources**' tile to add or update your Bank Account information. Input the required fields and set it as your '**Default Payment Source**' and click '**SAVE**'

Make A **Payment**

$1,138.88

Payment	$ 1138.88
Number of Payments	1
Additional Principal	$ 0
Additional Escrow	$ 0
Payment Method	CWINIBANK OF AMERICA, …
Payment Date	7/22/2021
⚠ Autopay	(OFF) Enroll in Autopay

Total Payment   **$1,138.88**

- Payments made after 10:00 PM Central Time will be processed the next business day. Please check with your financial institution on timing of when this payment will be deducted from your account. You may also submit a payment for a future date, up to 1 month in advance.

- You can view and edit scheduled payments in the **Payment Center**. You can only schedule one payment per processing day. In order to change your scheduled payment, you must first cancel the existing scheduled payment.

SUBMIT PAYMENT

When you are ready to schedule your payment, click **'SUBMIT PAYMENT'** and then **'CONFIRM PAYMENT'** on the next prompt.

Please Confirm Payment

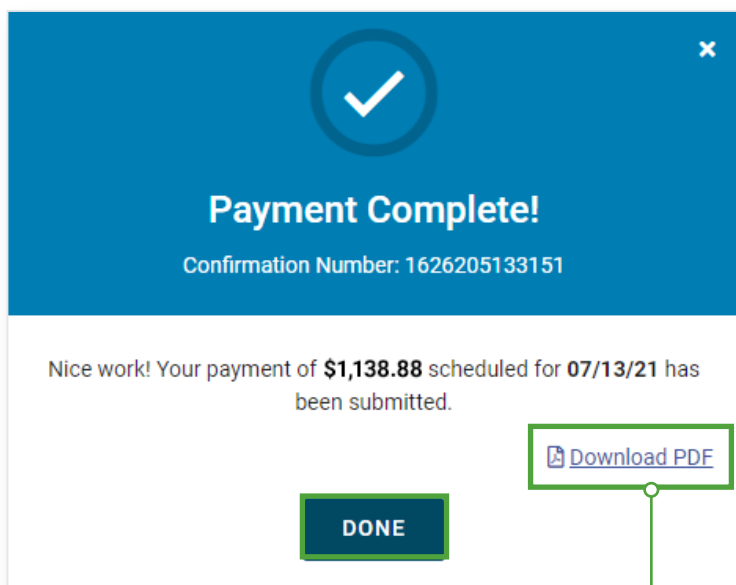|	
Payment Amount	$1,138.88
Number of Payments	1
Payment Date	Jul 22, 2021
Payment Method	CWINIBANK OF AMERICA, NA (5555)
⚠ Autopay	(OFF)

Total Payment   **$1,138.88**

The amounts you entered will be cleared if you leave this screen before making a payment.

CANCEL   **CONFIRM PAYMENT**

Payment Complete

Once confirmed, a pop up will appear confirming your payment has been completed. You can download a copy of the receipt via PDF (confirmation number is included on PDF). Click 'DONE' to close the pop up.

Dear Jane Doe:

Your one time payment draft for loan number ending in 1234 in the amount of $1,138.88 was submitted on 07/13/2021 with a scheduled date of 07/13/2021. The confirmation number is 162605133151

If you have any questions, please contact Customer Care.

NMLS ID# 6606 New American Funding

Scheduled Payments

To confirm your payment is scheduled, you can view the **'Scheduled Payments'** tile.