

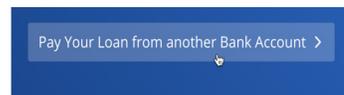


# How to use the Online Payment Portal

Follow this guide to make a payment to your RadiFi loan from another bank account. This process DOES NOT require a Digital Banking login.

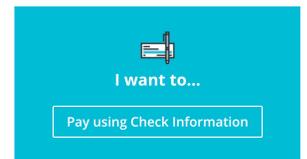
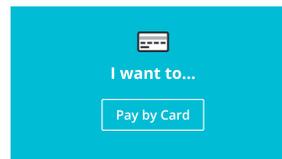
## 1. START AT: RADIFICU.ORG/PAYMENTS

Select the option to **"Pay Your Loan from another Bank Account."**

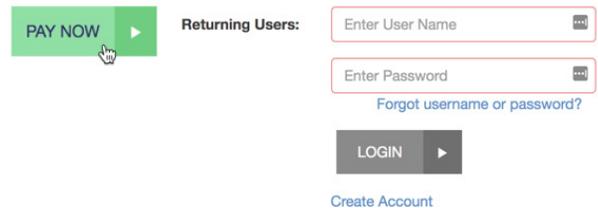


## 2. Choose your option of paying with a card or with checking account information.

Pay By Card Fee: \$9.95  
Pay by Check Fee: FREE!



## 3. After selecting the payment option - Click **Pay Now** or **Create Account**.



## 4. **Create Account:** create a Username, Secret Question and Answer, and confirm your e-mail address. Once your Username is created, you will return to **Pay Now Returning Users** Screen. Click on **Forgot Username or Password** to receive temporary password e-mailed to you.

- **Pay Now:** complete all required information.

*Note:* All information must match exactly to avoid a returned payment.

First Name:

Last Name:

Date of Birth (MMDDYYYY):

Zip Code (5-digit):

Returning Users:

[Forgot username or password?](#)

[Create Account](#)



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5. Once you have successfully put in your information, you will see all of your available loans. There are 3 payment options: Minimum Due, Maximum, and Other.

*Note:* At this time, you cannot pay less than the minimum payment.

Action	Name	Total Loan Balance	Total Amount Due	Maximum Payment Allowed	Amount to Pay	Due Date	Status	Description
<input type="button" value="Pay"/>	JOHN SMITH	100.00	\$65.00	\$130.00		04/30/2018	New	OVERDRAFT LINE OF CREDIT
<input type="button" value="Pay"/>	JOHN SMITH	400.00				03/04/2018	New	CREDIT CARD

6. Click **Pay** in the Action column in which you choose to make your payment. A window will appear of how much you would like to Pay – select the amount and click **Pay This Amount**.

Amount to Pay x

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Name: JOHN SMITH

Invoice Number:

Total Amount Due \$65.00

Maximum Payment Allowed \$130.00

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7. This will return you to the **Pay Now Screen** and the **Amount to Pay Column** will show the amount you elected to pay. You can click **Continue** to get to the **Payment Options Screen**.

- **Paying by card:** enter your credit card information (\$9.95 fee)
- **Paying by checking:** enter the Routing number and full checking account number (No fee)

**Payments made before 9:00 PM will credit the next business day. Payments made on the weekend will be processed on next business day. Be sure you allow sufficient processing time to avoid late fees.**