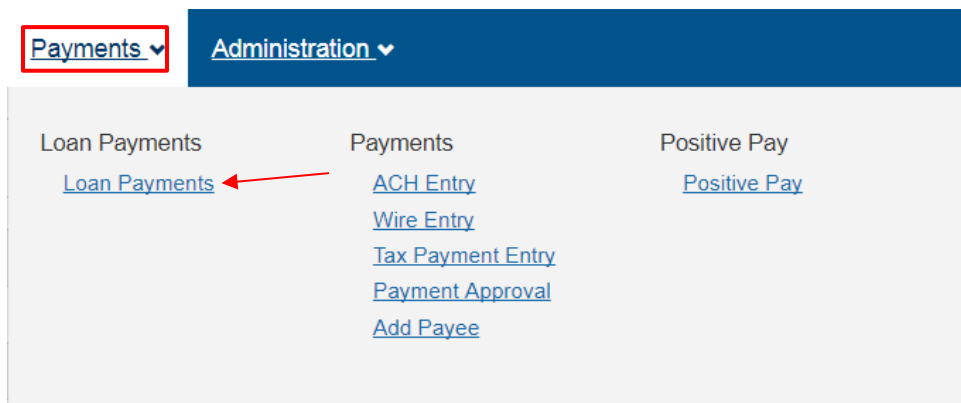


Making a Loan Payment – Small Business

Only Company Administrators and Users with Loan Payment permissions will be able to make loan payments in Business Online Banking. Company Administrators must permission any additional Users before the User is able to make Loan Payments. Instructions for how to make a loan payment in Business Online Banking are outlined below.

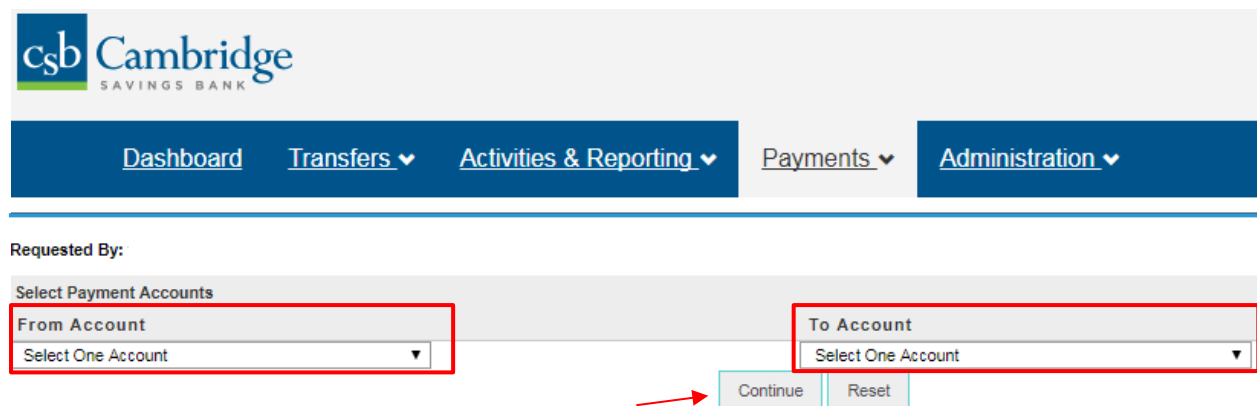
Step 1:

From the **Dashboard** homepage, click the **Payments** tab and select **Loan Payments** from the dropdown menu.



Step 2:

On the **Loan Payments** screen under the **From Account** drop down menu, select the account from which you would like to pay the loan from. Once the payment account is selected, select the loan account that you would like to pay within the **To Account** drop down menu. Once both accounts are selected, click **Continue**.



Step 3:

On the **Payment Information** screen, enter the loan payment amount in the **Amount** field and then select **Default Payment (P&I)**, **Principal Only**, or **Interest Only** from the **Payment Option** drop down. If you would like to include additional detail about your payment, which will show within your transaction history, you can enter a description in the **Additional Info** field.

Once the Amount and Payment Option are selected, click **Submit**.

Step 4:

Once the **Submit** button is clicked in Step 3, you will be able to review the Loan Payment information prior to submitting. Once reviewed, click the **Submit** button at the bottom of the screen to complete the process.