

How to make a loan payment

Manage your loan payments quickly and securely within the transfers module. Whether you need to set up a one-time payment, establish a recurring schedule, or make a special principal-only payment, you can do it all easily through Digital Banking.

01 Navigate to the Transfer Module

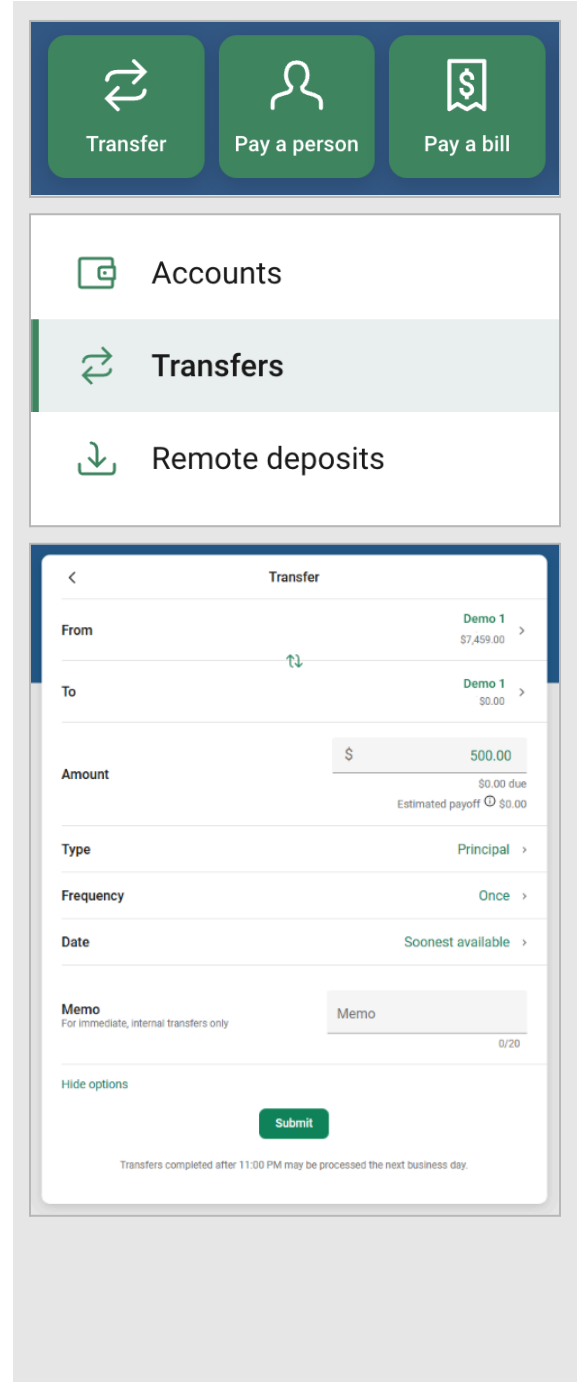
- There are two ways to access Transfers
 - From your main dashboard, select the **Transfer** tile; or
 - From the left navigation menu, click **Transfers**

02 Enter Payment Details

- In the upper right corner of the transfers module, click **Make a transfer**
- Complete the required transfer information
 - **From** - the account you want to debit
 - **To** - the loan you want to make a payment to
 - **Amount** - the amount you want to pay
- To select additional payment options, like payment type or frequency, click **More options**
 - **Type** - choose between a regular or principal payment
 - **Frequency** - choose between a one-time payment or recurring on a weekly, every two-week, twice a month, or monthly basis
 - **Date** - select the soonest available date or any date in the future
 - **Memo** - include additional context for your payment

03 Submit Payment

- Once all payment details have been entered, click **Submit**
- Click **Done** in the transfer confirmation pop-up



The screenshot displays the MainStreetBank Digital Banking interface. At the top, there are three green tiles: 'Transfer' (with a double arrow icon), 'Pay a person' (with a person icon), and 'Pay a bill' (with a bill icon). Below these is a left navigation menu with three items: 'Accounts' (with a card icon), 'Transfers' (with a double arrow icon and highlighted in green), and 'Remote deposits' (with a download icon). The main content area shows the 'Transfer' form. It includes fields for 'From' (Demo 1, \$7,459.00), 'To' (Demo 1, \$0.00), 'Amount' (\$500.00), 'Type' (Principal), 'Frequency' (Once), 'Date' (Soonest available), and a 'Memo' field. A 'Submit' button is at the bottom. A note at the bottom states: 'Transfers completed after 11:00 PM may be processed the next business day.'