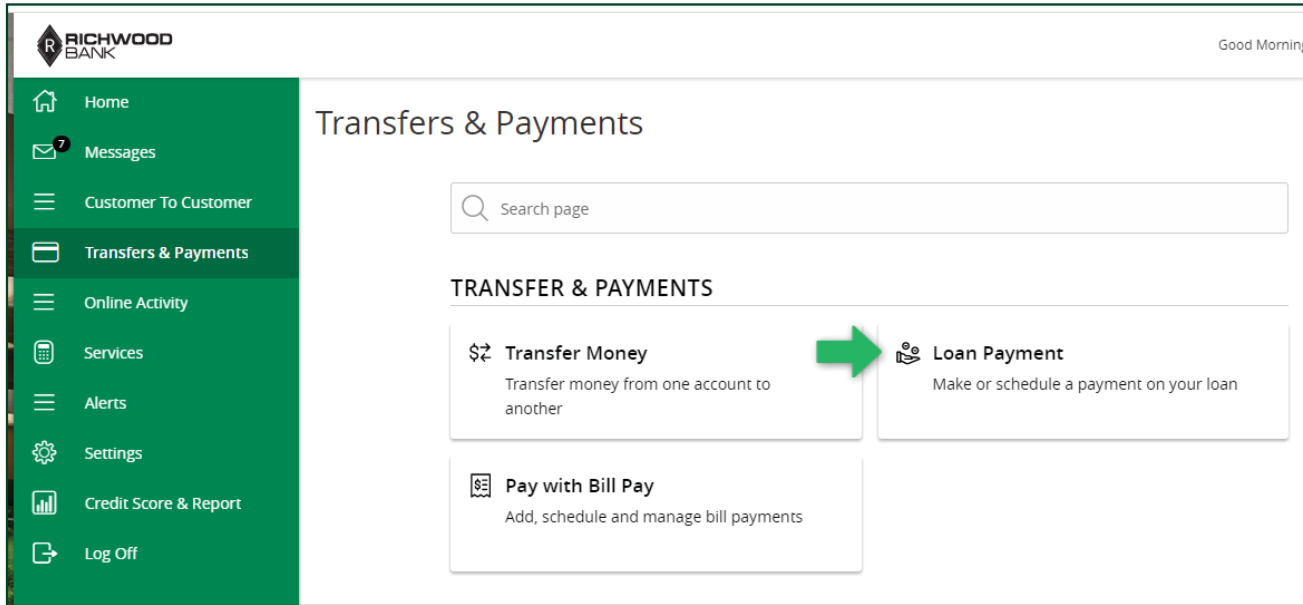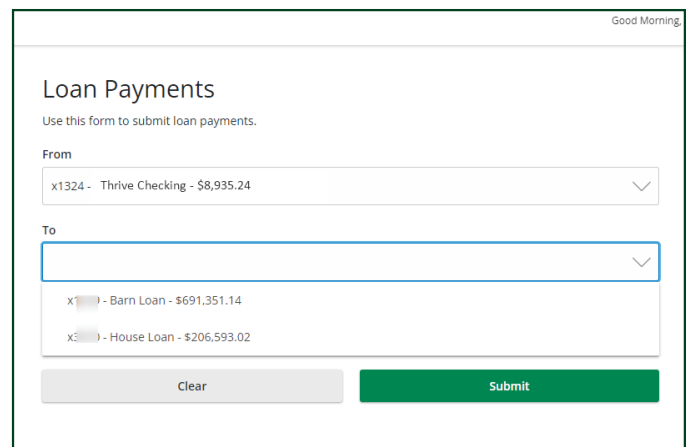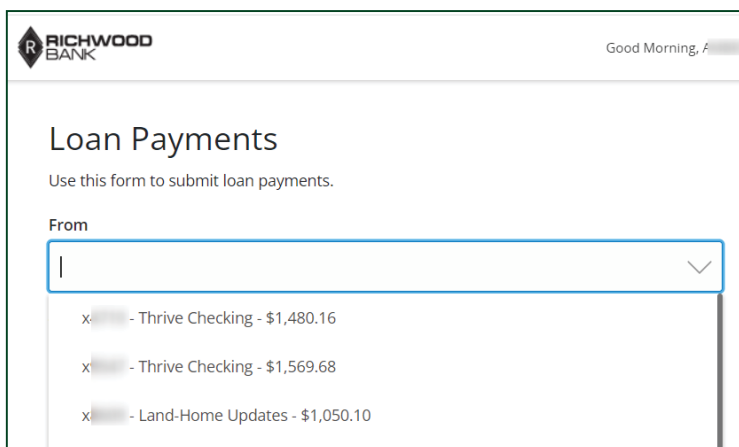# Loan Payment Instructions

Here's how to transfer funds to pay a loan:

To transfer funds from a checking or savings account to your loan, **go to Transfers & Payments,** then **select Loan Payment.**

From the drop-down, **select which account you want to fund the payment.** Next **select which loan you'd like to pay.**

After you **select a loan,** the system will provide you with the balance, payment amount, payment date, and other details. If you want to continue to pay the selected loan, **click the Payment Type** and **select which type of payment you'd like to make:**

Regular Payment – This is your monthly payment amount due, cannot be edited.

Other Payment – This behaves similar to a regular payment except you can edit the dollar amount. This should be used if want to pay more or less than your monthly payment.

Principal Payment – This payment type goes strictly your principal balance and does not include any interest or fees.

Escrow Payment – This should only be used if you escrow your taxes and insurance with us. This option allows you make additional payments into your escrow account, if you know your insurance or taxes are going up you could utilize this in attempt to not have a shortage during analysis.

If you **select a regular payment,** the system will automatically populate the Payment Amount based on what is due.

To make this payment automatically occur each month, **check the 'Make this a recurring transaction' box.**
Add a Memo if you'd like to see a description on your statement, or you can leave this blank.
Click Submit and your loan payment will be processed.