

INTRUST Loan Payment Center

User Guide



Revised
6-11-2021

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Welcome to the INTRUST Loan Payment Center

The [INTRUST Loan Payment Center](#) is an online service that allows you to make a payment on your INTRUST loan in the following ways:

- 1) Make a **Quick Payment** (i.e., one-time payment) *without* signing into an **INTRUST Loan Payment** account.
- 2) Sign into your **INTRUST Loan Payment** account and make a **one-time payment**.
- 3) Sign into your **INTRUST Loan Payment** account and set up a **recurring payment**.

You should use the **Loan Payment Center** when you *do not* have an INTRUST checking or savings account.

- If you have an INTRUST checking or savings account, visit <https://www.intrustbank.com/> to enroll in **Personal Online Banking**.
- Once you log into your Personal Online Banking account, you can set up a recurring or one-time transfer from your checking or savings account to your loan to make a payment.

Make a Quick Payment

1. Navigate to the [INTRUST Loan Payment Center](#) home page: intrustbank.com/loanpay.
2. From the home page, click **PAY NOW**.

Welcome to the INTRUST Loan Payment Center

Please sign in to make a payment, view payment history or manage payment accounts. You can also make a quick payment without signing in by clicking on the Pay Now button below.

PAY NOW

INTRUST Loan Pay

Returning Users * Enter User Name

* Enter Password

[Forgot username or password?](#)

LOGIN

[Create Account](#)

3. On the following **PAY NOW** screen, enter the information below. Then, click **CONTINUE**.
 - a. Your Last Name
 - b. The Last 6 Digits of your Social Security number (SSN)
 - c. Your Date of Birth

To INTRUST Loan Pay

Last Name * Testaccount

Last 6 Digits of SSN * 123456

Date of Birth (MM/DD/YYYY) * 01/01/1980

CANCEL **CONTINUE**

4. On the following screen, you will see your available **loan** accounts on which you can make a payment.
 - a. Select the loan account that you want to pay. Click **Pay** to continue or **BACK** to return to the previous screen.
 - b. Once you click **Pay**, another section will appear on your screen.
5. Choose which **amount** you want to pay. Then, click **CONTINUE**.
 - a. **Total Amount Due:** your *current* amount due plus any *past due* amount (including late charges)
 - b. **Current Payment Due:** the remaining amount due from your most recent bill
 - c. **Past Due Amount:** any *past due* amount
 - d. **Other Amount:** another amount, which is equal to or greater than the other three amounts

NOTE: If you want to know the **payoff** information on a loan account, please call us at 800-895-2265, Monday – Friday 7:00 a.m. to 8:00 p.m. or Saturday 8:00 a.m. to 6:00 p.m. CT.

The screenshot displays a web interface for loan payments. At the top right is a 'BACK' button. Below it is a blue instruction: 'Click on 'Pay' in the Action column to make a payment.' A table lists loan accounts with columns: Name, Loan Number, Current Balance (not payoff amount), Regular Payment Amount, Total Amount Due (including late charges), Current Payment Due, Due Date, Payment Date, Status, and Action. One row is highlighted with a 'Pay' button in the Action column. Below the table, a yellow modal box shows payment options: 'Total Amount Due (including late charges)' (selected), 'Current Payment Due', 'Past Due Amount', and 'Other Amount' with an input field. A 'CONTINUE' button with a right arrow is at the bottom of the modal. Red arrows point from the 'Pay' button and the modal to the text 'Click "Pay" to display Payment Amount options'.

Name	Loan Number	Current Balance (not payoff amount)	Regular Payment Amount	Total Amount Due (including late charges)	Current Payment Due	Due Date	Payment Date	Status	Action
		\$1,018.17	\$176.45	\$176.45	\$176.45	06/04/2021		New	Pay

Click "Pay" to display Payment Amount options

● Total Amount Due (including late charges) \$176.45
○ Current Payment Due \$176.45
○ Past Due Amount \$0.00
○ Other Amount

CONTINUE ▶

6. On the next screen, enter your **payment information**.

Pay by Bank Account

If you want to make your loan payment from a **bank account**, click the drop-down arrow beside the **Payment Type** field. Then, select **Bank Account**.

- Click the drop-down arrow beside the **Account Type** field and select either *Checking* or *Savings*.
- If your bank account is associated to a *business*, select the **Is Business Account** checkbox. Otherwise, leave this checkbox unselected. The remaining fields on your screen will not be affected.
- Enter your bank account's **Routing Number** and **Account Number**.
- Verify that your **Name**, **Address** and **Email Address** information on the screen is correct.
- Enter your email address again in the **Confirm Email Address** field.
- Click **CONTINUE**. If you wish to save this information for future use, see section "Save Payment Information & Register for a New INTRUST Loan Payment Account" below before clicking **CONTINUE**...

To INTRUST Loan Pay

Pay This Amount * \$293.94 REVIEW PAYMENT OPTIONS

Loan Number

Payment Type * Bank Account

Account Type * Bank Account

Name On Account *

The dropdown menu for Payment Type is open, showing options: Bank Account, -- Choose Type --, Bank Account, DEBIT CARD ONLY, and CREDIT CARD ONLY. The 'DEBIT CARD ONLY' option is highlighted with a red box.

Is Business Account

Routing Number * Routing is required

Account Number * Account number is required

Email Address * TESTEMAIL@GMAIL.COM

Confirm Email Address * TESTEMAIL@GMAIL.COM

Register and Save Payment Information

QuickPay payments submitted after 8 p.m. CT will be processed the next business day.

CANCEL CONTINUE

Pay by Debit Card

If you want to make your loan payment from a **debit card**, click the drop-down arrow beside the **Payment Type** field. Then, select **DEBIT CARD ONLY**.

- Click the drop-down arrow beside the **Account Type** field and select either *Visa* or *Mastercard*. Then, enter your **Card Number**.
- If your debit card is associated to a *business*, select the **Is Business Account** checkbox. Otherwise, leave this checkbox unselected. The remaining fields on your screen will not be affected.
- Below the **Is Business Account** checkbox, enter your debit card's **Expiration Date** and **CVV Code**.
- Verify that your **Name**, **Address** and **Email Address** information on the screen is correct.
- Enter your email address again in the **Confirm Email Address** field.
- Click **CONTINUE**. If you wish to save this information for future use, read the [Save Payment Information & Register for a New INTRUST Loan Pay Account section](#) below before clicking **CONTINUE**.

To INTRUST Loan Pay

Pay This Amount * \$293.94 REVIEW PAYMENT OPTIONS

Loan Number

Payment Type * DEBIT CARD ONLY

Account Type * Bank Account

Name On Account *

The dropdown menu for Payment Type is open, showing options: DEBIT CARD ONLY, -- Choose Type --, Bank Account, DEBIT CARD ONLY, and CREDIT CARD ONLY. The 'DEBIT CARD ONLY' option is highlighted with a red box.

Card Number * Card number is required

VISA MasterCard

Is Business Account

Expires On * -- Month -- -- Year --

CVV Code *

Email Address * TESTEMAIL@GMAIL.COM

Confirm Email Address * TESTEMAIL@GMAIL.COM

Register and Save Payment Information

QuickPay payments submitted after 8 p.m. CT will be processed the next business day.

CANCEL CONTINUE

Save Payment Information & Register for a New INTRUST Loan Pay Account

Before you click **CONTINUE**, you can also save your one-time loan payment information and register for a new **INTRUST Loan Payment** account for future use.

- Select the **Register and Save Payment Information** checkbox above the **CONTINUE** button.
- Create a **Secret Question**, **Secret Answer** and **Username**. Then, click **CONTINUE**.

Secret Question * What was my first pet?

Secret Answer *

Confirm Secret Answer *

Username * testloanpay ✓

Register and Save Payment Information

QuickPay payments submitted after 8 p.m. CT will be processed the next business day.

CANCEL CONTINUE ▶

Process Your Payment

- On the following confirmation screen, verify that all your payment information is correct.
- Scroll down and read the **Authorization Agreement**. Then, click **AGREE AND SUBMIT**.

Make Payment

To process the QuickPay payment, verify all information is correct, then click *Agree and Continue*.

Amount	\$176.45
To	INTRUST Loan Pay
Loan Number	7
Current Balance (not payoff amount)	\$1,018.17
Regular Payment Amount	\$176.45
Loan Number	7
Account Type	Checking
Routing Number	
Account Number	XXXXXXXX
Name	JAMES C TESTACCOUNT
Billing Address	105 N MAIN ST WICHITA, KS 67202
Email	TESTEMAIL@GMAIL.COM

Authorization Agreement

I, **JAMES C TESTACCOUNT**, authorize **INTRUST Bank** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **INTRUST Bank** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **800-895-2265**.

CANCEL

AGREE AND SUBMIT ▶

- A **Transaction Receipt** screen will appear.
 - At the bottom of the screen, you can either **CLOSE** the window, **SAVE RECEIPT** (an electronic copy), **PRINT RECEIPT**, or **VIEW LOANS** to return to *Make a Payment* screen where you select the loan account that you want to pay.



Cancel a Quick Payment

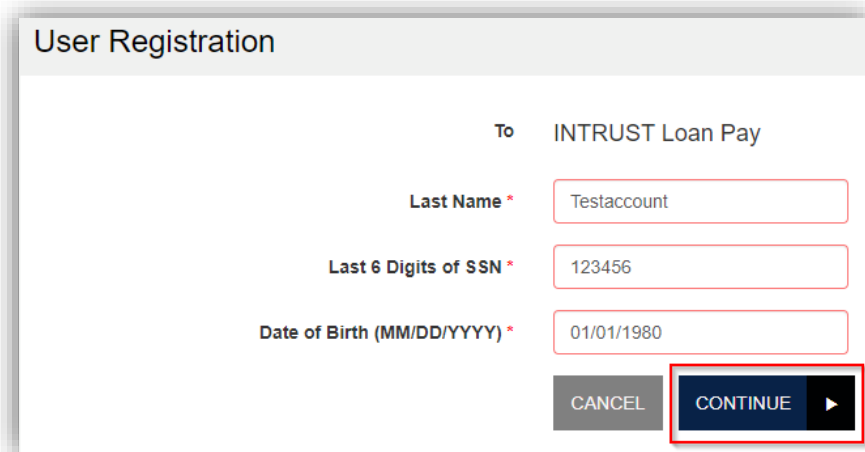
If you need to **cancel** a quick payment that you have already submitted, you must call **prior to 8:00 p.m. on the day the payment is set to process**. Please call us at **800-895-2265**, Monday – Friday 7:00 a.m. to 8:00 p.m. or Saturday 8:00 a.m. to 6:00 p.m. CT.

Create an INTRUST Loan Payment Account

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Click **Create Account**.

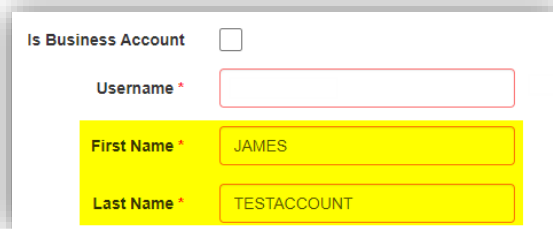
The screenshot shows the login page for the INTRUST Loan Payment Center. At the top, it says 'Welcome to the INTRUST Loan Payment Center' and provides instructions on how to sign in or make a quick payment. Below this is a 'PAY NOW' button. The main section is titled 'INTRUST Loan Pay' and includes a 'Returning Users' section with two input fields: 'Enter User Name' and 'Enter Password'. There is a link for 'Forgot username or password?'. Below the input fields is a 'LOGIN' button and a 'Create Account' button, which is highlighted with a red box.

3. On the following **User Registration** page, enter your last name, the last 6 digits of your Social Security number (SSN) and your date of birth. Then, click **CONTINUE**.

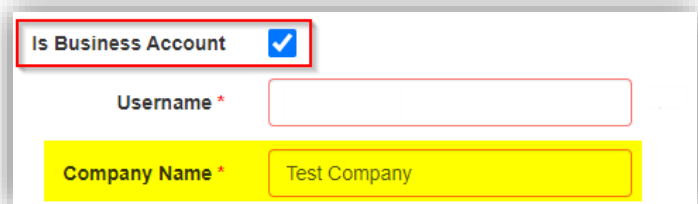


The screenshot shows a 'User Registration' form. At the top right, it says 'To INTRUST Loan Pay'. Below this are three input fields: 'Last Name *' with the value 'Testaccount', 'Last 6 Digits of SSN *' with the value '123456', and 'Date of Birth (MM/DD/YYYY) *' with the value '01/01/1980'. At the bottom, there are two buttons: a grey 'CANCEL' button and a blue 'CONTINUE' button with a right-pointing arrow. The 'CONTINUE' button is highlighted with a red box.

4. On the following screen, fill in all the required fields for your new account.
 - a. If you are creating a new *personal* account, leave the **Is Business Account** checkbox *unselected*.
 - i. Your **First Name** and **Last Name** will then be pre-filled.
 - ii. Continue filling out the remaining fields on your screen.
 - b. If you are creating a new *business* account, *select* the **Is Business Account** checkbox.
 - i. Enter your **Company Name**. Then, continue filling out the remaining fields on your screen.



The screenshot shows a registration form for a personal account. The 'Is Business Account' checkbox is unchecked. The 'Username *' field is empty. The 'First Name *' field is pre-filled with 'JAMES' and the 'Last Name *' field is pre-filled with 'TESTACCOUNT'. Both the 'First Name' and 'Last Name' fields are highlighted in yellow.



The screenshot shows a registration form for a business account. The 'Is Business Account' checkbox is checked. The 'Username *' field is empty. The 'Company Name *' field is pre-filled with 'Test Company' and is highlighted in yellow.

- c. Create a **Username**.
 - i. **NOTE:** If you already have a Loan Payment Center username from our previous platform, you can use that same username again.
- d. Create a **Secret Question** and **Secret Answer**.
- e. Verify that your **address** information is correct. If it is *incorrect*, make any necessary changes.
- f. Enter your **Email Address**. Then, *confirm* your Email Address.
- g. Click **REGISTER**.

Is Business Account

Username * jctestaccount ✓

First Name * JAMES

Last Name * TESTACCOUNT

Secret Question * What was the name of my first pet?

Secret Answer * ****

Confirm Secret Answer * ****

Address * 105 N MAIN ST

Suite/APT#

City * WICHITA

State/Region * Kansas (KS)

Postal Code * 67202-1412

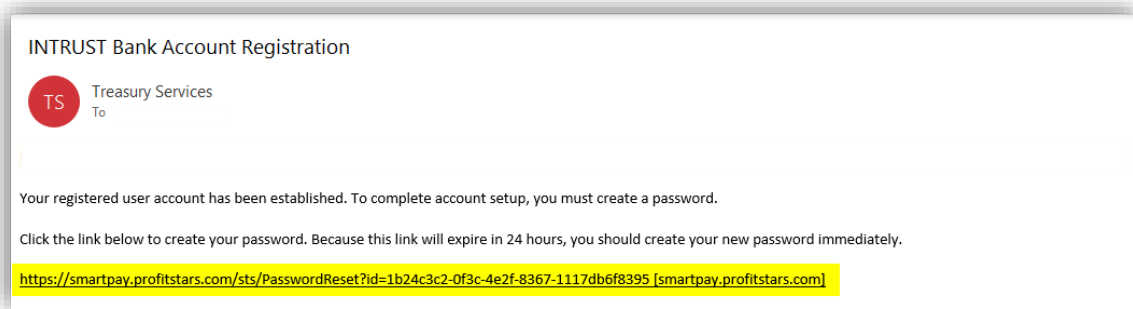
Country * USA

Email Address * testemail@test.com

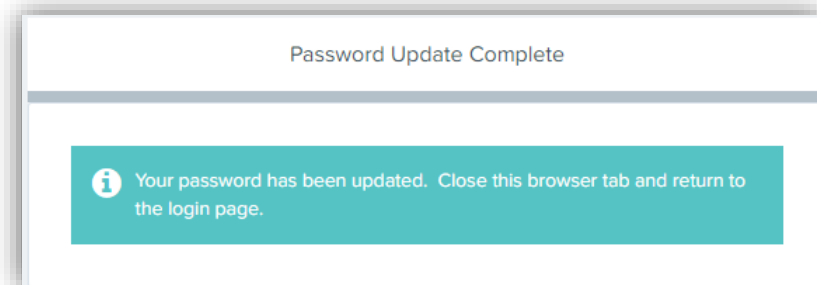
Confirm Email Address * testemail@test.com

CANCEL REGISTER

5. You will receive an **INTRUST Bank Account Registration** email that confirms your registered user account has been established. Click on the link contained in this email to **create your password**.

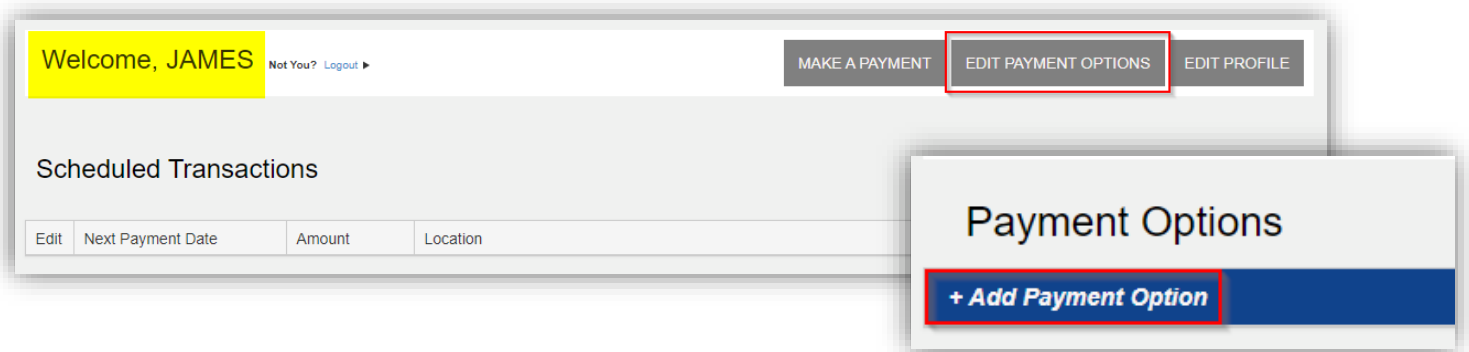


- a. This link expires in *24 hours*, so you should create your password as quickly as possible.
 - b. If you already have a Loan Payment Center username from our previous platform, you can use that same username.
 - c. Passwords must contain **numbers** and **upper- and lowercase characters**, they must be **at least eight characters long**, and they must *not* contain the username.
6. Once you have successfully created a new password, you will see a **Password Update Complete** message on your screen.
 7. Navigate back to the [INTRUST Loan Payment Center login page](#) to login to your **INTRUST Loan Payment** account.



Add a New Payment Option

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Payment** account username and password in the **Returning Users** section. Then, click **LOGIN**.
3. On the **Welcome** page, click **EDIT PAYMENT OPTIONS** at the top right of the page.
4. In the **Payment Options** section at the bottom of the following screen, click **+ Add Payment Option**.

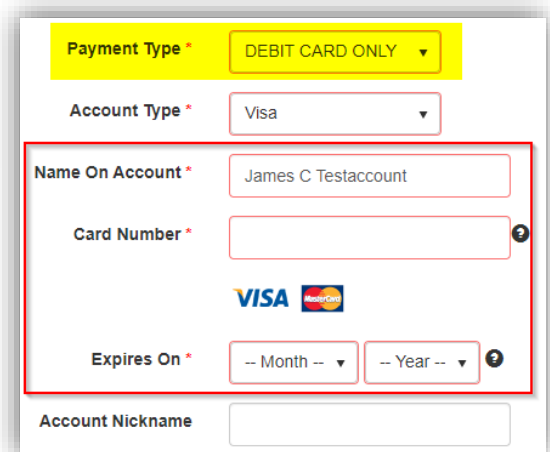
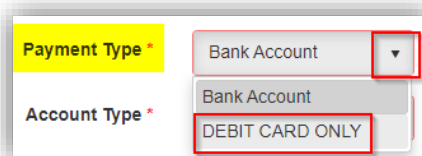
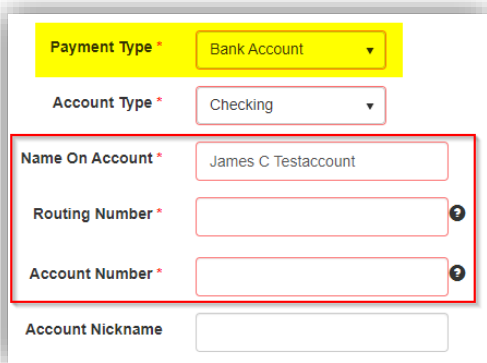


Add Bank Account Payment Option

1. Leave the **Payment Type** field selection as **Bank Account**.
2. In the **Account Type** field, select either *Checking* or *Savings*.
3. Enter your **Name**, **Routing Number**, **Account Number**, and an **Account Nickname**, if desired.
4. Select the **Same as profile** checkbox at the top right to prefill your **Address** information.
5. Click **ADD PAYMENT** to finish adding your bank account as a payment option.

Add Debit Card Payment Option

1. Click the drop-down beside the **Payment Type** field and select **DEBIT CARD ONLY**.
2. In the **Account Type** field, select either *Visa* or *Mastercard*.
3. Enter your **Name**, **Card Number**, **Card Expiration Date**, and an **Account Nickname**, if desired.
4. Select the **Same as profile** checkbox at the top right to prefill your **Address** information.
5. Click **ADD PAYMENT** to finish adding your debit card as a payment option.



+ Add Payment Option

Same as profile

Payment Type * Bank Account

Account Type * Checking

Name On Account * James C Testaccount

Routing Number * []

Account Number * []

Account Nickname []

Address * 105 N MAIN ST

City * WICHITA

State/Region * Kansas (KS)

Postal Code * 67202-1412

Country * USA

RESET ADD PAYMENT

Your new payment option will now be listed in the **Payment Options** section.

Update or Delete a Payment Option

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Payment** account username and password in the **Returning Users** section. Then, click **LOGIN**.
3. On the **Welcome** page, click **EDIT PAYMENT OPTIONS**.
4. Click on the payment option that you want to update or delete.
5. To **update** the payment option, make any necessary changes to the payment information on your screen. Then, click **UPDATE** at the bottom right of the Payment Options section.
6. To **delete** the payment option, click **DELETE** at the bottom right of the Payment Options section.

Payment Options

Loan Payment - Checking Account ending in 3

+ Add Payment Option

Payment Options

Loan Payment - Checking Account ending in 3

+ Add Payment Option

Loan Payment - Checking Account ending in 3455

Same as profile

Payment Type * Bank Account

Account Type * Checking

Name On Account * []

Routing Number * 101100029

Account Number * XXXXXX3

Account Nickname Loan Payment

Address * 105 N MAIN ST

City * WICHITA

State/Region * -- Select --

Postal Code * 67202-1412

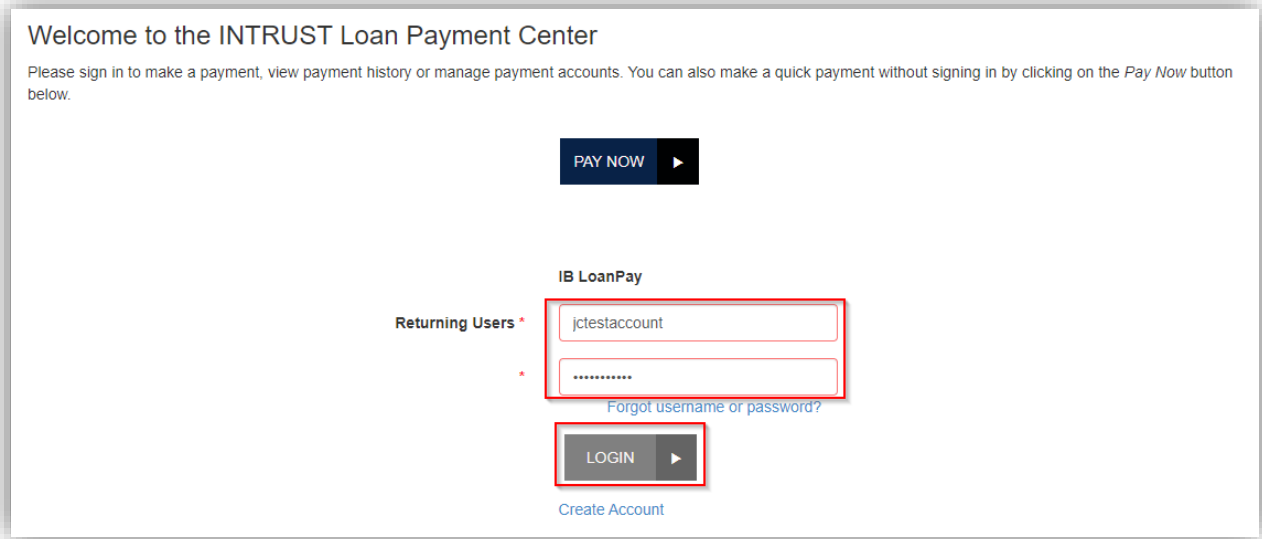
Country * USA

Make changes to this payment option

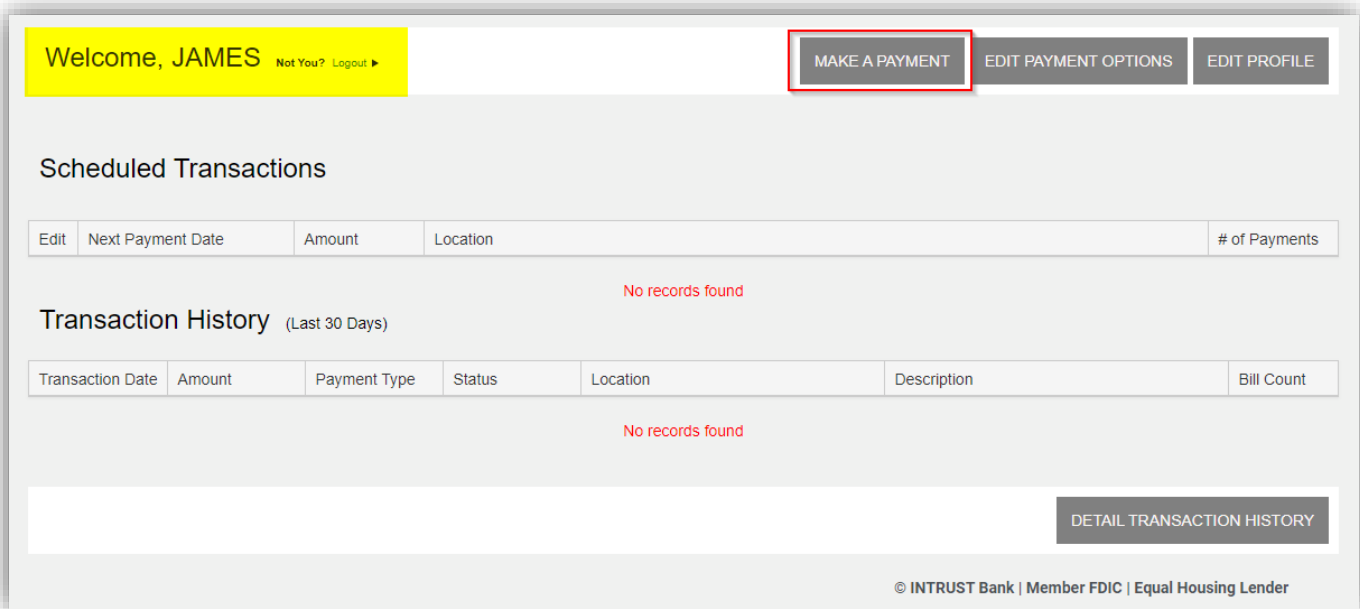
Delete this payment option DELETE UPDATE

Make a One-Time Payment through your INTRUST Loan Payment Account

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Pay** account username and password in the **Returning Users** section. Then, click **LOGIN**.
 - a. If you have not created an **INTRUST Loan Pay** account yet, click **Create Account** and follow the [Create an INTRUST Loan Payment Account steps](#) outlined earlier in this user guide.



3. When the following **Welcome** screen appears, click **MAKE A PAYMENT** at the top right of the screen.



4. On the **MAKE A PAYMENT** screen, you will see your available **loan** accounts that you can make a payment on.
 - a. Select the loan account that you want to pay. Click **Pay** to continue or **BACK** to return to the previous screen.
 - b. Once you click **Pay**, another section will appear the bottom of your screen.

5. Choose which **amount** you want to pay. Then, click **CONTINUE**.
 - a. **Total Amount Due:** your *current* amount due plus any *past due* amount (including late charges)
 - b. **Current Payment Due:** the remaining amount due from your most recent bill
 - c. **Past Due Amount:** any *past due* amount
 - d. **Other Amount:** another amount, which is equal to or greater than the other three amounts

NOTE: If you want to know the **payoff** information on a loan account, please call us at **800-895-2265**, Monday – Friday 7:00 a.m. to 8:00 p.m. or Saturday 8:00 a.m. to 6:00 p.m. CT.

BACK

Click on 'Pay' in the Action column to make a payment.

Name	Loan Number	Current Balance (not payoff amount)	Regular Payment Amount	Total Amount Due (including late charges)	Current Payment Due	Due Date	Payment Date	Status	Action
		\$1,018.17	\$176.45	\$176.45	\$176.45	06/04/2021		New	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Pay</div>

Total Amount Due (including late charges) \$176.45
 Current Payment Due \$176.45
 Past Due Amount \$0.00
 Other Amount

CONTINUE ▶

Click "Pay" to display Payment Amount options

6. On the next payment screen, click the drop-down arrow beside the **Pay From Account** field to select which account you want to use to make your loan payment.
7. Leave the **Occurrence** field selection as "One-Time" and click the **calendar** icon to select the date that you want to make this payment.
8. Click **CONTINUE**.
9. You will then see a **Confirmation** screen with your payment information.
 - a. Follow the same steps outlined in the [Process Your Payment](#) section of this guide to complete your payment.

Pay This Amount * REVIEW PAYMENT OPTIONS

To INTRUST Loan Pay

Pay From Account * -- Select -- ADD PAYMENT OPTION

-- Select -- required

Loan Number Checking: XXXXX

Occurrence **One-Time** **Recurring**

6/2/2021 📅

Payments submitted after 8pm CT will be processed the next business day.

CANCEL

CONTINUE ▶

Cancel a One-Time Payment

If you need to **cancel** a one-time payment that you have already submitted, you must call **prior to 8:00 p.m. on the day the payment is set to process**. Please call us at **800-895-2265**, Monday – Friday 7:00 a.m. to 8:00 p.m. or Saturday 8:00 a.m. to 6:00 p.m. CT.

Set Up a Recurring Payment

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Payment** account username and password in the **Returning Users** section. Then, click **LOGIN**.
 - a. If you have not created an **INTRUST Loan Payment** account yet, click **Create Account** and follow the [Create an INTRUST Loan Payment Account steps](#) outlined earlier in this user guide.
3. Follow the same steps outlined in the [Make a One-Time Payment through your INTRUST Loan Payment Account section](#) of the user guide *until you arrive at the **Make a Payment** screen where you select your **payment occurrence***.
4. In the **Occurrence** field, select **Recurring**.

The screenshot shows the 'Make Payment' interface. It includes the following fields and options:

- Pay This Amount ***: \$176.45 (with a 'REVIEW PAYMENT OPTIONS' button)
- To**: INTRUST Loan Pay
- Pay From Account ***: Checking: XXXXX... (with an 'ADD PAYMENT OPTION' button)
- Loan Number**: 1904
- Occurrence**: A yellow highlighted section containing two radio buttons: 'One-Time' (with date 6/2/2021 and a calendar icon) and 'Recurring' (which is selected and highlighted with a red box).

Schedule and Recurring Amount Sections

Once you select the **Recurring** occurrence, you will first see a **Schedule** section appear on your screen.

- **Include a Single Payment Now** checkbox
 - Select this checkbox if you want to process a *single payment* along with scheduling a recurring payment.
 - Leave this checkbox *unselected* if you only want to schedule a recurring payment at this time.
- **Frequency**: choose your desired frequency for your loan payment from the drop-down list.
 - Your selection will determine what **Payment Day** and **Start Day** options appear below.
- **Payment Day**: select what day of the month you want your loan payment to process.
- **Start Date**: this date will automatically align with the **Frequency** and **Payment Day** selection you make.
 - You can also click the **calendar** icon to manually select your desired start date.
- **Infinite Payment checkbox**: select this checkbox is you want this loan payment to continue *indefinitely*.
 - This is **NOT** recommended, as it could cause payments to continue even after your loan is paid to a zero balance.
- **# Of Payments**: enter the number of payments you want to process (the *default* number of payments is 12).

Schedule

Include a Single Payment Now For \$176.45

Frequency *

Payment Day

Start Date

Next Payment will occur 06/30/2021

Infinite Payment

Of Payments *

The **Recurring Amount** section applies to **Line of Credit** or other *variable interest rate* loan accounts. Your **amount due** depends upon the amount of your line of credit that you have *used* and your line of credit's **monthly balance**.

- **Variable Amount:** this is the amount due on your loan account as of the most recent bill.
 - This amount can differ from one billing cycle to the next.
- **Maximum Amount:** you can *limit* the payment amount that can be processed.
 - If you have a **variable interest rate** loan (ex: line of credit), enter the maximum amount that you do not want your monthly payment to exceed.
 - **NOTE:** If the maximum amount you set ends up being *lower* than your actual **billed** amount for a given month, only the maximum amount you set will be paid. *This could cause your loan account to become delinquent.*
 - If you have a **fixed interest rate** loan (ex: auto loan), you must still enter a value in the **Maximum Amount** field to complete your recurring payment setup. We recommend re-entering your **regular scheduled payment amount**.

When you have finished making your **recurring** payment selections, click **CONTINUE**.

Recurring Amount

Variable Amount

Current Payment Due

Maximum Amount *

For **VARIABLE** interest rate loans, enter the maximum amount that you do not want your monthly payment to exceed.

For **FIXED** interest rate loans, it is recommended that you re-enter your regular scheduled payment amount.

Confirm Your Recurring Payment

Once you click **CONTINUE**, you will see a **Confirmation** screen.

- Verify all the recurring payment information on the screen is correct and read the **Authorization Agreement** at the bottom of the screen.
- Then, click **AGREE AND SUBMIT**.

Confirmation

To process the recurring payment, verify all information is correct, click on agree and continue.

Amount	Variable, not to exceed maximum amount of \$1.00
To	INTRUST Loan Pay
Loan Number	1904
Current Balance (not payoff amount)	\$0.00
Regular Payment Amount	\$26.00
From Account	Checking: XXXXXX
Loan Number	1904
Next Recurring Payment	Variable - Maximum Amount \$1.00 - Once a Month on the Last Day
Include a Single Payment Now	No

Authorization Agreement

I, **JAMES TESTACCONT**, authorize **INTRUST Bank** to electronically debit my account for the variable amount provided by **INTRUST Bank** on a recurring basis. The first payment in the amount provided by **INTRUST Bank** and not to exceed \$1.00 will be electronically debited from my account on 6/30/2021, or the next business day. After the first payment, there will be additional debits of variable bill amounts provided by **INTRUST Bank** and not to exceed \$1.00 on a recurring payment schedule as indicated below.

Frequency:	Once a Month
Payment Day:	6/30/2021
Number of Payments:	12

I understand that it is my responsibility to manage my recurring payment which includes but is not limited to modifying or cancelling any future dated payment.

- A **Transaction Receipt** screen will appear confirming that you have successfully created a recurring payment.
 - At the bottom of the screen, you can either **close** the window, **save** an electronic copy of your receipt, **print** your receipt, or **view your loans** again (return to *Make a Payment* screen where you select the loan account that you want to pay).

Transaction Receipt

Response Successfully created recurring payment.

Amount Variable, not to exceed maximum amount of \$1.00

Edit a Recurring Payment

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Payment** account username and password in the **Returning Users** section. Then, click **LOGIN**.
3. On the **Welcome** page, you will see a **Scheduled Transactions** section.
4. Click the **Edit** (pencil) icon next to the recurring payment transaction that you want to edit.
5. Make your desired changes to your recurring payment. Then, click **SUBMIT**.

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MAKE A PAYMENT EDIT PAYMENT OPTIONS EDIT PROFILE

Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
	05/31/2021	Variable	IB LoanPay	0 of 12

Amount: To:

Frequency: Payment Day:

Infinite Payment # Of Payments:

Variable Amount Monthly Payment Due
Maximum Amount:

Select Account: Start Date: Next Payment will occur 05/31/2021

Payments Made: Delete Payment

CANCEL **SUBMIT**

Transaction History (Last 30 Days)

Transaction Date	Amount	Payment Type	Status	Location	Description	Bill Count
------------------	--------	--------------	--------	----------	-------------	------------

Cancel/Delete a Recurring Payment

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Payment** account username and password in the **Returning Users** section. Then, click **LOGIN**.
3. On the **Welcome** page, you will see a **Scheduled Transactions** section.
4. Click the **Edit** (pencil) icon next to the recurring payment transaction that you want to edit.
5. Select the **Delete Payment** checkbox. Then, click **SUBMIT**.

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Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
	05/31/2021	Variable	IB LoanPay	0 of 12

Amount **To** **Select Account ***

Frequency * **Payment Day *** **Start Date** Next Payment will occur 05/31/2021

Infinite Payment **# Of Payments *** **# Payments Made**

Variable Amount **Maximum Amount ***

Delete Payment

CANCEL SUBMIT ▶

Transaction History (Last 30 Days)

Transaction Date	Amount	Payment Type	Status	Location	Description	Bill Count
------------------	--------	--------------	--------	----------	-------------	------------

6. Your recurring payment transaction will no longer be displayed in the **Scheduled Transactions** section on your Welcome page.
 - a. **NOTE:** If the recurring payment that you deleted was the only recurring payment you had, the **Scheduled Transactions** section will now say “No records found.”

Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
No records found				

View Your Loan Payment Transaction History

1. Navigate to the [INTRUST Loan Payment Center login page](#).
2. Enter your **INTRUST Loan Payment** account username and password in the **Returning Users** section. Then, click **LOGIN**.
3. On the **Welcome** page, you will see a **Transaction History** section that displays transactions from the *last 30 days*.

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[MAKE A PAYMENT](#) [EDIT PAYMENT OPTIONS](#) [EDIT PROFILE](#)

Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
No records found				

Transaction History (Last 30 Days)

Transaction Date	Amount	Payment Type	Status	Location	Description	Bill Count
05/12/2021 04:09 PM	\$541.16	Checking	Approved	IB LoanPay		1
05/04/2021 12:12 PM	\$541.16	Checking	Voided	IB LoanPay		1

[DETAIL TRANSACTION HISTORY](#)

Extended Transaction History

1. To view transactions for a date range *more* than 30 days, click **DETAIL TRANSACTION HISTORY** at the bottom right of the Transaction History section.
2. Use the **From Date** and **To Date** fields to select your preferred **date range**.
3. Click **RUN REPORT**.
4. If you want to **export** the transaction history into a Microsoft Excel spreadsheet, click **EXPORT**.

Transaction History

From Date * 4/1/2021

To Date * 5/13/2021

[RUN REPORT](#)

Excel [EXPORT](#)

Transaction Date	Amount	Payment Type	Status	Name On Account	Location	Description	Transaction Number	Reference Number	Bill Count
Year: 2021									
05/12/2021 04:09 PM	\$541.16	Checking	Approved		IB LoanPay		{0f1d90ac-8085-4171-9554-7a775ee5f9b1}	NG0GHBMLA4	1
05/04/2021 12:12 PM	\$541.16	Checking	Voided		IB LoanPay		{de8684c9-f863-4752-ae91-33a1dd8a7a86}	VY7C20LMLA1	1