# One-Time Loan Payment (Smart Pay) Directions

Looking to make a Debit/Credit Card payment from another financial institution? Utilize our MSEFCU Payment Portal on our website at <a href="https://www.mercedschoolcu.org">www.mercedschoolcu.org</a>! Follow these easy steps to complete your transaction. Note: A convenience fee applies to each payment.

#### Visit our website

Go to www.mercedschoolcu.org and click on the Main Menu icon.





# Navigate to Make a Loan Payment

Once in the Main Menu, select Our Products, scroll down to the Borrowing section, and click on Make a Loan Payment.

### Select the Make a Payment Option

On the Make a Loan Payment webpage, scroll down to the section titled Debit/Credit Card Payment from Another Financial Institution, then click the yellow Make a Payment button.

#### Debit/Credit Cards Payment from Another Financial Institution

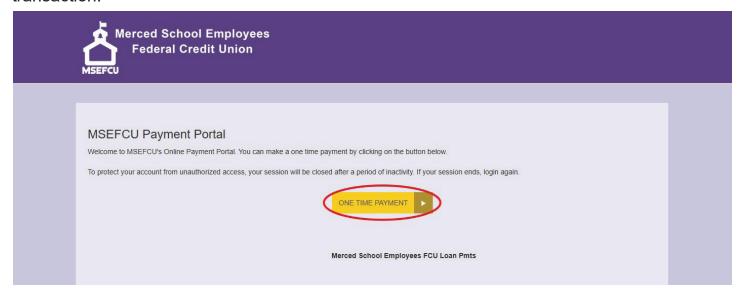
Need to make a Debit/Credit Card payment from another financial institution? Click the button below to make a one-time payment through our MSEFCU Payment Portal. Please note, there is a \$5 convenience fee for each payment.

Make a Payment

When the pop-up appears, click Proceed to continue to the MSEFCU Payment Portal.

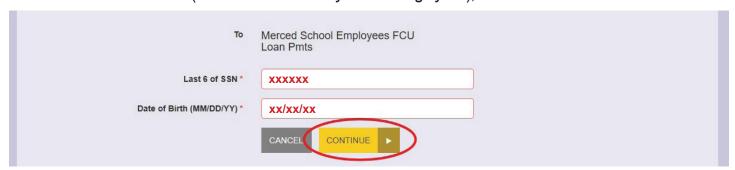
# **Select One-Time Payment**

On the MSEFCU Payment Portal, click the ONE TIME PAYMENT button to begin your transaction.



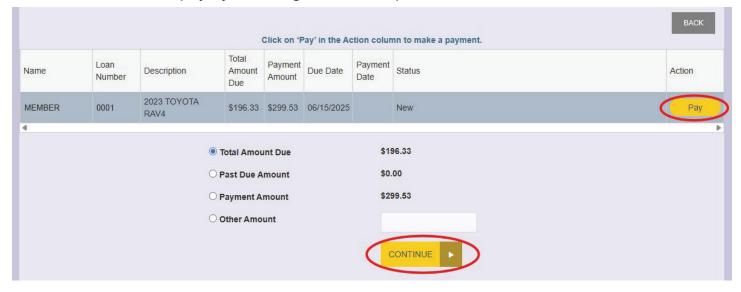
#### **Enter Your Information**

Fill in the **last 6 digits of your Social Security Number** (*not the usual 4*), along with your **date of birth in the format MM/DD/YY** (*with slashes* and *only the two-digit year*), then click the Continue button.



# **Verify Your Loan Information**

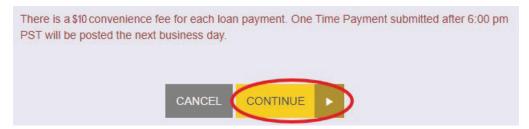
Verify the loan details match your MSEFCU loan. Click the yellow Pay button next to it, then choose the amount to pay by selecting one of the options shown.



# **Complete Your Payment**

Follow the prompts to enter your payment details, including payment type (credit/debit card), card account type, name on the account, card number, expiration date, and CVV code.

Select the Continue button.



# **Additional Information**

# Still having trouble?

If you are still having trouble completing your one-time loan payment, please don't hesitate to reach out to us!

You can call (209) 383-5550 x113, 153, 187 or 146 for help, or you can contact us directly from our website at www.mercedschoolcu.org/our-info/about-us/contact-us.