



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

### Members have the following options for making loan payments with MIT Federal Credit Union:

1. Electronic payments through e-Branch Online Banking from an **INTERNAL** bank account.
2. Electronic payments through e-Branch Online Banking from an **EXTERNAL** bank account.
3. In-person payments made at an MIT Federal Credit Union branch location.
4. Payments by mail to: MIT Federal Credit Union, 70 Westview Street, Lexington, MA 02421

Please refer to this guide for detailed instructions on making and maintaining electronic loan payments.

**NOTE:** Funds must be available when making or scheduling electronic payments.

### ONLINE LOAN PAYMENTS FROM AN MIT FCU ACCOUNT

Please see the steps below for instructions on making online loan payments from an MIT FCU account.

**Step 1.** Navigate to the [mitfcu.org](https://mitfcu.org) website and log in to your e-Branch Online Banking account.

**Step 2.** The Homepage will display all of your accounts. Under the loan you wish to pay, click "Pay."

MORTGAGE  
Balance ..... \$  
Due 03/01/2021 ..... \$  
Pay

**Step 3.** Select the MIT FCU account from which you want loan payment funds to be drawn, then select your desired payment date and amount.

**Setting up recurring payments is easy!** Simply check the "Repeat transfer" box and select your desired payment frequency preferences. Click "Save" to save recurring transfer settings.

Move Money

From: Savings 1 Available \$

To: MORTGAGE Balance \$

Date:  ☐ Repeat transfer

Amount: \$

Schedule transfer Go to My Accounts

**Step 4.** Click "Schedule Transfer" to complete your request.

**Step 5.** To confirm recurring payments, from the "Transfers" tab, select "View Scheduled Transfers." If your recurring loan payments are not listed, then the recurring payment was not scheduled successfully, and the process will need to be repeated.

**NOTE:** Principal-only payments can be made on **first mortgages only** and must be submitted in writing to Loan Administration at [loanadmin@mitfcu.mit.edu](mailto:loanadmin@mitfcu.mit.edu). **Principal first mortgage payments cannot be processed online.** In your email request, please indicate from which MIT FCU account to draw funds, the borrower's name(s), and the property address. **For security purposes, please DO NOT include your loan and/or member number.**



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

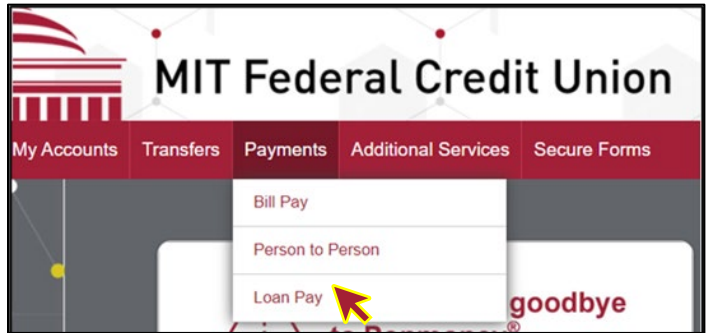
### ADDING EXTERNAL ACCOUNTS FOR ONLINE LOAN PAYMENTS

Funds may be transferred to your MIT Federal Credit Union accounts from external banking institutions as desired or for the purposes of paying loans. Please see the steps below for instructions on setting up external funds transfer accounts for online loan payments.

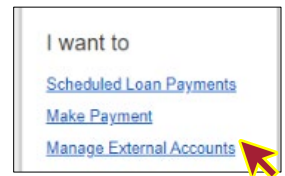
**NOTE:** External bank routing and account numbers are required for this process. First-time users will be prompted to complete the External Funds Transfer verification process.

**Step 1.** Navigate to the [mitfcu.org](https://mitfcu.org) website and log in to your e-Branch Online Banking account.

**Step 2.** Hover over the "Payments" tab, then click "Loan Pay."



**Step 3.** From the "I want to" menu, select "Manage External Accounts."



**Step 4.** Under "Loan Payment--Add Account" provide your external bank account information, then click "Continue."

Loan Payment--Add Account

Please provide your bank account information below

Account type  
--Select--

Enter Bank Name or 9 Digit Routing Number

If match not found on name, please enter routing number

Please enter your account number

Please confirm your account number

0123456780 01000123456789  
9 Digit Routing Number Account Number



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

# LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

**Step 5.** To confirm your external account information, you will receive two deposits within three (3) days of adding the external account. Complete the verification process by validating the deposit amounts.

Once the verification process is completed your external account status will display as "Active" and will be available for loan payments.

Manage external accounts

[+ Add an account](#)

External Account	Status	Date Added	
NAVIGANT CREDIT UNION	Active	09/28/2020	<a href="#">Delete Account</a>
<a href="#">Click here to pay from this account</a>			



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

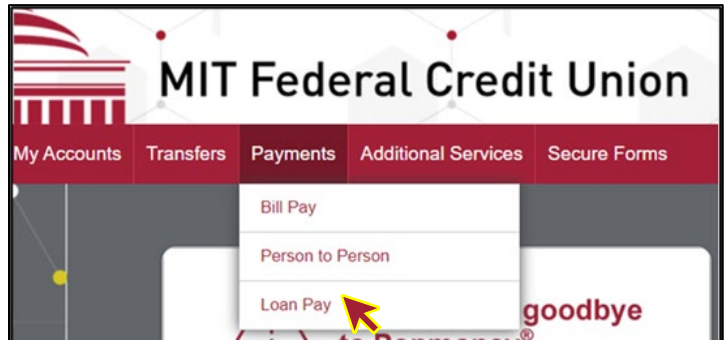
### ONLINE LOAN PAYMENTS FROM AN EXTERNAL ACCOUNT

Funds may be transferred to your MIT FCU accounts from external banking institutions as desired or for the purposes of paying loans. Please see the steps below for instructions on making loan payments from an external transfer account.

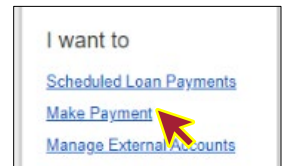
**NOTE:** External bank routing and account numbers are required for this process. First-time users will be prompted to complete the External Funds Transfer verification process.

**Step 1.** Navigate to the [mitfcu.org](https://mitfcu.org) website and log in to your e-Branch Online Banking account.

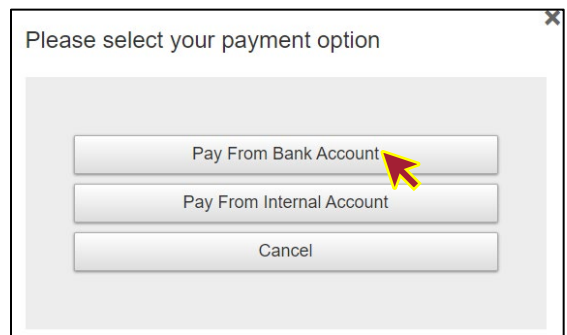
**Step 2.** Hover over the “Payments” tab, then click “Loan Pay.”



**Step 3.** From the “I want to” menu, select “Make Payment.”



**Step 4.** Click “Pay From Bank Account.”





70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

**Step 5.** On the “Loan Payment” screen, select the external bank account from which you want loan payment funds to be drawn, then select your desired payment date and amount.

**Setting up recurring payments is easy!** Simply check the “Repeat” box and select your desired payment frequency preferences. Click “Save” to save recurring transfer settings.

Check the box to agree to the loan payment Terms and Conditions, then click “Continue.”

Loan Payment [+ Add an account](#)

Pay From:   
--Select--

Pay Loan:   
--Select--

Amount   
\$0.00

Initiate Payment On:   
Allow 3 business days for payment to post

☐ Repeat

☐ I agree to the [Terms & Conditions](#)

**Continue** Cancel

**Step 6.** Review the loan payment information for accuracy.

Check the box to receive an email reminder when the payment is sent.

Click “Make Payment” to submit the payment.

Loan Payment--Review

Pay to:   
Pay from:   
Payment amount:   
Payment initiation date:   
☐ Remind me when the payment is sent. My email is

**Make Payment** Edit Payment Cancel

**NOTE:** Principal-only payments can be made on **first mortgages only** and must be submitted in writing to Loan Administration at [loanadmin@mitfcu.mit.edu](mailto:loanadmin@mitfcu.mit.edu). **Principal first mortgage payments cannot be processed online.** In your email request, please indicate from which MIT FCU account to draw funds, the borrower's name(s), and the property address. **For security purposes, please DO NOT include your loan and/or member number.**



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

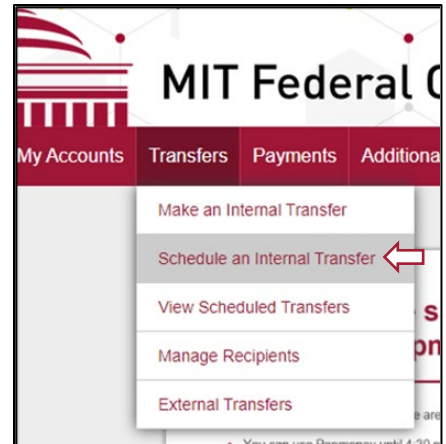
## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

### SCHEDULING ONLINE LOAN PAYMENTS VIA AUTOMATIC TRANSFER

Please see the steps below for instructions on scheduling one-time or recurring loan payments via automatic account transfer from an internal MIT FCU account.

**Step 1.** Navigate to the [mitfcu.org](https://mitfcu.org) website and log in to your e-Branch Online Banking account.

**Step 2.** Hover over the “Transfers” tab, then click “Schedule an Internal Transfer.”



**Step 3.** On the “Move Money” screen, select the account from which you want loan payment funds to be transferred, and the loan account you wish to pay.

Select the date you want the transfer to occur and enter the loan payment amount.

Click “Make transfer” to process a one-time account transfer loan payment.

***Please proceed to step 4 for instructions on setting up recurring payments via automatic transfer.***

Move Money + Add a recipient

From  
[Dropdown menu]

To  
[Dropdown menu]

Date  
09/12/2022 ☐ Repeat transfer

Amount  
\$ [Text input]

Make transfer Go to My Accounts



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

**Step 4.** To schedule recurring loan payments via automatic transfer, check the “Repeat” box.

The screenshot shows the 'Move Money' form with the following fields and options:

- From:** A dropdown menu with a downward arrow.
- Available:** A text box showing the available balance.
- To:** A dropdown menu with a downward arrow.
- Available:** A text box showing the available balance.
- Date:** A date picker showing '10/01/2022'.
- Repeat:** A checkbox that is checked, with a red arrow pointing to it.
- Amount:** A text box with a dollar sign.
- Buttons:** 'Schedule transfer' and 'Go to My Accounts'.

**Step 5.** Select your desired transfer frequency, transfer date, and length of recurrence, then click “Save.”

The screenshot shows the 'How would you like to repeat this transfer?' form with the following fields and options:

- Frequency:** A dropdown menu with 'Every month' selected.
- On:** A dropdown menu with '1st' selected.
- Until:** A dropdown menu with 'I cancel' selected.
- Message:** A red icon followed by the text 'Transfers scheduled starting today will begin on the next scheduled date.'
- Buttons:** 'Save' and 'Cancel'.



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

**Step 6.** Once complete, your transfer recurrence preferences will display next to the “Repeat” box. Click “Schedule Transfer to complete your request.

### Move Money + Add a recipient

From

Available

To

Available

Date

10/01/2022

☒ Repeat Every month on the 1st until I cancel

Amount

\$

Schedule transfer

to My Accounts





70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

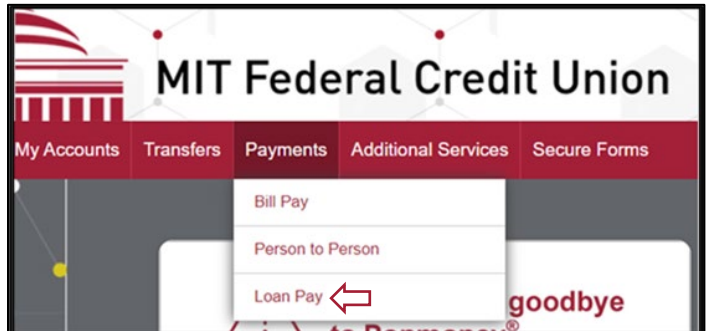
## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

### CANCELLING RECURRING ONLINE LOAN PAYMENTS OR AUTOMATIC TRANSFERS



Please see the steps below for instructions on canceling pending one-time or recurring loan payments via automatic account transfer.

**Step 1.** Navigate to the [mitfcu.org](https://mitfcu.org) website and log in to your e-Branch Online Banking account.


**Step 2.** Hover over the “Payments” tab, then click “Loan Pay.”



**Step 3.** Under “Scheduled Loan Payments,” locate the desired recurring loan payment and click “Cancel.”

Scheduled Loan Payments					
From	To	Amount	Pay on	Repeat	Actions
		\$1,300.00	08/07/2020	Once a month on 7th until I cancel	

**Step 4.** For recurring payments, you may cancel the next payment by selecting “Cancel Next Payment,” or cancel the entire payment series by selecting “Cancel Series,” and then click “Yes.”

 Are you sure you want to cancel this payment?


Pay to

Payment amount \$1,300.00

Payment initiation 08/07/2020

Repeats: Once a month on 7th until I cancel

☐ Cancel Next Payment ☒ **Cancel Series**


**Yes**  No



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

For automatic transfers, click “Yes” to cancel future loan payments via automatic transfer. You will receive confirmation that the scheduled transfer has been successfully canceled.

 Are you sure?

Cancel transfer


From Basic Checking 5


To Savings 1

Amount

Frequency Every month on the 1st until I cancel

---

 Transfers already confirmed will not be cancelled.

Yes  No



70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

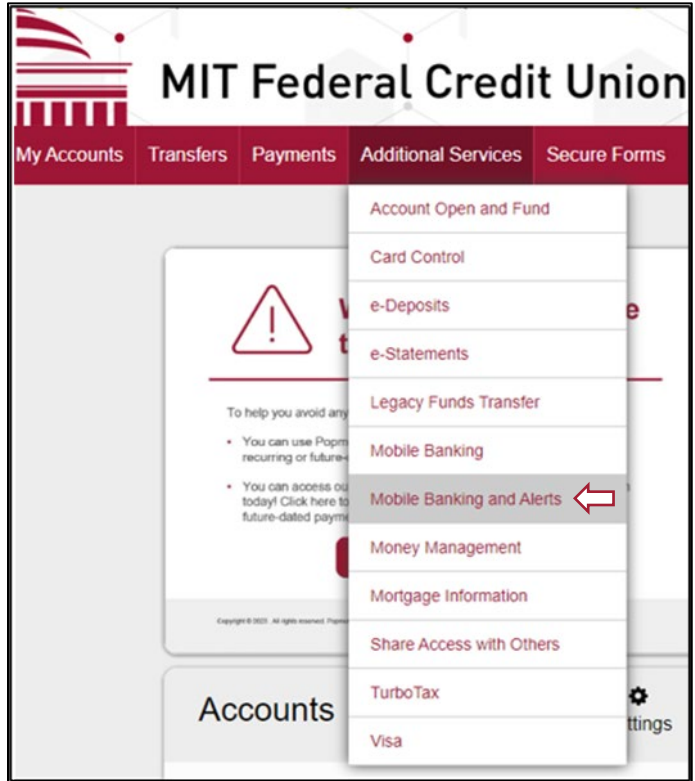
## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

### ADDING LOAN PAYMENT REMINDERS

Please see the steps below for instructions on setting up via email or text message loan payment reminder alerts.

**Step 1.** Navigate to the [mitfcu.org](https://mitfcu.org) website and log in to your e-Branch Online Banking account.

**Step 2.** Hover over the “Additional Services” tab, then click “Mobile Banking and Alerts.”





70 Westview Street  
Lexington, MA 02421  
T 781-423-2022 | F 617-258-5709  
loanadmin@mitfcu.mit.edu  
www.mitfcu.org

## LOAN ADMINISTRATION ONLINE LOAN PAYMENTS GUIDE

**Step 3.** Click “Add an alert,” then under “Reminders,” select “Loan payment due,” or “Loan payment overdue” to set up email or text message loan payment reminders.

Add an alert +

Which alert would you like to add?

**Accounts**

Balance update

**Activity**

Low balance

High balance

Large withdrawal

Large deposit

Check cleared

**Reminders**

Loan payment due

Loan payment overdue

Maturity date

Personal message

**Step 4.** To edit or delete alerts or reminders, hover over the alert or reminder then click “More Options” to edit, or “Remove” to delete.

Alert Type

Add an alert +

\$ 1

More Options Remove