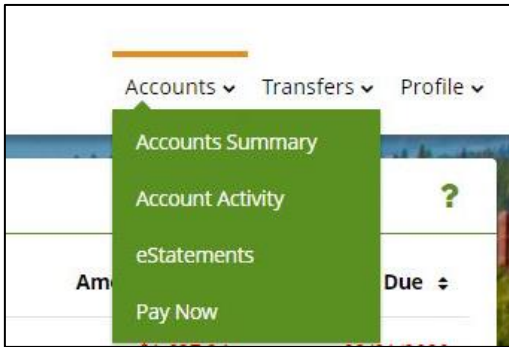
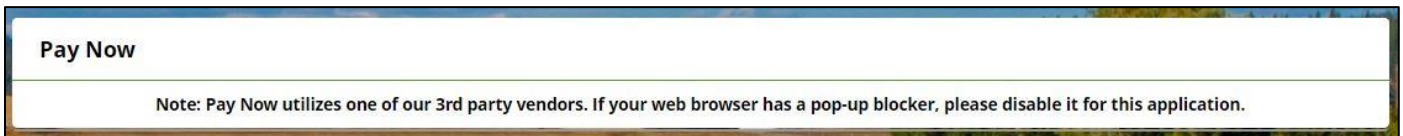
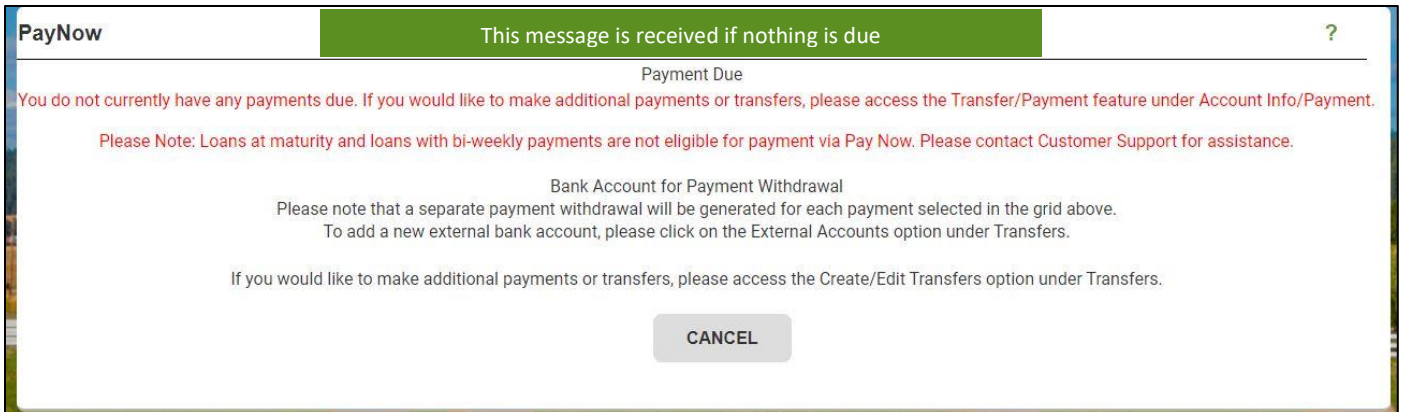


# How to Make a Payment Pay Now

1. Click **Accounts** and then **Pay Now**.



2. Pay Now pops up as a new window or tab depending on browser settings, so the user is taken to a new page. If nothing is due when the user selects Pay Now, he/she will receive an error message.



3. In the pop up, the user sees all eligible loans. It allows the user to select which loans to pay. It defaults to them all being checked. It displays their Account, Customer, Description, Due Date, and Amount Due.
4. The user inputs any amount they want to apply directly to the principal or the funds held, as well as the dates the user wants to make these payments.

