

Achieva Credit Union

Guide to make loan payments using QuickPay

Logging into QuickPay

The Primary member on the loan may enter their member number or their social security number to login.

Joint member on the loan please use Social Security Number **only** to login.

Quick Pay

Make a fast and easy loan payment!

For additional payment options and to avoid identifying yourself every time, login to online banking or create an account today.
Notice Joint owners please use your personal Social Security Number to locate your account.

Identify Your Account

Member Number

Social Security Number

Quick Pay

Make a fast and easy loan payment!

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Notice Joint owners please use your personal Social Security Number to locate your account.

Identify Your Account

Member Number

Social Security Number

Please complete the following to confirm your identity:

Member Name **1**
As it appears on your statements

Date of Birth **2**
Optional for Business members

Last 4 digits of SSN **3**

Security Check **4**

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1. Your name as it appears on the statement
2. Your date of birth
3. The last 4 digits of your Social Security Number (SSN)
[not required if used in place of member number]
4. Enter the Security Check details
5. Click Continue

Please check the box next to “ I agree to the QuickPay terms and conditions” and select continue

13. Amendments. We may make changes to these Terms from time to time. Continued use of the Quick Pay loan payment service will serve as your acknowledgement and acceptance of these Terms. Notification of changes will be given as required by law. You agree to receive electronic communications and disclosures regarding this service. Our current Terms will be posted on our website at <https://www.achievacu.com>.

14. Questions. If you have any questions when using our Quick Pay service for your loan payments, you may contact us by call us at **727-431-7680** or mailing us at the following:

Achieva Credit Union
P.O. Box 1500
Dunedin, FL 34697

I agree to the Quick Pay [terms and conditions](#)

[Continue](#)

In the history tab, you will see the history of payments made using QuickPay. Underneath, you will see various loans. Please select the one you wish to pay.

Quick Pay

My Loans **History** [Terms](#)

Next, select which loan to pay

CONSUMER CREDIT

Amount Due	\$25.00
Min Amount Due	\$25.00
Due Date	Feb. 12 2018
Balance	(\$8,024.56)
Payoff Amount	\$8,024.56

HELOC CAPS

Amount Due	
Min Amount Due	
Due Date	
Balance	
Payoff Amount	

Once the loan is selected, the **Make a Payment** screen will be loaded.

Making a Loan Payment

Quick Pay

Make a payment

← BACK

CONSUMER CREDIT

Amount Due	\$25.00
Min Amount Due	\$25.00
Due Date	Mar. 06, 2018
Balance	(\$1,073.68)
Payoff Amount	\$1,073.68

Payment Amount **1**

Payment Method **2**

Credit Union Account

External Account

Card

Payment Date

Frequency Recur monthly until loan is paid off or recurring payment is cancelled.

Email Address

Confirmation receipt will be sent here

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

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1. Adjust the payment amount if desired

2. Select the payment method

3. Click Pay Now

If you have the funds available, you may use your credit union account.

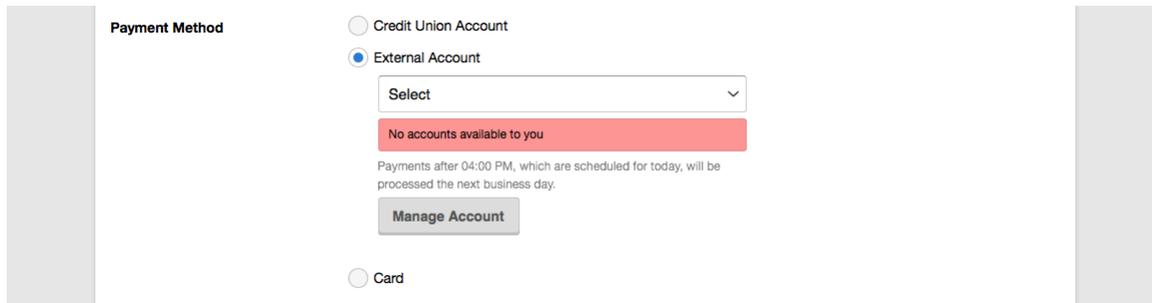
Payment Method Credit Union Account

▼

Please note that you may also use the Transfer widget in Online Banking to transfer payment from your Achieva Credit Union account to your loan to make a payment.

Making a Loan Payment with an External Account

If you used an external account and saved the information, it will appear in the drop down. Note payment processing timeframe below drop down.



The screenshot shows a 'Payment Method' section with three radio button options: 'Credit Union Account', 'External Account', and 'Card'. The 'External Account' option is selected. Below it is a dropdown menu with 'Select' and a downward arrow. A red error message reads 'No accounts available to you'. Below the error message is a note: 'Payments after 04:00 PM, which are scheduled for today, will be processed the next business day.' At the bottom of the section is a 'Manage Account' button.

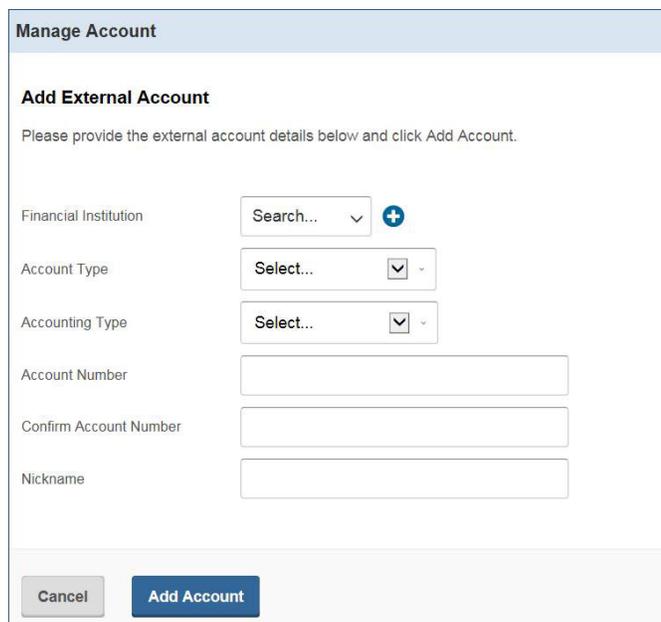
The Manage Account button allows you to add or update existing external accounts.

Select Add an account to add a new external account.



The screenshot shows the 'Manage Account' screen. At the top is a blue header with the text 'Manage Account'. Below the header is a white area with a blue header 'External Accounts' and a blue link 'Add an account →'. There is also a blue link '← BACK' at the top left of the white area.

Click the + to add your Financial Institution's name. Then fill the remaining required information and click done.



The screenshot shows the 'Add External Account' form. The title is 'Add External Account'. Below the title is a note: 'Please provide the external account details below and click Add Account.' The form has the following fields: 'Financial Institution' with a search dropdown and a plus icon; 'Account Type' with a dropdown menu; 'Accounting Type' with a dropdown menu; 'Account Number' with a text input field; 'Confirm Account Number' with a text input field; and 'Nickname' with a text input field. At the bottom are two buttons: 'Cancel' and 'Add Account'.

Making a Loan Payment using a Credit Card

Select card, edit payment date then choose “Pay now”

Please note that a processing fee will apply for using a credit card to make a loan payment.

The screenshot shows a payment form with the following fields and callouts:

- 1** Payment Method: Radio buttons for Credit Union Account, External Account, and Card (selected).
- 2** Payment Date: A date picker showing Feb. 01, 2018.
- 3** Frequency: A checkbox for "Recur monthly until loan is paid off or recurring payment is cancelled."
- 3** Email Address: An empty text input field.
- 4** Terms: A checkbox for "I agree to the Loan payment Terms & Conditions".

At the bottom of the form are "Cancel" and "Pay Now" buttons. A dark red callout box on the right contains the following instructions:

1. Select Card as the payment method
2. Edit payment date if desired
3. Verify e-mail address
4. Read and agree to the loan payment terms and conditions.

The Card payment options screen will load.

Please note that if no saved card is available, select new card and fill in all required fields.

The screenshot shows the "Payment Method" section with the following options and callouts:

- 5** Saved Cards: A radio button is selected. Below it is a dropdown menu showing "--Select--" and a red error message: "Please select a saved profile".
- 6** New Card: A radio button is unselected.

A dark red callout box on the right contains the following instructions:

5. Saved card will appear in the drop down to select
6. Select New Card to add a new credit card for payment

How to add a new credit card

Complete all the fields shown where applicable. If you wish to store the card information for future payments check the box Save Later.

The screenshot shows the 'Payment Options' form. At the top, there is a 'Quick Pay' header and a 'Payment Options' title bar. Below the title bar is a 'BACK' button. The form is divided into several sections: 'Summary', 'Payment Method', 'Card Details', and 'Billing Address'. The 'Summary' section includes fields for 'Payment to Loan' (CONSUMER CREDIT), 'Payment Date' (Feb. 01, 2018), 'Frequency' (One-time), 'From Account' (Card), and 'Transaction Amount' (\$0.01). The 'Payment Method' section has two radio buttons: 'Saved Cards' and 'New Card' (which is selected). The 'Card Details' section includes fields for 'First Name', 'Last Name', 'Card Number', 'Expires On' (Month and Year dropdowns), 'CVV' (text input), and a 'Show CVV' checkbox. The 'Billing Address' section includes fields for 'Street', 'Suite, Floor, #', 'City', 'State', and 'Zip Code'. At the bottom, there is a 'Save Later' checkbox with the text 'Your card information will be stored and will be accessed each time a payment is processed.'

When all fields are complete, select Continue.

The screenshot shows the 'Payment Confirmation' screen. At the top, there is a 'Payment Confirmation' title bar and a 'BACK' button. The screen is divided into two main sections. The left section displays the 'Total Amount' as '\$30.00'. The right section displays a summary of the payment details: 'Payment to Loan' (CONSUMER CREDIT (*****)), 'Payment Date' (Feb. 09, 2018), 'Frequency' (One-time), 'From Account' (External Account (*****)), 'Payment Amount' (\$30.00), 'Transfer Start Date' (Feb. 09, 2018), and 'Transfer Completion Date' (Feb. 12, 2018). Below the summary, there is a paragraph of text: 'I (we) hereby authorize Achieva Credit Union to initiate this entry with the other financial institution named above, and authorize this financial institution to accept such entry for my (our) account. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. law and the Quick Pay Agreement. To revoke this authorization please contact (800) 593-2274.' At the bottom, there are three buttons: 'Cancel', 'Confirm Payment', and 'Print'.

All payment types will get the Payment Confirmation screen before payment is submitted. If any information is incorrect they can click on the Back button at top and correct. If everything is correct, click on Confirm Payment to submit.

Please note that processing fees show below the transaction amount.

How to create reoccurring payments

For all payment types, you can set-up automatic future payments.

Frequency

Recur monthly until loan is paid off or recurring payment is cancelled.

If you are only making a one time payment, be sure the box next to frequency is not checked. Otherwise, please check the box next to Frequency and select one of the options from the pull down menu.

Payment Date

Frequency

Monthly
 Bi-Monthly
 Quarterly
 Every 6 months
 Yearly
 Semi-Monthly
 End of month
 Weekly
 Bi-Weekly

Once a payment has been submitted you will receive the Payment confirmation screen. Confirmation screen will recap the payment amount, any processing fees (card payments only), confirmation number and provide option to print.

Quick Pay



Thank you for your payment!

Your payment in the amount of **\$1,035.00** for **MORTGAGE LOAN - QQQ (memberlastname)** has been scheduled for Jan. 10, 2018. A processing fee of **\$15.00** was also included for a total amount of **\$1,050.00**.

In addition, a one-time convenience fee of **\$5.00** was processed for setting up this payment.

Your confirmation number is **444422**

An email confirmation will be sent to **youremail@website.com** when the payment has been processed.

[Go to My Loans](#)

[Print](#)

