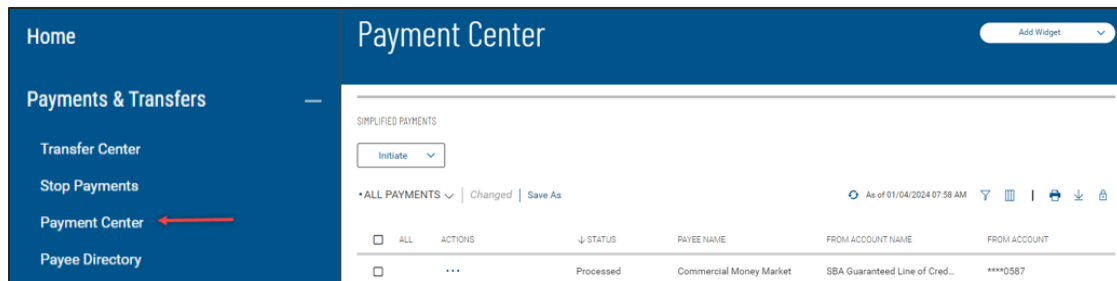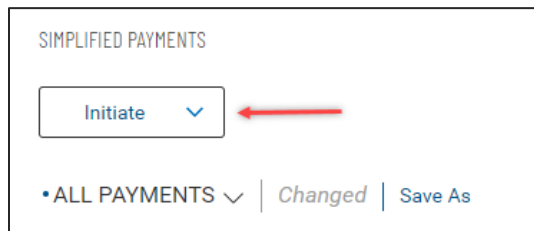**Quick Reference Guide – Loan Draw via Simplified Payments**

Initiating a Loan Draw through Simplified Payments
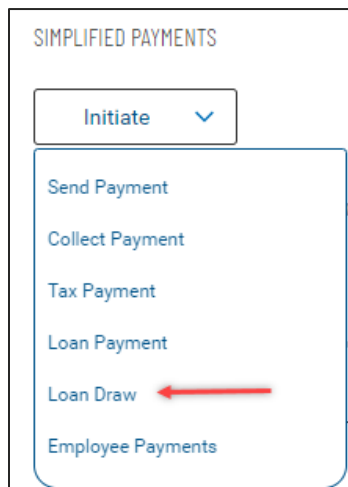
1. Open the left naviagtion menu
2. Click to expand the "Payments & Transfers" menu.
3. Select the "Payment Center" link.

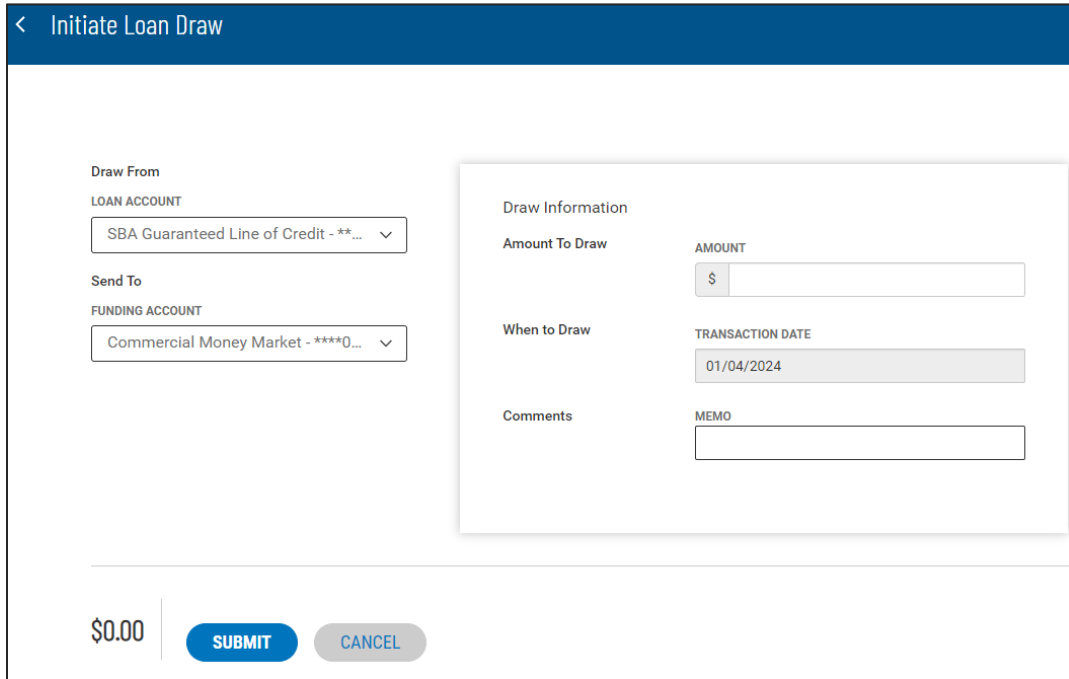4. Click the "Initiate" dropdown at the top of the list view.

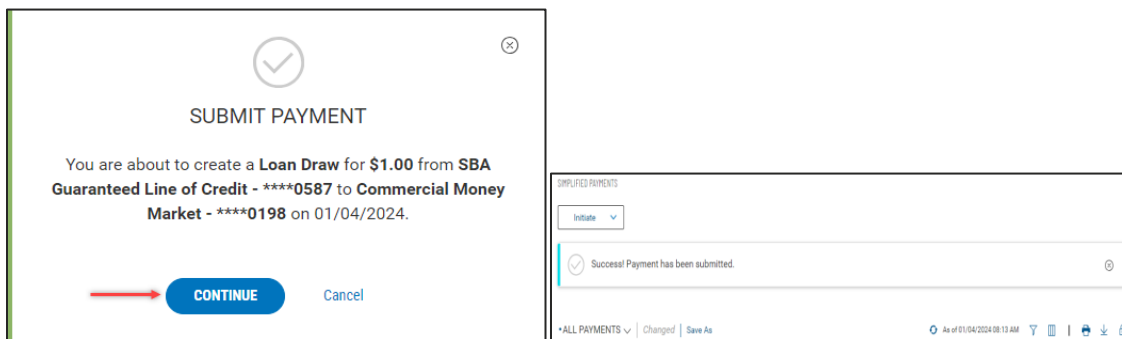5. Select "Loan Draw" from the list of available payment types

6. Select your loan account

Important! Please note that some loan types may not be eligible for this service. Please contact your bank representative for additional information.

7. Complete payment details and then select "Submit" at the bottom of the screen

8. A popup window will appear with the details of the Loan Draw click "Continue" to process payment

Once processed the message "Success! Payment has been submitted." will display at the top of the payment list view