HOW TO CREATE A RECURRING PAYMENT THROUGH EBILL EXPRESS

1. LOG INTO THE SYSTEM WITH YOUR SECURE LOG IN AND PASSWORD. CLICK THE ADD BUTTON LOCATED NEXT TO RECURRING PAYMENTS.
2. READ THE RECURRING PAYMENT MESSAGE. CLICK CREATE NEW RECURRING PAYMENT.
3. SETUP YOUR RECURRING PAYMENT
   a. CREATE PAYMENT NAME
   b. CHOOSE AN OPTION UNDER WHEN YOU WOULD LIKE TO MAKE YOUR PAYMENT
   c. CHOOSE PAYMENT AMOUNT
   d. CHOOSE WHEN THE RECURRING PAYMENT WILL END
   e. CHOOSE HOW FAR IN ADVANCE YOU WOULD LIKE TO RECEIVE A REMINDER EMAIL
   f. AGREE TO THE TERMS OF SERVICE

AFTER SELECTING ALL OF YOUR OPTIONS, CLICK AGREE AND SUBMIT
Set Up Recurring Payment

Select Loan Number
TEST00280

Recurring Payment for Loan Number TEST00280
Recurring Payments will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 50 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

Payment Name
MYTESTRECURRINGPAYMENT

When would you like to make your payment?

<table>
<thead>
<tr>
<th>On Due Date</th>
<th>Upon Bill Receipt</th>
<th>Day of the Month</th>
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a - create payment name
b. choose an option under when you would like to make your payment. Select a day between the 2nd and the 28th as this will give us time to load the bill early if the first of the month falls on a weekend or holiday.

c. choose payment amount

d. choose when the recurring payment will end
e. choose how far in advance you would like to see a reminder email

f. agree to the terms of service

When set up is complete, click Agree and Submit.
4. CLICK ADD TO CONFIRM YOUR RECURRING PAYMENT SET UP
5. AFTER CONFIRMING YOUR RECURRING PAYMENT, YOU SHOULD RECEIVE AN EMAIL NOTIFICATION. YOU WILL ALSO SEE A BUTTON WHERE YOU CAN REVIEW OR DELETE YOUR RECURRING PAYMENT
6. YOUR RECURRING PAYMENT SET UP SHOULD BE VISIBLE AT THE LOG IN SCREEN
IF YOU HAVE ANY ISSUES, PLEASE CALL IVY JOHNSON MONDAY, WEDNESDAY AND FRIDAY BETWEEN 8:00AM AND 1:00PM AT 704-716-5628.

YOU CAN ALSO COME INTO THE OFFICE DURING THIS TIME FOR HELP TO SET UP YOUR RECURRING PAYMENT.