

## ONLINE PAYMENT PORTAL SETUP AND USE

The Online Payment Portal is a tool for you to use if you are going to be paying your loan payment with a credit or debit card, or a bank account that is not associated with First State Bank. Full registration is NOT required for a one-time payment. Please keep in mind that a single payment made by debit/credit card may not exceed \$3,000.

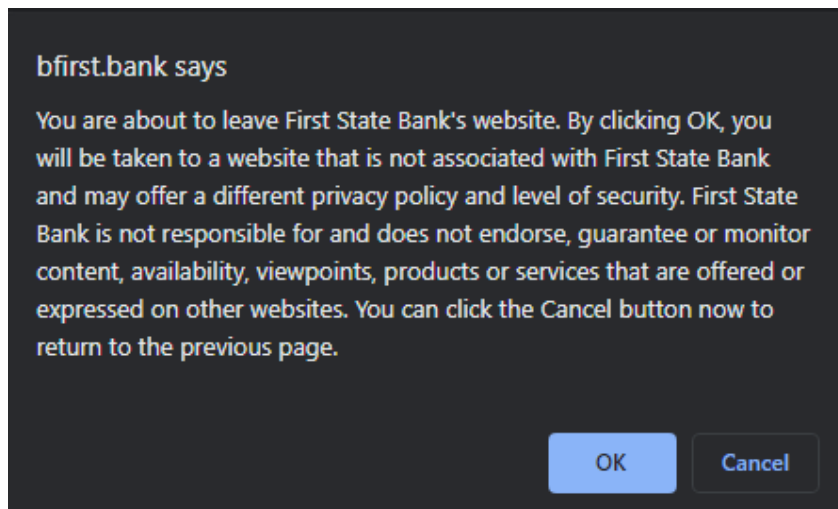
### Setting up your profile for the first time

Navigate to [www.bfirst.bank](http://www.bfirst.bank)

Scroll to the very bottom of this screen, where you should see this:



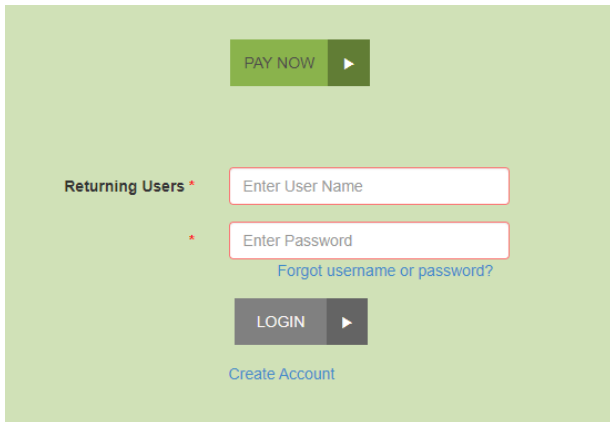
Under "Resources", select the first link, "Online Payment Portal"  
This popup will appear:



Click "OK" to continue to the new webpage.

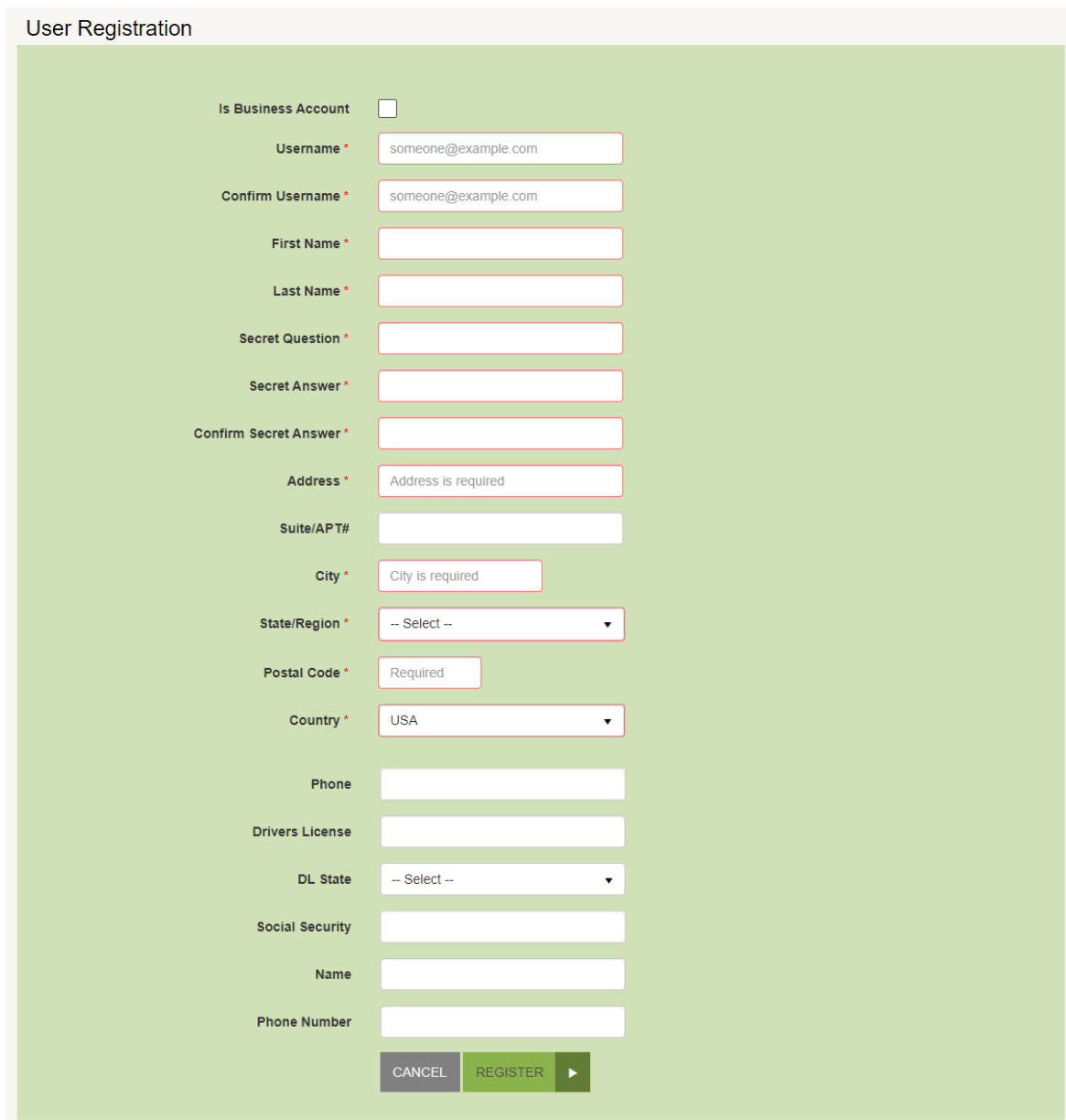
# ONLINE PAYMENT PORTAL SETUP AND USE

From this page, there are multiple options. For a single one-time payment, click "Pay Now" and fill in the form. To register for future payments, select "Create Account" under the gray "LOGIN" button. The main options on the page will look like this:



The screenshot shows a login section on a light green background. At the top is a green button labeled "PAY NOW" with a right-pointing arrow. Below it, the text "Returning Users \*" is followed by two input fields: "Enter User Name" and "Enter Password". A blue link "Forgot username or password?" is positioned below the password field. At the bottom of the login section is a gray button labeled "LOGIN" with a right-pointing arrow, and a blue link "Create Account" is located directly beneath it.

Fill in the required fields on the User Registration form



The screenshot displays a "User Registration" form on a light green background. The form includes the following fields and options:

- Is Business Account**: A checkbox.
- Username \***: Input field containing "someone@example.com".
- Confirm Username \***: Input field containing "someone@example.com".
- First Name \***: Empty input field.
- Last Name \***: Empty input field.
- Secret Question \***: Empty input field.
- Secret Answer \***: Empty input field.
- Confirm Secret Answer \***: Empty input field.
- Address \***: Input field with the text "Address is required".
- Suite/APT#**: Empty input field.
- City \***: Input field with the text "City is required".
- State/Region \***: Dropdown menu showing "-- Select --".
- Postal Code \***: Input field with the text "Required".
- Country \***: Dropdown menu showing "USA".
- Phone**: Empty input field.
- Drivers License**: Empty input field.
- DL State**: Dropdown menu showing "-- Select --".
- Social Security**: Empty input field.
- Name**: Empty input field.
- Phone Number**: Empty input field.

At the bottom of the form are two buttons: a gray "CANCEL" button and a green "REGISTER" button with a right-pointing arrow.

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Only fields highlighted in red with the red asterisk are required to be filled in. Once complete, click "Register"  
Once registered, you will receive a confirmation message:

## User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

GO TO LOGIN PAGE

You should receive an email from [bank@bfirst.bank](mailto:bank@bfirst.bank) with a subject of "First State Bank CPP Account Registration"  
This email will include a link for you to click to create your password. The link expires after 24 hours so be sure to do this right away.

You will be asked to answer the security question you created. Click "Submit Answer" after you've filled in the answer.

You will now be asked to create your password. You will need to enter it twice, once for "Enter New Password" and then again for "Enter Confirm Password". Once you have done this, click "Update Password."

If your password update is successful, you will get a confirmation saying "Password Update Complete."

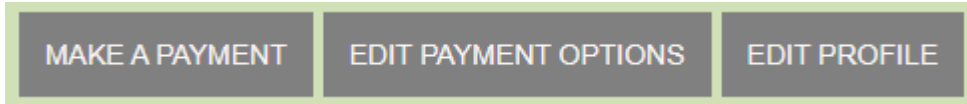
Click the gray "Go to Login Page" on your User Registration Confirmation page.

You may now login. Your set up is complete.

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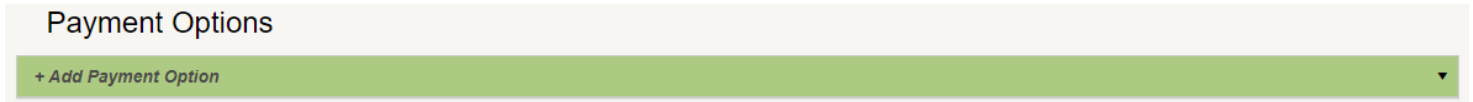
## Adding a new payment option

From the main dashboard, select "Edit Payment Options"



MAKE A PAYMENT   EDIT PAYMENT OPTIONS   EDIT PROFILE

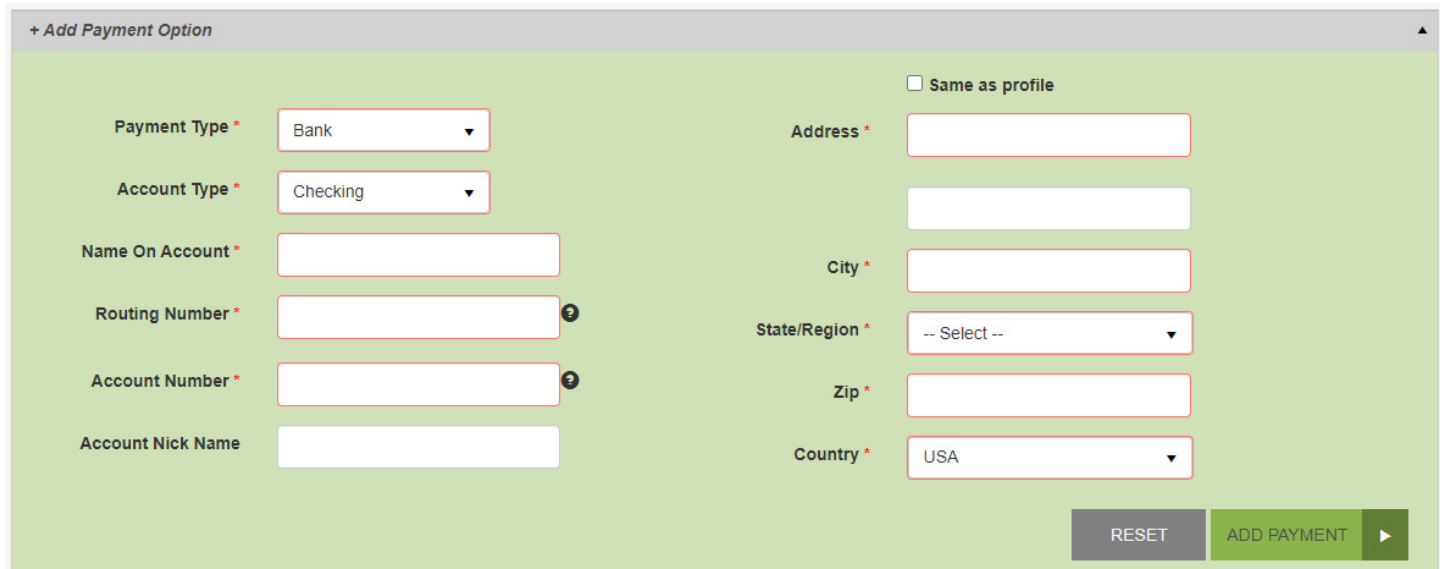
Add the bottom of this page you will find "Payment Options". Click "+ Add Payment Option"



Payment Options

+ Add Payment Option ▼

This will expand the field. Fill in all required fields that are highlighted in red with the red asterisk



+ Add Payment Option ▲

☐ Same as profile

Payment Type \* Bank ▼

Account Type \* Checking ▼

Name On Account \*

Routing Number \*  ?

Account Number \*  ?

Account Nick Name

Address \*

City \*

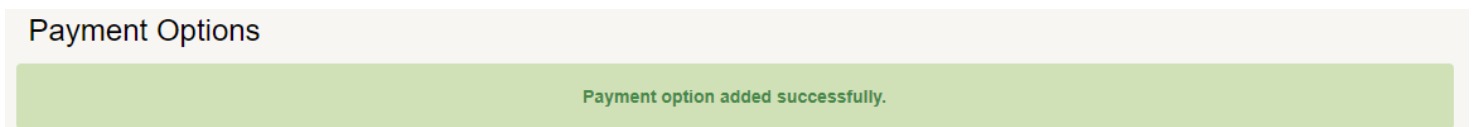
State/Region \* -- Select -- ▼

Zip \*

Country \* USA ▼

RESET   ADD PAYMENT ►

Once added, you will receive a confirmation message



Payment Options

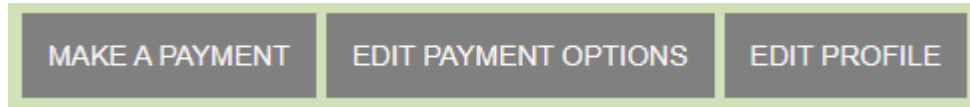
Payment option added successfully.

Scroll back to the top of the page and click the gray "Back" button. This will take you back to your main dashboard

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## Making a payment

From the main dashboard, select “Make a Payment”



Fill in the required fields highlighted in red with the red asterisk

### Make Payment

Pay This Amount \*

To Account \*  ☐ Remember this selection

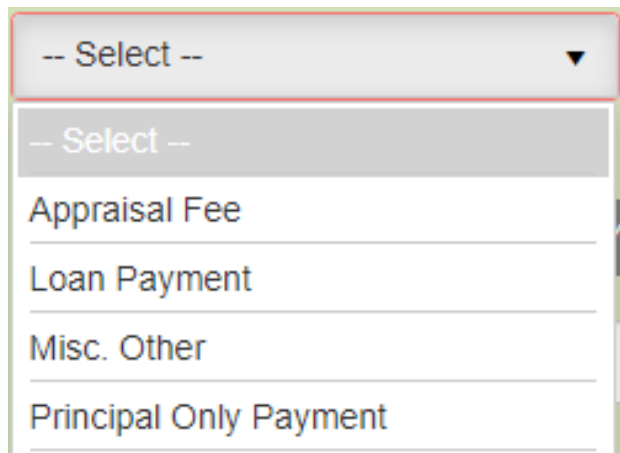
Pay From Account \*

Description

Payment Date

Payments submitted after 4 pm will be processed the next business day. All loan payments completed through the Payment Portal prior to 4:00 pm EST on a normal business day will be posted and credited to the customer effective for that day. A normal business day is defined as Monday-Friday (excluding holidays). Saturday and Sunday are considered a non-business day. Transactions transmitted on Saturday and Sunday will be posted and credited to the customer's account effective the next official business day.

For the “To Account” field, you must choose an option from the drop down. Most of your payments will fall under “Loan Payment”, but other options are available depending on your need

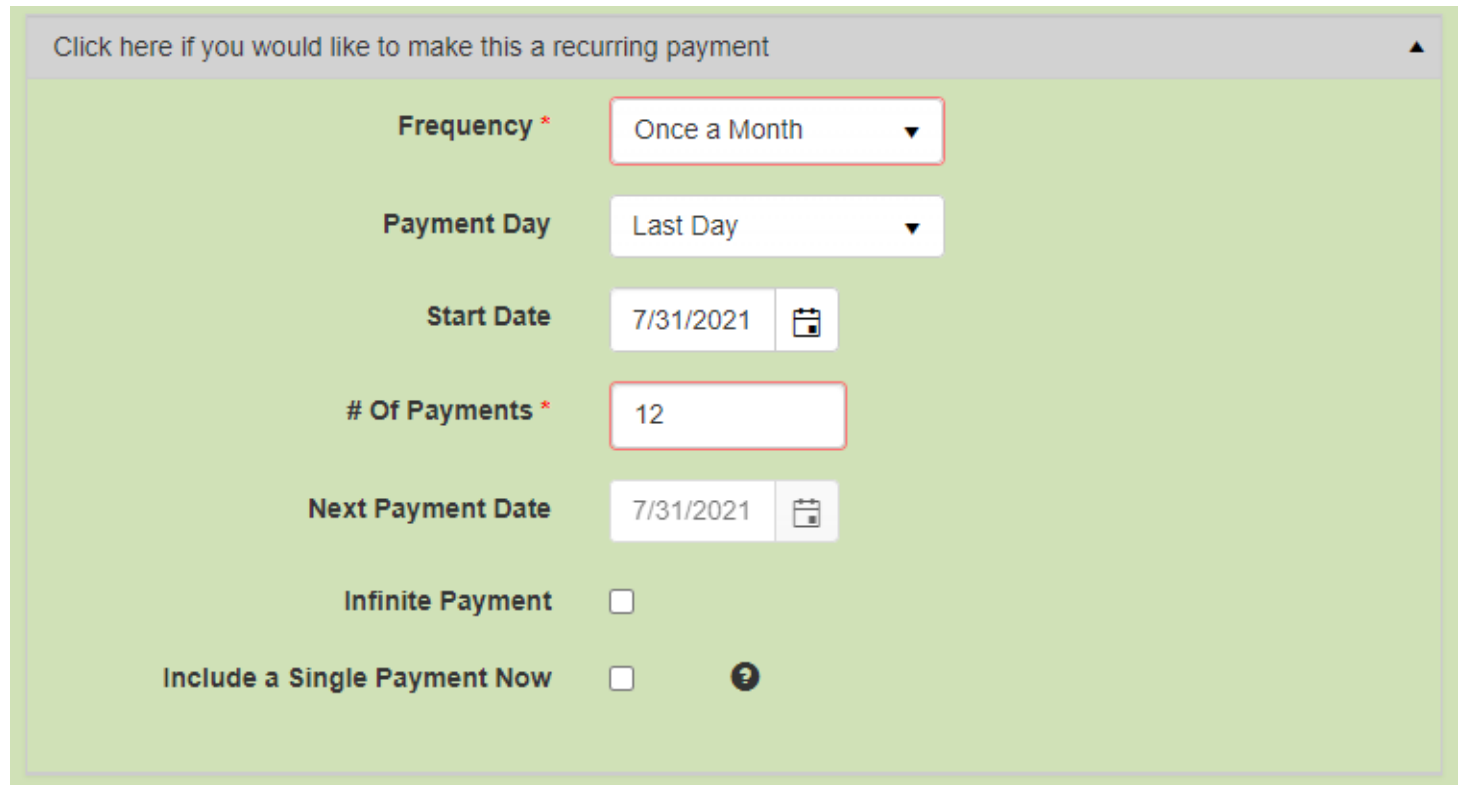


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If you are scheduling a one-time payment, click "Continue" after you've filled out the form. If you are wanting to set up a recurring payment, click "Click here if you would like to make this a recurring payment"

If you clicked continue, you will now see an Authorization Agreement. If you agree, click "Agree and Submit". After you have done that, your payment is scheduled, and you are done

If you selected to make this a recurring payment, you will now see additional fields to fill in



The screenshot shows a web form for setting up a recurring payment. At the top, there is a grey header bar with the text "Click here if you would like to make this a recurring payment" and a small upward-pointing triangle icon on the right. Below this, the form has a light green background. It contains several fields: "Frequency \*" with a dropdown menu showing "Once a Month"; "Payment Day" with a dropdown menu showing "Last Day"; "Start Date" with a text box showing "7/31/2021" and a calendar icon; "# Of Payments \*" with a text box showing "12"; "Next Payment Date" with a text box showing "7/31/2021" and a calendar icon; "Infinite Payment" with an unchecked checkbox; and "Include a Single Payment Now" with an unchecked checkbox and a question mark icon to its right.

From here, you can set everything to your liking for the recurring payment. If you check "Infinite Payment", this recurring payment will not stop unless you stop it manually. "Include a Single Payment Now" will submit a payment right now as well as schedule your recurring payments

Once you've filled in these fields, click "Continue"

You will now be at the Authorization Agreement. Please review your payment and recurring schedule settings. If everything is correct, click "Agree and Submit" and you are done!

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## Dashboard View

On your dashboard, you will be able to view any scheduled transactions, and a transaction history. This will show everything that you’ve done thru the Online Payment Portal. If you have any questions, please contact the Electronic Banking Department at (574) 825-2166 ext. 1357

Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
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No records found

Transaction History

Transaction ...	Amount	Payment Type	Status	Location	Description
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No records found

FULL TRANSACTION HISTORY