

# Pantex FCU

## Online Banking New Feature Alert

# External Loan Payment

Further enhancing the flexibility of Pantex FCU's Online Banking system!



## External Loan Payment

External Loan Payment (ELP) is the latest online banking feature at Pantex Federal Credit Union. ELP provides a simple way to pay any Pantex FCU loan with an account at a banking institution other than Pantex FCU. Payments can be drawn from checking, savings, money market checking or money market savings accounts. ELP can be used to make a one-time loan payment or set up loan payments on a reoccurring basis.

### Account Set-up Instructions:

1. Sign into Pantex FCU online banking at [www.pantexfcu.com](http://www.pantexfcu.com).
2. Access the External Loan Payment set-up page found under the **MOVE MONEY** tab on the home page. Use the drop menu and select **LOAN PAYMENT**.
3. Add an external payment source, an account where payment will originate. New or additional source accounts may be added any time. Check account type, enter routing number from the external financial institution, and the account number, required in two spots to confirm the number. Click continue.

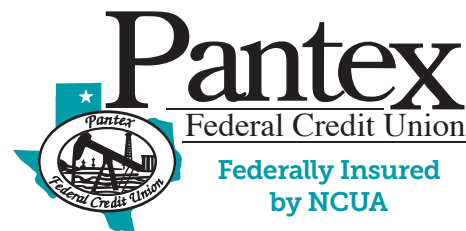
### Loan Payment Instructions:

1. Sign into Pantex FCU online banking at [www.pantexfcu.com](http://www.pantexfcu.com).
2. Access the External Loan Payment set-up page found under the **MOVE MONEY** tab on the home page. Use the drop menu and select **LOAN PAYMENT**.
3. Click **Make a Payment** on the far right side of the header bar. A window will pop up listing the payment options. Select either a stored external bank account, debit card, or internal account. Please note if you select debit card, your debit card information is not stored in the system. *Credit cards may not be used to make loan payments!*
4. Choosing to pay from a bank account prompts the Loan Payment window to open. Select where the payment is to originate, from the list of the external bank accounts you have entered. Next, select what Pantex FCU loan you wish to pay, this menu list is automatically populated with the active loans held at PFCU. Enter the amount and date you wish to initiate the payment using the appropriate boxes. The **I agree to the terms and conditions** box must be checked before the continue button is active. There is an **Add an account** link in the loan payment box for your convenience.
5. Click **Continue** to finish the payment process!

### Paying by Debit Card:

Making your Pantex Loan Payment by Debit Card is easy! Just select **Pay by Debit Card** on the Payment option window. The Loan Payment by Debit Card window will allow you to select the loan and the amount to pay.

Enter all the Card Holder information and the Debit Card Details where indicated. Press **Submit** to make the payment!



**PLEASE NOTE:** The External Loan Payment process can take up to 3 days, please allow for this processing time. Payments may be made from multiple accounts.

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[www.pantexfcu.com](http://www.pantexfcu.com)