

## **LenderPay User Guide**

### **GETTING STARTED** LOG IN ♥ Go to midnatbank.com and select **Pay Loan**. PAY LOAN V **Find Your Account** Account # If this is the first time you are accessing the Payer Portal, enter your Account Number and the Last 4 of SSN last 4 digits of your Social Security Number. Your Account Number is the number to the I'm not a robot left of the hyphen: XXXXXX-XX. If you have already registered in the payment portal, select **Login here**. Already registered? Login here Found 3 Search Again Not Registered Your name and account(s) should appear in the search results. Select **Register**. Not Registered Register To Access Your Portal Already Registered? Logis Here Enter your information. Your email address will function as your username. Set Up Your Notification Preferences: Language Preference English Email S Text Frequency First Name The Mobile Phone field is optional. However, if you Last Marke

Create a Simple 4 Digit Pin For Your Security

REGISTER

enter a phone number, it must be a mobile number or the system will not let you proceed to the next screen.

Choose a 4 digit PIN, which will function as a password.

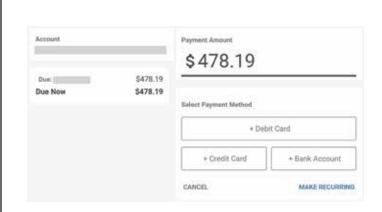
Set the Frequency and the Day in which you would like to receive your payment reminders.

The option to Text a Payment Link will be grayed out unless a valid mobile number is entered above.



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### **MAKING A PAYMENT**



Enter the amount of your payment and **Select Payment Method**: Debit Card, Credit Card, or Bank Account (ACH)

Method	Limit	Fee (paid by borrower)	
Credit Card (MasterCard & Discover only)	\$5,000	2.95% per payment	
Debit Card	\$1,500	\$4.95 per payment	
ACH	\$5,000	\$2.95 per payment	

Click **Cancel** to be redirected to the payer portal.

Click **Make Recurring** to set up scheduled payments.

Account		\$478.19	ř
Due	\$478.19	\$4/0.19	
Due Now	\$478.19	Add Payment Method  Cardholder Name	
		Card Number	
		Expiration Date	
		Zip Code	Save Metho
		OUDLUT D	NATURAL METHOD
		SUBMIT PA	AYMENT METHOD BACK
		CANCEL.	MAKE RECURRIN

Enter the required information on the payment screen. (This screenshot shows fields for the Debit Card payment method.)

If you check the Save Method box, your payment method will be available for you to select the next time you log in.

#### Select **Submit Payment Method**.

If you are paying by Credit Card or Debit Card, next you will enter the security code from the card on the Review Payment screen.

#### Click Review Payment.

Review the Confirm Payment screen.

Click Submit Payment.



After you click **Submit Payment**, a confirmation message will display and a receipt will be emailed to you.

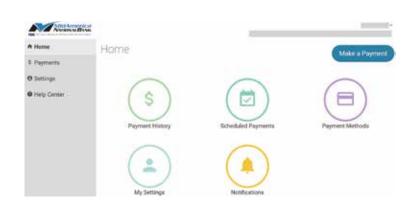
Your email receipt will contain a unique reference number to be used if you have any questions concerning that payment.

There are links provided at the bottom to access your Payer Portal and to see your Payment History.



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### **PAYER PORTAL**



You can access the Payer Portal by clicking the link at the bottom of the confirmation page or in the email receipt.

From the Payer Portal you can:

- Review your Payment History
- Edit your Settings
- Set up Scheduled Payments

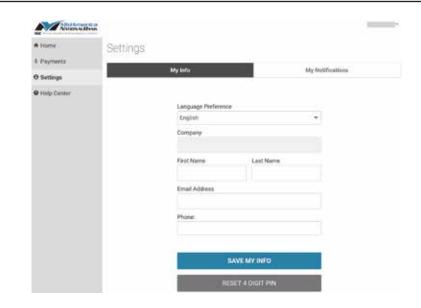
You can quickly make a payment by clicking the **Make a Payment** button at the top of the screen.



From the home page, click on **Payments**.

On the Payments page, you can:

- See your Payment History
- Create & manage your Scheduled Payments
- · Manage your Payment Methods



From the home page, click on **Settings**.

In the My Info section, you can:

- Update your name, email address, or phone number
- · Reset your 4 digit PIN

From the home page, click on the **Notifications** button.

On the Notification Preferences page, you can:

- Change your Payment Reminders
- · Change your Reminder Frequency
- Set your Reminder Day