

Online Payment Portal User Guide

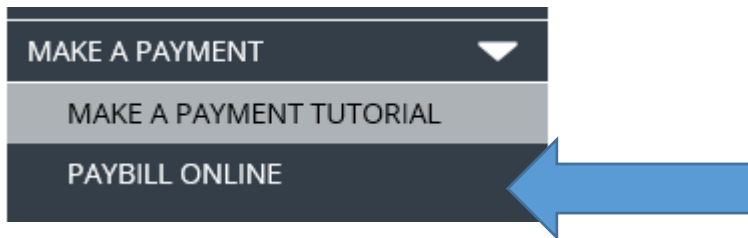
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How to Access the Online Payment Portal

1. Browse to: www.mfpdfund.org
2. Select *Make A Payment* and then select *Paybill Online*, as shown below.

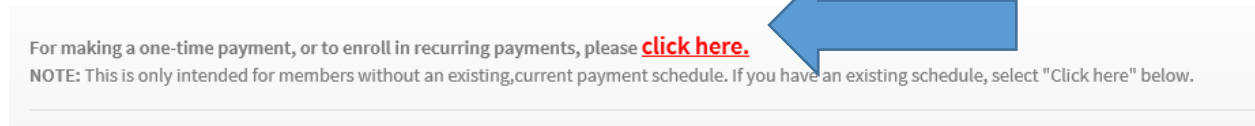


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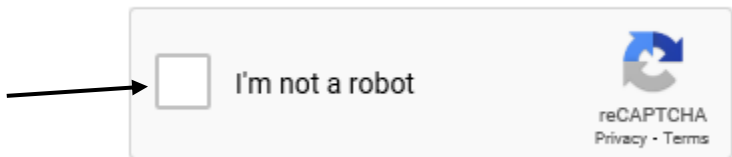
How to Make a One-Time Payment

1. On the payment website:

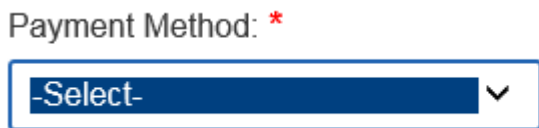
Select [click here](#), as indicated below.



- 2. Complete all requested information (fields indicated with an * are required to be completed before you can continue).
- 3. Check the reCAPTCHA box and select the requested images.



- 4. Select *Continue*.
- 5. Drop down the Payment Method box and select *New Bank Account*, as indicated below.



- 6. Complete all requested information (fields indicated with * are required to be completed before you can continue). Your bank account and routing number will not be stored once this transaction is completed.
- 7. Select *Save changes*.
- 8. Indicate the *Payment Date* (the default date will be set to today's date if it is not changed).

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9. Indicate the amount you wish to pay in *Payment Amount*, where shown below.

Payment Amount: *

10. Additionally, you can provide any notes or special instruction for the accounting staff in *Memo*:, as shown below. However, this is not required.

Memo:

11. If everything is correct, select *Confirm*.

12. Your information will be summarized for a final review. If anything is incorrect, please select *Edit*.

Or, to you confirm everything is correct one more time, please select *Confirm*.

13. That's it! You will receive a confirmation screen with a confirmation number that you can print for your records. Additionally, the e-mail address you provided will be sent a receipt of the payment.


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How to Add a Recurring Payment Schedule

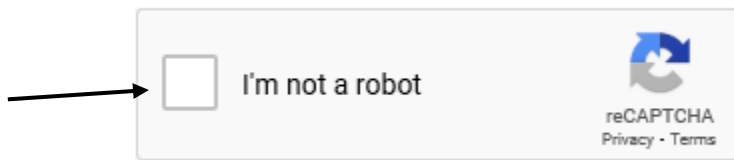
In order to avoid going to the website to make every payment, you can create an account and set-up payments to be made automatically every month. The process is very similar to making a one-time payment.

1. On the payment website:

Select [click here](#), as indicated below.

For making a one-time payment, or to enroll in recurring payments, please [click here](#). 
NOTE: This is only intended for members without an existing, current payment schedule. If you have an existing schedule, select "Click here" below.

2. Complete all requested information (fields indicated with an * are required to be completed before you can continue).
3. Check the reCAPTCHA box and select the requested images.



4. Select *Continue*.
5. Change the Payment Type to *Recurring*

Payment Type: * One Time Recurring

6. Drop down the Payment Method box and select *New Bank Account*

Payment Method: *

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7. Complete all requested information (fields indicated with * are required to be completed before you can continue). Your bank account and routing number will not be stored once this transaction is completed. **Please note: recurring payments can only be withdrawn from one bank account. It is not possible to set-up recurring payments from multiple bank accounts.**
8. Select *Save changes*.
9. Provide the start date, frequency, number and amount of recurring payments in the fields shown below.

Payment Start Date: *

Frequency: *

No. of Payments: *

Payment Amount: *

10. Additionally, you may provide any notes or special instructions in the *Memo* field. However, this is not required.
11. When everything is correct, select *Confirm*.

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12. You will now be asked to create a user ID and password. This allows you to change, edit or create additional payments without providing bank accounts, routing numbers or member information every time. Please complete the requested information. All fields on this page are required and must be completed. Once complete, select *Submit*.

Please maintain a record of your user ID and password. You will need this to change or delete this payment schedule and to set-up additional recurring payments.

13. Your information will be summarized for a final review. If anything is incorrect, please select *Edit*.

Or, to you confirm everything is correct one more time, please select *Confirm*.

14. That's it! You will receive a confirmation screen with a confirmation number that you can print for your records. Additionally, the e-mail address you provided will be sent a confirmation of the activity.

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How to Change or Delete a Recurring Payment Schedule

1. On the online payment portal, enter the *Login Id* and *Password* you created when you set-up the recurring payment schedule, where indicated below.

Login Id :

Password :

If you cannot remember your ID or password, please select the appropriate link to validate your account and reset it, as indicated below.

[Forgot Login](#) | [Forgot Password](#)

2. Select *Login*.
3. Agree to the Terms & Conditions by selecting *I Agree*.
4. Any existing payment schedules will be shown under *Recurring Payment Enrollments*. Select the Confirmation Number of the plan as shown below.

Recurring Payment Enrollments

The following are Auto Payment Enrollments

Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount
I9P25MVLGS ←	Recurring	09/01/2020	Checking - xx7654	\$ 175.00

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5. To change this plan, it must be deleted. Please select the *Delete* button, as shown below.

I9P25MVLGS Recurring 09/01/2020 Checking - xx7654 \$ 175.00

Payment Status: Scheduled
Amount: \$175.00
No. Of Payments: 9
Frequency: Monthly
Made Via:

DELETE ←

6. If necessary, leave a memo and confirm your intent to cancel this payment schedule by selecting *Cancel Payment*, as shown below.

Payment Type: Recurring
Confirmation Number: I9P25MVLGS
Payment for Account: MEMBE-F
Payment from Account: Checking - xx7654
Payment Amount: \$ 175.00
Payment Date: 09/01/2020
No. Of Payments: 9
Frequency: Monthly

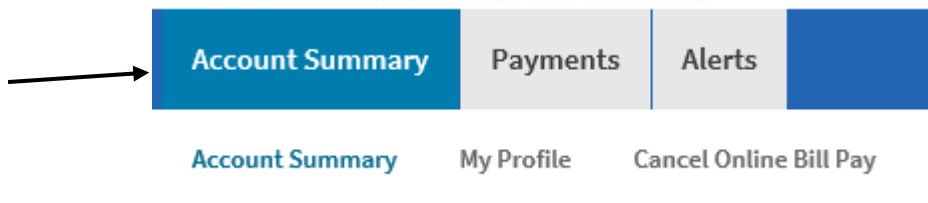
Memo: Please enter a memo.

Do Not Cancel Payment Cancel Payment ←

If your intent was to cancel your recurring payments, that's it. You're done. **If you intent was to create a new recurring payment schedule follow the additional steps below.**

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7. Select *Account Summary* near the top of the page, as shown below.



8. Select *Schedule Payment*.

9. Select *Recurring* as the *Payment Type* and enter all the requested information again, as shown below. **Please note: any bank account information previously entered has been retained and will be available for you to select.**

Select Payment Type* : One Time
 Recurring

Payment Due Date : 00/00/0000

Funding Account Number* : Bank A/C-xx7654 ▼

Start Date* :

Frequency* : Monthly ▼

No. of Payments* :

Amount* :

If you want to set a limit on the maximum amount that can be debited please enter that amount below.

Payment Limit : \$

10. Once completed, select *Continue*.

11. After review, please cancel or edit, as necessary, and then select *Confirm*.

12. That's it! You will receive a confirmation on the screen you can print and your e-mail address will receive a confirmation of the payment.

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How To Change, Delete or Add Bank Accounts

1. On the online payment portal, enter the Login Id and Password you created when you set-up the recurring payment schedule, as shown below.

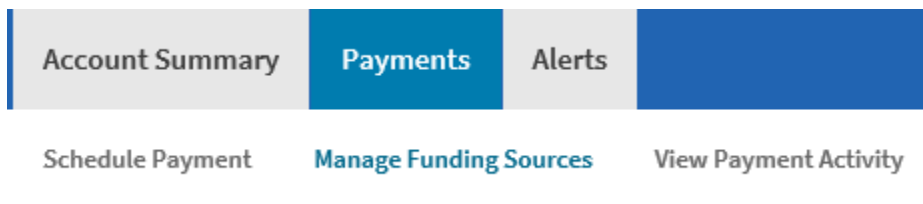
Login Id :

Password :

If you cannot remember your ID or password, please select the appropriate link to validate your account and reset it.

[Forgot Login](#) | [Forgot Password](#)

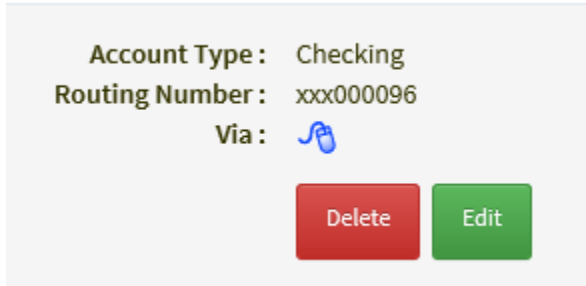
2. Select *Login*.
3. Near the top of the page select *Payments* and *Manage Funding Sources*, as shown below.



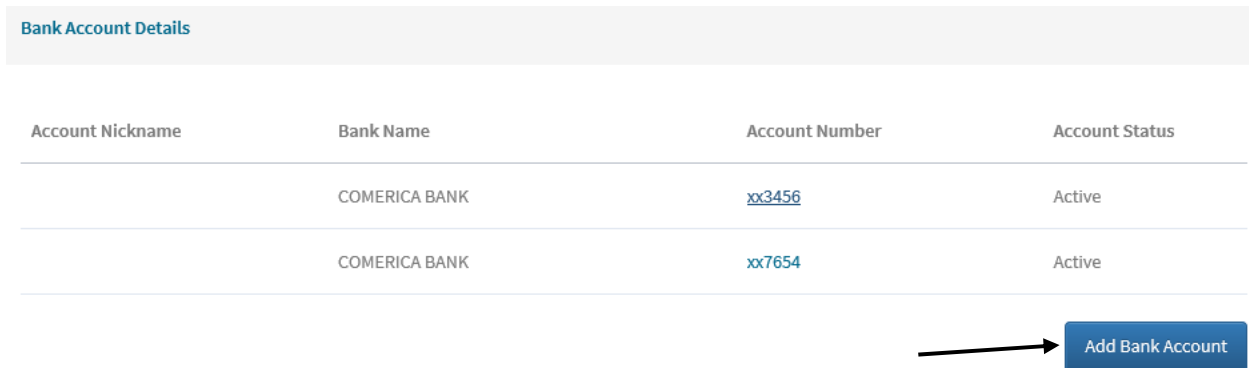
4. The banking information you have provided will be shown under *Bank Account Details*.

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- To delete or change an existing account, select the account number and then select *Delete* or *Edit* as shown below.



- To add a new bank account, select *Add Bank Account*, as shown below.



- Provide the requested information and select *Continue*.
- Confirm the information accordingly and select *Confirm*.
- You will receive a message confirming the addition.
- To add any further bank accounts, repeat steps 3 through 9 above.