

As a First Florida member, you can quickly set up automatic loan payments through online banking or the mobile app.

When logged into your account in online banking, go to the Transfers & Pay tab and click on Transfers. Once you are in Transfers, select the account you'd like the payment to come from, and the account you'd like the funds to go to. In this case, you would select your First Florida loan.

Next, enter the payment amount. You have a few options here. You can make a Regular Payment, Pay off your loan in full, pay the amount due, make a Principal Only payment, or select Other to pay a custom amount.

Next, select how frequently you'd like to make the payment. One time, daily, weekly, biweekly, and so on. If you choose One Time, simply enter the date you'd like the funds to transfer and move ahead to Review. If you choose a frequency other than One Time, you'll need to specify how you want this series of payments to end. Your options are: Never, On Date, or Occurrences.

Choose On Date to enter a future date you'd like your automatic loan payments to end, for example the last month of your auto loan term. Choose Occurrences if you'd like to specify the number of payments you want to make before your automatic loan payments end.

Once you have chosen the frequency and/or date of your payment, you can add an optional memo. When completed, click Review Transfer. This will give you a chance to review the options you selected. From here you can go back to edit your transfer or click Submit.

If you need to edit a transfer you've set up, you can do so at any time by re-visiting 'Transfers' in the 'Transfer & Pay' menu and clicking into the 'Scheduled' tab. This will show you a list of your scheduled transfers. Click the three dots next to the status column to open a menu that will allow you to View Transfer Details, Edit Series, Skip Next Transfer, or Cancel. You can also edit your transfer in the mobile app by clicking Transfers.

If you worked with a First Florida staff member to set up an automatic loan payment, you will need to contact a staff member again to edit it.

Visit our website at [FirstFlorida.org/loan-payments](https://www.FirstFlorida.org/loan-payments) for additional ways to make loan payments, including payments from external accounts.