## Paying your Soo Co-op Visa Card

First you will want to be on the accounts page:

| SO s                | 00<br>)-0P         |                 |               |                |                         |                      |  |  |  |
|---------------------|--------------------|-----------------|---------------|----------------|-------------------------|----------------------|--|--|--|
| CREDIT U            | NION               |                 |               |                |                         |                      |  |  |  |
| ☆<br>Online Banking | 👜<br>Bill Pay      | eStatements     | *<br>Settings | eZCardinfo.com | බ්ර<br>ScoreCard        | <b>P</b><br>Services |  |  |  |
| My View A           | Accounts           | Order Checks Tr | ansactions 1  | Transfers Stop | <sup>p</sup> ayments Ac | count Info           |  |  |  |
| Welcome             |                    |                 |               |                |                         |                      |  |  |  |
| Deposit Accour      | nts                |                 |               |                |                         |                      |  |  |  |
|                     | Descri             | ption           |               |                |                         |                      |  |  |  |
| S0000 REGULA        | <u>R SH</u> Regula | ar Share        |               |                |                         |                      |  |  |  |
| S0003 SHARE D       | ORAF Share         | Draft           |               |                |                         |                      |  |  |  |

For this example we will put \$25.00 from the "Regular Share" to the "Visa Credit Card" account. To do this you will click the drop down on the Regular Share and choose Transfers:

|                               | Description   |   |
|-------------------------------|---------------|---|
|                               | Regular Share |   |
|                               |               |   |
| Select Option                 |               | * |
| Select Option<br>Transactions |               |   |
| Download                      |               |   |
| Transfers                     |               |   |
| Account Info                  |               |   |

You will then be taken to a screen that lets you choose where the funds will come from, where they are going, Payment options (Visa cards only allow "regular payments"), the amount, and a Memo (if you wish).

| * Transfer funds from | REGULAR SH                    |   | Available Funds: S  |
|-----------------------|-------------------------------|---|---|
| * Transfer funds to   | VIS                           | * | Current Balance: \$701.86   |
| Payment options       | Make regular payment to loan. | * | NOTE: This transaction may not advance<br>your next payment due date.                                   |
| * Transfer amount     | \$25.00                       |   |   |
| * Frequency           | One Time                      |   |   |
| * Transfer Date       | 05/30/2018                    |   |   |
| Transfer Memo         | Visa Payment                  |   | NOTE: The transfer memo is only saved<br>when Frequency = One Time and<br>Transfer Date = today's date. |

After entering the information you will hit submit and be brought to a final confirmation screen:

| Transfer funds from<br>Transfer funds to | REGULAR SH                    |
|--|-------------------------------|
| Payment options                          | Make regular payment to loan. |
| Transfer amount                          | \$25.00                       |
| Frequency                                | One Time                      |
| Transfer Date                            | 05/30/2018                    |
| Transfer Memo                            | Visa Payment                  |

If you wish to make any changes you can hit "Edit" otherwise you can choose "Confirm"

Once you choose confirm you will be taken to a confirmation page that gives you all the details you entered. Please feel free to print this page for your records if you wish! Also, please check out our other tutorials on www.soocoop.com/online-banking.