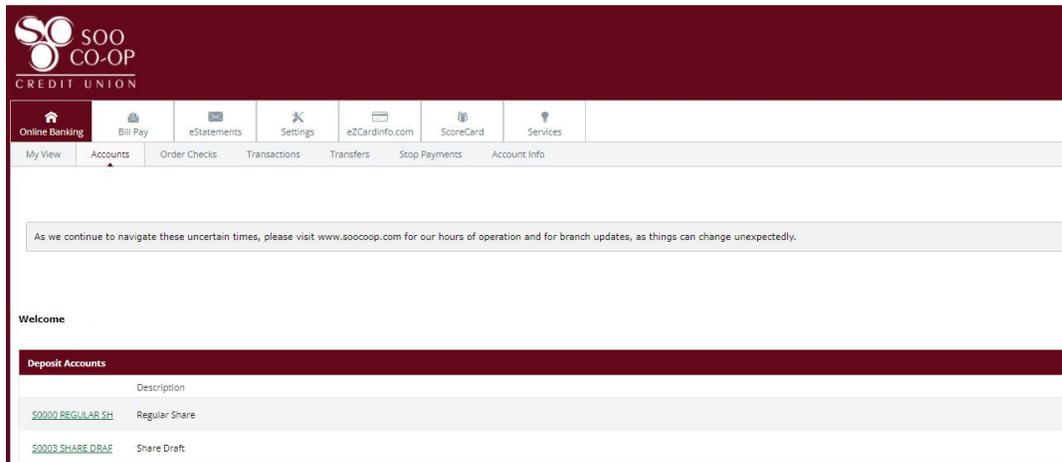
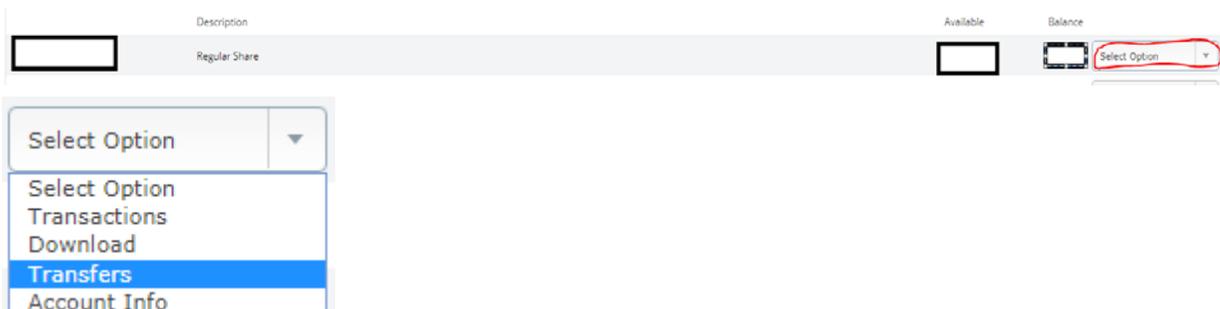


Paying your Soo Co-op Visa Card

First you will want to be on the accounts page:



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:



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

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

Transfer funds from	<input type="text" value="REGULAR SH"/>
Transfer funds to	<input type="text" value="VISA"/>
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.