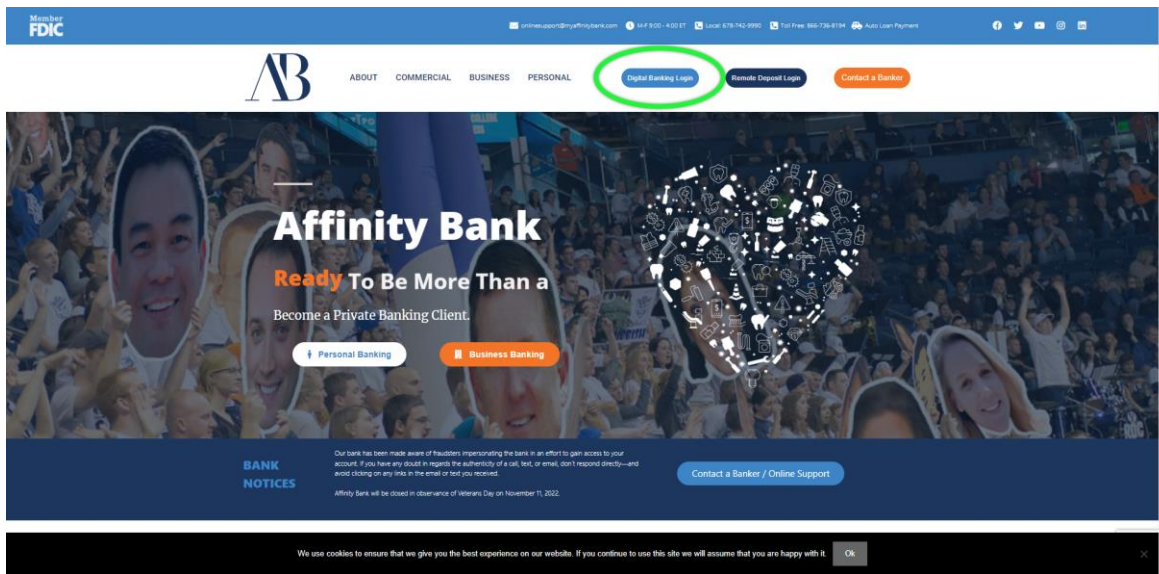# A STEP-BY-STEP GUIDE

TO ENROLLING IN DIGITAL BANKING, ADDING AN EXTERNAL ACCOUNT AND MAKING AN AUTO LOAN PAYMENT
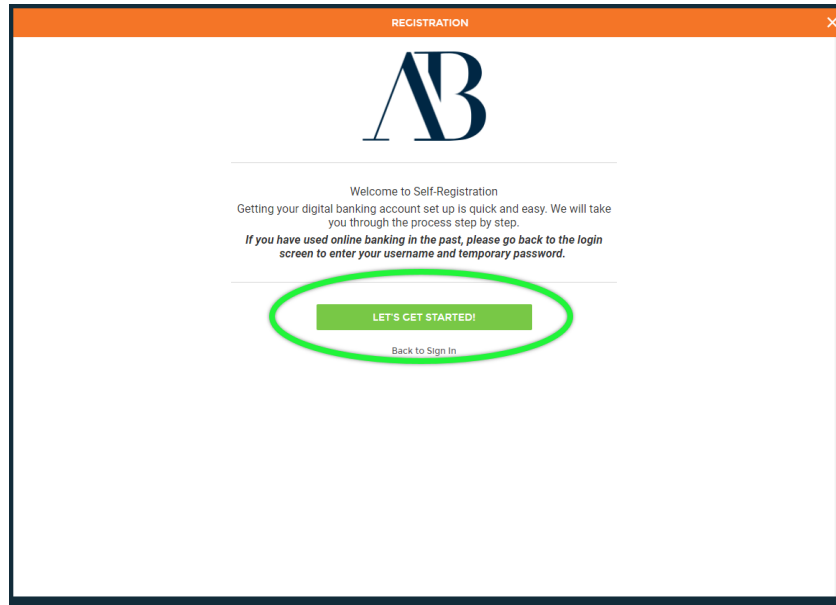
READY WHEN YOU ARE

AB
AFFINITY
— BANK —

A STEP-BY-STEP GUIDE

TO ENROLLING IN DIGITAL BANKING, ADDING AN EXTERNAL ACCOUNT, AND MAKING AN AUTO LOAN PAYMENT

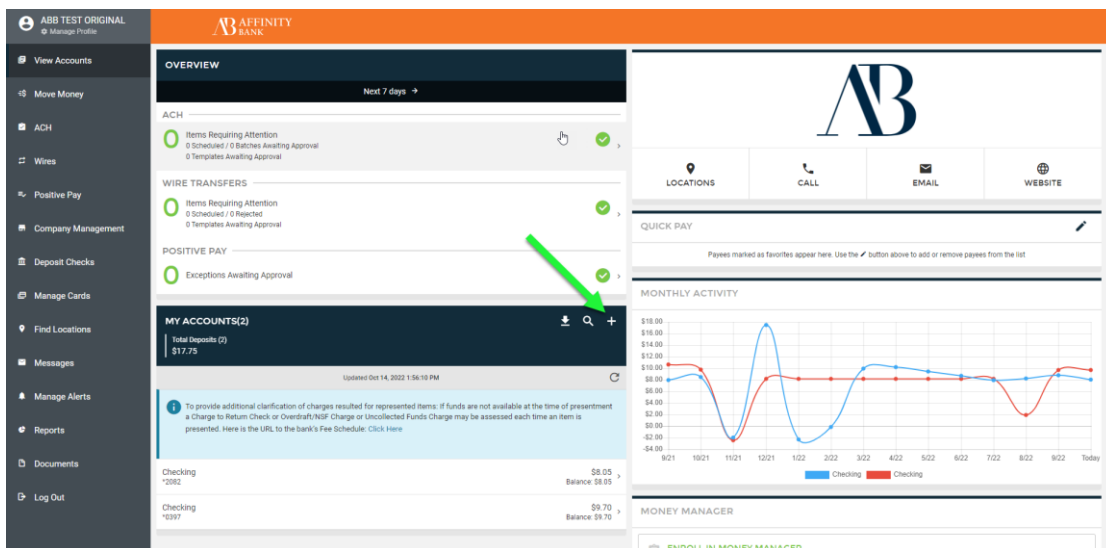1) Go to our website: www.myaffinitybank.com and select "Digital Banking Login" in the top right-hand corner.

2) Select "Sign Up" at the bottom of the screen.

3) A registration screen will appear: select "Let's Get Started!"

4) Enter your personal information, add your loan account number to your profile, and set up your login credentials. Once you are logged in you can add your external payment account by selecting the '+' in right hand corner of the "My Accounts" box.

5) Click the "External Account" box

6) Enter the bank account information for your external bank.

Hit the green"Save" button. If it is not green that means you are missing a required field.

7)

After you have hit "SAVE" you can log out.

Affinity Bank will send test deposits to your external bank account.
It can take up to 1-3 days for the small deposits to appear in your external account.

When you see the deposits, you will log back into your
Affinity Bank online banking profile to verify the amounts
that were deposited. Once this has been completed,
you will be able to make a payment.

8) Select the loan you wish to make a payment on.

9) Select "Submit a Payment" in the bottom right-hand corner.

10)

The external account should pre-fill at the top of the screen -- it will appear as the account the funds will be transferred from.

If you have set up more than one account, you will be provided with a drop-down menu to choose your "Payment From" account.

You will then select your "Payment Type", "Date", and "Occurrence".

Once you've completed all the required fields, you may click the green "Continue" button.

11)

You will then be taken to the review screen.

If everything looks correct you may select the green "Submit" button.