

The Southeast's  
Leading  
*Auto Bank*

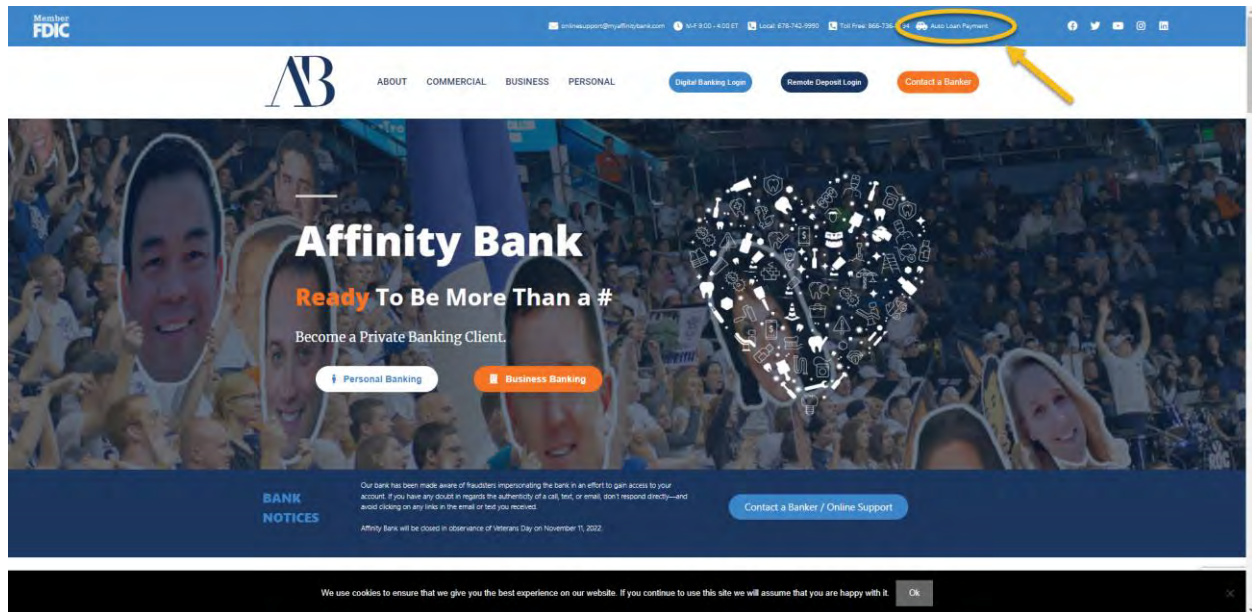
# **A STEP-BY-STEP GUIDE** **PAYING AUTO LOANS** **WITH A CHECK OR CARD**

**READY WHEN YOU ARE**

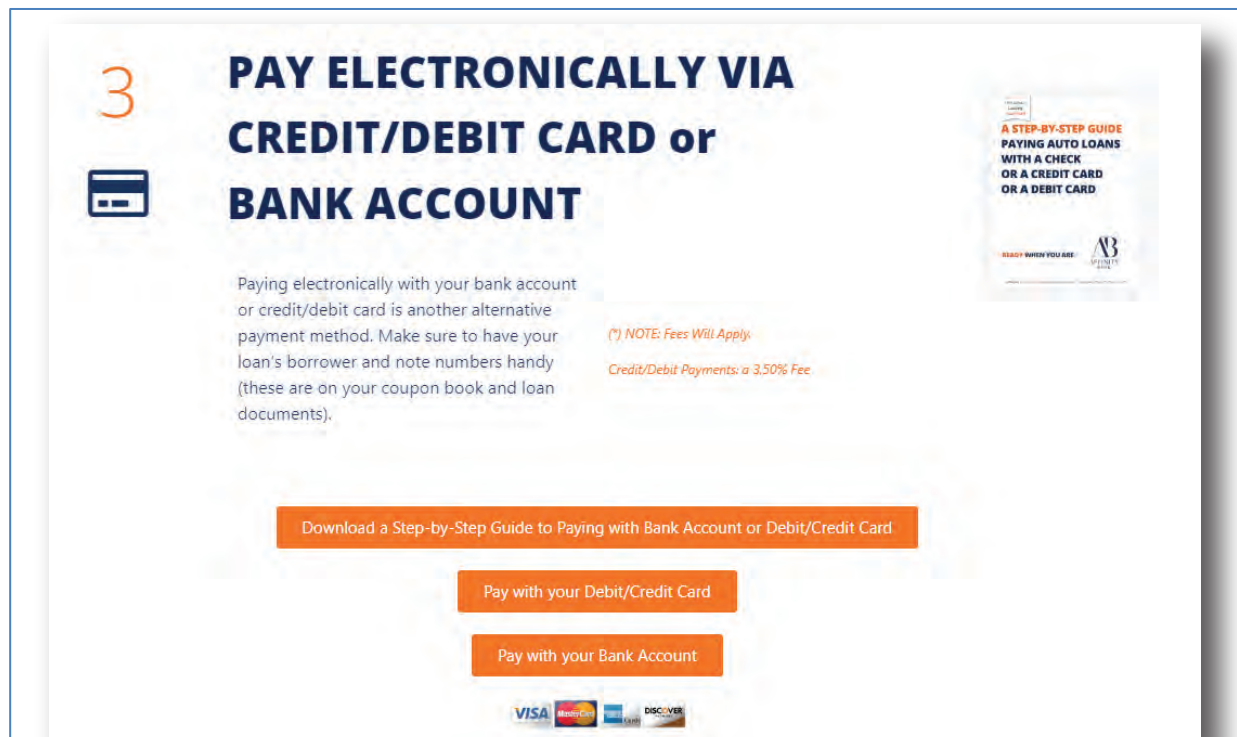


## PAYING AUTO LOAN WITH A CHECK OR CARD

1. Visit our website at MyAffinityBank.com
2. Select “Auto Loan Payment” at the top of the screen  
\*\*\*Payments submitted after 3:30 pm will be processed the next business day



3. From there you'll be given the option to pay by check or with credit card.



## PAYING AUTO LOAN WITH A CHECK OR CARD

4. The most important step to make sure your payment gets posted properly is to correctly enter you loan's borrower number and note number.

You can find this on your payment coupon (see sample below).

A sample payment coupon from Affinity Bank. The coupon includes the following fields and information:

- PAYMT NO:** 36
- ACCOUNT NUMBER:** 01234567 (Borrower Number) and 00010 (Note Number)
- \*ON TIME\* PAYMENT - DUE ON OR BEFORE:** \$481.66 JAN 21, 2023
- \*LATE\* PAYMENT - PAY ON OR AFTER:** \$496.66 FEB 01, 2023
- Borrower Number:** 01234567
- Note Number:** 00010
- NAME:** Jane Q. Doe
- AMOUNT PAID:** \$
- ADDRESS:** AFFINITY BANK, PO BOX 583, MONROE GA 30655

In order to ensure your payment is properly credited,  
please enter the Borrower Number and Note Number in the correct fields.

5. If you want to pay with a check, select the “Pay with Check” option.

On the next screen enter the loan amount, loan borrower and note number, and payment type

A checkout form for loan payment. The form includes the following fields and a button:

- Checkout** (Section Header)
- Loan Payment Amount:** 100.00
- Loan Borrower Number:** 1234567
- Loan Note Number (usually 10):** 10
- Payment Type:** Regular Payment
- Continue to Checkout** (Button)

## PAYING AUTO LOAN WITH A CHECK OR CARD

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5. (continued...) On the next screen you will enter your name, address, email, loan borrower.

### Checkout

Loan Borrower Number:1234567  
Loan Note Number (usually 10):10  
Payment Type:Regular Payment  
[Edit](#)

Loan Payment Amount  
\$100.00 [Edit](#)

---

Total: \$100.00

✓

✓

✓

✓

▼

✓

▼

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✓

✓

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## PAYING AUTO LOAN WITH A CHECK OR CARD

If you want to pay with a debit or credit card you will select the “Pay with Credit Card” option.  
A 3.00% fee will be added.

6. On the next screen you will enter your name, address, email, loan borrower and loan note number, and type of payment.

The screenshot displays a web form titled "Secure Transaction" with a lock icon. It is divided into two main sections: "Billing Information" and "Additional Information".

**Billing Information:**

- First Name: Test
- Last Name: Borrower
- Country: United States (dropdown menu)
- Address: 1234 E Main St
- City: Atlanta
- State/Province: Georgia (dropdown menu)
- Zip/Postal Code: 30339
- Phone Number: 6787429990
- Email Address: test@autopayment.com

**Additional Information:**

- Loan Borrower Number: 12344321
- Loan Note Number (usually 10): 10
- Payment Type: Regular Payment (dropdown menu with options: Regular Payment, Principal Only Payment, Payoff, Multiple Payments)

A "Continue" button is located at the bottom right of the form.

For help finding your Borrower and Note Number, please see the sample at the top of the page or call us at 866.736.8194, 9am - 4pm Eastern, Monday - Friday.

On the next screen you will enter the payment amount and credit card information

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### 6. (continued...)

### Payment Information

#### Billing Information

**Test Borrower**  
1234 E Main St  
Atlanta, GA 30339 US  
P: 6787429990  
E: test@autopayment.com

[Edit Address Information](#)

#### Order Information

Order Description:	Loan Payment Amount
Order Amount:	<a href="#">[Edit Payment]</a> 100.00
Surcharge Amount:	3.00
Total Amount:	103.00

#### Secure Transaction

##### Credit Card

Credit Card Number:	4485 1131 0294 3444
Credit Card Expiration:	09 / 28
Card Security Code:	123 <small>(What is this?)</small>

[Complete Order](#)

Please enter your credit or debit card number.

- If you wish to set-up a recurring payment, please contact customer service at 1-866-736-8194 or dsfilemaintenance@myaffinitybank.com \*\*\*Not available for with debit or credit card.