

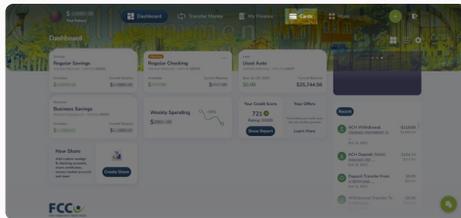
How to Make a Payment from the Credit Card Portal

Online Banking

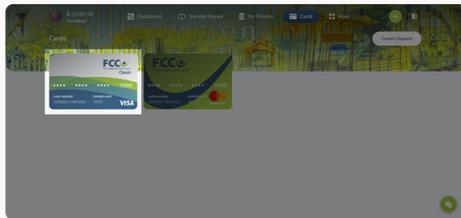
If this is your first time submitting a payment within the Credit Card Portal, you will need to add a payment account. **It may take up to 5 business days to verify your payment account before making a payment.**

If you need to submit a payment sooner, check out [other payment options](#) or call (866) 820-6779 to make a payment by phone.

- From the FCCU Online Banking Login page, log into your account: <https://online.fortcommunity.com/sign-in>
- Upon login, you will be redirected to your dashboard. Click the **Cards** menu option.



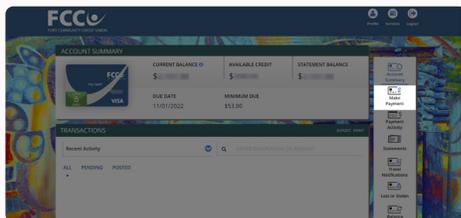
- Hover your cursor over your credit card.



- Click the **Manage Card** button.



- You will be redirected to the Credit Card Portal. Click the **Make Payment** button.



- Read through the **Payment Terms and Conditions** and scroll down.

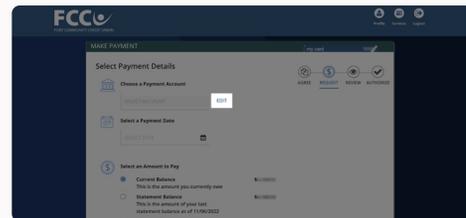
- Click the radio button labeled **"I have reviewed and accept the Terms and Conditions."**
- Click the **Next** button.



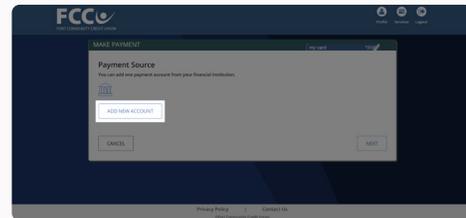
If this is your first time submitting a payment within the Credit Card Portal, you will need to add a payment account.

It may take up to 5 business days to verify your payment account before making a payment

- Click the **Edit** button.



- Click the **Add New Account** button.



- Be sure to read this pop-up message carefully:

Read this... If you update your payment account, you won't be able to submit a payment for 5 calendar days while we verify your account.

To make a payment by phone instead, call (866) 820-6779.

- Click the **Yes** button.
- In the **Account Type** drop-down menu, select the account type associated with your bank account.

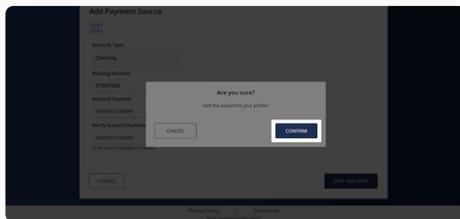
How to Make a Payment from the Credit Card Portal

Online Banking

- In the **Routing Number** and **Account Number** fields, type in the account information for your bank account.
- Click the **Save and Next** button.



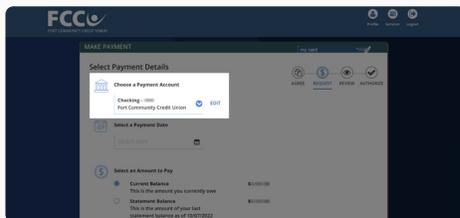
- Click the **Confirm** button.



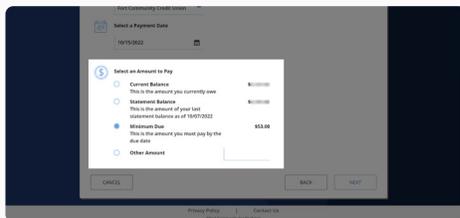
- Be sure to read this pop-up message carefully:
Thank you: Once we verify your payment account, you will be able to make payments. This verification will be complete in 5 calendar days.

Once your payment account is verified, return to the Make a Payment, Select Payment Details page.

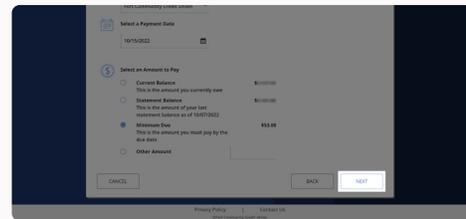
- In the **Choose a Payment Account** field, your verified account will now appear.



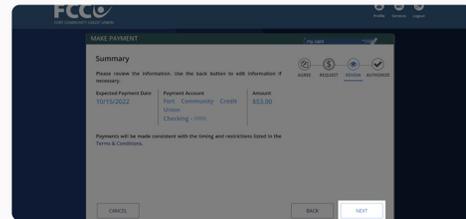
- In the **Select a Payment Date** field, click the calendar icon and choose a date.
- Click the radio button next to the amount you would like to pay.



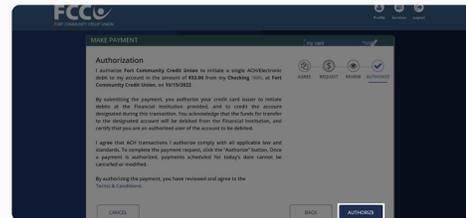
- Click the **Next** button.



- Review the details of your payment carefully.
- If everything looks good, click the **Next** button.



- Review the authorization details carefully.
- Click the **Authorize** button.



Your payment has now been posted or scheduled.

FCCU Online Banking

A Simple Click to Manage Your Money



Sign In to Continue

Username

Password

Remember Device

[Forgot Password?](#)

Continue

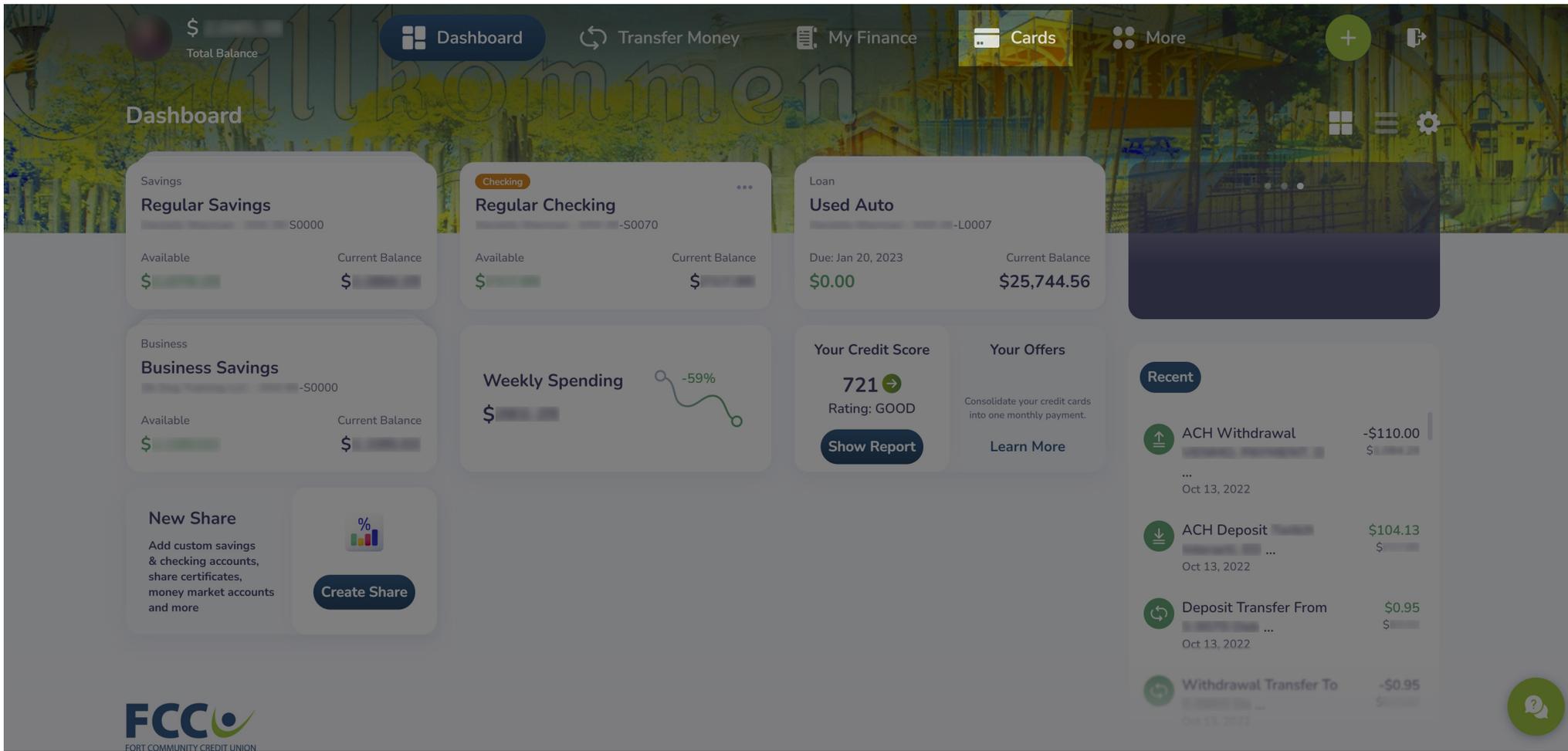
Enroll

Join

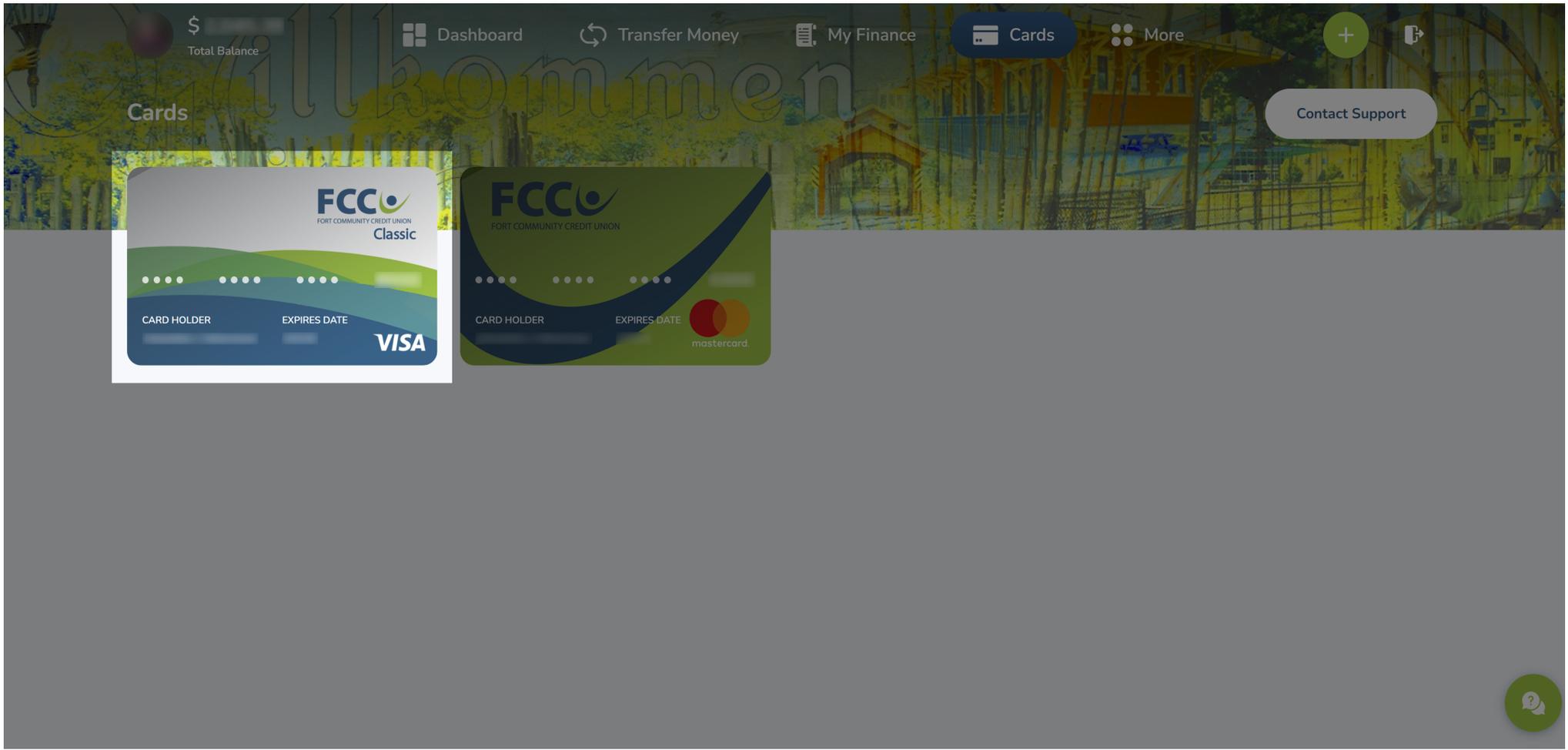
By signing in, you agree to our [Privacy Policy](#)
and [Terms of Service](#)

Federally Insured by NCUA

1. From the FCCU Online Banking Login page, log into your account: <https://online.fortcommunity.com/sign-in>



2. Upon login, you will be redirected to your dashboard. Click the **Cards** menu option.



3. Hover your cursor over your credit card.

\$ Total Balance

Dashboard

Transfer Money

My Finance

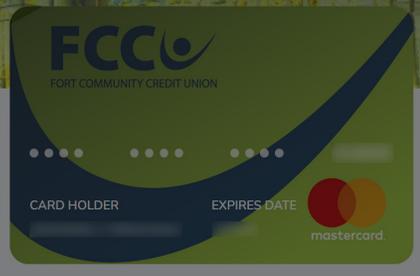
Cards

More



Cards

Contact Support



Card *

Click on the **Manage Card** button below to:

- Check your credit card balance
- Pay your credit card bill
- View credit card transactions
- Access your credit card statements

Manage Card



4. Click the **Manage Card** button.

ACCOUNT SUMMARY



CURRENT BALANCE ⓘ

\$ [REDACTED]

AVAILABLE CREDIT

\$ [REDACTED]

STATEMENT BALANCE

\$ [REDACTED]

DUE DATE

11/01/2022

MINIMUM DUE

\$53.00

TRANSACTIONS

EXPORT PRINT

Recent Activity



ENTER DESCRIPTION OR AMOUNT

ALL PENDING POSTED




Account
Summary


Make
Payment


Payment
Activity


Statements


Travel
Notifications


Lost or Stolen


Balance

5. You will be redirected to the Credit Card Portal. Click the **Make Payment** button.

MAKE PAYMENT

my card *

PAYMENT TERMS AND CONDITIONS

TERMS AND CONDITIONS

When you submit your payment, you authorize your credit card issuer to withdraw your credit card payment from your credit card payment from your designated payment account

- Payments cannot be made for any amount less than \$1.00 or greater than \$99,999.99
- Payments cannot exceed your current balance, less any amount currently in dispute
- Only one payment can be applied to your account within a 24 hour period.
- Although multiple payments can be scheduled, the last payment made will override all other payments made during a 24 hour period. The previous unprocessed payment will be cancelled even though you received a confirmation number.
- If you initiate a payment to be made over a weekend or a financial institution holiday, the payment will be applied to your credit card account on the second business day following your request to pay the bills.



AGREE



REQUEST



REVIEW



AUTHORIZE

6. Read through the *Payment Terms and Conditions* and scroll down.

period.

- Although multiple payments can be scheduled, the last payment made will override all other payments made during a 24 hour period. The previous unprocessed payment will be cancelled even though you received a confirmation number.
- If you initiate a payment to be made over a weekend or a financial institution holiday, the payment will be applied to your credit card account on the second business day following your request to pay the bills.
- Payments initiated before 6:00 PM EST will be applied to your credit card account the same business day. Payments initiated after 6:00 EST will be applied to your credit card the following business day.
- Payments must be received no later than 6:00 PM EST on the due date.
- Payments scheduled for today's date cannot be cancelled or modified. For inquiries or questions related to cancelling a recently authorized payment please call 1 (800) 222-1234.

I have reviewed and accept the Terms and Conditions.

CANCEL

PRINT SAVE

NEXT

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7. Click the radio button labeled *"I have reviewed and accept the Terms and Conditions."*

period.

- Although multiple payments can be scheduled, the last payment made will override all other payments made during a 24 hour period. The previous unprocessed payment will be cancelled even though you received a confirmation number.
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I have reviewed and accept the Terms and Conditions.

CANCEL

PRINT SAVE

NEXT

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8. Click the **Next** button.

MAKE PAYMENT

my card

Select Payment Details



Choose a Payment Account

SELECT ACCOUNT

EDIT



Select a Payment Date

SELECT DATE



Select an Amount to Pay



Current Balance

\$

This is the amount you currently owe



Statement Balance

\$

This is the amount of your last



AGREE



REQUEST



REVIEW



AUTHORIZE

If this is your first time submitting a payment within the Credit Card Portal, you will need to add a payment account. **It may take up to 5 business days to verify your payment account before making a payment.** If you need to submit a payment sooner, check out [other payment options](#) or call (866) 820-6779 to make a payment by phone.

9. Click the **Edit** button.

MAKE PAYMENT my card *

Payment Source

You can add one payment account from your financial institution.



ADD NEW ACCOUNT

CANCEL NEXT

10. Click the **Add New Account** button.

MAKE PAYMENT

my card

Payment Source

You can add one payment account



ADD NEW ACCOUNT

CANCEL

Read this...

If you update your payment account, **you won't be able to submit a payment for 5 calendar days** while we verify your account.

To make a payment by phone instead, call (866) 820-6779

Do you wish to continue?

NO

YES

NEXT

11. Be sure to read this pop-up message carefully:

*Read this... If you update your payment account, you won't be able to submit a payment for 5 calendar days while we verify your account.
To make a payment by phone instead, call (866) 820-6779.*

MAKE PAYMENT my card

Payment Source

You can add one payment account



ADD NEW ACCOUNT

CANCEL

Read this...

If you update your payment account, **you won't be able to submit a payment for 5 calendar days** while we verify your account.

To make a payment by phone instead, call (866) 820-6779

Do you wish to continue?

NO YES NEXT

12. Click the **Yes** button.

MAKE PAYMENT

my card

Add Payment Source



Account Type

Checking

Routing Number

Account Number

Verify Account Number

CANCEL

SAVE AND NEXT

13. In the **Account Type** drop-down menu, select the account type associated with your bank account.

MAKE PAYMENT

my card

Add Payment Source



Account Type

Checking

Routing Number

Account Number

Verify Account Number

CANCEL

SAVE AND NEXT

14. In the **Routing Number** and **Account Number** fields, type in the account information for your bank account.

Add Payment Source



Account Type

Checking

Routing Number

275977560

Account Number

██████████

Verify Account Number

██████████

✓ Account numbers match

CANCEL

SAVE AND NEXT

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15. Click the **Save and Next** button.

Add Payment Source



Account Type

Checking

Routing Number

275977560

Account Number

XXXXXXXXXX

Verify Account Number

XXXXXXXXXX

✓ Account numbers match

CANCEL

SAVE AND NEXT

Are you sure?

Add this account to your profile?

CANCEL

CONFIRM

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16. Click the **Confirm** button.

MAKE PAYMENT

my card

Payment Source

You can add one payment account from your financial institution.



Fort Community Credit

Routing Number

Checking

EDIT DELETE

ADD NEW ACCOUNT

To add another account you must delete one.

CANCEL

NEXT

Thank you

Once we verify your payment account, you will be able to make payments. This verification will be complete in 5 calendar days.

OK

17. Be sure to read this pop-up message carefully:

Thank you: Once we verify your payment account, you will be able to make payments. This verification will be complete in 5 calendar days.

MAKE PAYMENT

my card *

Select Payment Details



Choose a Payment Account

Checking - █████ EDIT
Fort Community Credit Union



Select a Payment Date

SELECT DATE



Select an Amount to Pay

- Current Balance** \$ █████
This is the amount you currently owe
- Statement Balance** \$ █████
This is the amount of your last statement balance as of 10/07/2022

AGREE REQUEST REVIEW AUTHORIZE

Once your payment account is verified, return to the Make a Payment, Select Payment Details page.

18. In the **Choose a Payment Account** field, your verified account will now appear.

MAKE PAYMENT

my card *

Select Payment Details



Choose a Payment Account

Checking -   EDIT
Fort Community Credit Union



Select a Payment Date

SELECT DATE 



Select an Amount to Pay

- Current Balance** \$ 
This is the amount you currently owe
- Statement Balance** \$ 
This is the amount of your last statement balance as of 10/07/2022



AGREE



REQUEST



REVIEW



AUTHORIZE

19. In the **Select a Payment Date** field, click the calendar icon and choose a date.



Select a Payment Date

10/15/2022



Select an Amount to Pay

- Current Balance** \$ [REDACTED]
This is the amount you currently owe
- Statement Balance** \$ [REDACTED]
This is the amount of your last statement balance as of 10/07/2022
- Minimum Due** \$53.00
This is the amount you must pay by the due date
- Other Amount** [REDACTED]

CANCEL

BACK

NEXT

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20. Click the radio button next to the amount you would like to pay.



Select a Payment Date

10/15/2022



Select an Amount to Pay

- Current Balance** \$ [REDACTED]
This is the amount you currently owe
- Statement Balance** \$ [REDACTED]
This is the amount of your last statement balance as of 10/07/2022
- Minimum Due** \$53.00
This is the amount you must pay by the due date
- Other Amount** [REDACTED]

CANCEL

BACK

NEXT

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21. Click the **Next** button.

MAKE PAYMENT

my card *

Summary

Please review the information. Use the back button to edit information if necessary.

   
AGREE REQUEST REVIEW AUTHORIZE

Expected Payment Date	Payment Account	Amount
10/15/2022	Fort Community Credit Union Checking - <input type="text"/>	\$53.00

Payments will be made consistent with the timing and restrictions listed in the [Terms & Conditions](#).

CANCEL

BACK

NEXT

22. Review the details of your payment carefully.

MAKE PAYMENT

my card *

Summary

Please review the information. Use the back button to edit information if necessary.

   
AGREE REQUEST REVIEW AUTHORIZE

Expected Payment Date	Payment Account	Amount
10/15/2022	Fort Community Credit Union Checking - [REDACTED]	\$53.00

Payments will be made consistent with the timing and restrictions listed in the [Terms & Conditions](#).

CANCEL

BACK

NEXT

23. If everything looks good, click the **Next** button.

MAKE PAYMENT

my card

Authorization

I authorize **Fort Community Credit Union** to initiate a single ACH/Electronic debit to my account in the amount of **\$53.00** from my **Checking** [REDACTED], at **Fort Community Credit Union**, on **10/15/2022**.

By submitting the payment, you authorize your credit card issuer to initiate debits at the Financial Institution provided, and to credit the account designated during this transaction. You acknowledge that the funds for transfer to the designated account will be debited from the Financial Institution, and certify that you are an authorized user of the account to be debited.

I agree that ACH transactions I authorize comply with all applicable law and standards. To complete the payment request, click the "Authorize" button. Once a payment is authorized, payments scheduled for today's date cannot be cancelled or modified.

By authorizing the payment, you have reviewed and agree to the [Terms & Conditions](#).



CANCEL

BACK

AUTHORIZE

24. Review the authorization details carefully.

MAKE PAYMENT

my card

Authorization

I authorize **Fort Community Credit Union** to initiate a single ACH/Electronic debit to my account in the amount of **\$53.00** from my **Checking** [REDACTED], at **Fort Community Credit Union**, on **10/15/2022**.

By submitting the payment, you authorize your credit card issuer to initiate debits at the Financial Institution provided, and to credit the account designated during this transaction. You acknowledge that the funds for transfer to the designated account will be debited from the Financial Institution, and certify that you are an authorized user of the account to be debited.

I agree that ACH transactions I authorize comply with all applicable law and standards. To complete the payment request, click the "Authorize" button. Once a payment is authorized, payments scheduled for today's date cannot be cancelled or modified.

By authorizing the payment, you have reviewed and agree to the [Terms & Conditions](#).



CANCEL

BACK

AUTHORIZE

25. Click the **Authorize** button.

MAKE PAYMENT

Authorization

I authorize Fort Community Credit Union to debit to my account...

By submitting this request, I authorize Fort Community Credit Union to debit to my account...

I agree that ACH payments are subject to the standards. To cancel or modify a payment is a...

By authorizing the payment, you have reviewed and agree to the [Terms & Conditions](#).

Thank you. Your payment request has been submitted. The confirmation number below verifies that you have authorized Fort Community Credit Union to initiate an electronic payment from your bank account.

Account	my card - [REDACTED]	
Expected Payment Date	Payment Account	Amount
10/15/2022	Fort Community Credit Union Checking - [REDACTED]	\$53.00

Confirmation Number: 310516344
Authorized Date: 10/15/2022

[PRINT](#) [SAVE](#)

[ACCOUNT SUMMARY](#)

Your payment has now been posted or scheduled.