



# HOW TO MAKE YOUR LOAN PAYMENTS

We do not use coupon books for payments, but you will receive a combined monthly statement with all of your deposit and loan accounts listed.

Please note that you do not need a statement to send your payment.

## In person or by mail

Payments can be dropped off or mailed directly to a Hershey FCU location.

**Hershey Branch**  
904 East Chocolate Ave  
Hershey PA 17033

**Annville Branch**  
710 East Main Street  
Annville PA 17003

**Hummelstown Branch**  
232 Hershey Rd.  
Hummelstown, PA 17036

## Electronically

You can conveniently make your payments using a Bill Pay service from another financial institution.

Enroll in online banking by visiting [www.hersheyfcu.org](http://www.hersheyfcu.org) or download our mobile app. Please note that you will need your account number, along with the email address and phone number you provided to the dealer, to create your online account.



Download our  
Hershey FCU app  
in your app store!



## Internal Transfer

In online banking, you can make payments to your Hershey FCU loan using our "Transfer" widget.

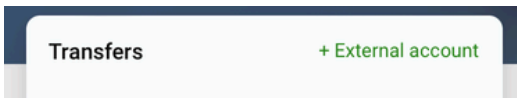
# Adding External Accounts to your Internet Banking profile Procedures

- Login to your Online Banking
- Select the **Transfers** Tab



- Dashboard
- Messages
- Accounts
- Transfers**
- Member transfers

- Click Add **External Account**



- Confirm your credentials

Confirm your credentials to continue

Password

[Confirm password](#)

- Enter the required information for the account you wish to add

< Add external account

Account name

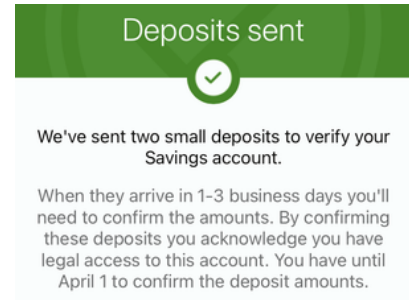
Routing no.

Account no.

Account type

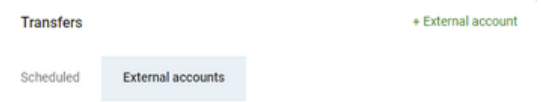
[Submit](#)

- You will receive a Deposits sent confirmation message



## To Verify the Micro Deposits

- Select **Transfers**
- Select **External Accounts** tab



- Enter the micro deposits amounts, click **Confirm**

We've sent two small deposits to verify your account. When they arrive in 1-3 business days you'll need to confirm the amounts. By confirming these deposits you acknowledge you have legal access to this account. You have until April 1 to confirm the deposit amounts.

\$ 0.00    \$ 0.00

[Confirm](#)    [Remove account](#)

- Once everything is verified, you will now be able to schedule transfer payments from the external account. You can set up one time or recurring payments.



**You're ready to transfer!**  
You can now transfer with this account. This account's transfers may take 1-3 business days to process.

[Close](#)    [Make a transfer](#)



**Hershey**  
FEDERAL CREDIT UNION

## Micro Deposits

When setting up a new External Account Transfer we will send Micro Deposits to make sure the accounts are linked correctly.



### Deposits sent

We've sent two small deposits to verify your Savings account. When they arrive in 1-3 business days you'll need to confirm the amounts. By confirming these deposits you acknowledge you have legal access to this account. You have until March 30 to confirm the deposit amounts.

Ok

We've sent two small deposits to verify your account. When they arrive in 1-3 business days you'll need to confirm the amounts. By confirming these deposits you acknowledge you have legal access to this account. You have until April 1 to confirm the deposit amounts.

\$

0.00

\$

0.00

Confirm

Remove account

- Select **Transfers**
- Select **External Accounts**
- Enter the micro deposits amounts, click **Confirm**
- Once everything is verified, you will now be able to schedule transfer payments from the external account. You can set up one time or recurring payments.

## Make a Loan Payment Using the Transfer Feature

< Transfer

From GENERAL SAVINGS >

To EQUILOC >

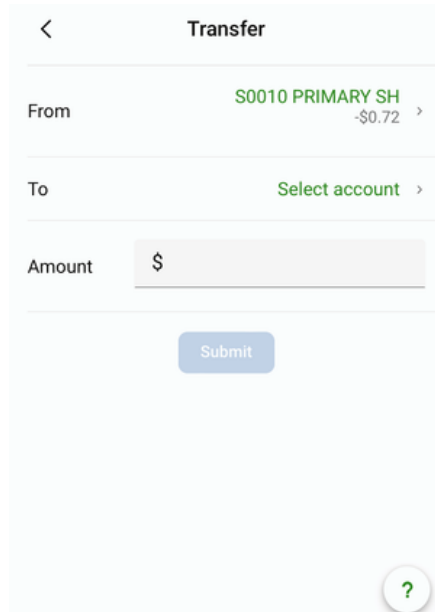
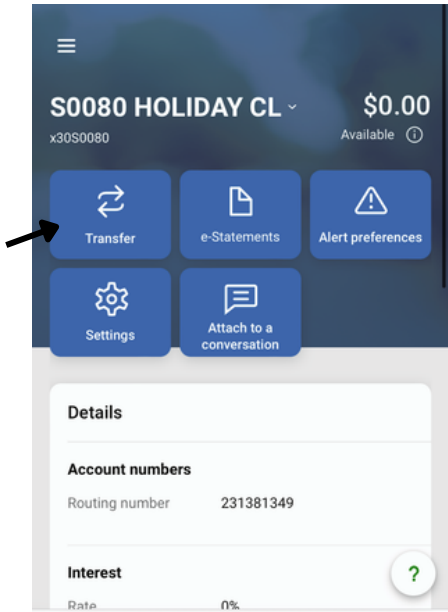
Amount \$ 308.77 due

Estimated payoff ⓘ

- Select **Transfers**
- select the **Share** you want to make the payment from
- select the **Loan** receiving the payment
- Enter the payment amount
- Click on **More Options** to open more choices like payment frequency, etc.
- Click **Submit** to process the payment



# Transfer using external account



- Select **the Account** you are sending money to or from or select Transfers from the menu
- Select **Transfer**
- Select **Account** you are sending money to
- Enter Amount
- Select **Submit**
- If the account is not there yet, click **External Account**
- Pick **Checking, Savings** or **Add External Account**
- Enter in the information to link the account
- Click **Submit**

