

## How to use the State Bank of Lincoln Loan Payment Portal:

Click on the link that says "[Click Here For Loan Payment Portal](#)" at the top right of our home page [www.sblincoln.com](http://www.sblincoln.com)



### 1. Register

Click where it says: *Create Account*.



[Create Account](#)

All fields are required. Please fill out entirely and click Register.

Is Business Account:

Username:

First Name:

Last Name:

Secret Question:

Secret Answer:

Confirm Secret Answer:

Address:

Suite/Apt #:

City, State, Zip:  -- Select --

Country:

Phone:

Email Address:

Confirm Email Address:

You will receive the following confirmation.

### User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

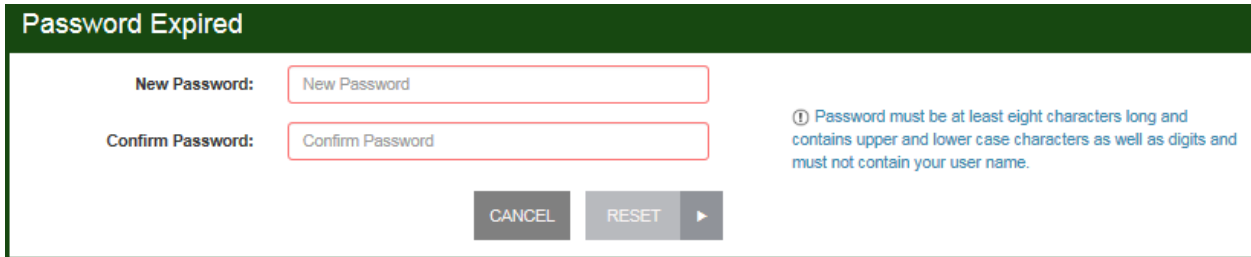
[GO TO LOGIN PAGE](#)

**2. Check your email**

You will receive an email from [Servicing@sblincoln.com](mailto:Servicing@sblincoln.com) with your temporary password. Please remember to check any spam filters if you do not receive it.

**3. Go to Login**

You will enter the username you created during registration and the temporary password sent to you via email. The below box will come up. Follow the password criteria listed and create your new password. After you click Reset it should take you to the Loan Payment Portal login screen. You will then login with your newly created username and password.



**Password Expired**

New Password:

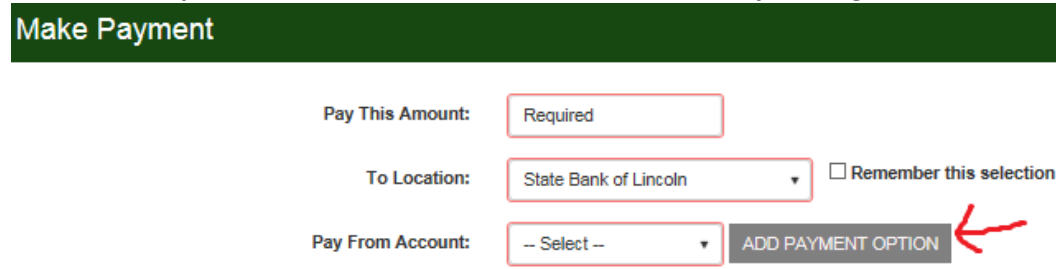
Confirm Password:

① Password must be at least eight characters long and contains upper and lower case characters as well as digits and must not contain your user name.

**4. Make A Payment**

This is where you will start the process of making a payment to your State Bank of Lincoln loan.

a. First step is to “ADD PAYMENT OPTION”. You do this by clicking the button below.



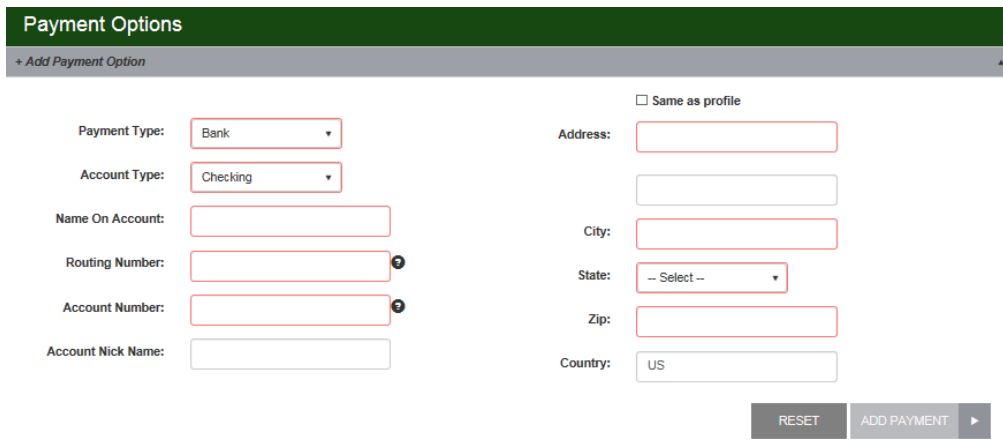
**Make Payment**

Pay This Amount:

To Location:   Remember this selection

Pay From Account:

b. It will then ask you to enter your checking account information. You will add the CHECKING account that you want to pay your loan with. If you are unsure what your account number or routing number is please click the question marks next to those fields for assistance. All boxes in Red are required. Click Add Payment when finished.



**Payment Options**

+ Add Payment Option

Same as profile

Payment Type:

Account Type:

Name On Account:

Routing Number:  ⓘ

Account Number:  ⓘ

Account Nick Name:

Address:

City:

State:

Zip:

Country:

## 5. Create Payment

After you click Add Payment on the Make A Payment step, you will be taken back to the Make Payment screen. You can either add another checking account by clicking on the ADD PAYMENT OPTION or create a single or recurring loan payment.

## 6. Single Payment

The Make Payment screen defaults to the Single Payment screen. Use the Single Payment if you want to make a onetime payment. Amount is how much you want to make the payment. The To Location will always be State Bank of Lincoln. The Pay From Account will be whatever checking account you want to use to make the payment. Loan Account Number is your loan number with the State Bank of Lincoln. Loan Customer Name is the name under which the loan is signed. Additional Payment Information involves any details or notes you want to say about the loan payment. Payment Date is the date you want to make the payment. Please make sure to read the red verbiage beneath the payment to determine when your payment will actually post. Click Continue.

### Make Payment

Pay This Amount:

To Location:   Remember this selection

Pay From Account:

Loan Account Number

Loan Customer Name

Additional Payment Information

Payment Date:

Single Payment - All transactions submitted prior to 8:00 p.m. CST will post the next business day. Payments submitted after 8:00 p.m. CST, on weekends, or Federal Holidays will post the second business day.

**You will then see a Payment Confirmation screen with an Authorization Agreement. You must accept this agreement by clicking Agree and Submit.**

Authorization Agreement:

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **State Bank of Lincoln CPP** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **877-889-6788**.

**You will then receive a Transaction Receipt that you can keep for your records. You are then finished and your payment has been sent! You will receive a confirmation email once the email has been sent for processing.**

**Transaction Receipt**

Amount: \$1.04

To Location: State Bank of Lincoln

Account #: Checking: XXXXXX3456

Transaction Date: 3/22/2016

Loan Account Number: 123456

Loan Customer Name:

**Authorization Agreement:**

I, \_\_\_\_\_, authorize State Bank of Lincoln CPP to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of State Bank of Lincoln CPP to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at 877-889-6788.

[CLOSE](#) [SAVE RECEIPT](#) [PRINT RECEIPT](#)

## **7. Recurring Payment**

**For a recurring payment you enter the same information as a single payment except you must also enter the recurring information. Simply use the drop down boxes to determine the frequency, payment day, start date, and number of payments. Please make sure to read the red verbiage on how transactions are processed. Click Next.**

Click here if you would like to make this a recurring payment ▲

Frequency:

Payment Day:

Start Date:

# Of Payments:

Next Payment Date:

Infinite Payment:

Include a Single Payment Now:

**Recurring Payment - All transactions submitted prior to 8:00 p.m. CST will post the next business day. Payments submitted after 8:00 p.m. CST, on weekends, or Federal Holidays will post the second business day.**

**You will then see a Payment Confirmation screen with an Authorization Agreement. You must accept this agreement by putting a checkmark in the box and hitting submit. You have now successfully created a recurring payment! You will receive a confirmation email every time a recurring payment is sent.**

## Confirmation

Amount: \$1.07  
To Location: State Bank of Lincoln  
From Account: Checking: XXXXXX3456  
Loan Account Number: 123456  
Loan Customer Name: Testing Account  
Next Recurring Payment: \$1.07 - Once a Month on the Last Day  
Include a Single Payment Now: No

## Authorization Agreement:

I, \_\_\_\_\_, authorize **State Bank of Lincoln CPP** to electronically debit my account for the amount indicated above on a recurring basis. The first payment of \$1.07 will be electronically debited from my account on 3/31/2016, or the next business day. After the first payment, there will be additional debits of \$1.07 on a recurring payment schedule as indicated below.

<b>Frequency:</b>	Once a Month
<b>Payment Day:</b>	3/31/2016
<b>Number of Payments:</b>	12

I understand that it is my responsibility to manage my recurring payment which includes but is not limited to modifying or cancelling any future dated payment

CANCEL AGREE AND SUBMIT ▶

## 8. Reporting

To review any recurring or historical payments simply click on “FULL TRANSACTION HISTORY”. This will allow you to view historical payments. Simply enter the date range of the payments you wish to view.

### Transaction History

From Date: 3/16/2016

To Date: 3/17/2016

RUN REPORT ▶

Transaction Date	Amount	Payment Type	Status	Name On Account	Location	Loan Account Number	Loan Customer Name	Additional Payment Information	Descripti
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## 9. Questions

If you have any questions or concerns you can click the “Contact Us’ at the top right of the Loan Payment Portal and we will be glad to help you.

[Contact Us](#) [Logout](#) ▶

Address: 508 Broadway St., Lincoln, IL 62656  
Phone: (877) 889-6788  
Email: [Servicing@sblincoln.com](mailto:Servicing@sblincoln.com)