

Business Online Banking

User Guide

Making a Business Loan Payment

DollarBank[®]
Let's get you there.

Overview

Business Online Banking allows you to make payments to eligible business loans directly from your linked Dollar Bank business deposit accounts. Payments may be submitted as one-time payments or scheduled as recurring payments when available. You can also view your loan balance and payment history.

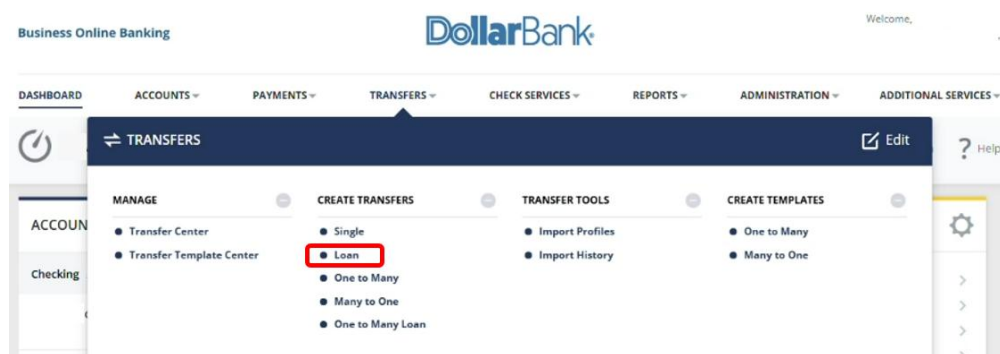
Make a Business Loan Payment

Step 1: Log in to Business Online Banking

Log in using your Business Online Banking credentials.

Step 2: Access Loan Payments

1. From the dashboard, select **Transfers**.
2. Choose **Loan** to begin a loan payment.



Step 3: Select Accounts

1. Under **From Account**, select the eligible business checking or savings account that will fund the payment.
2. Under **To Account**, select the business loan account you want to pay.

Step 4: Enter Payment Details

1. Enter the **Payment Amount**.
2. Select the **Payment Date**.
3. Review any available payment options, such as:
 - Current payment due.
 - Additional principal payment, if supported by the loan type.
 - One Time Only or Recurring

BUSINESS ONLINE BANKING • MAKING A BUSINESS LOAN PAYMENT

Step 5: Review and Submit

1. Select **Continue** after you review the to send the payment for processing.

CREATE LOAN TRANSFER
Use this page to transfer funds or make a payment to a loan.

TRANSFER Required Fields

Transfer From * Operating Account Checking - XXXXXXXX ?

Transfer To * Dollar Bank FSB - XXXXXXXXXX ?

Amount * 100.00

Other Amount Type ☐ Click for split amount options

Date * 08/06/2026

Frequency ☒ One-Time Only ☐ Recurring

Options ☐ Add Memo Information

Cancel Continue

2. Select **Submit Transfer** after validating

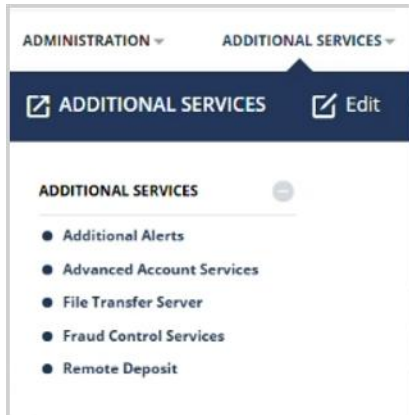
Step 6: Confirmation

1. A confirmation message will appear once the payment has been submitted successfully.

View Loan Activity

Step 1: Navigate to your loan information

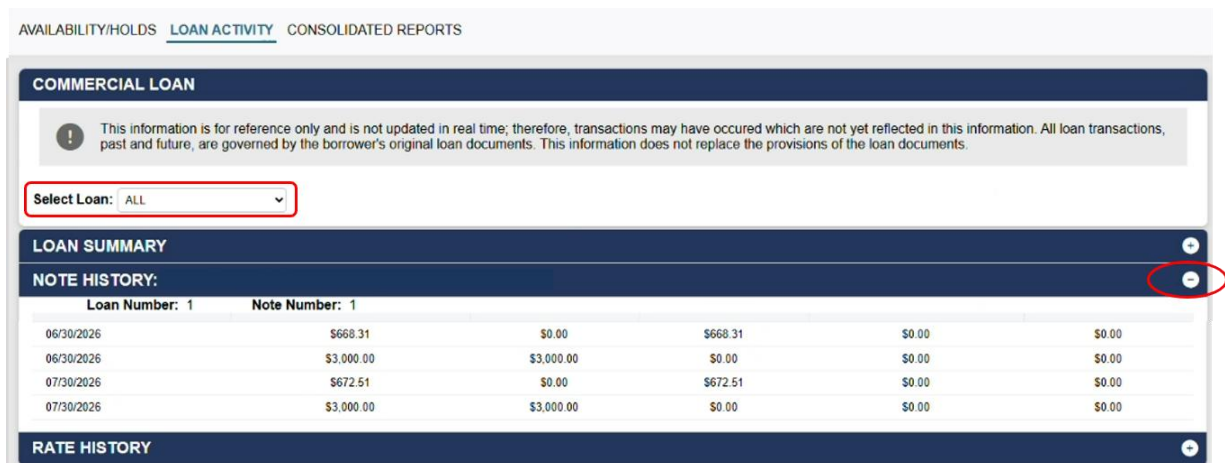
1. From the dashboard, select **Additional Services**.
2. Select **Advanced Account Services**.



3. On the **Account Information** screen, select **Loan Activity**.



4. Choose your loan from the **Select Loan** menu.
 - View **Note History**, **Rate History**, or **Summary**.



Troubleshooting

Insufficient Funds

- Ensure the funding account has sufficient available funds to cover the payment amount before submitting the payment.

Payment Not Reflected

- Allow up to two business days for normal processing.
- Review loan activity for payment status updates.
- If the payment does not appear after the expected processing window, contact your banker for assistance.

Frequently Asked Questions

What if I don't see my business loan within Business Online Banking?

Contact your business banker for assistance connecting the loan to Business Online Banking.

Can I make a loan payment from any business account?

You can make payments from eligible linked business deposit accounts.

Can I schedule a future payment?

Future-dated payments may be available based on your loan type and Business Online Banking access.

Will I receive confirmation?

Yes. A confirmation message is provided when the payment is successfully submitted.

Need Assistance?

If you have questions or need additional assistance, please contact your banker for assistance.