

How to Make Payment via Credit Card Management Portal

Cardholders can: Add a new payment account, make a payment, edit payment account, automatic payments enrollment, manage automatic payments, and unenroll automatic payments.

ACCOUNT SUMMARY			
	CURRENT BALANCE ⓘ	AVAILABLE CREDIT	STATEMENT BALANCE
	\$414.61	\$585.00	\$414.61
	DUE DATE	MINIMUM DUE	
	09/01/2026	\$25.00	

[Account Summary](#)
[Make Payment](#)

Getting Started

1. After selecting Make Payment, the Payment Terms and Conditions screen appears.

MAKE PAYMENT My Card

PAYMENT TERMS AND CONDITIONS

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

[AGREE](#) [REQUEST](#) [REVIEW](#) [AUTHORIZE](#)

2. Cardholder will review the terms and conditions, checkmark “I have reviewed and accept the Terms and Conditions” and click Save.

Note: The Terms and Conditions will appear only upon the initial enrollment and can be printed or saved for reference.

☒ I have reviewed and accept the Terms and Conditions.

[CANCEL](#) [PRINT](#) [SAVE](#) [NEXT](#)

3. The Make Payment screen appears.

MAKE PAYMENT My Card

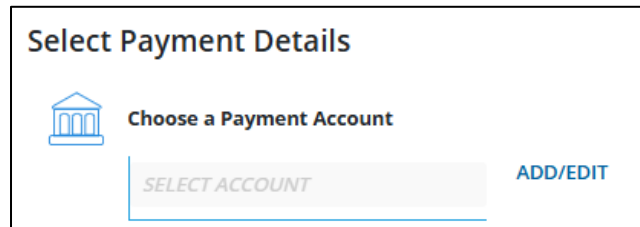
☒ Last Payment \$50.00 on 08/02/2026

[Automatic Payments ENROLL](#)

[AGREE](#) [REQUEST](#) [REVIEW](#) [AUTHORIZE](#)

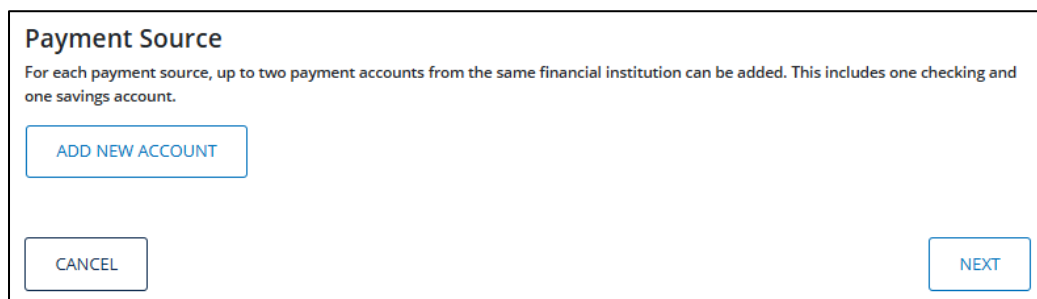
Adding a Payment Account

1. Under Select Payment Details, click Add/Edit.



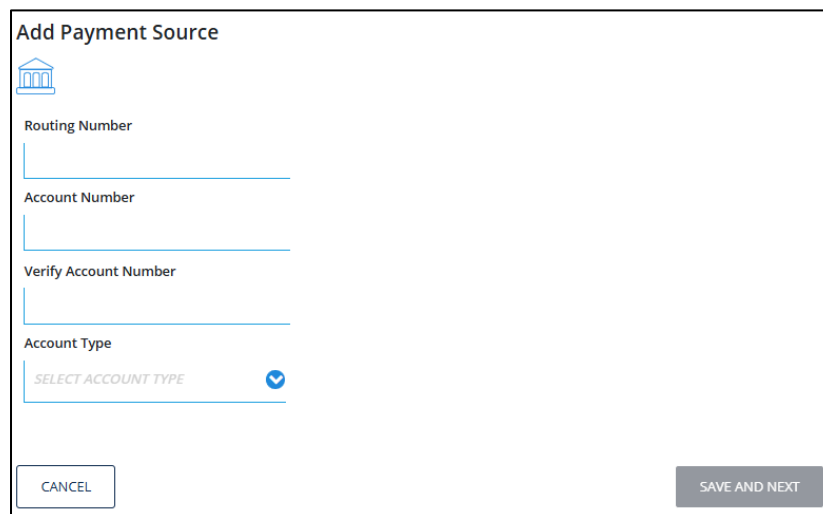
The screen is titled "Select Payment Details". On the left is a blue icon of a classical building. To its right is the text "Choose a Payment Account". Below this text is a light gray rectangular button with the text "SELECT ACCOUNT" in blue. To the right of this button is a blue link labeled "ADD/EDIT".

2. The Payment Source screen appears. Click on Add New Account.



The screen is titled "Payment Source". Below the title is a paragraph: "For each payment source, up to two payment accounts from the same financial institution can be added. This includes one checking and one savings account." Below this text are three buttons: a blue "ADD NEW ACCOUNT" button on the left, a gray "CANCEL" button on the bottom left, and a blue "NEXT" button on the bottom right.

3. The Add Payment Source screen appears. Enter the account routing number, account number and select the account type. Click Save and Next.



The screen is titled "Add Payment Source". On the left is a blue icon of a classical building. Below the icon are four input fields: "Routing Number", "Account Number", "Verify Account Number", and "Account Type". The "Account Type" field is a dropdown menu with the text "SELECT ACCOUNT TYPE" and a blue checkmark icon. At the bottom left is a gray "CANCEL" button, and at the bottom right is a gray "SAVE AND NEXT" button.

4. A confirmation screen appears. Click Confirm.

Are you sure?

Add this account to your profile?

CANCEL

CONFIRM

5. A Thank You screen appears. Click OK.

Thank you

This account is updated and ready for future payments.

OK

6. The cardholder is directed back to the Select Payment Details screen.
7. The recently added account will appear under Choose a Payment Account.

Select Payment Details



Choose a Payment Account

Checking

Community Resource Credit Union

ADD/EDIT

8. Select a Payment Date from the Calendar.

←

Aug

▼

2026

▼

→

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

When should the payment arrive?

Earliest Arrival: 8/7

Due Date: 9/1

CANCEL

Payments received after 6pm EST will be processed the next business day.

9. Select the Amount to Pay using the options provided and click Next.

Select an Amount to Pay

☐

Current Balance

This is the amount you currently owe

\$414.61

☐

Statement Balance

This is the amount of your last statement balance as of 08/04/2026

\$414.61

☒

Minimum Due

This is the amount you must pay by the due date

\$25.00

☐

Other Amount

10. A Summary screen will appear. Verify the information is correct and click Next.

Summary

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

AGREE

REQUEST

REVIEW

AUTHORIZE

Expected Date	Payment	Payment Account	Amount
08/31/2026		Community Resource Credit Union Checking -	\$25.00

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

CANCEL

BACK

NEXT

11. The Authorization screen will appear. Click Authorize.

Authorization

I authorize **Community Resource Credit Union** to initiate a single ACH/Electronic debit to my account in the amount of **\$25.00** from my **Checking** - , at **Community Resource Credit Union**, on **08/31/2026**.

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

AGREE

REQUEST

REVIEW

AUTHORIZE

12. A Confirmation screen will appear. The cardholder can Print or Save it for their records.

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

Account My Card -	Payment Account Community Resource Credit Union Checking -	Amount \$25.00
Expected Payment Date 08/31/2026		
Confirmation Number: 320363221		
Authorized Date: 8/7/2026		

[PRINT](#) [SAVE](#) [ACCOUNT SUMMARY](#)

13. Click on Account Summary to return the main screen.

Edit Payment Account

Cardholders can change the accounts used to make payments.

1. On the Make Payment screen, click on Add/Edit.

 **Choose a Payment Account**

Checking	Community Resource Credit Union	ADD/EDIT
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2. The Payment Source screen appears. Click on Edit on the account you need to make changes on.

 **Community Resource Credit Union**

Routing Number 313077513

☒ Checking

[EDIT](#) [DELETE](#)

3. Make the necessary changes and click Save and Next.

Routing Number
313077513

Account Number

Verify Account Number

UNDO

Account Type
Checking

4. A Confirmation screen appears. Click Confirm.

Are you sure?

Save these changes to your account?

CANCEL CONFIRM

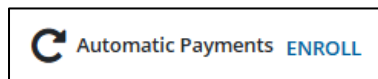
5. A Thank you success screen appears. Click OK.

Automatic Payments

Cardholder can enroll, manage, and unenroll in automatic payments.

Enroll

1. On the Make Payment screen, click on Enroll next to Automatic Payments.



2. The Automatic Payments Terms and Conditions screen appears.

AUTOMATIC PAYMENTS

My Card

TERMS AND CONDITIONS

- Automatic payments will occur on the Statement Date each month (the date may vary if it falls on a weekend or a holiday).
- Please ensure that there are sufficient available funds in your account to

AGREE REQUEST REVIEW AUTHORIZE

3. User can review the Terms and Conditions, checkmark “I have reviewed and accept the Terms and Conditions” and click Next.

Note: The Terms and Conditions will appear only upon the initial enrollment and can be printed or saved for reference.

☒ I have reviewed and accept the Terms and Conditions.

CANCEL

PRINT
SAVE

NEXT

4. The Automatic Payments screen appears.
 - a. Verify the Payment Account is correct and make necessary changes, if applicable.

Request Automatic Payments

Choose a Payment Account

Checking -

Community Resource Credit Union

ADD/EDIT

- b. Use the radio button to select the Amount to Pay and click Next.

Select an Amount to Pay

The amount selected will be used to make your recurring payment

☐ Statement Balance

☐ Minimum Due

☐ Other Amount

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

5. The Summary screen will appear. Verify the information and click Next.

Summary

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

AGREE
REQUEST
REVIEW
AUTHORIZE

Payment Account

Community Resource Credit Union

Monthly Payment Amount

Minimum Due

Checking -

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

6. The Authorization screen will appear. Click Authorize.

Authorization

I authorize **Community Resource Credit Union** to initiate a recurring ACH/Electronic debit to my account in the amount of **Minimum Due** from my **Checking** - [REDACTED], at **Community Resource Credit Union**. This will begin to occur on the payment date noted in the Terms and Conditions.

I understand that this authorization will remain in effect until I cancel the automatic payment.

I agree that ACH transactions I authorize comply with all applicable laws. To complete the payment request, click the "Authorize" button. Once a payment is authorized, there cannot be any changes or corrections.

 AGREE
  REQUEST
  REVIEW
  **AUTHORIZE**

- A success screen will appear. Cardholders will have the option to Print or Save it for their records. Click Account Summary to return to the home page.

Thank you. You have successfully set up automatic payments for this account. The confirmation below verifies that you have authorized **Community Resource Credit Union** to initiate a recurring electronic payment from your bank account.

If you have any questions regarding your payment dates please call (844) 453-2412.

Account	My Card - [REDACTED]
Payment Account	Community Resource Credit Union Checking - [REDACTED]
Monthly Payment Amount	Minimum Due

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

Date Authorized: 8/7/2026

[PRINT](#)
[SAVE](#)
[ACCOUNT SUMMARY](#)

Manage

Cardholders can manage their automatic payment information by:

- Click on Manage next to Automatic Payments in the Make Payment tab.



Automatic Payments
 MANAGE
UNENROLL

Monthly Amount: Minimum Due

- The Manage Automatic Payments screen appears.

Thank you. You have successfully cancelled Automatic Payments for this account.

Account
My Card

Payment Account
Community Resource Credit Union
Checking

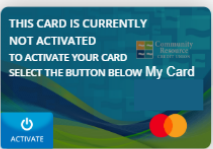
Statement Due Date: 09/01/2026
Last paid \$50.00 on 08/02/2026
Cancellation Date: 8/7/2026

PRINT SAVE ACCOUNT SUMMARY

Payment Activity

Cardholders can view their payment activity and payment details.

ACCOUNT SUMMARY



CURRENT BALANCE ⓘ	AVAILABLE CREDIT	STATEMENT BALANCE
\$414.61	\$585.00	\$414.61
DUE DATE	MINIMUM DUE	
09/01/2026	\$25.00	

Account Summary
Make Payment
Payment Activity

TRANSACTIONS EXPORT PRINT

From the Account Summary screen, select the Payment Activity button from the navigation panel.

The Payment Activity area replaces the Transactions area.

PAYMENT ACTIVITY

ALL POSTED SCHEDULED

CANCELLED	8/31/2026	PAYMENT	\$25.00	▼
POSTED	8/03/2026	PAYMENT	-\$50.00	▼

The Payment Activity area shows pending, posted, scheduled, and canceled payments.

Cardholders may:

- Search for specific payments by entering information in the **Search** field.

- Select the **All**, **Posted** or **Scheduled** buttons to view only those payments.
- Select the drop-down arrow on the far right to view payment details.
- Select the **Show More** link at the bottom to see more payments.

The payment details area displays the account information and posting date for previously processed payments. For scheduled payments, the details area includes the account information, payment amount and scheduled date. There is also the **Cancel Payment** button.

Cancel Payment

1. Click on the down-arrow next to the scheduled payment.

SCHEDULED	8/31/2026	PAYMENT	\$25.00	▼
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2. The payment details appear. Click on Cancel Payment.

SCHEDULED	8/31/2026	PAYMENT	\$25.00	▲
CANCEL PAYMENT		Scheduled Date: 8/31/2026		

3. A confirmation pop-up appears. Click OK.

Are you sure you want to cancel this payment?

4. The payment will show as Cancelled.

CANCELLED	8/31/2026	PAYMENT	\$25.00	
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