

As a First Florida member, you can quickly set up automatic loan payments through online banking or the mobile app. When logged into your account, go to the Transfers & Bill Payer tab and click on Transfers. Once you are in Transfers, click the Classic tab. You can add a memo about this transaction by clicking "Add Memo."

Select the account you'd like the payment to come from, and the account you'd like the funds to go to. In this case, you would select your First Florida loan.

Next, you can enter the payment amount. You have a few options here. You can make a regular payment amount, you can enter a custom amount, or select to pay the total amount due for your loan. You'll see the total amount that will be paid just below these options.

Enter the payment amount and choose the date you'd like to send the funds. Next, select how often you'd like the funds to be withdrawn from your account (one time, weekly, every 2 weeks, etc.). You can then decide when you'd like the payment to end or not end.

Finally, confirm the transfer and you're done. If you'd like to edit this newly created transfer, visit the Transfer & Bill Payer tab, click on Transfers and then click on the Scheduled tab in online banking, or the Transfer widget in the mobile app. If you worked with a First Florida staff member to set up a custom transfer in your account, you will need to contact a staff member again to edit it. Visit our loan payment options web page at [FirstFlorida.org/loan-payments](https://www.FirstFlorida.org/loan-payments) for additional ways to make loan payments.

If you are looking to set up automatic payments for a loan held outside of First Florida Credit Union, you can establish an external transfer within the Transfers & Bill Payer widget in online banking or the Transfers widget in the mobile app. For more information on setting up external transfers, visit our tutorials page.