

ProPay

Online Loan Payment
Guide



1

To make a payment to a loan you have with HHFCU via the web, go to the link:

<https://propay-hhfcu.lenderpayments.com/#/person/create/>

You can pay by debit or credit card, or by transferring from a savings or checking account at another financial institution. A debit card will have an additional charge of \$4.95. Using a savings or checking account is free of charge.



2

The following are the steps to register to make loan payments to your HHFCU loans. *See example 1.*

1. Enter your account number at HHFCU.
2. Enter your Loan ID, ex.L0001.
3. Enter your first and last name.
4. Enter your email address and mobile number to receive reminders for future payments.
5. Enter a 4 digit PIN for security
6. Monthly reminders can be sent on any day of the month, select the day of the month you would like to be reminded.
7. Select email me or text me for the method you would like your reminders sent for payments. Hit continue.

Important Note: Each loan type will need a profile, you must register for each loan you have at HHFCU that you will be paying through this process.

8. Once you have registered, each time you log back in go to the bottom of the screen and click on 'Already Registered Login Here'.

**Example 1:
Log in Payment
Screen for Web
Payments**

Make a Payment

Account #
your account number

Loan ID
your loan ID | number x

First Name
your first name

Last Name
your last name

Email
youremail@.com
Enter a valid email

Mobile Phone
(845) 123-4567

Create a Simple 4 Digit Pin For Your Security
[] [] [] []

Set up your payment reminders.
Monthly
1

Email me a Payment Link
 Text me a Payment Link

CONTINUE

[Already Registered? Login Here](#)

3

If you are already registered, enter your email address and PIN that you set up the first time you registered. If you forgot your PIN, click on 'Reset My PIN'. *See example 2.*

**Example 2:
Already
Registered**

Enter your Email and 4 digit PIN to login to your Portal

Email Address
youremail@.com
Email is required

Enter Your 4 Digit Pin
* * * *

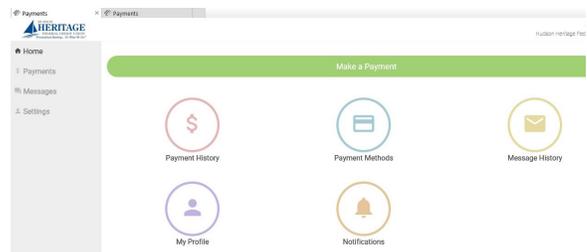
LOGIN

Remember Email
RESET MY PIN

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Click on the green bar, "Make Payment", along the top of the home screen to make a payment. *See example 3.*

**Example 3:
Home
Screen**



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If you have set up more than one account they will be linked through the email you provided upon set up. Choose the loan you are making the payment to. *See example 4.*

**Example 4:
Loan
Payment
Selection**

Found 2 **Logout**

John Smith
Hudson Heritage Federal Credit Union
Account # - *****0001

John Smith
Hudson Heritage Federal Credit Union
Account # - *****0003

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Enter the dollar amount of the payment. For first time users click 'Add a Payment Method'. *See example 5.*

Example 5: Payment Method Screen

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Debit Card Method - Enter the card number, expiration date and zip code to verify the card information. Click on 'Save Debit Card' Button. The information will be stored for future payments. *See example 6.*

Example 6: Payment Debit Card

8

Bank Account Method – Select Bank Account from the drop down. Enter the bank account number that the monies are coming from, reenter the number to confirm. Enter the Routing Number for the bank account the monies are coming from. Select the type of account the funds are coming from. Click on 'Save Bank Account'. The information will be stored for future payments. *See example 7.*

Example 7: Payment Method Bank Account

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Enter the dollar amount of the payment. Select either a payment method already entered to make your payment or choose to add a new payment method. To make the payment hit "Next – Review Payment". *See example 8.*

Example 8: Selecting Payment Method

10

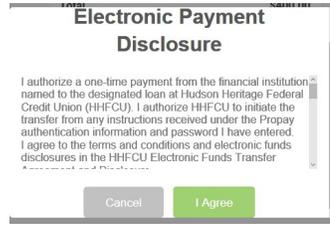
A confirmation screen will pop up to confirm the payment before sending. If all the information is correct, hit confirm to continue. *See example 9.*

Example 9: Confirmation Screen

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Once confirm is hit you will get a pop-up electronic payment disclosure that you will read and if you agree to the terms, select “I agree.” See example 10.

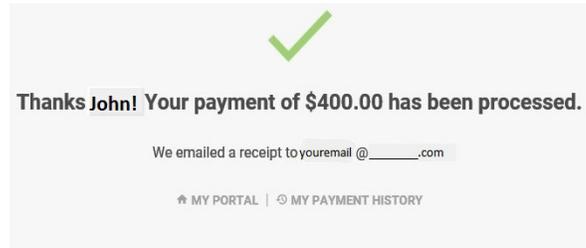
Example 10: Disclosure Screen



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If you select agree, the next screen is verifying that your transaction has been processed. See example 11.

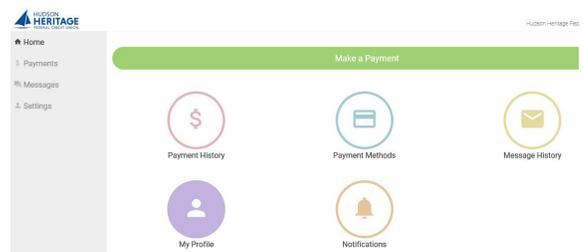
Example 11: Setting Up Reminders



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Monthly payment reminders can be set up to be received through email or text messages once you have registered. On the home page click on ‘My Profile’. See example 12.

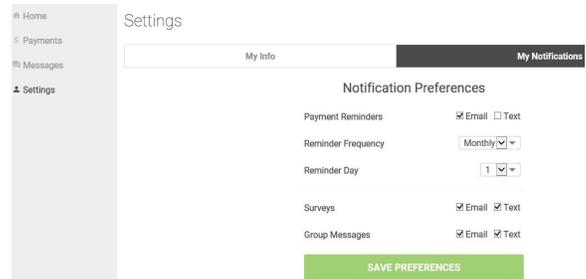
Example 12: Setting Up Reminders



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Click on the ‘Notifications’ tab. Once in that screen you can select the frequency of the reminders and how you would like to receive them. Click ‘Save Preference’ to update. See example 13.

Example 13: Notifications Screen



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