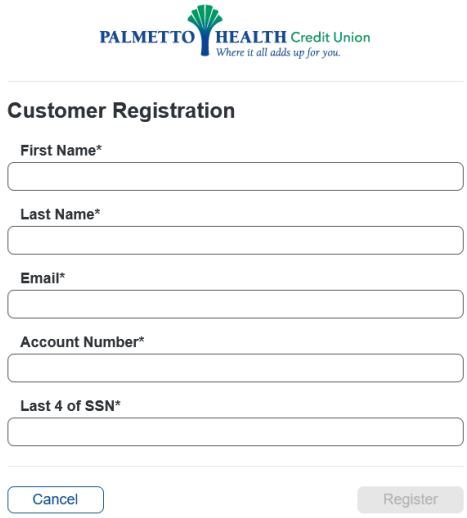
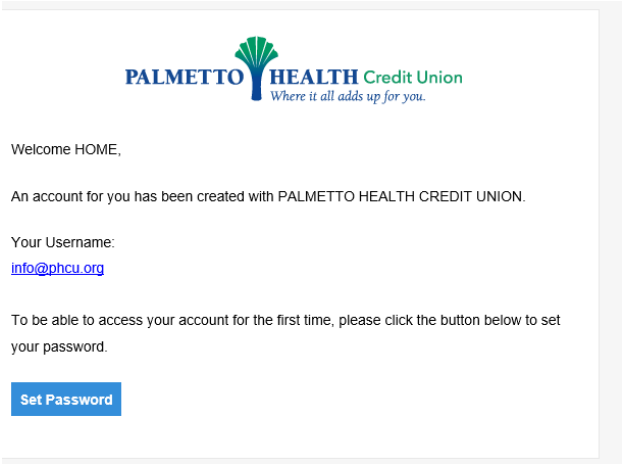
Online Payment Instructions

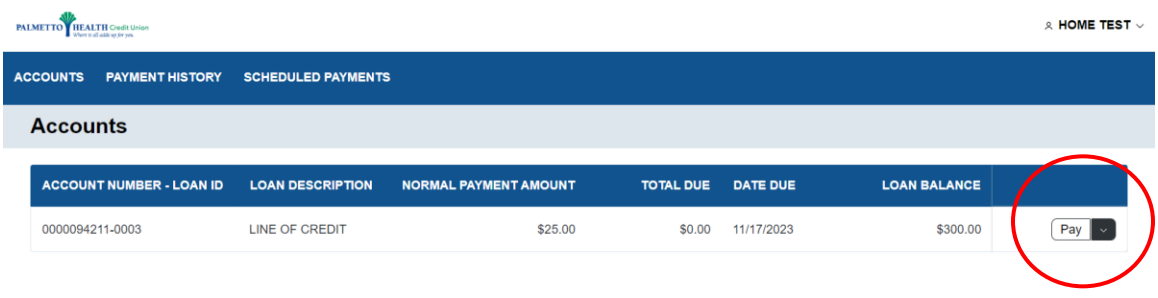
1. First time users, select “Create Login” and enter the following information, including your member number. If you don’t know your member number, please contact us at 803-978-2101 for assistance.



2. You’ll receive an email with a link you need to click on to create a password.

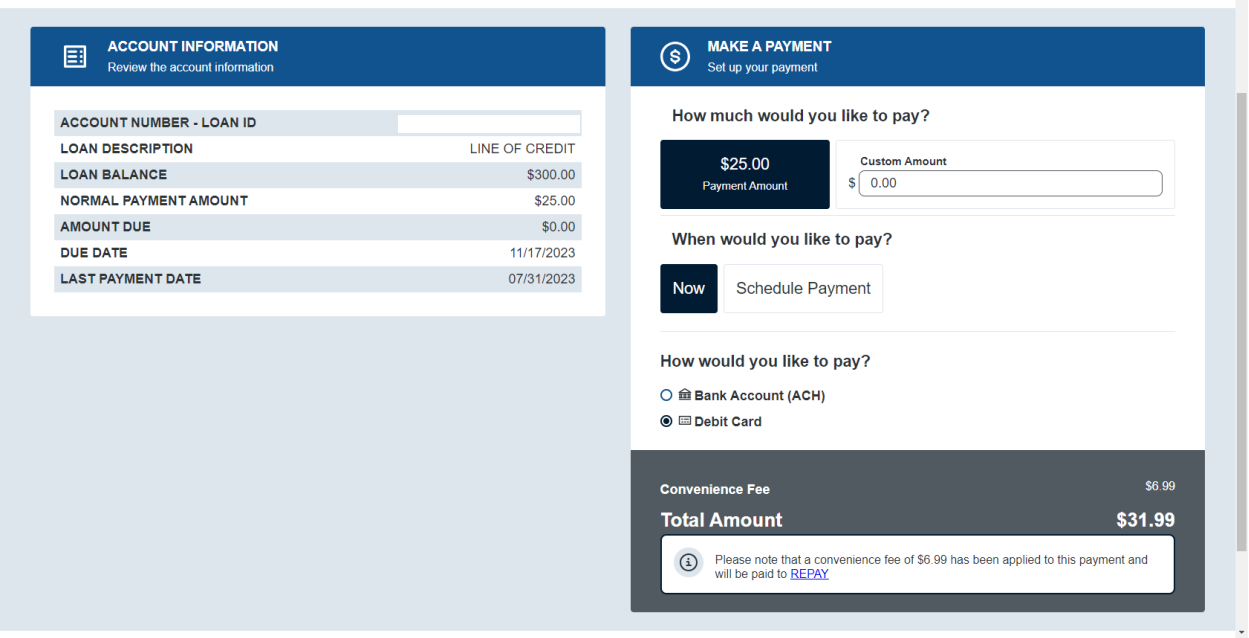
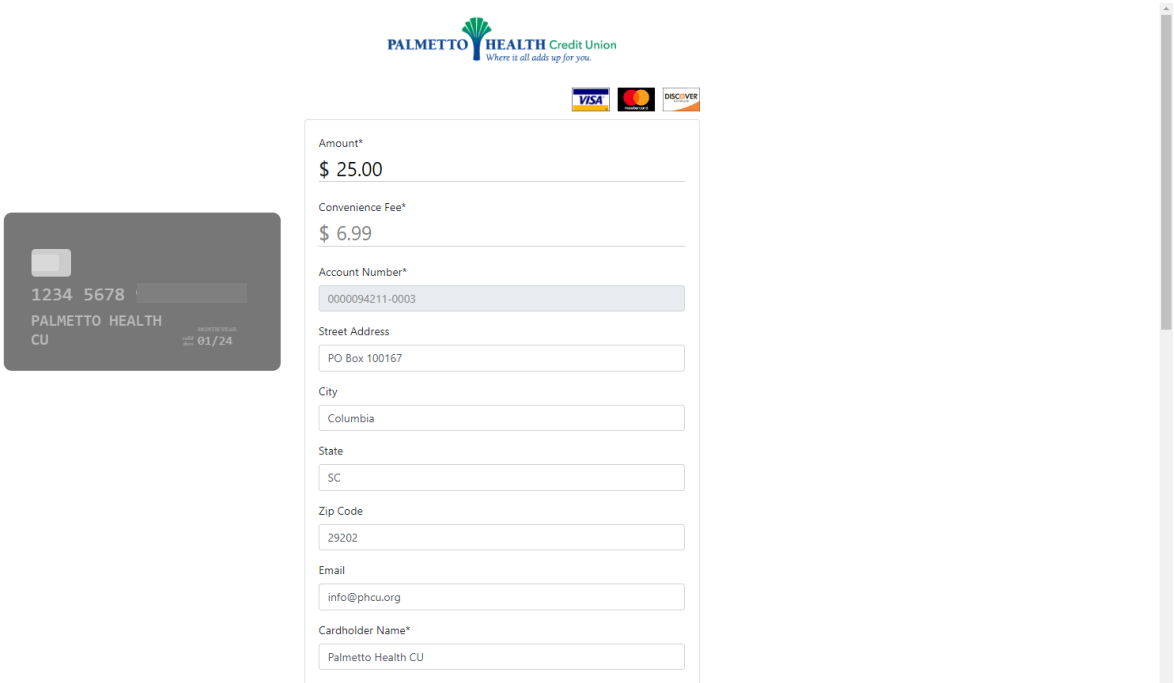


3. Once you’ve created a password you’ll login using your email and newly created password.
4. To make a payment, choose the “Pay” box on the right side of the loan information.



5. The “Make a Payment” screen will appear providing your loan information.

- Choose the **Payment Amount Box** that is prefilled with the payment amount or enter a **Custom Amount payment**:
- Choose whether to make the **payment now or schedule the payment** for a particular date:
- Choose whether you wish to pay by **bank account or debit card**.



6. Finally, enter your payment information, click on “Pay”, and enter your eSignature. Your payment will be applied to your PHCU loan immediately.