

CFSB's Online Payment Portal Instructions

1. Go to yourlifeyourbank.com
2. Under the We Are Here to Help section on the Homepage: click on "Make a Loan Payment"
3. "Create Account"
4. Please complete the following form with your personal information:

Is Business Account:	<input type="checkbox"/>
Username:	<input type="text" value="janedoe555"/> ✓
First Name:	<input type="text" value="Jane"/>
Last Name:	<input type="text" value="Doe"/>
Secret Question:	<input type="text" value="My mother's maiden name"/>
Secret Answer:	<input type="text" value="••••••"/>
Confirm Secret Answer:	<input type="text" value="••••••"/>
Address:	<input type="text" value="555 Address Road"/>
Suite/Apt #:	<input type="text"/>
City, State, Zip:	<input type="text" value="Benton"/> <input type="text" value="KY"/> <input type="text" value="42025"/>
Country:	<input type="text" value="US"/>
Phone:	<input type="text" value="(555) 555-5555"/>
Email Address:	<input type="text" value="janedoe@email.com"/>
Confirm Email Address:	<input type="text" value="janedoe@email.com"/>
	<input type="button" value="CANCEL"/> <input type="button" value="REGISTER"/> <input type="button" value="▶"/>

5. After entering the information, click on the "REGISTER" arrow.

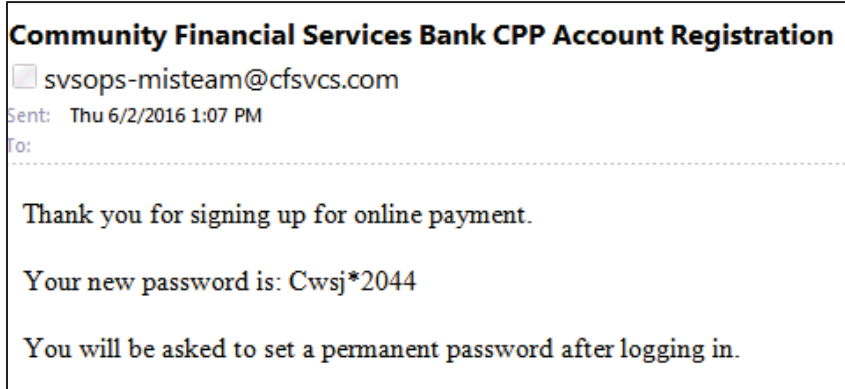
Then it will take you to the screen below.

User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

CFSB's Online Payment Portal Instructions


6. Click on "GO TO LOGIN PAGE"
7. At this point, you should have received an email regarding your login password. You will need this email in order to login. The email will look like this:



8. Now go back to the SP/ CPP Portal website, enter your login credentials, and then click on the "LOGIN" arrow listed below.

Returning Users:

[Forgot username or password?](#)




[Create Account](#)

9. Change your password, and then click on the "RESET" arrow.

password Expired

New Password:

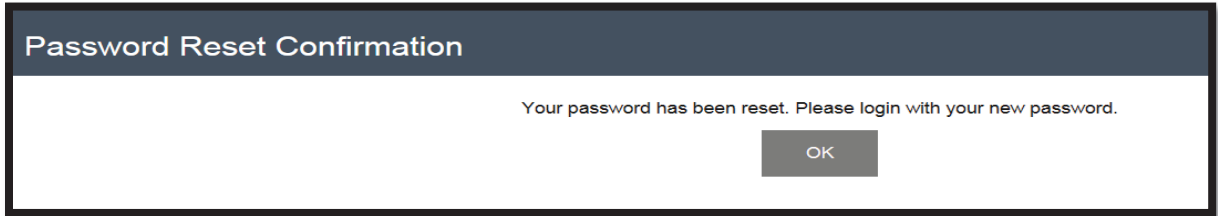
Confirm Password:



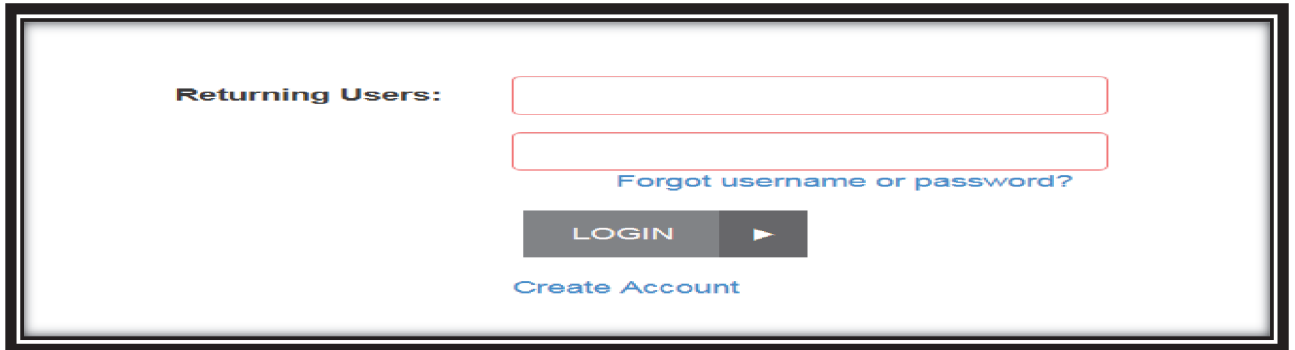
ⓘ Password must be at least eight characters long and contains upper and lower case characters as well as digits and must not contain your user name.

CFSB's Online Payment Portal Instructions

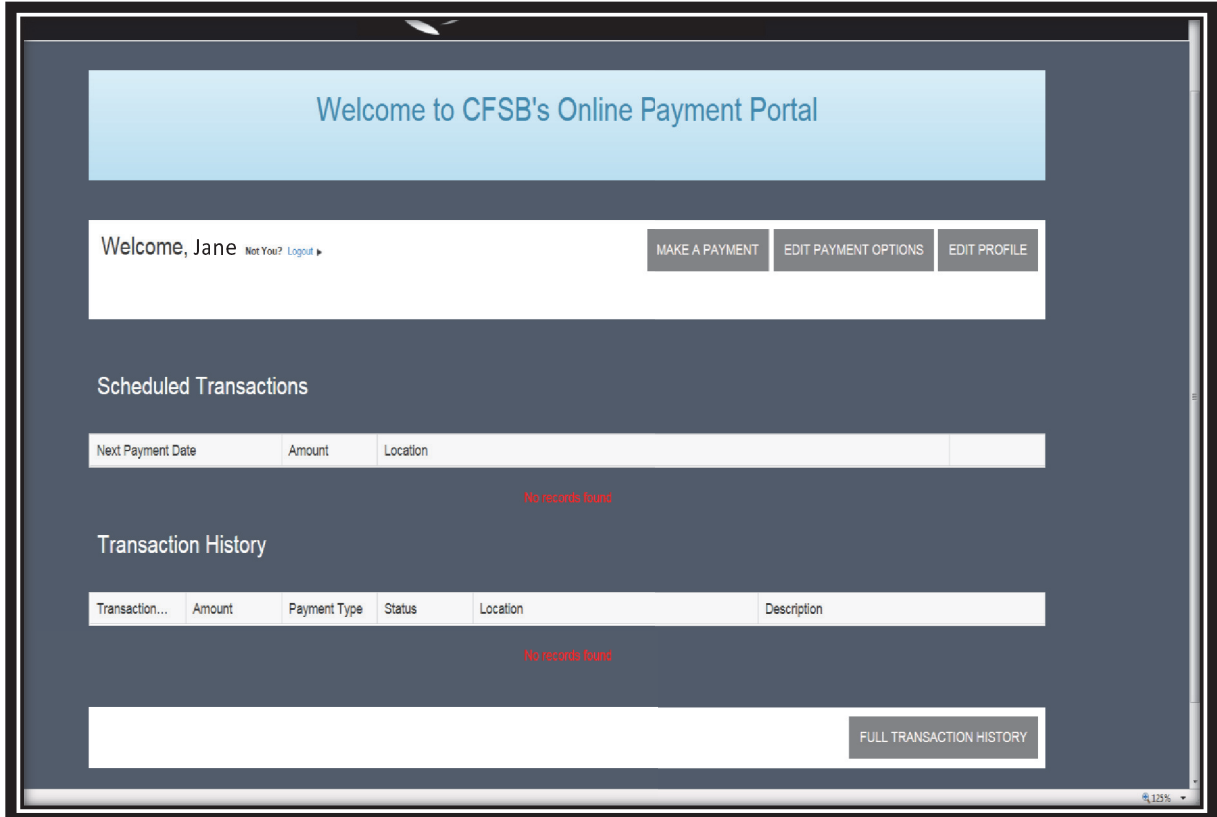
10. Click "OK"



11. Now, you will log back in.



12. To schedule a payment: click on "MAKE A PAYMENT."



CFSB's Online Payment Portal Instructions

13. Fill out the following information. Click "ADD PAYMENT OPTION" to enter the checking information from the other bank.

There is an option toward the bottom of the screenshot below to make this payment recurring:

Click here if you would like to make this a recurring payment

Click here if you would like to make this a recurring payment

BACK Welcome, Jane Not You? Logout ▶

Make Payment

Pay This Amount:

To Location: Remember this selection

Pay From Account: **ADD PAYMENT OPTION**

Loan Account Number

Name on Loan Account

Description

Payment Date:

Click here if you would like to make this a recurring payment

When entering your loan number, exclude all leading zeros. Example: if your loan number is 0001234, please enter 1234.

Any payments made after 1:00 p.m. CST will be processed the next business day. Payments made on weekends or holidays will be processed on the next business day.

CANCEL **CONTINUE** ▶

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IMPORTANT NOTE:

If the "Click here if you would like to make this a recurring payment" option does not show or if an existing payment needs to be set to recurring, the following need to be completed:

1. Go to the "Scheduled Transactions" on the home page.
2. Click on "Scheduled Transactions," it will unfold and show payments.
3. On the unfolded section, make sure the ENABLE button is green. Ex: **ENABLE**
4. Then click the INFINITE button. Ex: **Infinite**
5. Click "SAVE."
6. To confirm the change that was just made, go back to home screen again and unfold the Scheduled Transactions

