Make a Recurring Loan Payment Through QuickPay

**Use our online portal to make fast,
secure payments in a few simple clicks.**

Refer to this document to learn how to:

LOG IN TO ONLINE TELLER

## SET UP RECURRING PAYMENTS

CANCEL A RECURRING PAYMENT

LOG IN TO ONLINE TELLER

1. Visit **AmericanHeirtageCU.org** and select **Online Login** or **Login** from the menu.

Desktop Menu

Mobile Menu
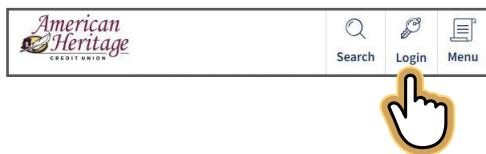
2. If you have not signed up for Online Teller yet, select **Register**. **Check the box** to accept the terms of this agreement. Then, follow the prompts to create your **User ID** and **Password**.
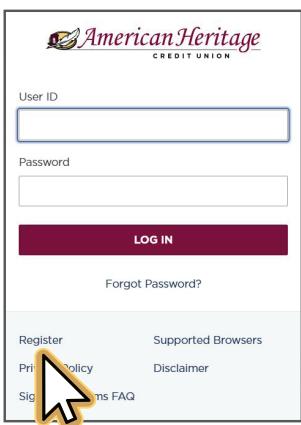
You will need your **Member Number** to create an Online Teller Account.

Where to find Your American Heritage Member Number:

a. Your loan documents.

b. Your membership card that was included in your Welcome Kit upon joining the credit union.

3. Log In to Online Teller by entering your **User ID** and **Password**, then select **Log In**.
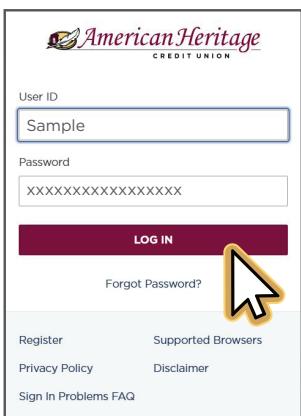
MAKE A RECURRING PAYMENT

4. **Log in to Online Teller** and navigate to **Payments** in the menu and select **QuickPay**.

Desktop Menu
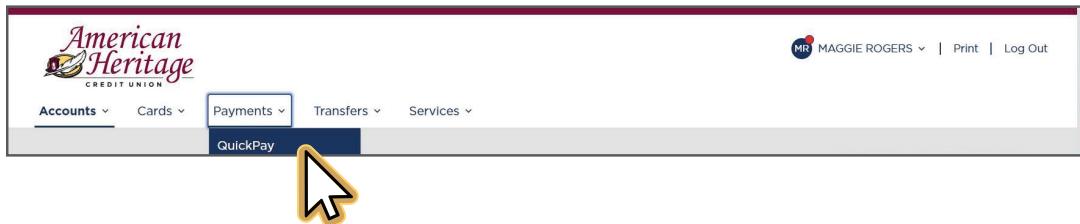
Mobile Menu
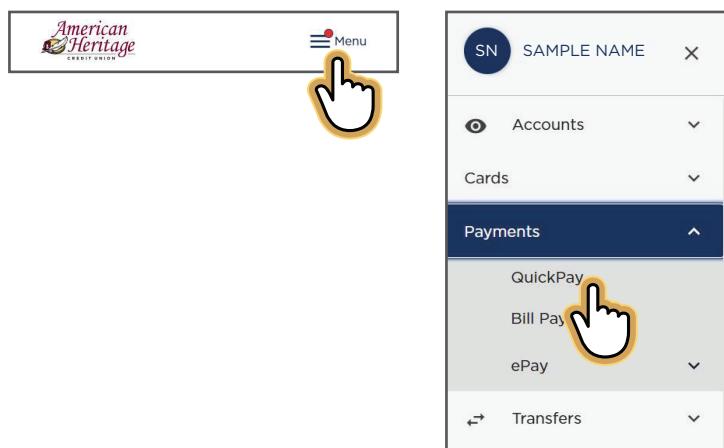
5. **Verify Your Identity** via the Email or Mobile Number associated with your account.
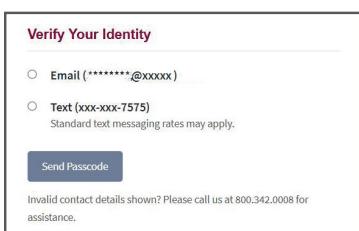
6. If prompted, **Enroll** in our QuickPay service.
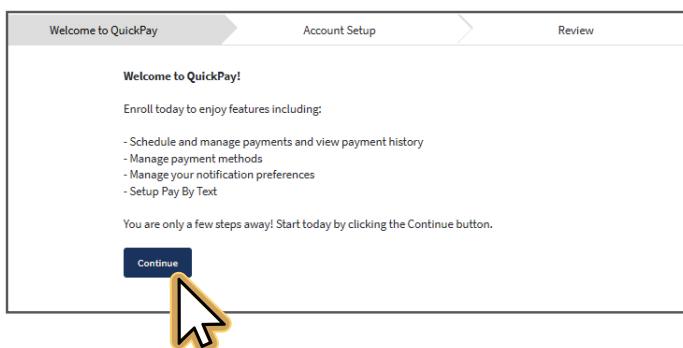
a. On the Welcome Screen, select **Continue** to start the enrollment process.

b. Review the Terms of Service Agreement and **check the boxes** to e-sign.

c. View your customer details on the **Account Setup** Screen, select **Continue** to review.

d. **Review** Account Information and select **Continue** to finish the enrollment process.

7. The **Account Summary** page includes two locations to set up recurring payments. Navigate to **Payment Actions** or **I would like to...** and select **Set Up Recurring Payments**.
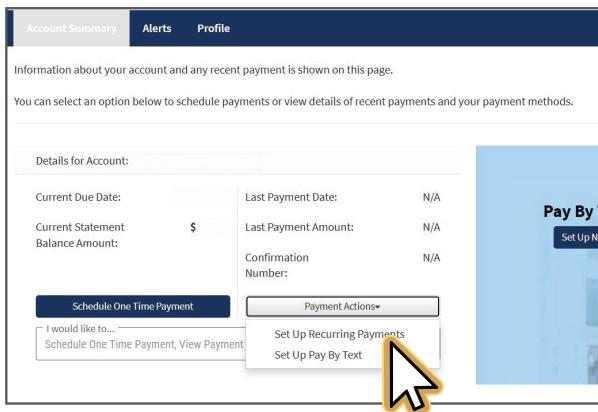
OR
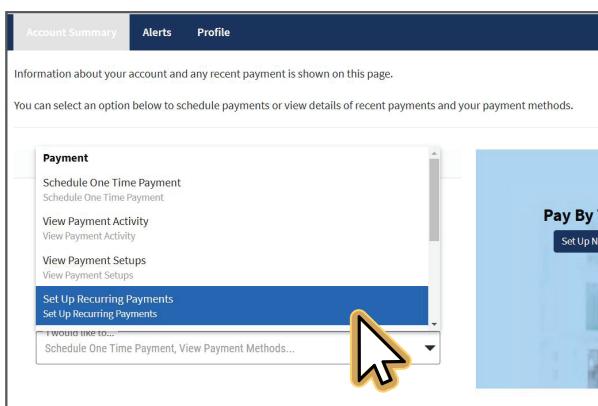
8. Select **Payment Method**, and select **New Bank Account** or **New Card Account**.

9. Fill out the form to enter the information for the Bank Account or Card Account you will be using for recurring payments. Select **Save** to add the account as your payment method.

Payment Method Options

OR

10. Enter your **Payment Start Date**, **Payment Frequency**, and **Check the Box** if you would like to fix the number of payments that will be processed, fill out the **Payment Amount**, and you can also choose to set a **Payment Limit (Optional)**.

Payment Start Date Calendar

Payment Frequency Options

Payment Amount Options

After completing the form, select the **Continue** button.

11. You will be brought to a **Review Recurring Payment Setup** screen. After reviewing the information for accuracy, confirm the recurring payment by selecting **Continue**.

Review Recurring Payment Setup ✕

Details of your Recurring Payments Setup are shown below.

By clicking **Confirm** to confirm your payment, you authorize us to initiate automatic debits from your **Payment Method** to make a payment to your **Billing Account**, as detailed below.

Payments to your account will be made on the **Payment Date** selected by you and will be for the **Payment Amount** shown on your last statement. The debits from your **Payment Method** will occur within two business days of those dates, but no earlier than those dates. You authorize your bank (and its successors or assigns), to process these debits to your account.

The dates and amounts of these payments (or any alterations to the amount) will be notified to you via email before a payment is processed. You will be able to cancel a payment at any time before the **Payment Date** by cancelling your Recurring Setup.

|	
Account Number:	0000000
Payment Method:	Bank Account 0000
Payment Start Date:	00/00/20XX
Payment Frequency:	Monthly
Payment Amount:	$000.00

[Continue] [Edit] [Cancel]

12. Upon completion, you will see the **Recurring Payment Setup Confirmed** screen, which will include a **Confirmation Number** along with the details of your recurring payment. You can choose to **Print** the information or **Close** the window.

Recurring Payment Setup Confirmed ✕

Confirmation Number :	XXXXXXXXX
Account Number :	0000000
Payment Method:	Bank Account 0000
Payment Start Date:	00/00/20XX
Payment Frequency :	Monthly
Payment Amount :	$000.00
Total Amount:	**$000.00**

Note: Your payments will be posted to your account on the payment dates that you selected, but they will not be reflected on the Account Summary page immediately.

[Print] [Close]

CANCEL A RECURRING PAYMENT

13. If you wish to cancel a recurring payment that has been set up, scroll to the bottom of your Account Summary page and find **Automated Payment Setups** and select the **Cancel Button (X)**.

Automated Payment Setups					
Confirmation Number	**Payment Method**	**Amount Type**	**Total Amount**		
XXXXXXXXXX	Bank Account 0000	Recurring	$000.00	X	⌄

You will be asked if you wish to cancel the recurring payment setup. Select **Yes, Cancel It** or **No, Keep It**.

After selecting **Yes, Cancel It**, a **confirmation message** that you have **Successfully Deleted Recurring Setup** will appear.