

CFSB's Online Payment Portal Instructions

1. Go to Yourlifeyourbank.com
2. Under the Quick Links section on the Homepage: click on "Make a Loan Payment"
3. "Create Account"
4. Enter the following information:

Is Business Account: ☐

Username: ✓

First Name:

Last Name:

Secret Question:

Secret Answer:

Confirm Secret Answer:

Address:

Suite/Apt #:

City, State, Zip:

Country:

Phone:

Email Address:

Confirm Email Address:

5. After entering the information, click on the "Register Arrow."

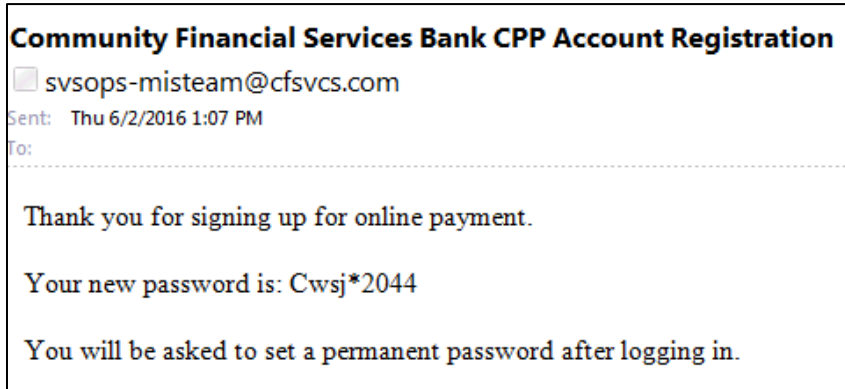
Then it will take you to the screen below.

User Registration Confirmation

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

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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. (use your temporary password from the email and then it will prompt you to change it)

Returning Users: XXXXXXXXXX

.....

[Forgot username or password?](#)

LOGIN ▶

[Create Account](#)

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

Password Expired

New Password:

Confirm Password:

① 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.

CANCEL RESET ▶

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10. Click "OK"

Password Reset Confirmation


Your password has been reset. Please login with your new password.

OK

11. Now, you will Log back in.

Returning Users:

[Forgot username or password?](#)

LOGIN 

[Create Account](#)

12. To schedule a payment: click on "Make A Payment".

Welcome to CFSB's Online Payment Portal

Welcome, Jane [Not You?](#) [Logout](#)

[MAKE A PAYMENT](#) [EDIT PAYMENT OPTIONS](#) [EDIT PROFILE](#)

Scheduled Transactions

Next Payment Date	Amount	Location
No records found		

Transaction History

Transaction...	Amount	Payment Type	Status	Location	Description
No records found					

[FULL TRANSACTION HISTORY](#)

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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 ▼

[BACK](#) Welcome, Jane [Not You?](#) [Logout](#) ▶

Make Payment

Pay This Amount:

Required

To Location:

Make a Loan Payment ▼

☐ Remember this selection

Pay From Account:

-- Select -- ▼

ADD PAYMENT OPTION

Loan Account Number

Name on Loan Account

Description

Payment Date:

6/2/2016

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

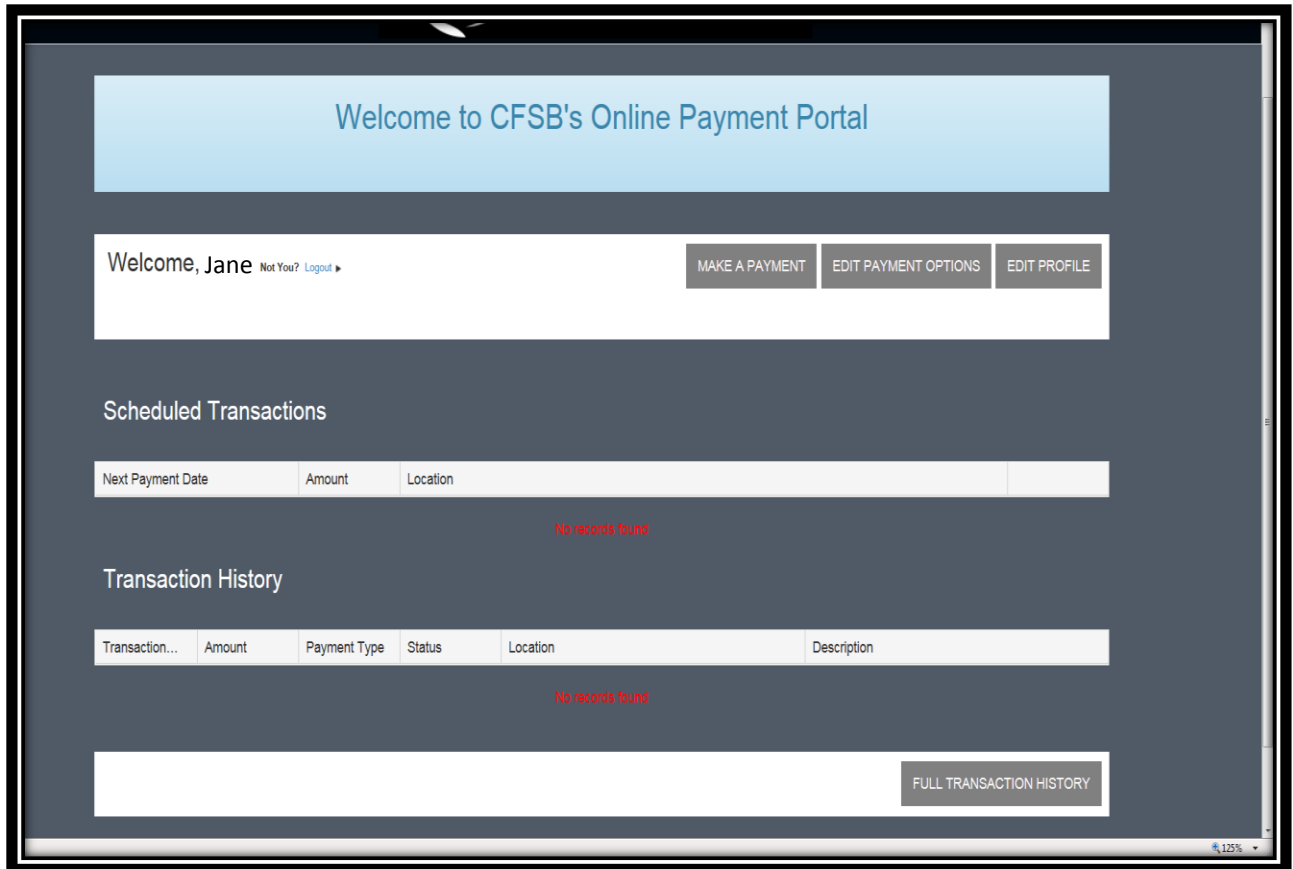
CONTINUE ▶

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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