

Making an Online Payment Instructions



Questions:

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Step One

Enter and confirm the company name. Then click on "Pay Now".

Note: please use the same company name that was used in applying for an SBA 504 Loan.

Step Two

Fill out the requested information.

Enter a payment amount.

Note: for "payment method", hit the blue "enter" button and make your choice.

Choose to pay by Bank Account or Credit Card and fill out all applicable information.

Agree to the Terms.

Click on "Enter Account"

Then, "Continue to Payment"

A screenshot of the online payment form. The form is titled "Home" and contains several input fields: Name, Phone (with a "Mobile" dropdown), Email, Payment Amount (with a dollar sign and a dropdown), Payment Method (with a blue "Enter" button circled in red), and Pay Date (set to 5/25/2023). There are also fields for Country (United States), City, State (Select State), Street Address, and ZIP Code. At the bottom right, a green "Continue to Payment" button is circled in red.

Step Three

Verify the information is correct.

Agree to the Terms.

Click on "Make Payment"

A screenshot of the "Verify Payment" screen. It shows a payment summary for \$1.00 via Visa ****0212 on 5/25/2023. Below the summary is a section for "BILLING INFORMATION" with fields for Name and Email. A "Make Payment" button is circled in red. There is also a "Link Terms and Conditions" link and a "Close" button.

Step Four

A printable confirmation will appear on the screen, followed by an email confirmation as well.