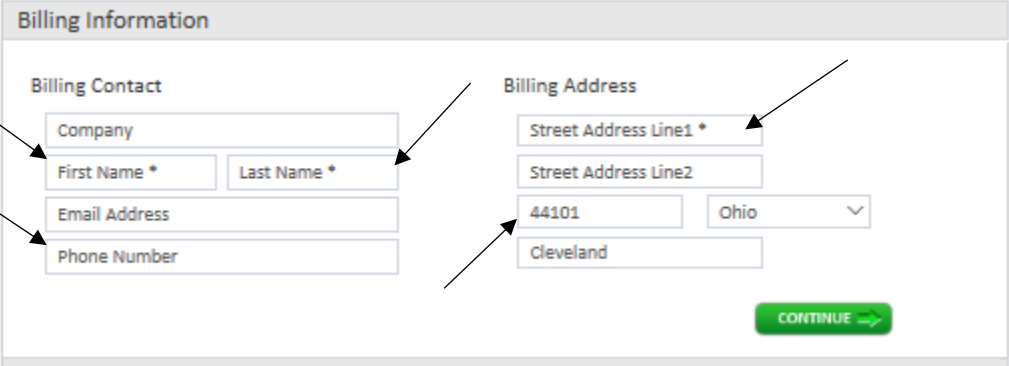


# PAYING ONLINE WITH AN ELECTRONIC CHECK

1. GO TO CENTERRA COOP .COM
2. CLICK ON MY ACCOUNT
3. SELECT "PAY MY BILL" OPTION
4. FILL OUT THE BILLING INFORMATION FORM. FIRST NAME, LAST NAME, PHONE NUMBER, ADDRESS, ZIPCODE.

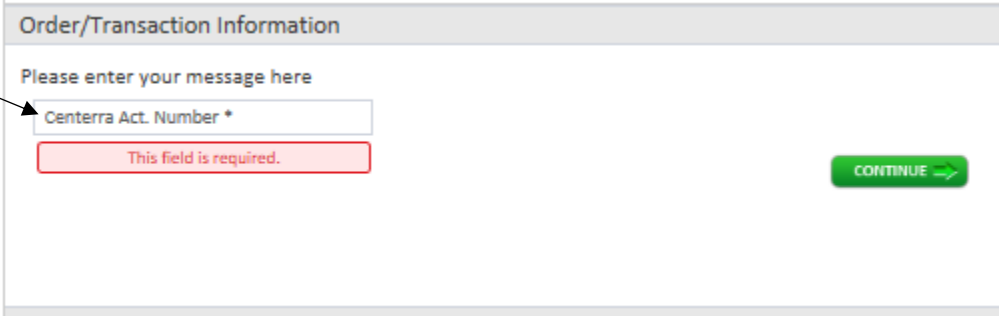


The screenshot shows a "Billing Information" form with two main sections: "Billing Contact" and "Billing Address".

- Billing Contact:** Includes fields for "Company", "First Name \*", "Last Name \*", "Email Address", and "Phone Number".
- Billing Address:** Includes fields for "Street Address Line1 \*", "Street Address Line2", a ZIP code field (containing "44101"), a state dropdown menu (set to "Ohio"), and a city field (containing "Cleveland").

A green "CONTINUE" button with a right-pointing arrow is located at the bottom right of the form. Arrows from the text above point to the "First Name \*", "Last Name \*", "Street Address Line1 \*", and "Phone Number" fields.

5. CLICK CONTINUE
6. ENTER THE CUSTOMER ACCOUNT NUMBER



The screenshot shows an "Order/Transaction Information" form. It features a text area labeled "Please enter your message here" and a required input field for "Centerra Act. Number \*".

A red error message box below the input field states "This field is required." A green "CONTINUE" button with a right-pointing arrow is positioned at the bottom right. An arrow from the text above points to the "Centerra Act. Number \*" input field.

7. CLICK CONTINUE

## 8. SELECT THE ELECTRONIC CHECK TAB

**Payment Information**

Your Centerra account will be billed 3% of your transaction when using your credit card. You will not be charged for using an electronic check. All payments will be applied to the oldest invoice first. Payments will not be applied to specific invoices.

Credit Card  Electronic Check

Please fill in the green fields below

11/30/2017  
DATE

Centerra Co-op  
\$ 0.00  
zero dollars and zero cents DOLLARS

Routing# Account# Check#

Re-enter Account: Account Type ▾

Single payment  Multiple payments

Payment Amount: 0.00  
Total: 0.00

**CONTINUE** →

9. THE CUSTOMER ENTERS THE FOLLOWING INFORMATION. COPIED OFF OF THEIR CHECKBOOK.

10. ENTER THE ROUTING NUMBER AND REENTER ACCOUNT NUMBER

11. ENTER THE ACCOUNT

12. CHECK NUMBER

13. SELECT THE ACCOUNT TYPE ( SAVINGS OR CHECKING)

14. ENTER THE PAYMENT AMOUNT

15. SELECT CONTINUE

16. REVIEW THE ORDER AND SELECT THE SUBMIT BUTTON

17. YOUR PAYMENT IS NOW COMPLETE