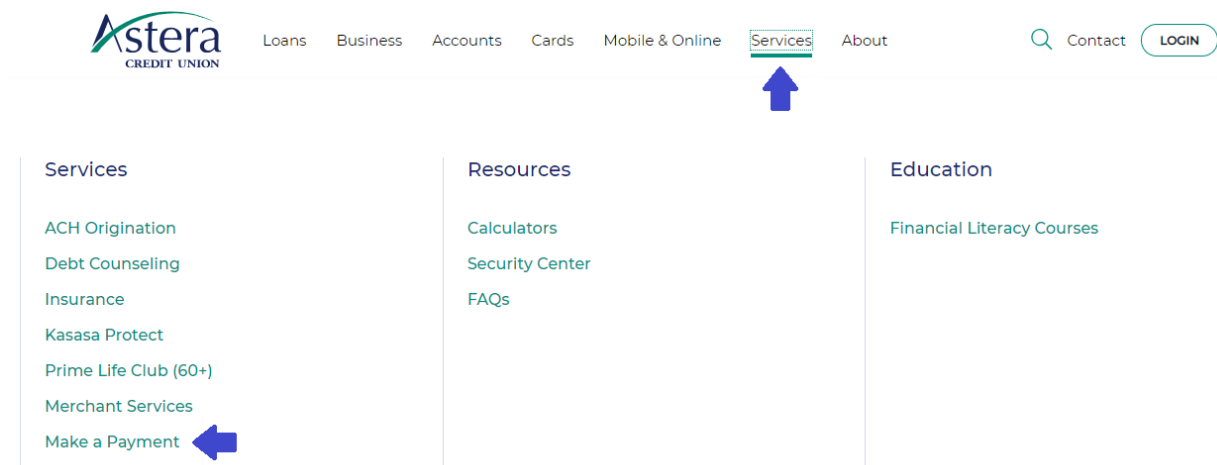


How to set up a Web ACH payment

- Visit our webpage.
www.AsteriaCU.com
- Click on the top tab “Services”. Then at the bottom of the first column click “Make a Payment”.



- Use your account number with Asteria: 12xxxxxx /626xxxx and loan id: 01, 02, 03, Etc. Please disregard the zero in front of your account number, if you have this on any of your documents from Asteria. You will find this information on your statement. For the first time registration you skip the password and click on “sign in”.

Account **Loan ID**
Password (omit password if this is your first visit)



Administrative Office
111 South Waverly Road
Lansing, Michigan 48917
Phone 517-323-3644
Fax 517-323-4414
www.AsteriaCU.com

- Once you are in you will then be asked to create a password and enter in your personal information.

Account: *****

Please enter and verify your personal information: (* denotes required information)

Type your new password	*	<input type="text"/>	(must be at least 4 characters long)
Retype your new password	*	<input type="text"/>	
Name of Account Holder	*	<input type="text" value="John Smith"/>	
Phone Number	*	<input type="text"/>	
Street Address	*	<input type="text"/>	
City	*	<input type="text"/>	
State	*	<input type="text"/>	
Zip Code	*	<input type="text"/>	
Email Address		<input type="text"/>	(enter your email address for confirmations sent via email)

- On the next page you will enter the Payment Amount, Desired Payment Date, and whether you'd like this to be a one-time payment or monthly reoccurrence.

Account: *****

Please enter and verify your payment information:

Payment Amount (U.S. Dollars)	<input type="text" value="159.45"/>	
Desired Payment Date	<input type="text" value="05-15-2018"/>	<input type="button" value="Calendar"/> (If date shown is not the payment date you desire, please change)
Desired Payment Frequency	<input checked="" type="radio"/> This Payment Only <input type="radio"/> Monthly	



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- After that you will enter whether you'd like funds pulled from your checking or savings account, and your financial institutions information (where you want the funds to be pulled from).

Account Type **Checking Account** **Savings Account**

Your Bank's 9-Digit Routing Number (Financial institution where money is to be withdrawn from)

Your Bank Account Number (Account number at the financial institution where money is to be withdrawn from)

Retype Your Bank Account Number

- Lastly you will get a review/confirmation page that you are able to print off for your records.

If you have any questions please feel free to reach out to us at **517-323-3644** and we will be happy to assist you.

Thank you for your membership,
Astera Credit Union