

DIGITAL BANKING BORROWERS' GUIDE

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Overview

Our Digital Banking platform enables borrowers to access their accounts anytime, anywhere using a personal computer, tablet or mobile phone. Your association's Digital Banking app is available for free download from Google Play and the Apple App store.

Digital Banking supports Microsoft Edge, Google Chrome and Safari. Our recommendation is that you ensure you have the most recent version of your preferred browser to ensure that the latest security patches are in place.

Key features

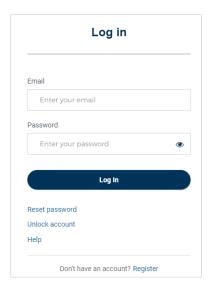
Managing your Farm Credit account online and on-the-go is easy and convenient! Not only can you access and manage your loans from virtually anywhere, but you can also:

- · Access funds from your line of credit.
- Schedule unlimited current and future-date payments.
- Access up to 25 months of billing statements and transaction history.
- Enable co-borrowers to register to view and manage loans.
- Download and view annual statements and tax documents.
- Benefit from enhanced login features that keep your online sessions safe and secure.

How to register

 Visit your association website and click **Digital Banking**, which is located at the top right corner of your screen.

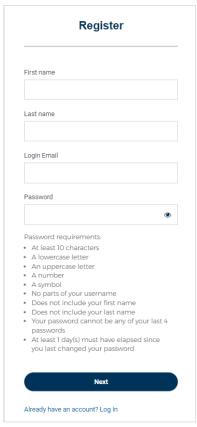
Digital Banking uses **Okta** for identity management. If you have used this service with a Farm Credit Association, you may already have login credentials.



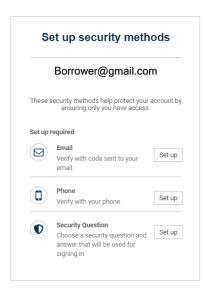
The following information is required to register:

- Social Security number or taxpayer ID number.
- Account number or loan number.

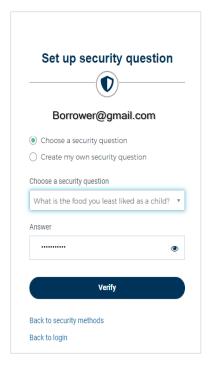
TIP: Your account number can be found at the top of your billing statement.



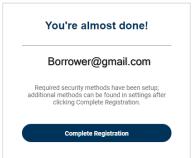
- Enter your account number or loan number and the last four digits of your Social Security number or taxpayer ID number.
- Click Next.
- Enter your first name, last name and email address to create your password.



- Set up all three required methods:
 - o Email.
 - o Cell phone number.
 - Security question.

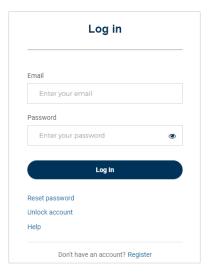


• When setting up your security question, you can either choose from a predefined list or create your own question.

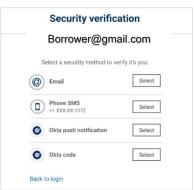


- After successfully verifying the last security method, click Complete Registration. The Digital Banking Terms and Conditions will appear.
- Click Accept.
- You should now see your Accounts Summary, and you'll soon receive an email confirming your registration.

How to log in

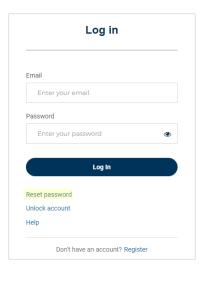


- Visit your association's website and click Digital Banking, which is located at the top right corner of your screen.
- Enter your email address and password.
- Click Log In.

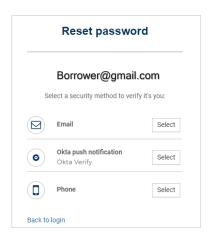


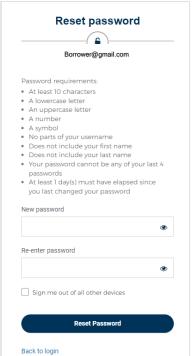
- Select a security verification method.
- After successfully verifying, you should see your Account Summary.

How to reset your password



- Visit your association's website and click Digital Banking, which is located at the top right corner of your screen.
- On the **Log In** page, select **Reset password.**
- Enter your email address.
- Click Next.

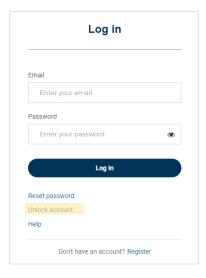




- Select a security verification method.
- Answer the security question after verification.

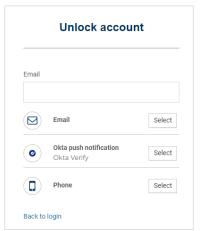
- The Reset password screen will display.
- Create your new password.
- Click Reset password.
- You'll soon receive an email letting you know that you've successfully reset your password.

How to unlock your account



Your account will be locked after 10 unsuccessful login attempts for your security. Please follow these steps to unlock your account if you're not redirected after the 10th attempt.

- Visit your Association's website and click **Digital Banking**, which is located at the top right corner of your screen.
- Click **Unlock account** on the **Log in** page.



- Enter your email address.
- Select a security verification method.
- Once security validation is complete, enter your password.
- You'll soon receive a confirmation email letting you know that your account has been unlocked.

The main menu



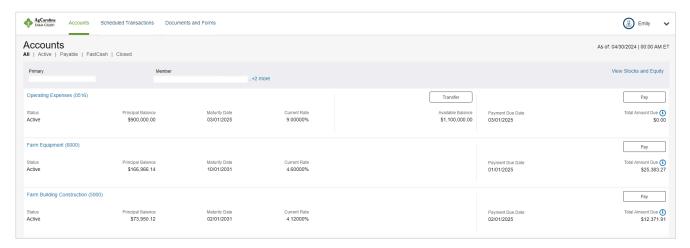
The main menu enables you to:

- Access your accounts.
- Schedule transactions.
- Access and print documents and forms.
- Communicate with us via secure mail (if applicable to your association).

You can also access and update your user profile, visit our Help Center and log out.

Account Summary

Your **Account Summary** displays information about your loans, including all active, payable, FastCash and closed loans. This is also where you can make payments and transfers.



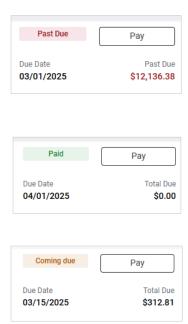
The following information is also displayed on your Account Summary:

- As-of date The latest information about your loan(s).
- Account Filters All active, payable, FastCash and closed loans.
- Association Details Your name, email address and phone number.

• **Customer Name** – The names of primary borrower(s) and others on the loan.



- Loan Name and Loan Number.
- **Loan Details** Shows loan status, principal balance, maturity date, current interest rate, available balance, payment due date and due amount.
- Pay Enables you to make a payment and notifies you that the AutoDraft feature is active, if applicable.
- Transfer Navigates to the FastCash Transfer screen.
- **View Stock and Equity** Shows borrower details, stock or participation certified balances and any equities associated with the account.
- Account Tags Tags are displayed to indicate that loans are Past Due, on AutoDraft, Paid or are Coming Due.
 - Past Due The loan has an outstanding balance from a previous installment period.
 - AutoDraft If a loan is AutoDraft-enabled, installments will not be displayed. The payment will be transferred as scheduled.
 - Paid If the borrower has already committed the funds to satisfy the current installment through a combination of Funds Held, VACP, Unapplied Funds, Payments or Scheduled Payments, the loan is payment is shown as paid.
 - Coming Due If the current remaining due is greater than
 0 and the current date is more than the due date minus 15 days, the loan payment will be shown as Coming Due.



Important notes

All Displays all active, closed, new, paid and inactive loans.

Active Displays only active loans.

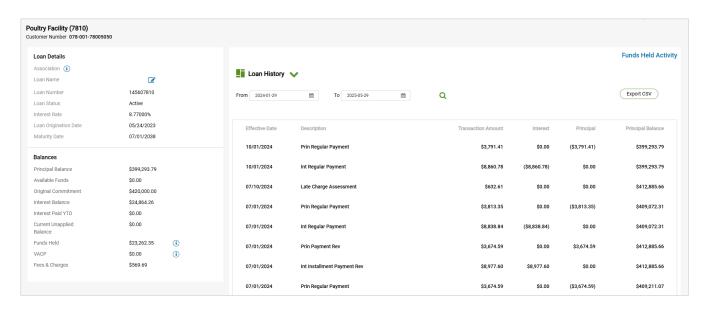
Payable Displays loans eligible for payments.

Closed Displays closed loans.

FastCash Enables borrowers to electronically transfer funds from their lines of credit

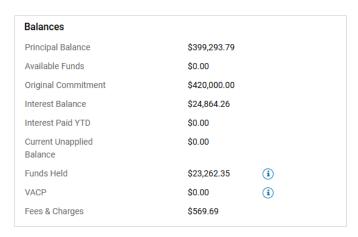
to their checking or savings accounts.

Loan Details will display once a loan number has been selected from the **Accounts Summary** screen. **Loan Details** provides loan-level information and your transaction history for up to 25 months.





• Loan Details also displays the loan name, loan number, loan status, interest rate, loan origination date and maturity date.



 Balances displays the principal balance amount, available funds, original commitment amount, interest balance, interest paid year-to-date, current unapplied balance, funds held, accrued interest on funds held, interest earned year-to-date on funds held, and fees and charges.

Loan History shows account information within a specified date range. Loan Histories can be downloaded as CSV. files.

How to make a payment

Digital Banking administrators can enable and disable online loan payments. Please contact your association if the **Pay** button is disabled.

Here are a few other things to keep in mind:

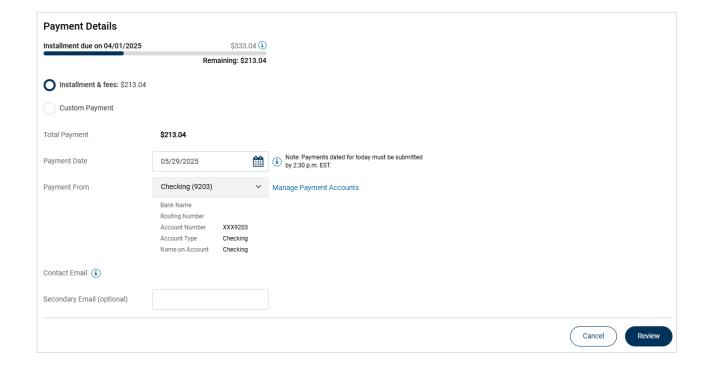
- Same-day payments can be scheduled and processed if submitted by 2:30 p.m. EST.
- Payments cannot be scheduled on weekends or bank holidays.
- Current-day and future payments can be scheduled up to a year in advance.

Follow these steps to make a payment:

- Select the Pay button from the Account Summary screen for the loan you want to pay. If the Pay button is not enabled, please contact your association for more information.
- The Make Payment Schedule Payment screen will display.



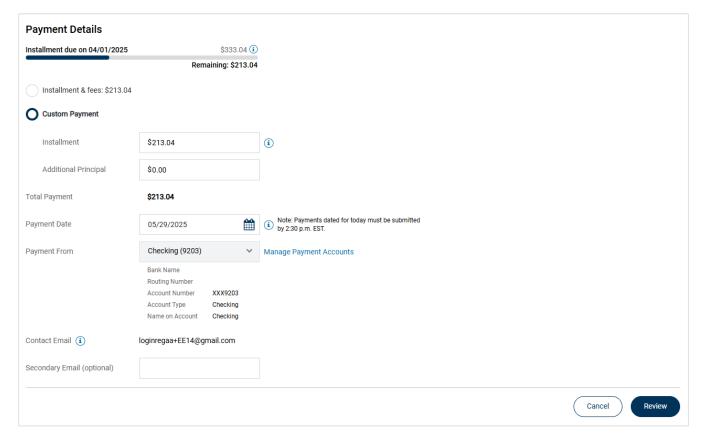
• The default payment screen will display so you can make a payment and pay any fees, if applicable.



• Click the **Calendar** icon to select a payment date.

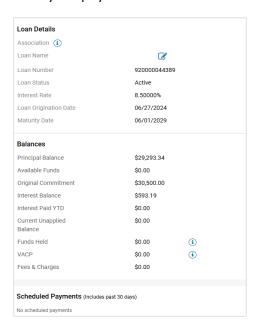
- Select the account from the dropdown on the Payment Form.
 - You can manage payment accounts by selecting Manage Payment Accounts. To add a new payment account, go to User Settings > Payment Account > Add Payment Account.
 - The Contact Email Address is what you entered when registering for Digital Banking.
 - To update your primary email address so you can receive payment notifications, navigate to User Settings > Contact Preferences.
 - You can also enter an optional Secondary Email Address to receive payment notifications.
- Click Review once all information has been verified.
- The Payment Details Final Review screen will display.
- Please review all payment details before scheduling your payment. If everything is correct, check the box at the bottom of the screen and click **Schedule Payment**.
- The Payment Details Confirmation screen will display.
- After your payment has been scheduled, you will soon receive a confirmation email.

If you'd like to pay a customized amount (this includes partial payments or payments outside of the current installment period), including additional principal, select **Custom Payment**.



Enter the installment Amount and Additional Principal if applicable.

- The **Payment Details** field is prepopulated with the **Total Amount Due**. You can make changes to the **Payment Amount** field.
- You can make additional principal payments by entering an amount in the Additional Principal field.
- Total Payment displays the sum of the Payment Amount value plus any amount in the Additional Principal field.
- Click the **Calendar** icon to select a payment date up to a year in advance.
- Select the account from the dropdown list on the **Payment Form**.
 - You can manage payment accounts by selecting Manage Payment Accounts. To add a new payment account, navigate to User Settings > Payment Account > Add Payment Account.
 - o The Contact Email Address is what you entered when registering for Digital Banking.
 - To update your primary email address so you can receive payment notifications, navigate to User Settings > Contact Preferences.
 - You can also enter an optional Secondary Email Address to receive payment notifications.
- Click Review once all information has been verified.
- The **Payment Details Final Review** screen will appear.
- Please review all payment details before scheduling your payment. If everything is correct, check the box at the bottom of the screen and click **Schedule Payment**.
- The **Payment Details Confirmation** screen will display.
- After your payment has been scheduled, you will soon receive a confirmation email.



- Loan Details shows your loan name, loan number, loan status, interest rate, loan origination date and maturity date.
- Balances shows your principal balance amount, available funds, original commitment amount, Interest balance, interest paid year-to-date, current unapplied balance, funds held, accrued interest on funds held, interest earned year-todate on funds held, and fees and charges.
- Scheduled Payment shows the date and amount of your payment(s) within the last 30 days.

Payment application

Payment application order:

- Interest (due at receivable due date).
- Principal.
- Escrow, if applicable.
- Outstanding fees.
- Unapplied.

If there is more than one active receivable, principal, interest and escrow will be paid before fees are applied.

The balance will be applied to receivables on the following schedule:

- Unapplied funds will be deducted on the day the receivable is generated.
- Authorized VACP and Authorized Funds Held will be deducted four days before the receivable due date.

The amount due in Digital Banking will reflect the balance that will automatically apply toward the current installment.

How to calculate the amount due:

Amount Due = (Interest + Principal + Outstanding fees) – (Unapplied Funds + Authorized VACP + Authorized Funds Held + Scheduled Transactions + Partial Payments).

Installment period – The time between the due date of the previous receivable and the due date of the next receivable on the calendar.

Payment Screen Tips

- For both AutoDraft and Paid loans you can not submit an installment payment.
 - Borrowers can still make a payment towards the loan outside of the installment period using the custom payment screen. If there are no active receivables outside of the current installment period, the funds will be placed into unapplied.
- If the load is on AutoDraft, borrowers must select custom payment to pay additional principal.
- Under Custom Payment, the fields are available for you to change.
- Borrowers can still select Custom Payment when there are past due amounts. There is an additional "Past Due" field when your payment is past due.

Payment restrictions

Digital Banking's online payment feature can be used with all loan types; however, additional principal payments are allowed only if the loan is on AutoDraft and the Payment Amount field is disabled. In addition, a payment cannot be more than Principal + Interest + Other - Unapplied Funds.

You will receive the following warning if you attempt to pay off your loan:

This payment will be applied, however this loan may have additional charges.

For a final payoff quote and to close your loan, contact the association at Info@FarmCreditCFL.com or 863-682-4117

You will receive the following message if you pay more than what is required:

This payment will be applied, however it is subject to a prepayment penalty.

For more details, please contact the association at CustomerContact@farmcreditcfl.com or 863-682-4117

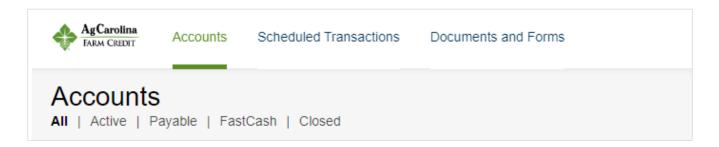
The effective date of payment will be the date the payment was submitted if submitted before 2:30 p.m. EST.

Detail Online Payments - ICSOLP01 reports are produced for online payments. This report lists all payment transactions according to the borrower loan number. Transactions are grouped by borrower if they made payments on multiple loans on the same day. The transaction reference number and submission information is also shown.

The report will be available each afternoon and reflects the payments initiated after 2:30 p.m. EST of the previous business day and before 2:30 p.m. EST on the same day.

How to schedule transactions

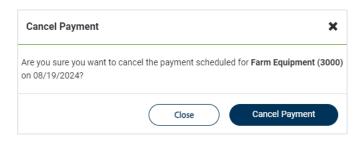
You can view scheduled, completed, processing and canceled payments. In addition, transfers are listed for submitted, processing, canceled and completed transfers. Transactions can be seen for the past 30 days under **Scheduled Transactions** from the main menu.



Scheduled payments can be cancelled until 2:30 p.m. EST on the Payment Date. If you notice incorrect payment details, you must cancel and resubmit your payment.



 A Cancel Payment popup will display, and you will soon receive an email confirming your cancellation.



 Once you cancel your payment, it will be removed from the scheduled payment list.

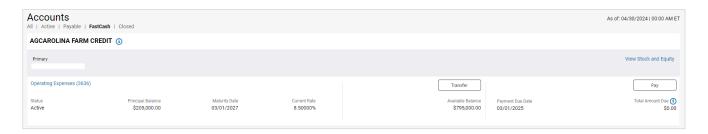
Borrowers are unable to cancel transfers. If you need to do so, please contact your association for assistance.

How to make a FastCash transfer

- Digital Banking manager-level administrators can enable and disable FastCash transfers for borrowers.
- FastCash transfers submitted on a business day before 2:30 p.m. EST will be processed that day. FastCash transfers submitted after 2:30 p.m. EST will be processed the next business day.
- Association personnel can view all FastCash transfers processed online by accessing report ID ICSFCT01 in Mobius. Available each afternoon, the report reflects transfers entered before 2:30 p.m. EST and those entered after 2:30 p.m. on the previous day.

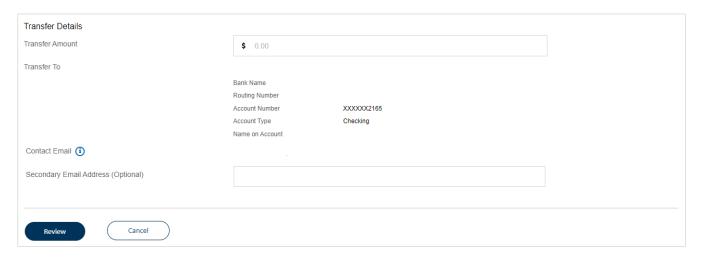
How to make a funds transfer

From the Account Summary homepage, select the Transfer option for your loan.



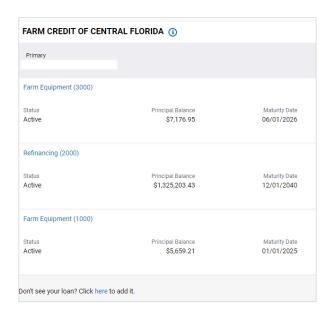
- The FastCash Transfer screen will display.
- Enter the transfer amount.
 - The transfer amount cannot exceed the available funds balance.
 - The Primary Email Address will be the same as what is listed in your profile settings. To update your primary email address to receive transfer notifications, navigate to User Settings > Contact Preferences.
 - You can also enter an optional Secondary Email Address to receive transfer notifications.
 - o Borrowers are unable to cancel transfers. If you need to cancel a transfer, please contact your association for assistance.
- Click Review.

• The **Transfer Details - Final Review** screen will display.



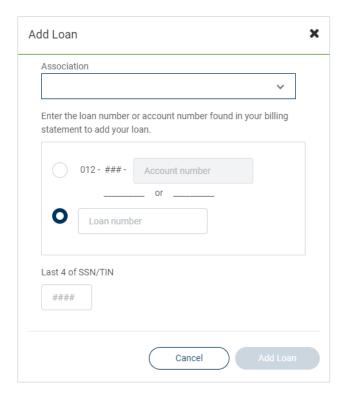
- Please review all transfer details before proceeding. If you need to change a field, click **Back**.
- Once everything is correct, check the box at the bottom of the screen and select Transfer.
- The **Transfer Details Confirmation** screen will display.
- You will receive soon receive an email confirmation of the transaction.

How to add a new loan



If your loan does not appear on your **Accounts Summary**, follow these steps to add it:

- Click here, at the bottom of the Account Summary screen.
- The Add Loan screen will display.



- Complete the fields, choose your association name from the dropdown options and enter the Loan Number/Account Number and SSN/TIN.
- Click the Add Loan button.
- The newly added loan will now appear in your Account Summary.

Documents and forms

 Select **Document and Forms** in the top navigation to view and download billing statements, tax documents, annual activity statements and various forms.



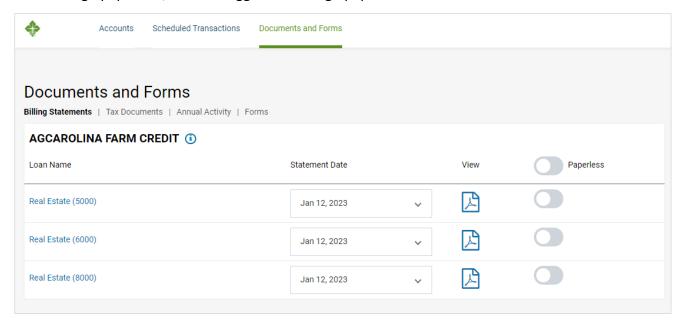
Accounts

Scheduled Transactions

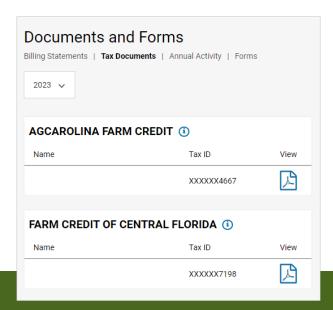
Documents and Forms

How to view and download your billing statement

- View and download your billing statements by selecting a statement date from the dropdown menu for bill generation. You can access up to 25 months of billing statement history.
- Click the PDF icon to view and download a billing statement.
- To go paperless, use the toggle. You can go paperless for all loans or individual loans.



Tax documents



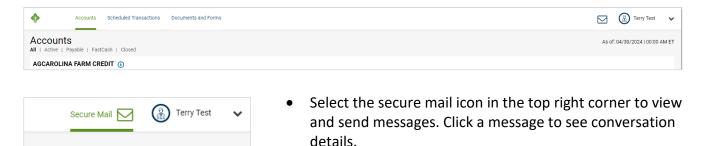
 Here's where you can view and download PDF files of your tax documents for a particular year.

Forms

The ability to view and print forms is not functional at this time.

Secure mail*

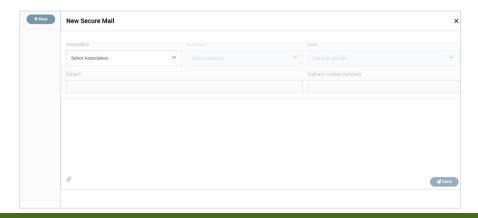
You can securely communicate with and send documents to your association regarding a specific loan.



^{*}Not all Associations use secure mail.

How to create a secure message

- In the Menu Header, click Secure Mail. The Messages screen will display.
- Click the **+New** button. The **New Secure Mail** window will display.



- Select the appropriate association name and customer if you have loans with more than one Farm Credit association.
- In the Subject field, enter a subject.

- Select the Loan from the dropdown.
- In the **Message** field, enter your message. You can also include your phone number if you'd like to speak to someone.
- To attach a file, click the Attach file icon. Select a file in the open dialog box and click Open.
 The following file formats are allowed: Word, Excel, PowerPoint, Text, JPEG, PNG and PDF.
 Multiple attachments can be uploaded. However, the total size of all files cannot exceed 500 MB.
- When your message is complete, click Send. Your new message will appear on the Messages screen.

How to reply to a secure message

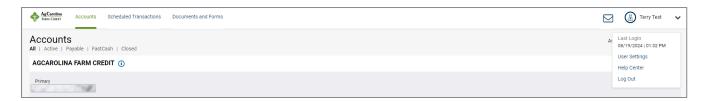
You can read messages and respond to emails from us in a conversational chat format. You'll be notified by email if you have a secure message or response to a question.

How to delete a secure message

Secure messages can be deleted from your inbox or sent folder. You are unable to delete system display messages.

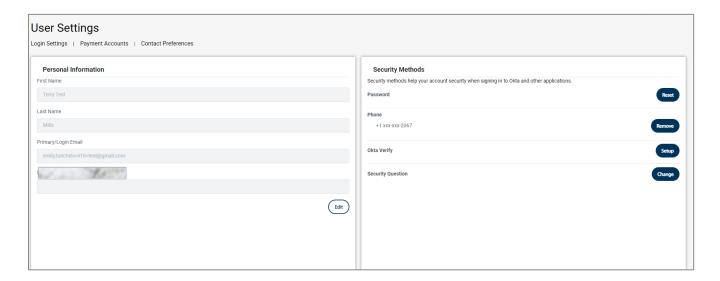
Your user profile

You can update your personal information, security methods, display language, manage payment accounts and primary email address in your **user profile**, which is located in the upper right corner.



Your user settings

You can update your login and payment settings, as well as your primary and secondary email addresses in your **User Settings**.



• On the **Digital Banking** homepage, click the profile dropdown at the top right of your screen and select **User Settings.**

Login settings

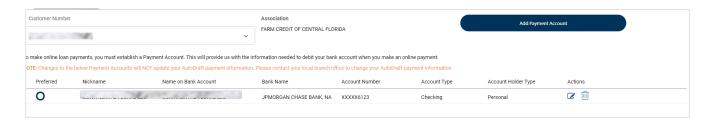
To update your personal information, security methods or display language:

- Go to the Login Settings tab.
- In the **Personal Information** section, click **Edit** to update name, Okta name, primary/secondary mail addresses, mobile phone number, and organization details.
- Click Save.

You can also set up or update your Security Methods.

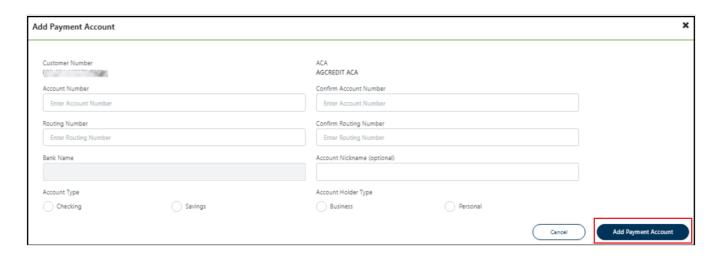
How to add a payment account

• To add a new payment account, click **Add Payment Account** under the **Payment Accounts** tab.



- The Add Payment Account screen will display.
- Complete the required fields in the Add Payment Account popup.

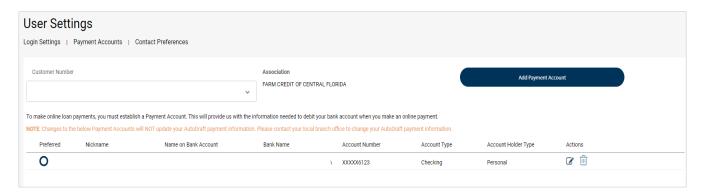
 Click Add Payment Account. The newly added account will be shown in the Payment Accounts section.



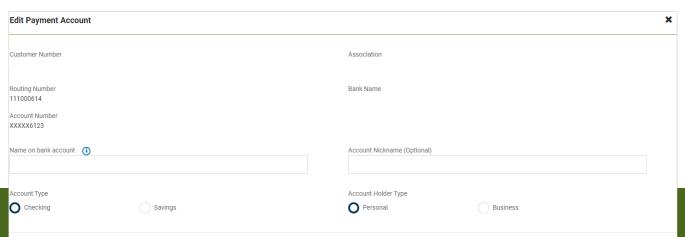
Note: If you're updating the **Payment Account**, it will not impact your AutoDraft payment information. To change your AutoDraft information, please contact your Association.

How to edit a payment account

Select the Edit icon from the Payment Accounts list.



Change the account details and click Update.



• You'll soon receive a confirmation email letting you know you've successfully updated your payment account.

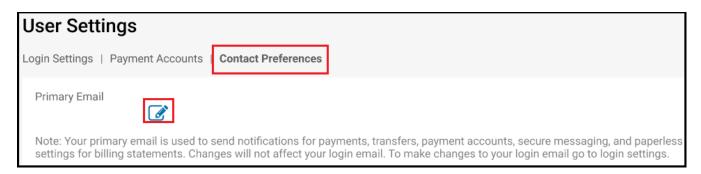
How to delete a payment account

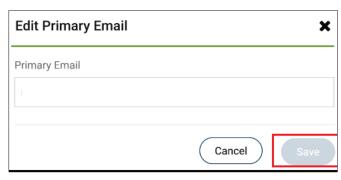
- To delete a payment account, select the account from the **Payment Accounts** list.
- Click the **Delete** icon.
- You'll soon receive a confirmation email letting you know you've successfully deleted the payment account.

Note: The preferred payment account cannot be deleted. Change the preference to delete this account.

How to update your contact preferences

• To update your primary email address, click the Edit icon in User Settings.





 Enter the new primary mail address and click Save.

The Help Center

Please visit the **Help Center** if you need more information about a particular task.

