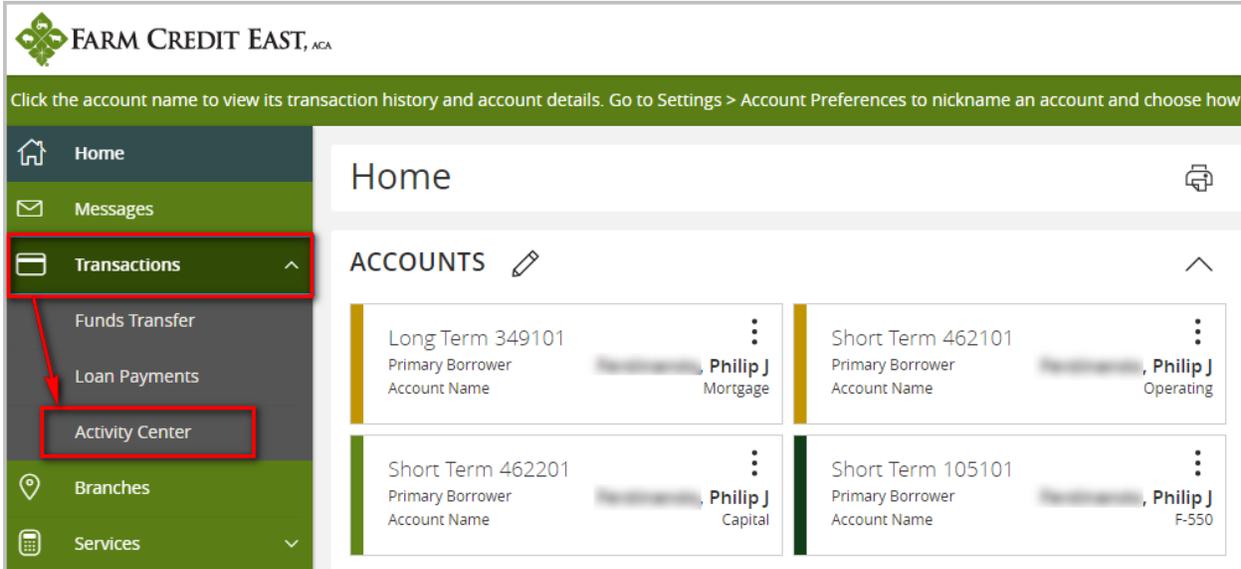


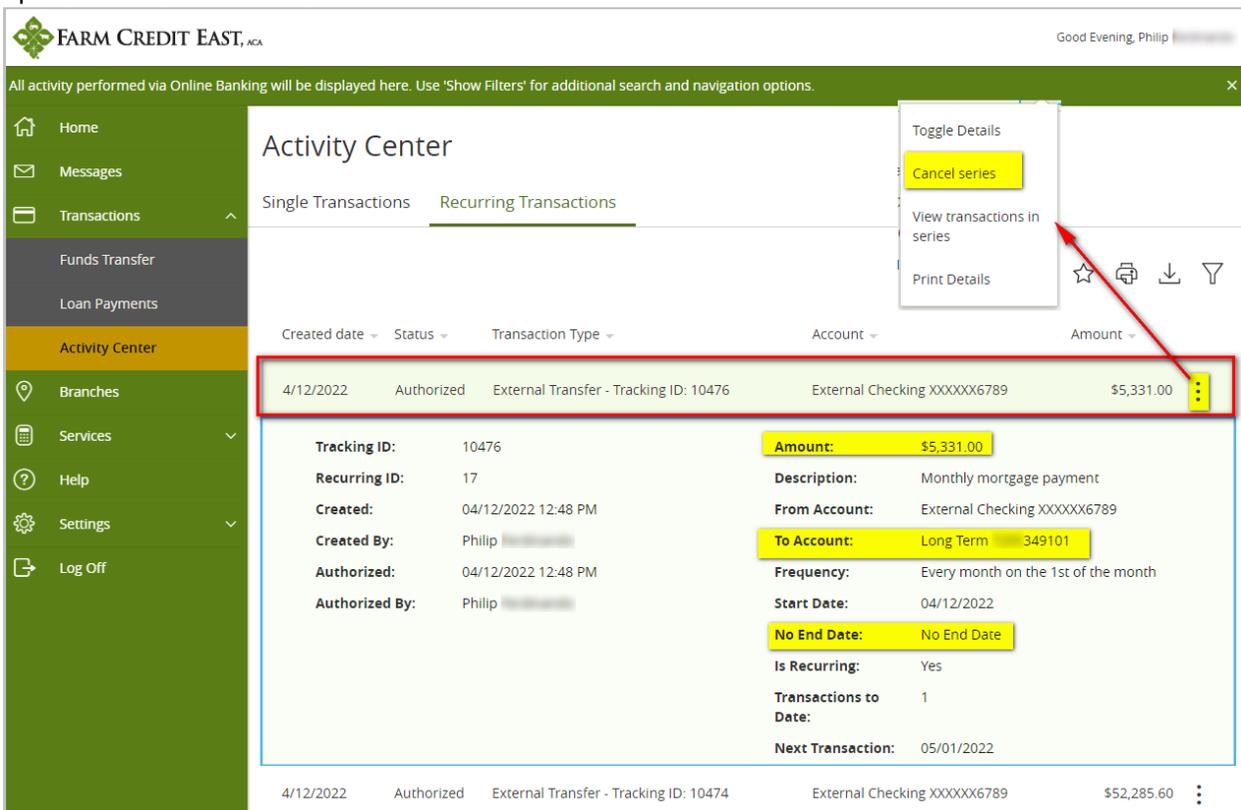
Updating recurring payments when billed payment amount changes

There will be circumstances (such as a variable interest rate changes, loan renewals, etc.) in which the billed payment amount will increase (or decrease), that will necessitate the need to change the amount of the recurring payment set up in online banking. To accomplish this, you'll need to take the following steps:

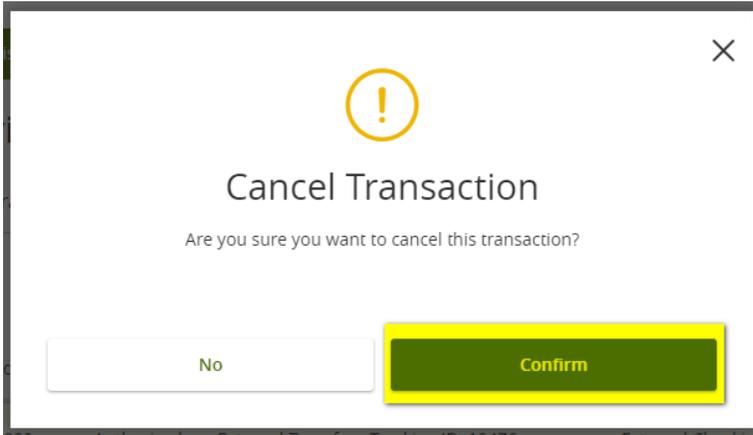
1. Navigate to the Home page in Online Banking, then click on **Transactions** and **Activity Center** to see what recurring transactions are active.



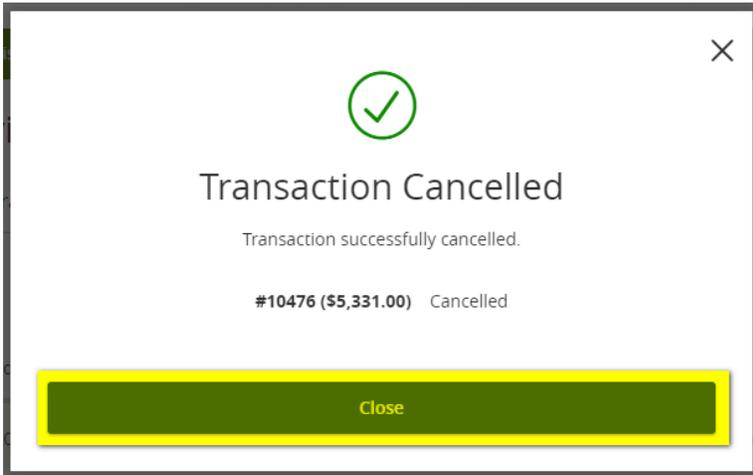
2. In the **Activity Center** go to the **Recurring Transactions** tab. Transactions with an *Authorized* status are active. Click on a recurring row to expand it and see the details of the transaction. In this example you can see the current recurring amount is \$5,331.00 for the Long Term 349101 account with no end date. As there has been a rate change, the payment amount has been recalculated and now the required monthly payment is higher. Therefore this recurring transaction is no longer appropriate and needs to be cancelled. Click on the 3 dots to open a menu and click on **Cancel series**.



- A message will pop up confirming the cancellation... click **Confirm**.



- Another message will pop up confirming that the recurring transaction was successfully cancelled. Click **Close**.



- You will now see that the transaction **Status** has updated from *Authorized* to *Cancelled*. And the details will indicate who cancelled it and when.

FARM CREDIT EAST, NCA Good Evening, Philip

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options.

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Activity Center

Single Transactions Recurring Transactions

Created date	Status	Transaction Type	Account	Amount
4/12/2022	Cancelled	External Transfer - Tracking ID: 10476	External Checking XXXXXX6789	\$5,331.00

Tracking ID: 10476	Amount: \$5,331.00
Recurring ID: 17	Description: Monthly mortgage payment
Created: 04/12/2022 12:48 PM	From Account: External Checking XXXXXX6789
Created By: Philip	To Account: Long Term 349101
Authorized: 04/12/2022 12:48 PM	Frequency: Every month on the 1st of the month
Authorized By: Philip	Start Date: 04/12/2022
Cancelled On: 04/12/2022 5:09 PM	No End Date: No End Date
Cancelled By: Philip	Is Recurring: Yes
Transactions to Date: 1	Next Transaction: 05/01/2022

6. Once the recurring transaction with the old payment amount has been cancelled, navigate to **Loan Payments** to set up a new recurring transaction for the new payment amount. *Reminder: only Regular Payments can be made recurring.*

Good Evening, [Name]

Welcome to Online Banking at Farm Credit East! If you are missing loan accounts in your view, or have questions about using online banking, please contact us via Messages or call us at 860.776.0315.

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Loan Payments

Loan Payments submitted prior to 2:00 pm EST will be processed the same business day; Loan Payments submitted after 2:00 pm EST will be processed the next business day.

If you are making a final payment, please contact your local branch office for payoff details and total.

From *
EXTERNAL | B of A Checking Acct XXXXXX6789

To *
Long Term 349101 \$714,749.93 [Loan Details](#)

Accrued Interest	\$861.62	Available Funds	\$0.00
Oldest Payment Due Date	5/1/2022	Principal	\$714,749.93
Total Payment Amount Due	\$5,375.97	Per Diem	\$78.33

Payment Type *
Regular Payment

Amount *
\$5,375.97 Make this recurring

Frequency *
1st of the month

Start Date
04/13/2022

End Date
No End Date

Repeat Forever

Memo
Monthly Mortgage payment

Clear Submit

NOTE: You can find your new required payment amount a few ways...

- Viewing your monthly billing statement (available on FarmCreditEast.com under **My Documents** or in online banking under **Statements**)

- From the Loan Payments screen in online banking...

Good Evening, [User Name]

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From *
EXTERNAL | B of A Checking Acct XXXXXX6789

To *
Long Term 349101 \$714,749.93 [Loan Details](#)

Accrued Interest	\$861.62	Available Funds	\$0.00
Oldest Payment Due Date	5/1/2022	Principal	\$714,749.93
Total Payment Amount Due	\$5,375.97	Per Diem	\$78.33

Payment Type *
Regular Payment

Amount *
\$5,375.97 Make this recurring

Frequency *
1st of the month

Start Date
04/13/2022

End Date
No End Date

Repeat Forever

Memo
Monthly Mortgage payment

Clear Submit

- From the Home page, click on the account...

Good Evening, [User Name]

Click the account name to view its transaction history and account details. Go to Settings > Account Preferences to nickname an account and choose how to

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ACCOUNTS

<p>Long Term 349101</p> <p>Primary Borrower [User Name] Philip J Mortgage</p>	<p>Short Term 462101</p> <p>Primary Borrower [User Name] Philip J Operating</p>
<p>Short Term 462201</p> <p>Primary Borrower [User Name] Philip J Capital</p>	<p>Short Term 105101</p> <p>Primary Borrower [User Name] Philip J F-550</p>

Then go to the **Details** and scroll down to see the **Total Payment Amount Due** (or if no payment is currently due, the **Estimated Next Total Amount Due**)

FARM CREDIT EAST, NCA Good Evening, J. [Redacted]

Welcome to Online Banking at Farm Credit East! If you are missing loan accounts in your view, or have questions about using online banking, please contact us via Messages or call us at 860.776.0315.

View details or a check image by clicking '+' next to that transaction. Select 'Show Filters' for search options.

Home | **Messages** | **Transactions** | **Statements** | **Branches** | **Services** | **Help** | **Settings** | **Log Off**

[Back to Home](#)

Long Term ****349101

Last Updated: April 12, 2022 4:12 PM

Mortgage | **Philip J**
Account Name | Primary Borrower

[Transactions](#) | **Details**

Details

Primary Borrower	Account Number
[Redacted] Philip J	[Redacted] 349101
Account Name	Principal
Mortgage	\$714,749.93
Available Funds	Order Payment Due Date
\$0.00	May 1, 2022
Total Payment Amount Due	Principal Due
\$5,375.97	\$3,026.11
Interest Due	Late Charges
\$2,349.86	\$0.00
Escrow Due	Net Total Due
\$0.00	\$5,375.97
Next Escrow Amount Due	Payment Due Date
\$0.00	May 1, 2022
Estimated Next Total Amount Due	Estimated Next Principal Due
\$5,375.97	\$3,026.11
Estimated Next Interest Due	Next Payment Due Date
\$2,349.86	May 1, 2022