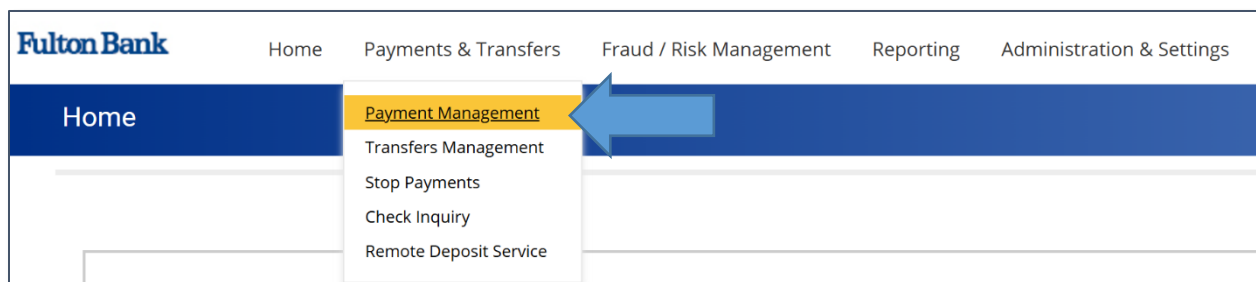# Fulton Bank | CASH MANAGEMENT GROUP

BOSS Online Banking Guide

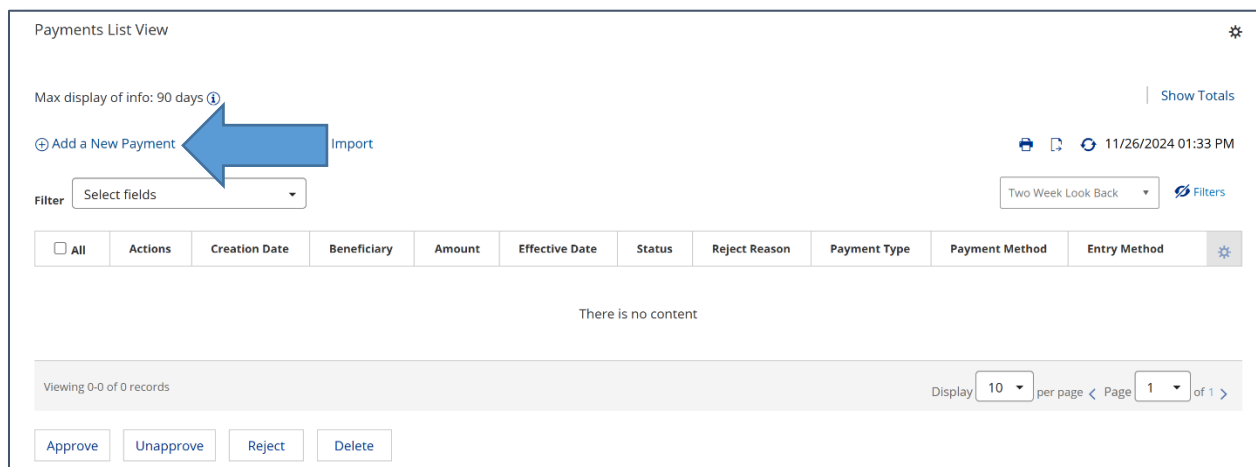## Loan Payment and Loan Draw – Quick Reference Guide

This quick reference guide will provide you step-by-step instructions on how to submit a Loan Payment and Loan Draw through BOSS Online Banking.
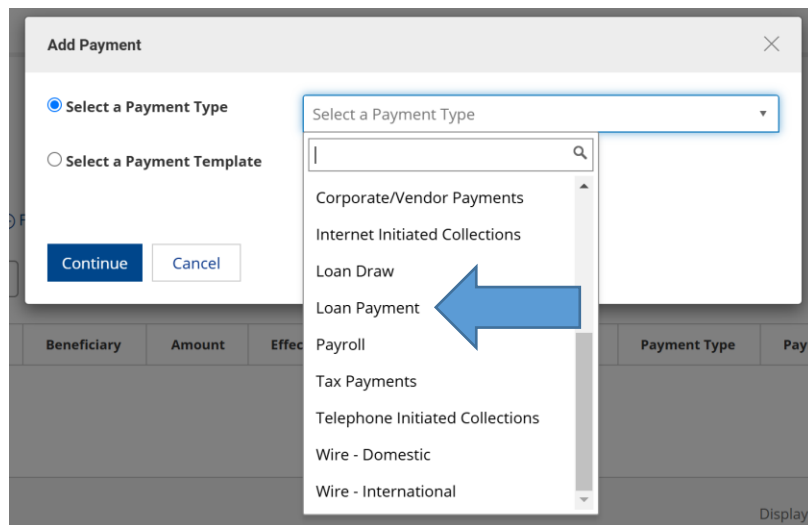
Creating a Loan Payment

1. Log into BOSS Online Banking - https://ffcbusinessolb.com/ui
2. Click **Payments & Transfers**
3. Select **Payment Management**

4. Select **Add a New Payment**

5. Select **Loan Payment**

6. Select **Continue**
7. Complete Transaction Information

8. Select **Submit**

Applies to Payment Types

❖ **Standard Amount** (Regular Payment) – You will be able to pay more than the amount due, the amount due, or less than due (as long as it does not exceed all amounts combined). If the amount covers more than the amount due, the bank would determine how to apply the excess amount towards other components.

❖ **Principal Only** – This will apply directly towards the principal of the loan amount. It will not remove or count against the 'amount due' balance. Nor will it get applied to any of the other types. If you happen to apply more money towards your principal balance than the outstanding principal balance, you will receive an error message that states the amount is invalid or exceeds amount due.

Creating a Loan Draw

1. Log into BOSS Online Banking - https://ffcbusinessolb.com/ui
2. Click **Payments & Transfers**
3. Select **Payment Management**
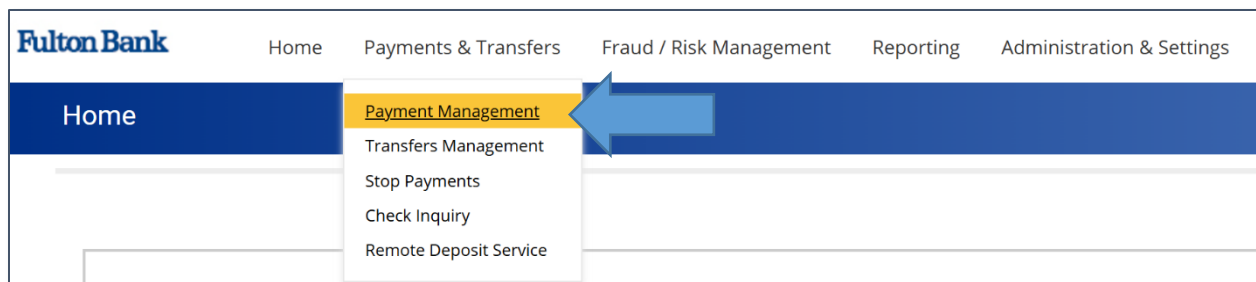
4. Select **Add a New Payment**
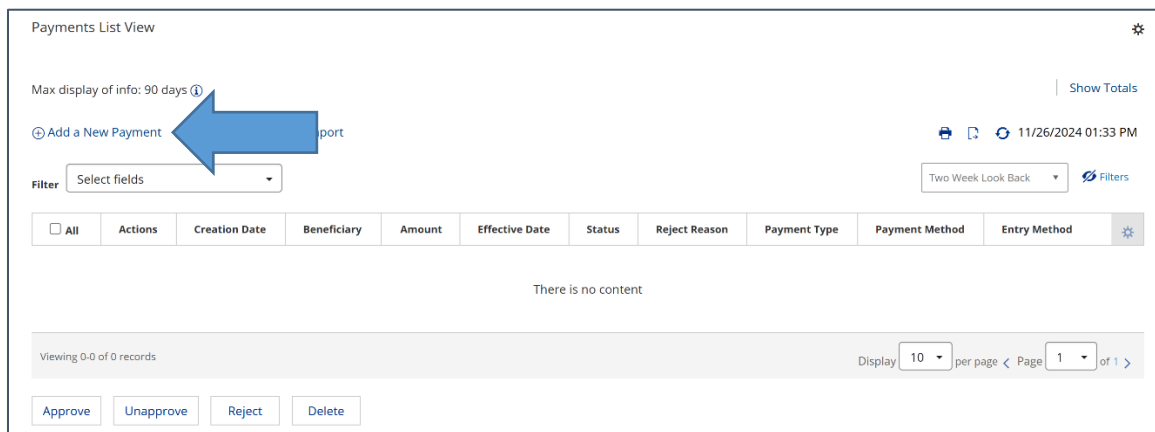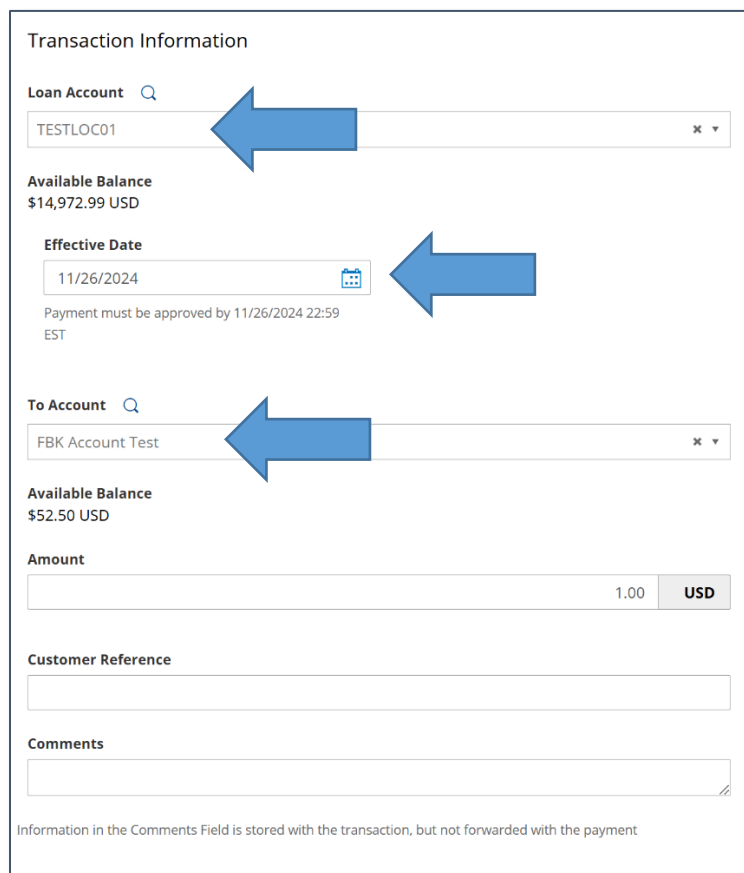
5. Select **Loan Draw**

Add Payment   ✕

● Select a Payment Type   Select a Payment Type   ▼

○ Select a Payment Template   🔍 |

                               Corporate/Vendor Payments
                               Internet Initiated Collections
[Continue] Cancel   Loan Draw
                               Loan Payment
                               Payroll
| Beneficiary | Amount | Effec | | | Payment Type | Paym |
                               Tax Payments
                               Telephone Initiated Collections
                               Wire - Domestic
                               Wire - International
                                                        Display

6. Select **Continue**
7. Complete Transaction Information

Transaction Information

Loan Account 🔍

TESTLOC01   ✕ ▼

Available Balance
$14,972.99 USD

Effective Date

11/26/2024   📅

Payment must be approved by 11/26/2024 22:59
EST

To Account 🔍

FBK Account Test   ✕ ▼

Available Balance
$52.50 USD

Amount

                                          1.00   **USD**

Customer Reference

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment
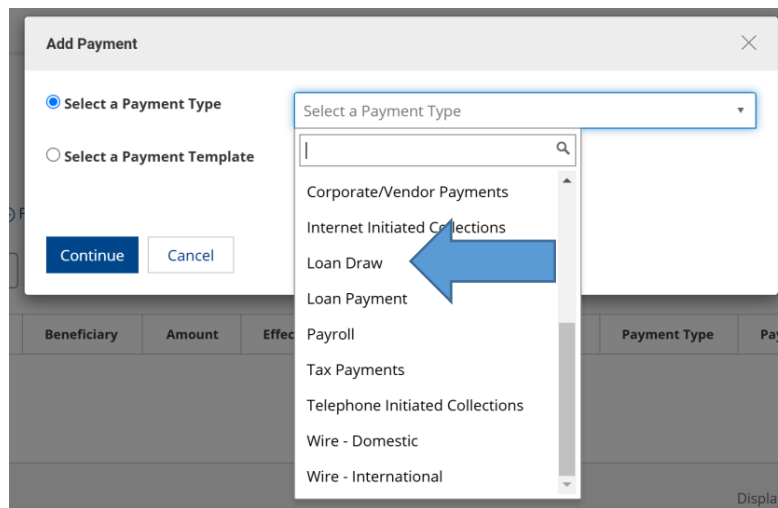
8. Select **Submit**