Customer Service is available to help you from 6am-5pm Pacific Standard Time at 1.888.412.5759
The Navigation Tabs perform main Online Banking functions. Subtasks in the blue bar below the Navigation Tabs will change depending on which option you have selected. Selections will always be highlighted yellow.

**TAB FUNCTIONS**

**HOME**

- Alerts
- Messages
- Account Profile
- User Profile
- Preference

**ACCOUNT MANAGEMENT**

- Account History (2 years of history can be located),
- Account Profile (to add and remove accounts to your online banking)

**PAYMENTS & TRANSFERS**

- Make loan payments and transfers

**REPORTING**

- Allows you to create custom reports, view due and projected payments, copies of drafts, and loan statements and activity
LOGGING IN

To log in you must be enrolled in online banking.

1. Visit AgLoan.com
2. Hover over “ONLINE BANKING”.
3. A dropdown will appear, click “Login”.
4. Enter your user name in the grey “Log In” dialog box.
5. Enter your password (credentials).

BALANCE INFORMATION

1. Click on the “HOME” Tab. Here, you are able to see Available Commitment, Accrued Interest and Principal Balance.
2. To view details of your account history, click the magnifying glass on the far right of your principal balance details under the “Action” column.

STATMENTS

1. Click the “REPORTING” Tab and select “STATEMENT” in the blue sub-task bar.
2. In the Dashboard, select the Type of Statement: Billing, Transaction Summary, or Bill and Transaction Summary.
3. Enter the date range & click “VIEW.”
4. Click the magnifying glass under the “Action” column to view your statement. Double click the statement PDF to open.

NOTE: Both Loans & Funds Held will be displayed. Accounts ending in L are Loans. Accounts ending in F are Funds Held.
COPIES OF DRAFTS

1. Click the “REPORTING” tab and select “DRAFTS” in the blue sub-task bar.
2. Select the account in which the draft is located.
3. Enter in the date range.
4. Click “VIEW.”
5. Click on the magnifying glass under the “Action” column to view the draft. Double-click the Draft PDF to open.

NOTE: Up to 2 years of history are available online.

PAYMENTS & TRANSFERS

To make a payment or initiate a transfer, or add a new ACH account, click the “PAYMENTS & TRANSFERS” Tab and select “TRANSFERS” in the blue sub-task bar.

TO MAKE A PAYMENT

1. In the Dashboard, select “NEW INTERNAL TRANSFER” to move funds between your Farm Credit accounts.
2. OR select “NEW ACH IN” to make a payment from an external account.

Select Either:
- Pay Total Amount Due
- Pay Total Amount Due Plus Additional Principal
- Pay Other Amount (Late Charges & Fees)

ADD A NEW ACH ACCOUNT

New accounts will be available the following business day

1. Navigate to the Dashboard and select “NEW ACH IN.”
2. You will be prompted to acknowledge the ACH Services Agreement. To proceed with adding a new account, you must agree to the terms.
3. Under “Add ACH Account” complete the form under Step 1: Initiate. Click “SUBMIT.”
4. Under “Step 2: Verify” review the information. Click “SUBMIT.”
5. Under Step 3: Confirm, select “SEND.”

Items required to add a new ACH account:
- Bank Name
- Bank City
- Bank State
- Account Owner
- Account Description
- Account Type
- Transit Routing Number
- Customer Number
TRANSFER FUNDS

INTERNAL TRANSFERS

1. Click the “PAYMENTS & TRANSFERS” tab and select “TRANSFERS” in the blue sub-task bar.
2. From the dashboard, click “NEW INTERNAL TRANSFER.”
3. Under “Add Single Transfer” go to “Step 1: Initiate.” Fill out the form below and click “SUBMIT TRANSFER.”
4. Under “Step 2: Verify” review the information. Click “SEND TRANSFER.”
5. Under “Step 3: Confirm” click “DONE.” If you wish to print a confirmation, click “PRINTER READY.”

EXTERNAL TRANSFERS

1. Click the “PAYMENTS & TRANSFERS” tab and select “TRANSFERS” in the blue sub-task bar.
2. Navigate to the dashboard and select either “NEW ACH IN” or “NEW ACH OUT.”
   • To transfer money into your Farm Credit account, select “NEW ACH IN.”
   • To transfer money to an outside bank account, select “NEW ACH OUT.”

Please note, all transfer requests must be submitted by noon PST for same day processing. All requests after noon PST will be processed next business day.