

NEW PORTAL FEATURES REFERENCE GUIDE

1. Log into the Portal
2. From the Home Screen, click “Funding Sources” under Quick Access on the left hand side of the screen.

Sioux Valley Coop Alerts Logout

Home
Make A Payment
Payment History
Current Activity
Statements
Tax Statements
Contracts
Quick Access
Funding Sources
My Settings

My Account Balance

| | |
|----------------|-------------------|
| Balance | (\$313.62) |
| Current | \$0.00 |
| 0-30 Days | (\$313.62) |
| 30-60 Days | \$0.00 |
| 60-90 Days | \$0.00 |
| 90-120 Days | \$0.00 |
| > 120 Days | \$0.00 |

Totals

| | |
|----------------------------|------------|
| Fiscal Year End Date | N/A |
| Fiscal YTD Purchases | \$0.00 |
| Last Purchase Date | 10/20/2022 |
| Last Purchase Amount | \$0.00 |
| Last Payment Date | 7/22/2022 |
| Last Payment Amount | \$150.00 |
| Fiscal YTD Finance Charges | \$0.00 |
| Last Statement Balance | (\$313.62) |

- a. Add Funding Source screen: Fill out the necessary information, and click “Save” at the bottom

Make A Payment
Payment History
Current Activity
Statements
Tax Statements
Contracts

Add Funding Source

Add a funding source to your account. After this is done, that funding source can be used to make future payments or can be used to create auto payments.

Credit Card Bank Account

Nickname:

Card Type:

Name On Card:

Credit Card Number:

Security Number:

Expiration: /

Provide the billing address associated with your credit card.

Address 1:

Address 2:

City:

State:

Postal Code:

Quick Access
Funding Sources
My Settings

Sioux Valley Coop
810th St. NW.
Watertown SD, 57201
Phone: (605) 886-5829
Toll Free: 1 (800) 636-2278

NEW PORTAL FEATURES REFERENCE GUIDE

- b. After it's saved, you should be ready to make a payment.
3. To make a payment, click "Make a Payment"

The screenshot shows the 'Submit A Payment for Your Account' page. On the left sidebar, the 'Make A Payment' button is circled in blue. The main content area shows the account balance as (\$313.62) and three payment options: 'Pay statement balance' (selected), 'Pay full account balance', and 'Pay other amount'. The 'Payment Date' field is also circled in blue and contains the date 5/26/2023. At the bottom, the 'Submit Payment Using Saved Funding Source' button is circled in blue. The page includes a navigation menu with 'Home', 'Make A Payment', 'Payment History', 'Current Activity', 'Statements', 'Tax Statements', and 'Contracts'. A 'Quick Access' section lists 'Funding Sources' and 'My Settings'. The footer contains contact information for Sioux Valley Coop.

- a. If the balance on the account is in parenthesis, that is the credit on the account.
- b. If a credit or debit card is used instead of a bank account, there is a 4% convenience fee added to the balance.
- i. This is noted multiple places on the screen
- c. Select either "Pay Statement balance or Pay full account balance, or pay other amount.
- d. Enter the payment date
- e. Select your funding source
- f. Click "Submit Payment Using Saved Funding Source"

NEW PORTAL FEATURES REFERENCE GUIDE

- g. After clicking to submit the payment, your screen will be refreshed showing the payment details to confirm the amount is correct. From there, click "Submit Payment"

Sioux Valley Coop

Submit A Payment for Your Account

Please review your payment information below before submitting.

Edit Payment Amount

Provide any special instructions for your payment

Payment Amount: \$1.00
Fee: \$0.00
Total Payment: \$1.00

Your payment will be processed on 05/30/2023

Sue's Account
checking ending with 2310
Routing Number: 091408446

Submit Payment

Sioux Valley Coop
10th St. NW,
Sioux Falls, SD, 57201
Phone: (605) 886-5823
Toll Free: 1 (800) 636-5823

Quick Access

Funding Sources

My Settings

- i. Notes can be added on this screen.
- ii. Amount can also be edited here.
- h. Screen will refresh with a payment reference number and payment details. Please feel free to save this information for your reference.

Sioux Valley Coop

Payment 7R2EXWFS

Special instructions or additional information about this payment in the area provided below.
None provided

Print

Payment Amount: \$1.00
Fee: \$0.00
Total Payment: \$1.00

Payment Date: 5/30/2023
Status: Payment is Pending
Payment via: checking

Quick Access

Funding Sources

My Settings

NEW PORTAL FEATURES REFERENCE GUIDE

Other Features:

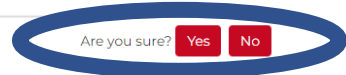
Payment History Tab – Here you can see if there is a payment scheduled. Scheduled payments can be canceled from this screen as well by clicking the cancel button. After clicking to cancel, it will ask if you are sure.



Payment History

Listed below is a list of the payments that are scheduled to occur in the future.

| Payment Date | Reference | Amount | Payment Type |
|--------------|-----------|--------|--------------|
| 5/30/2023 | 7R2EXWFS | \$1.00 | checking |



Listed below is a history of the payments you have made against your account.

| Payment Date | Reference | Amount | Payment Type |
|--------------|-----------|--------|--------------|
| 4/25/2023 | IKGDK25Y | \$1.00 | checking |
| 3/22/2023 | EADHDPEV | \$1.00 | checking |

Current Activity → See up to date account activity here

Statements → Monthly statements can be viewed or downloaded here – only the past 12 months are accessible

Contracts → Customer Order List Screen will show contract number, product description, prepay price, full price, remaining quantity, start date of contract, expiration date