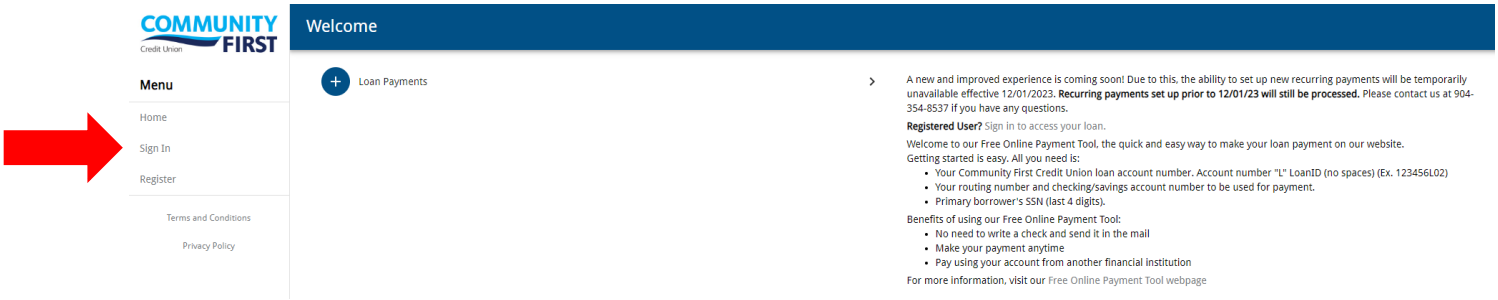
Here's how you can set up automated payments in our new system!

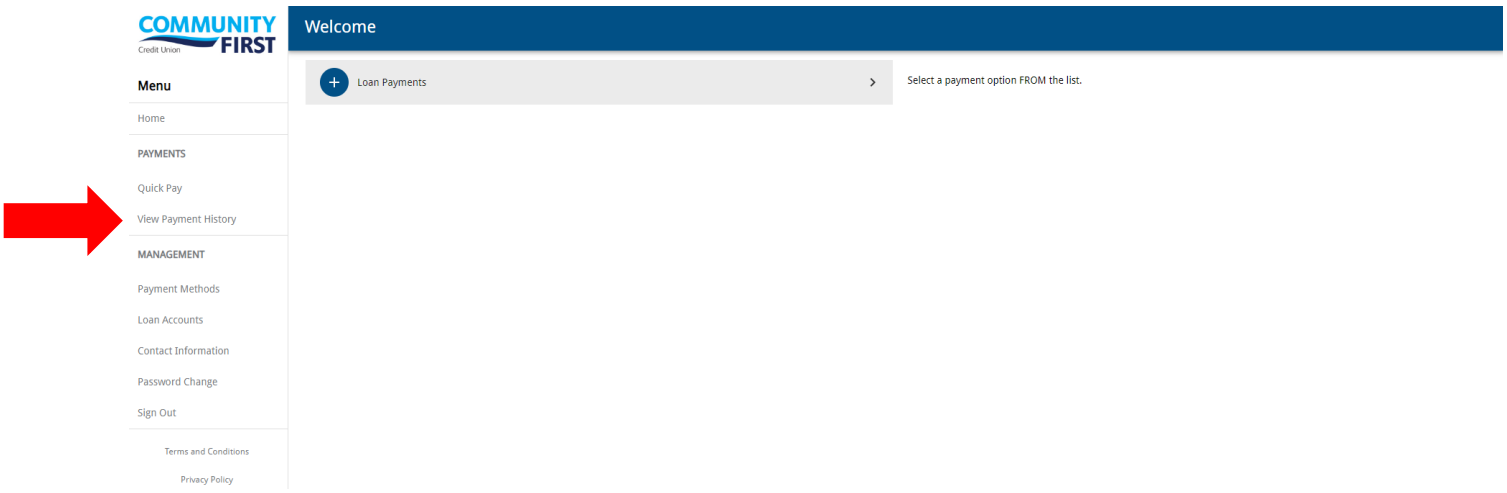
First, Cancel Your Current Automated Payments

Step 1) Navigate to https://payments.mwamplifi.com/v2/c/70/

Step 2) Select Sign In - If you are a returning customer, select Sign In and enter the username and password you assigned yourself the first time you initiated a payment.

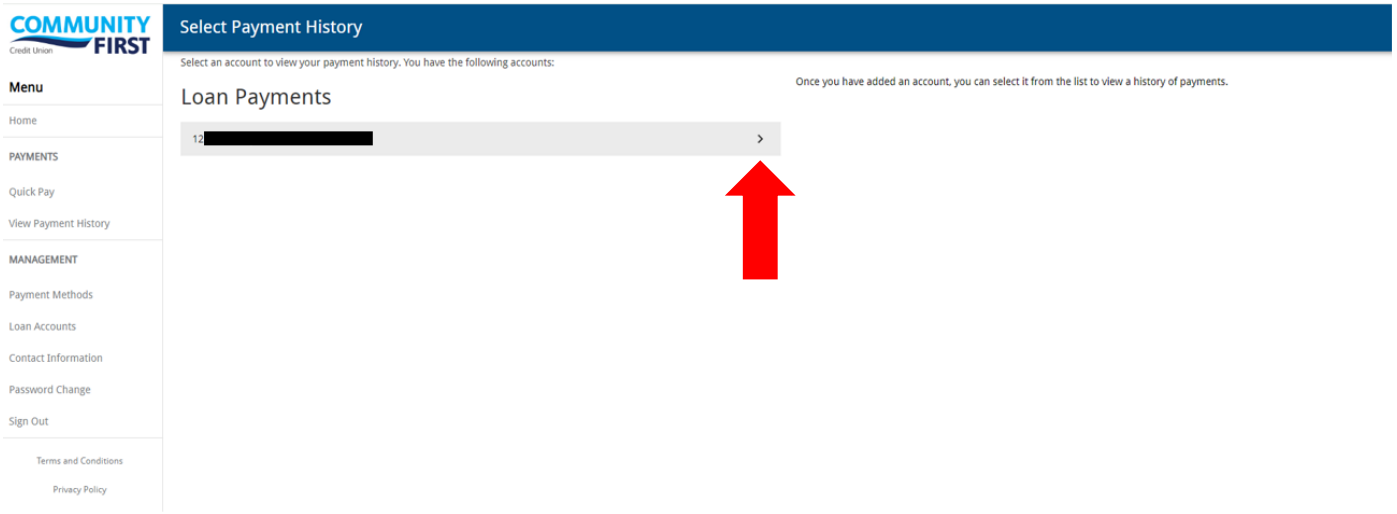


Step 3) Select View Payment History



Step 4) A list of existing loans will display. Select the loan to continue.

Note: The loan has been blacked out for security purposes.

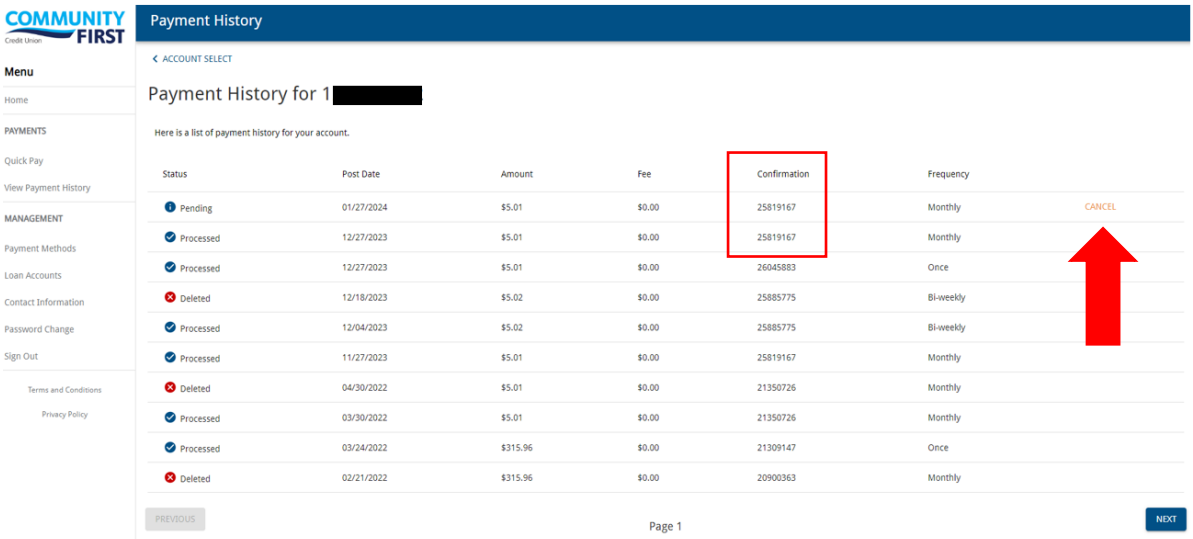


Step 5) Here you will have the option to cancel any recurring payments. Cancellations of recurring payments are effective immediately. If there are pending recurring payments, there will be an option to Cancel.

All recurring payments for the selected account will be displayed with the following information: frequency, next postdate, amount, fees, and a confirmation number.

Once recurring payments have been cancelled, the Status will change to Deleted and you will no longer see the Cancel option.

Note: Recurring payments that have already been cancelled will have a status of Deleted in the far-left column. Recurring payments in a series will reflect the same confirmation number. Cancelling the recurring series will cancel those future dated transactions.



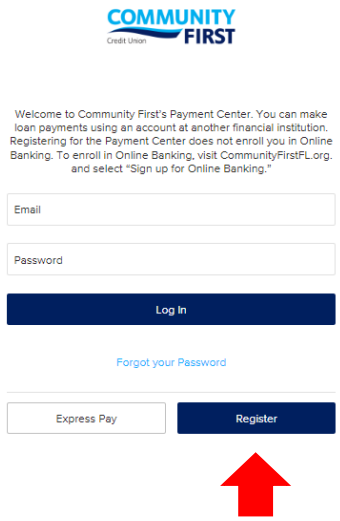
Step 6) You've successfully canceled your existing automated payments!

Now, Set Up Automated Payments in our New System

Step 1) Navigate to the Make a Payment page on our website
https://www.communityfirstfl.org/resources/make-a-payment

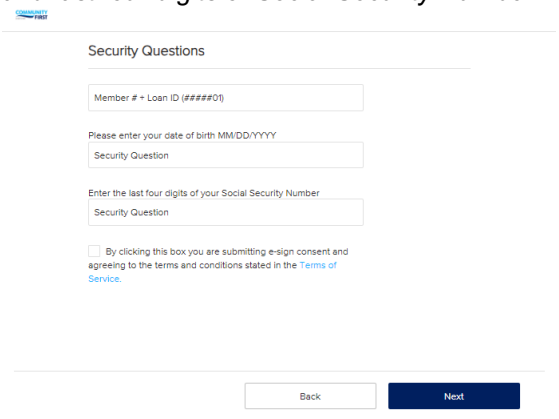
Step 2) Select "Make a Payment" on the "NEW! Free Online Payment Tool" tile.

Step 3) Select Register



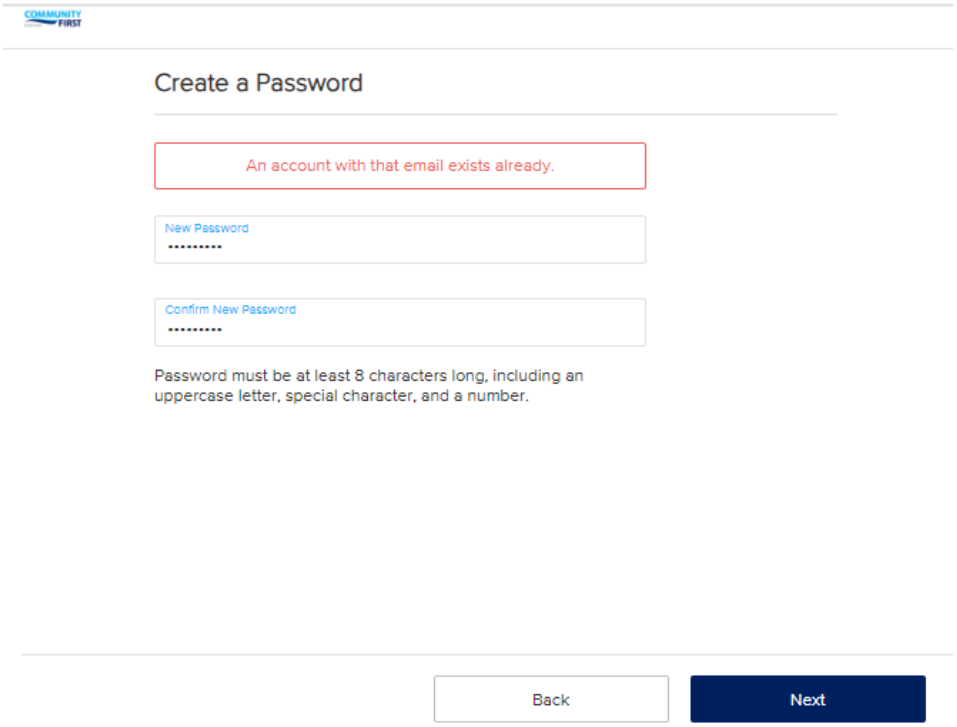
Step 4) Follow the instructions and enter name, email, security questions and loan number. Select the box to agree to the Terms of Service.

Note: Member number plus two-digit Loan ID. For example, if your member number is 1234567 your Loan ID is 01, you should enter 123456701. If your Loan ID is 02, you will enter 123456702. Date of birth and last four digits of Social Security Number may be any borrower or guarantor on the loan.

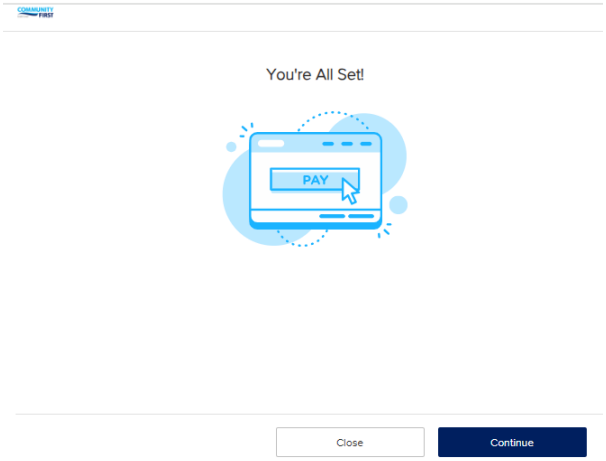


Step 5) Create a Password.

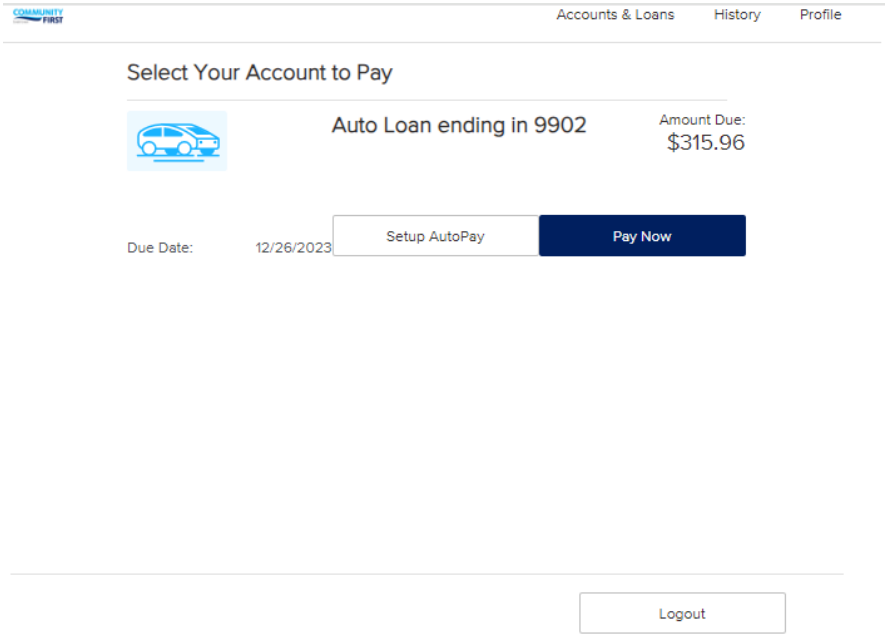
Note: If the email address you entered has already been registered, you will receive the error message below. Go back to the previous page and enter an email address that has not been previously registered.



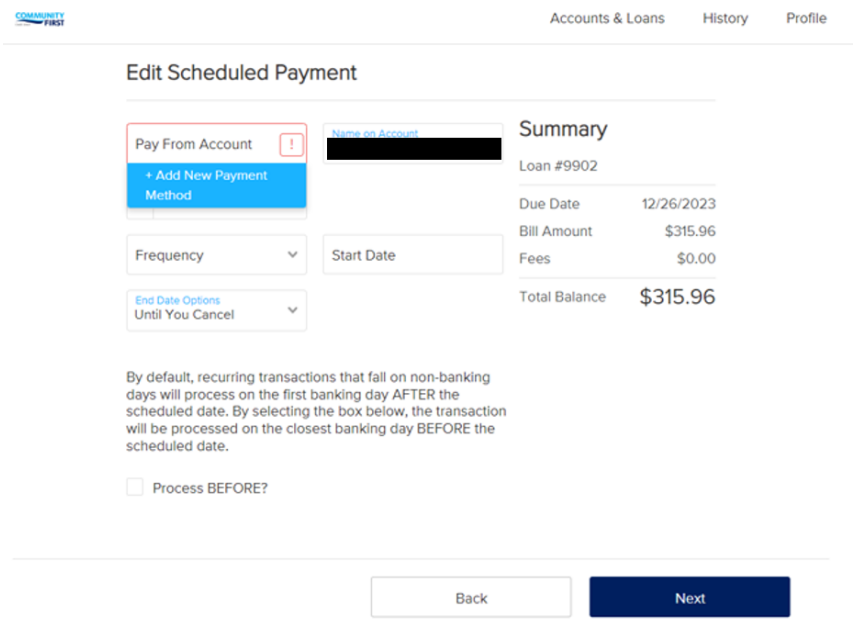
Step 6) If registration is successful, you will receive the following page. Select Continue.



Step 7) A list of eligible loans will display. Select Setup AutoPay to initiate recurring payments or select Pay Now for a one-time payment.



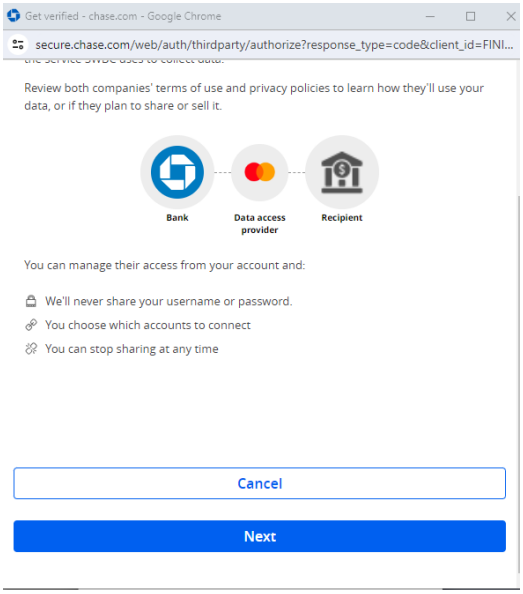
Step 8) Select “Pay From Account” and “+Add New Payment Method.” If a Payment Method has already been linked to the registered profile it will appear in the dropdown.



Step 9) Follow the instructions to add a new payment method. You may select from the list or search for your financial institution by typing in the name. *Note: Community First checking and savings are not eligible for this payment solution. You should be instructed to use Community First Online Banking to make internal transfer/payment.*

You will be required to enter online banking credentials for the checking or savings account at the other financial institution.

If the financial institution is not found, you will have to manually enter routing number and account number for other financial institution.

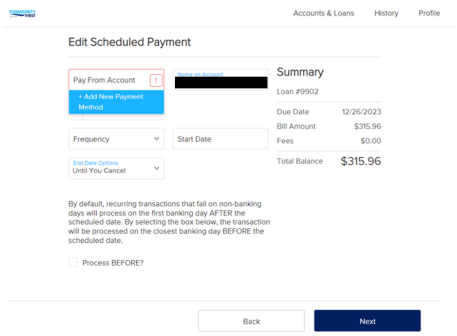


Step 10) After you've completed the steps to add your payment method, you can set up your automated payments.

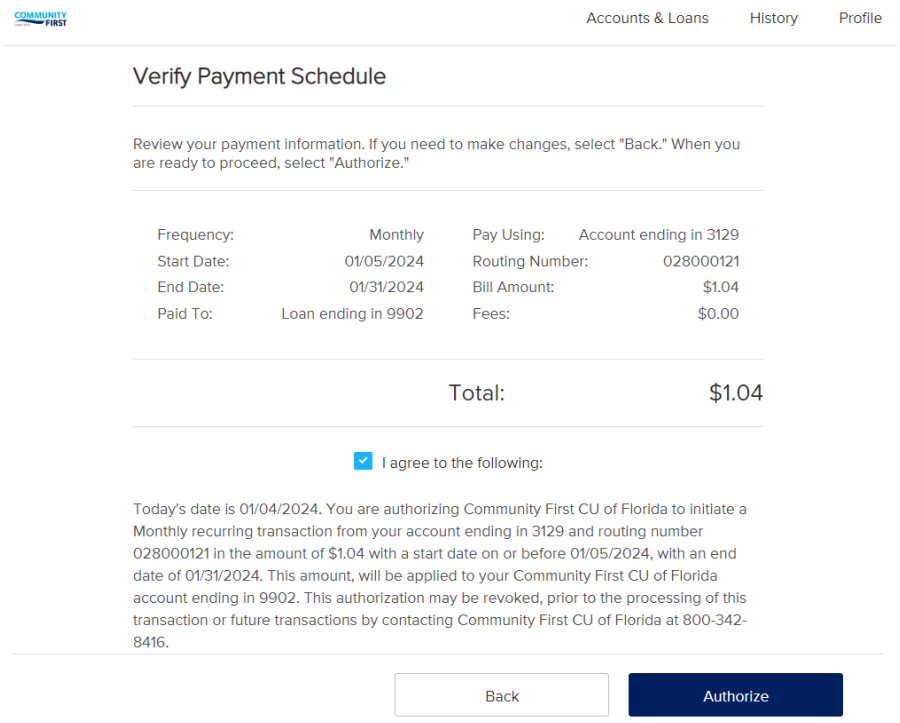
Step 11) Select "Pay From Account." The name will default to the borrower's name. Make sure the name matches the name on the external checking or savings account. The 'amount' will default to the monthly payment amount, this can be changed. From there, select the frequency, start date, and end date options.

Note: You must also select if you want payment to be processed before a scheduled holiday. For example, if payment is scheduled for 01/01/24, you can select to have the payment processed one banking day before the holiday which would have been 12/29/23. By default, it will be processed the day AFTER the holiday.

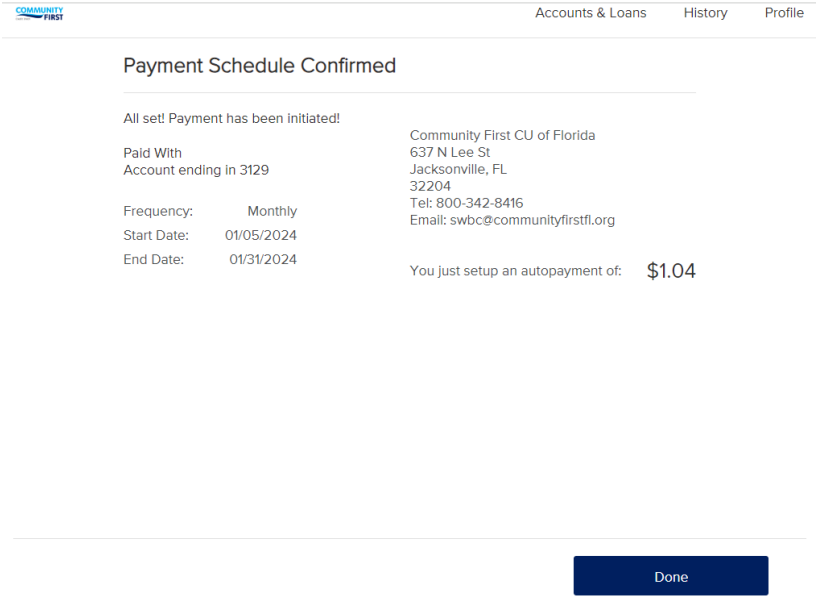
Select Next



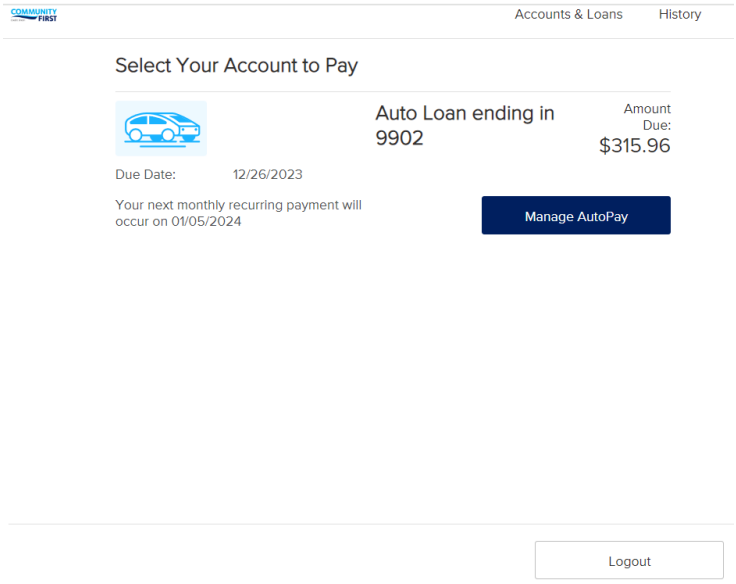
Step 12) Carefully review the payment instructions, select “I agree to the following” and select Authorize.



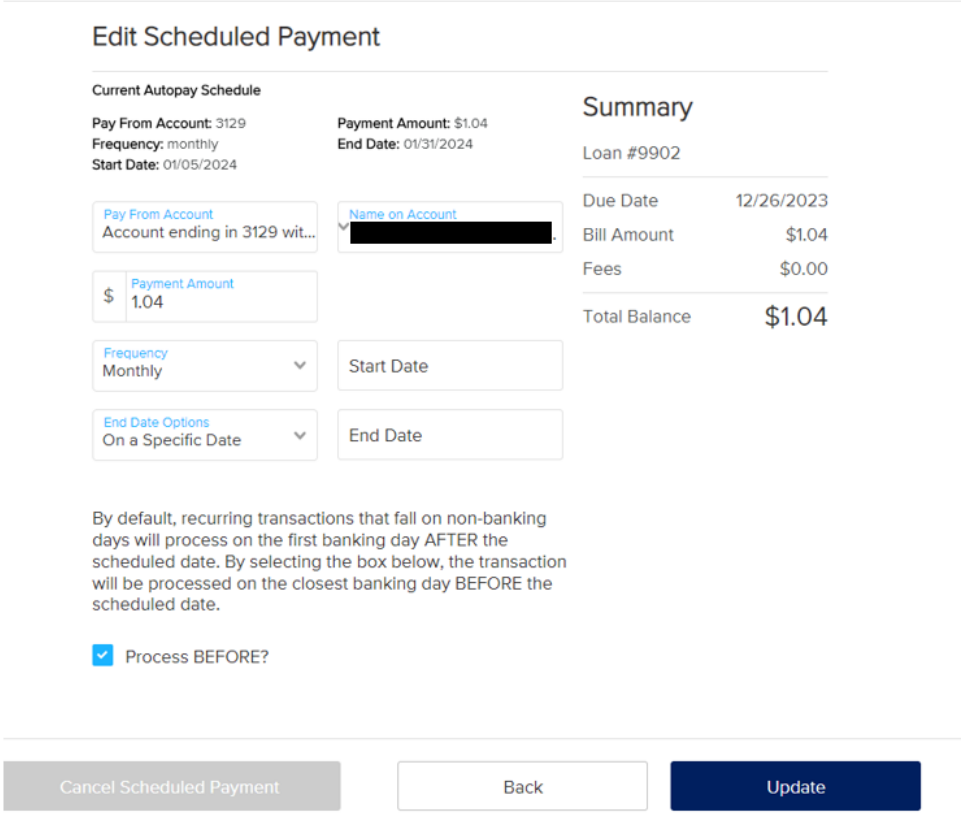
Step 13) You will receive a confirmation for the scheduled payment. Select Done.



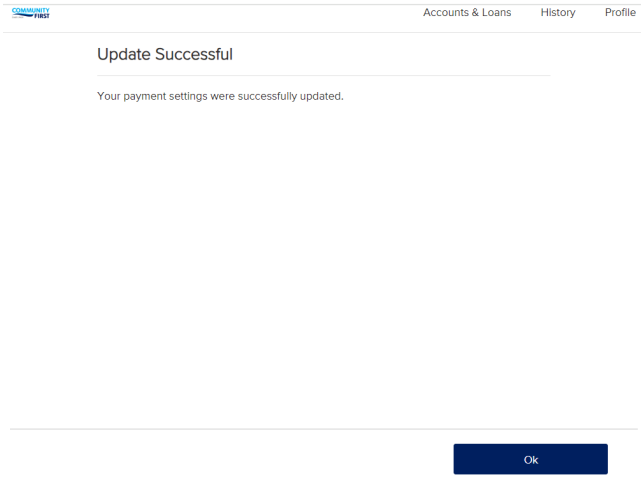
Step 14) Now, you may select Manage AutoPay to modify recurring payments or cancel scheduled recurring payments.



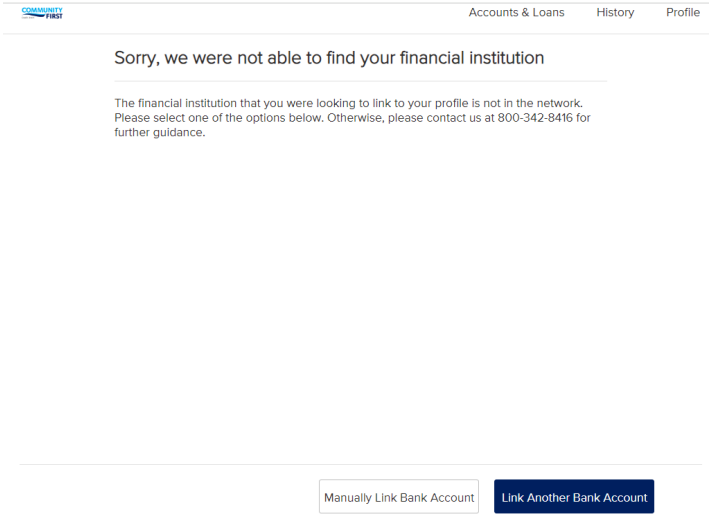
Step 15) Select the gray button to cancel the recurring series.



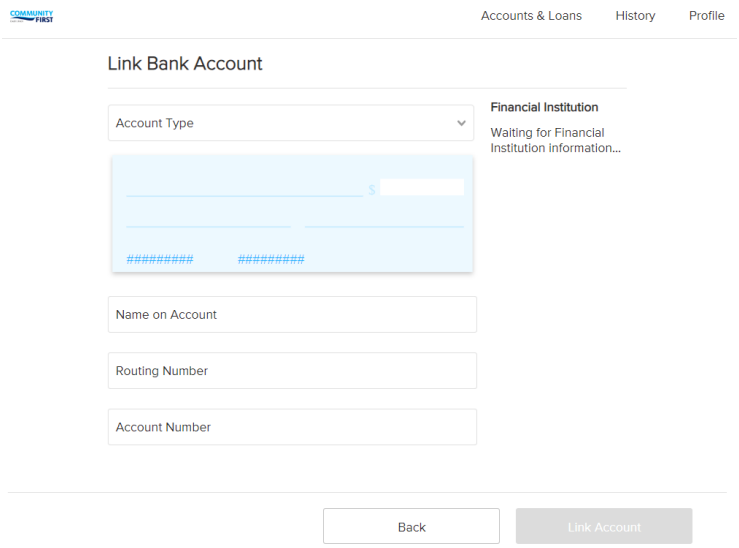
Step 16) Select Ok then Logout to securely close your session.



Note: If the other financial institution is not listed or you do not want to enter credentials for external checking or savings account, Select Manually Link Bank Account.



Step 17) Complete the required fields. It's critical that you enter the correct ACH routing number and external account number otherwise payments may be rejected by the paying financial institution.



Step 18) Your account is now available as a payment method!