



FTNI BORROWER PAYMENT PORTAL GUIDE

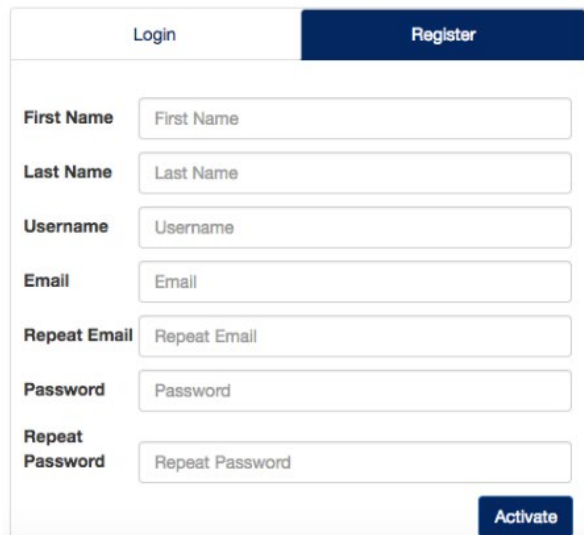
FTNI Client Portal Reference Guide

The FTNI Client portal is a secure online payment processor borrowers may use to submit monthly invoice payments.

1. Use this link to access the site: <https://portal.limaone.com/online/login.aspx>

A screenshot of the "Login" form. The form has two tabs: "Login" (selected) and "Register". Below the tabs is the instruction "Enter your email and password to log in". There are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Password". At the bottom right of the form is a dark blue "Login" button.

2. The first time the site is used you will be required to register your account. Please note that the email address provided at closing is the address that must be used to register your account. If you prefer to use another email address, you will have to reach out to the loan originator to have this changed.

A screenshot of the "Register" form. The form has two tabs: "Login" and "Register" (selected). The form contains several input fields: "First Name", "Last Name", "Username", "Email", "Repeat Email", "Password", and "Repeat Password". At the bottom right of the form is a dark blue "Activate" button.

3. Enter information and click “Activate”.

The registration form is displayed with the 'Register' tab selected. It contains the following fields and values:

Field	Value
First Name	John
Last Name	Smith
Username	jsmith
Email	johnsmith@mail.com
Repeat Email	johnsmith@mail.com
Password	*****
Repeat Password	*****

An 'Activate' button is located at the bottom right of the form.

SELECT LANGUAGE -

An activation email has been sent to your email address and should arrive shortly.

[Return To Login](#)

4. You will receive an email with activation link.
5. Select the link and enter your information. You will use the email you provided as the Customer ID.

Activate 's Account

Email

Confirm Email

User Name

Password

[Click Here To Read Terms of Service](#) Terms of use

- Once you are logged into the portal, the mail screen will display. To make a payment, select the invoice you would like to pay.

7. Select invoice

Invoice							
Select Doc	Select None					Amount Selected \$10.00	Pay Selected
Customer Name	Invoice Number	Invoice Date	Due Date	Invoice Amount	Due Amount	Payment Amount	
<input checked="" type="checkbox"/>	SCMCONTRACTORS	99901	09/01/2016	10/01/2016	\$10.00	\$10.00	\$10.00
<input checked="" type="checkbox"/>	SCMCONTRACTORS	99902	09/01/2016	10/01/2016	\$11.00	\$11.00	\$0.00
<input checked="" type="checkbox"/>	SCMCONTRACTORS	99903	09/01/2016	10/01/2016	\$12.00	\$12.00	\$0.00

- If this is the first payment processed through the portal, you must set up a payment method.

Amount: \$10.00
 Payment Date: 09/15/2016

Payment Account:

Invoice Number	Payment Amount
99901	10

Add Bank Account

Account Type:

Routing Number (ABA):

Account Number (DDA):

Name of Bank: PNC BANK, NA

Name On Account: Use Current Customer Name

Address Line 1: Use Current Customer Address

Address Line 2:

City:

State:

Zip Code:

8. Select the invoice and click “Make Payment”.

Payment Select

Amount: \$10.00

Payment Date:

09/15/2016 

Payment Account:

PNC BANK, NA - XXXX3595

[Select Existing Account](#)

[Create New Account](#)

✓	Invoice Number	Payment Amount
✓	99901	10

[Make Payment](#) [Cancel](#)

9. Once payment is complete, you will receive a confirmation on the screen and to your email.

Payment Approved

Payment Approved

Thank you. Your payment for \$398.40 has been submitted. It may take up to 24 hours for the payment to appear in your account.
Your reference number for this transaction is: 32419785

[Close](#)