

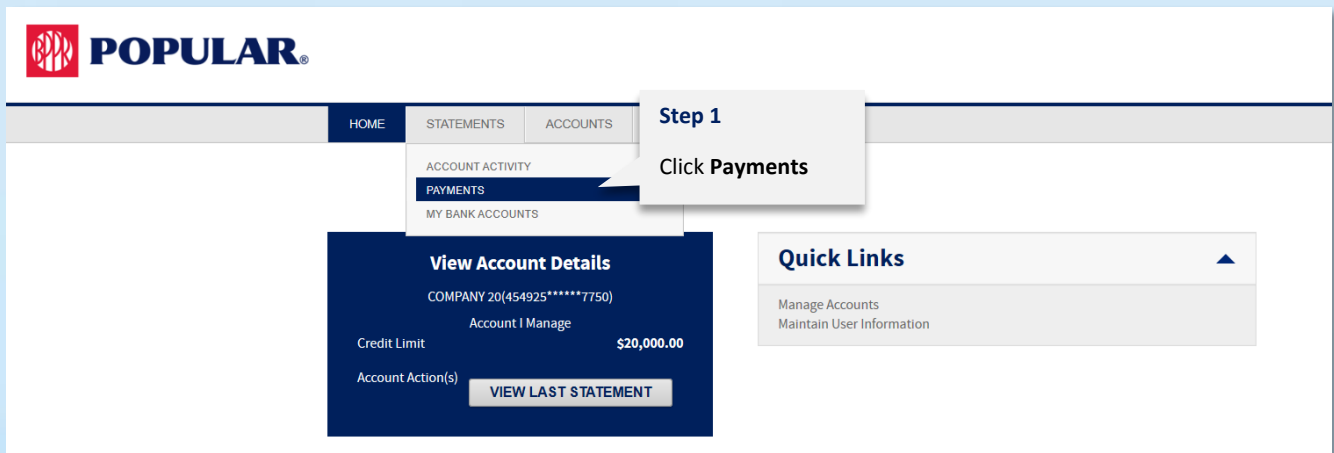
Commercial Credit Card Manager (CCCM)

Make a Payment – Quick Guide Reference

Cardholders and administrators can make payments towards their card balances. Cardholders can only make payments to their individual card while administrators will be able to make payments towards all the cards on their credit card account. CCCM also allows you to make payments towards individual cards of corporate billed accounts (ex. Visa Business) before the payment due date notified in the statement to create availability, as needed, on the specific card at any point during the cycle.

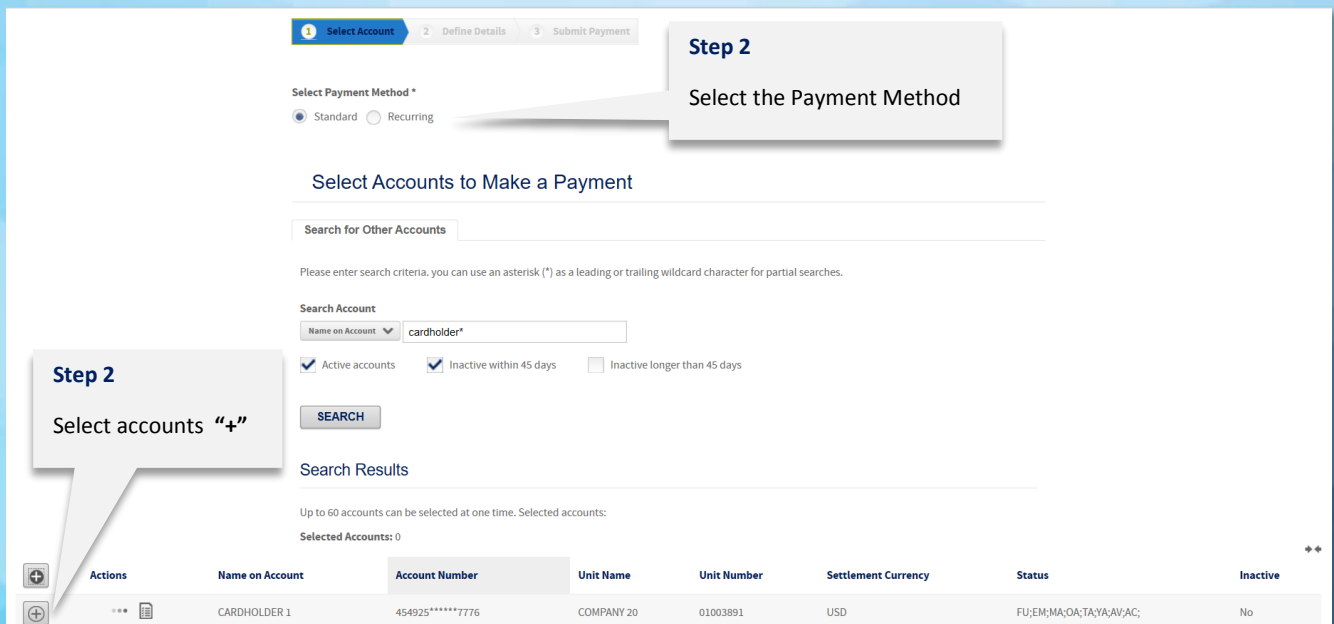
Steps to Make a Payment

Step 1: Login into CCCM (commercialcards.popular.com), on the Home Page, click on the **Statements** menu and select **Payments**.



Step 2: Search for the account(s) you wish to make a payment. Select the **Payment Method**. From the results, click the **“+”** sign of the account. If you choose the **first “+”** next to Actions, all the accounts will be selected. Account(s) will appear in the **Payment Queue**. Click **Continue**.

NOTE: You can select multiple accounts when making one-time payment (Standard) but can only choose one account when scheduling a recurring payment.



Payment Queue

Selected Accounts 1

Actions	Name on Account	Account Number	Unit Name	Unit Number	Settlement Currency	Status	Inactive
	CARDHOLDER 1	454925*****7776	COMPANY 20	01003891	USD	FU;EM;MA;OA;TA;YA;AV;AC;	No

CONTINUE

Step 3: If you have a **Paying Account** established, it will appear in the “Pay From” drop-down menu. If no Paying Account has been established, you will need to enter all the account information on this screen.

Step 4: Select the **Payment Date**.

NOTE: If scheduling a recurring payment, you will need to select a start and finish date.

Step 5: Choose the **Payment Option** for each account (statement balance, minimum payment, current balance, or other amount) and click **Make Payment**.

Define Payment Details

Account Type *

Select

Personal Business

Account Number *

Transit Routing Number (?) *

Account Nickname *

Bank Name

Name on Account *

Address Line 1 *

Address Line 2

City *

State / Province *

Postal Code *

Payment Date : *

Payments made after 5:00 pm ET will be processed the next business day.

Step 3
Complete the Paying Account information

Step 4
Establish Payment Date


Step 5
Select Payment Option

Actions	Name on Account	Account Number	Statement Balance	Minimum Payment	Payment Due Date	Current Balance	Credit Limit	Payment Option	Amount
	CARDHOLDER 1	454925*****7776	124.00	0.00	09/15/2020	390.37	20,000.00	Other Amount	0.00

MAKE PAYMENT Cancel

Step 6: You will be presented the payment information for authentication and confirmation. Review the information. If the information is correct, type the user password in the **Password** field and click **Submit Payment** to make the payment.

NOTE: The payment will not be processed until you click Submit Payment.



HOME STATEMENTS ACCOUNTS ADMINISTRATION HELP

✓ Select Account ✓ Define Details **3 Submit Payment**

Authenticate and Confirm Payment - CARDHOLDER 1 (454925*****7776)

You have requested the following payment:

Payment Amount
30.00

Step 6
Enter user password

Step 6
Click Submit Payment

Password Confirmation

Username
Client User Name

Password : *

Payments submitted using this application are governed by the End User License Agreement. By clicking the Submit button, I authorize the payment institution that holds my specified bank account to initiate the payment(s) from my specified bank account to be applied to each credit card account displayed above in the amount(s) indicated. Prior to the payment being processed, I may revoke my authorization for any payment submitted using this application by deleting the payment in the payment log.

Your payment will not be processed until you click Submit.

SUBMIT PAYMENT [Modify](#) [Cancel](#)

Step 7: The Payment Request Receipt page is displayed. You can print the receipt or make another payment.

For additional information you may contact the Business Banking Center at 787-756-3939 or 1-855-756-3939, Monday to Friday from 8AM to 6PM and Saturday from 8AM to 5PM.