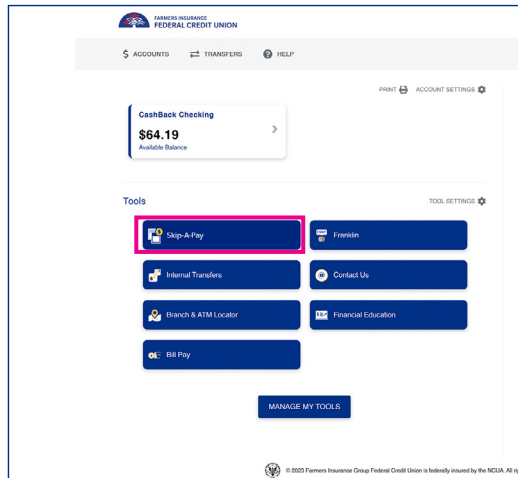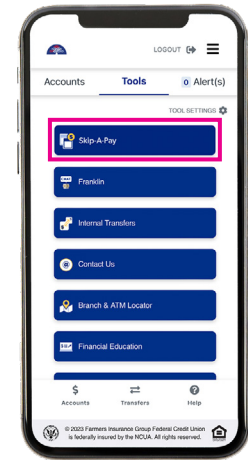*Web Browser View* *Mobile Phone View*

Open the **Tulee App** or access Tulee by visiting **tulee.figfcu.org**.

Once logged in, navigate to the **Tools** section and click the **Skip-A-Pay** icon.

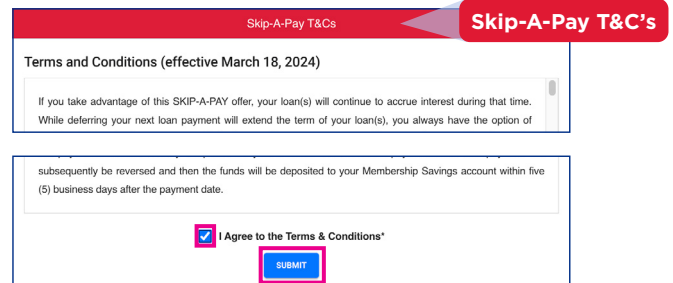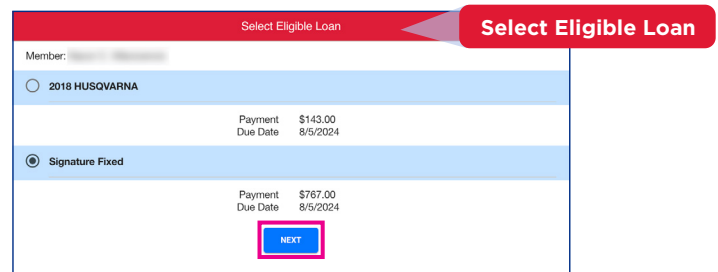## Accept the Terms and Conditions.

- You will see the **Terms and Conditions** screen will appear.

- Scroll down and check the box next to **"I Agree to the Terms & Conditions."**
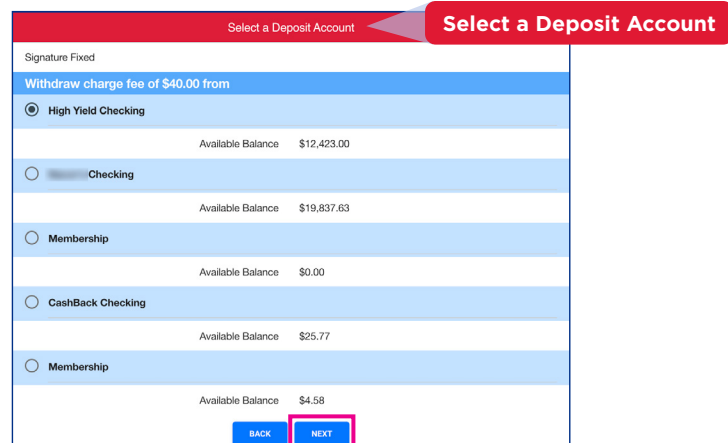
- Then click the **"Submit"** button.

Select an Eligible Loan.

- A list of your eligible loans you can skip will appear on the screen.

- Select the loan you wish to skip.

- Then click the **"Next"** button.

Pay the Application Charge.

- The **Application Payment** screen will appear.

- Select which account you wish to apply the Withdraw Charge to and click the **"Next"** button.

> **!** There is a $40 Skip-A-Pay **Withdraw Charge.**
>
> *The Withdraw Charge will be withdrawn from your account at the time of your application.*

Confirm the Loan You Want to Skip.

- Details of the Credit Union loan you wish to skip will appear on the screen.

- If there are any errors, click the **"Back"** button to make corrections.

- If all the information is correct, click the **"Confirm"** button.

- The **Congratulations** pop-up will appear on the screen, indicating your Skip-A-Pay request has been processed.

Confirm Skip-A-Pay

Selected Loan:	Signature Fixed
Loan's Account Number:	
Loan's Remaining Balance:	$767.00
Loan's Due Date:	8/5/2024
New Due Date:	9/5/2024
Loan's Maturity Date:	9/5/2027
New Maturity Date:	10/5/2027
You'll Pay With:	High Yield Checking
Deposit Account Number:	
Deposit Account Balance:	$12,423.00
Skip-A-Pay Fee Amount:	$40.00

BACK   CONFIRM

Congratulations

Your Skip-A-Pay request has been processed.

OK

Send a Confirmation Email.

- The **Send Confirmation** screen appears next.

- If you want to receive a confirmation email, click the **"Yes"** button.

  - The email you used to enroll in Tulee will appear in the field.

    (*You can add additional email addresses in the email field, separated by a comma only.*)

- If you do **NOT** wish to be sent a confirmation via email, click **"NO"** and then click the **"Complete"** button.

- You will be returned to the **Eligible Loan** screen.

  If you'd like to skip a payment on another loan, make your selection and begin the process again. Please note that there is a $40 charge per Skip-A-Pay request.

- Click **"Logout"** to end your session.

Send Confirmation

Would you like a confirmation email?

( ) Yes
( ) No

Email: [   ]

You can add multiple emails separated by a comma.

COMPLETE

*Do **NOT** add a space between email addresses. If you do, the **Invalid Email** pop-up will appear.*

Select Eligible Loan

Member: Nacor C. Villavicencio

( ) Auto Fixed

Payment $858.00
Due Date   7/5/2024

( ) 2018 HUSQVARNA

Payment $143.00
Due Date   7/5/2024

( ) Signature Fixed

Payment $767.00
Due Date   7/5/2024

NEXT

! **If you qualify to skip a payment, you will be notified with 24 hours.**