

Through NDHFA's website, [www.ndhfa.org](http://www.ndhfa.org), your mortgage loan can be accessed at anytime, everyday of the week. You can make payments, check your current balance, view loan history, and make extra payments to principal or escrow.

## **How Do I Sign Up for Online Access?**

1. To get started, grab your loan number, payment amount and email address.
2. Go to [www.ndhfa.org](http://www.ndhfa.org).
3. Click Login on the right side of NDHFA's homepage, from the new page, click on "Sign Up Now" and provide the information requested. A temporary password will be emailed to you.

## **I Received My Password, Now What?**

Log into your loan account via the instructions above. If you are logging in for the first time, you'll be asked to change your password. Once you are logged in, your loan details will be available to you. To make a payment, click the "Payment Center" link on the sidebar on the left.

## **What Else Can I Do?**

NDHFA's website allows borrower's to make:

- Schedule Recurring Mortgage Payments - a payment that will be automatically withdrawn from your designated bank account every month.
- One-Time Payment - this payment occurs only one time and you must initiate the payment for it to be made, it isn't automatic. You can use this option to make a mortgage payment, an extra principal payment, or a payment to your escrow account.

The pages that follow will walk you through the steps to make both of these online payments.

## **QUESTIONS?**

Don't hesitate to contact our servicing department at (800) 292-8621 or [hfaservicing@nd.gov](mailto:hfaservicing@nd.gov). NDHFA's loan servicing staff will be happy to help you with your online account.

# Payment Center

## SCHEDULE RECURRING MORTGAGE PAYMENTS

Name Jack McFarland      Loan Number 1122334455  
Next Payment Due on 4/1/2024      1,200.00

### Recurring Payment

Bank Routing   
From Account   
Account Type  Checking  Savings

We'll need your bank information in order to withdraw the payments. On the bottom of a check blank, the first set of numbers is the routing number and the second set is the bank account number. Please also designate if the funds are to come out of savings or checking.

Payment Day

Payments can be made for the 1st to the 10th of each month at no charge. Recurring payments scheduled for the 11th to the 15th of a month will incur a monthly service fee. Recurring payments cannot be scheduled for on or after the 16th of the month.

Amount	Payment Due	1,200.00
	Additional Principal	0.00
	Additional Escrow	0.00
	Service Fee	0.00
Total Payment Amount		1,200.00

Here you can enter if you'd like to apply extra to principal or escrow. If you have incurred a service fee, it will also be displayed.

I would like an email notification of electronic payments.  
Email notification sent to

Name Jack McFarland      Loan Number 1122334455  
Next Payment Due on 4/1/2024      1,200.00

Once you click continue, you will be taken to this screen to verify that all the information is correct. If it is, click the "Schedule Payment" button below.

### Verify Recurring Payment Information

Once you've reviewed your details, click "Schedule Payment" to authorize the payment.

This authorization is dated 03/02/2024

To revoke this authorization, please contact ND Housing Finance at 800-292-8621 or email hfapayments@nd.gov. Please include your name, telephone number and account number. Business hours are 8:00 AM—5:00 PM CT

Payment Amount	1,200.00
Additional Principal	0.00
Additional Escrow	0.00
Service Fee	0.00
Total Payment Amount	1,200.00
From Account	0814152637
Payment Day	4

Name Jack McFarland      Loan Number 1122334455  
Next Payment Due on 4/1/2024      1,200.00

This is your confirmation screen letting you know that your payment will be withdrawn on the day that you have chosen.

### Scheduled Payments

Recurring payment scheduled for 04/04/2024 for the amount of \$1,200.00.

Please print for your records.

# Payment Center

Name Betty Suarez      Loan Number 7894561237  
Next Payment Due on 4/1/2024      1,410.00

## MAKE A ONE-TIME PAYMENT

### One-Time Payment

Bank Routing

From Account

Account Type  Checking  Savings

Payment Day

Amount	<input type="checkbox"/> Make Monthly Payment	0.00
	Late Fees	0.00
	Additional Principal	1,000.00
	Additional Escrow	0.00
	Service Fee	0.00
	Less Partial Funds	0.00
Total Payment Amount		1,000.00

We'll need your bank information in order to withdraw a one-time payment. On the bottom of a check blank, the first set of numbers is the routing number and the second set is the bank account number. Please also designate if the funds are to come out of savings or checking.

Mortgage payments made after the 5th of the month will incur a service fee. Mortgage payments received after the 16th of the month will be assessed a late fee and the applicable service fee. Principal and escrow account payments can be made at no charge.

**Note:** A one-time payment to principal cannot be scheduled until your mortgage payment for the current month has posted.

I would like an email notification of electronic payments.

Email notification sent to

Name Betty Suarez      Loan Number 7894561237  
Next Payment Due on 4/1/2024      1,410.00

Once you click continue, you will be taken to this screen to verify that all the information is correct. If it is, click the "Schedule Payment" button below.

### Verify One-Time Payment Information

Once you've reviewed your details, click "Schedule Payment" to authorize the payment.

This authorization is dated 03/2/2024

To revoke this authorization, please contact ND Housing Finance at 800-292-8621 or email hfapayments@nd.gov. Please include your name, telephone number and account number.

Business hours are 8:00 AM—5:00 PM CT

Payment Amount	0.00
Additional Principal	1,000.00
Additional Escrow	0.00
Service Fee	0.00
Total Payment Amount	1,000.00
From Account	3216549871
Payment Day	3/2/2024

Name Betty Suarez      Loan Number 7894561237  
Next Payment Due on 4/1/2024      1,410.00

This is your confirmation screen letting you know that your payment will be withdrawn on the day that you have chosen.

### Scheduled Payments

One-Time payment schedule for 03/02/2024 for the amount of \$1,000.00

Please print for your records.