

Republic *Online* Credit Card Automated Payments

To register for online banking and set up your automated credit card payment, please follow the steps below.

Republic *Online* Registration

We have provided for your review, the steps to schedule this payment via Internet Banking.

1. To register for Republic *Online* you'll need to have your:
 - a. New account number
 - b. Unique Customer ID which has been assigned to and helps us identify you on our systems. This number was included on your new account letter or you can make a request at your branch
 - c. The Personal Identification Number (P.I.N) associated with your deposit account or credit card
2. You will also need to input some personal details:
 - Name
 - Date of birth
 - One ID Type (Passport, National ID/ Driver's permit can be used)
 - Your email address
 - Your mobile phone number
3. Once completed you will be sent a temporary password to the email address used during registration.

The temporary password you will receive contains a combination of letters and numbers, some of which may look similar to each other. Please note the differences to assist you when entering your temporary password.

- The number 1 is slightly slanted to the top
- The letter l is straight.
- The number 0 is more oval shaped and elongated.
- The letter O is more circular.

Automated Credit Card Payment Set Up

To set up your automated payment via Republic *Online*, please follow these steps:

1. Log into Republic *Online*.
2. Go to the Main/Quick Menu and select 'Pay Your Credit Card.'
3. Click on the blue drop down arrow under 'Credit Card to Pay.'
4. Select the credit card to pay from the available pick list.
5. Select the 'Minimum Amount' or 'Current Balance' radio button under 'Amount to Pay. To set up a fixed amount, select the 'Other Amount' option.
6. Click on the blue drop down arrow under 'Debit Account.'
7. Select the Debit Account from the available pick list.
8. Enter Description.
9. **Turn on the Schedule Switch to activate the schedule frequency options.**

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10. After choosing the desired schedule frequency, select the **Continue** action button.
 11. Ensure the information is correct and select the **Confirm** action button.
 12. You will receive confirmation that the credit card payment was successfully scheduled.