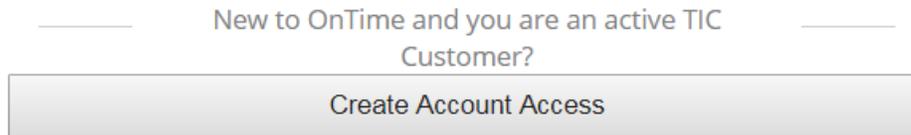
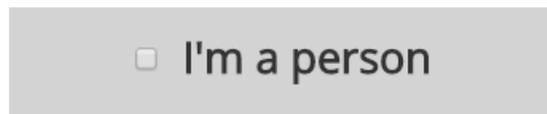


Please go to [www.timeinvestment1.com](http://www.timeinvestment1.com) and in the upper right hand corner click on OnTime.

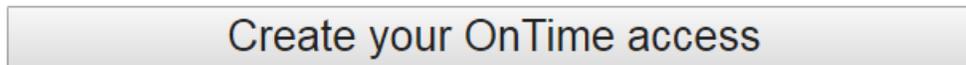
- You will be taken to the customer log in page
- To create a new online account click on the button labeled “Create Account Access”



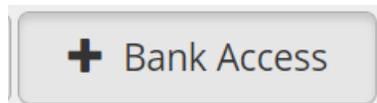
- You will see the “Create Account Access” page. You will need to enter your full account number, the last four numbers of your social security number, and your last name
- Check the box that says “I am a person”



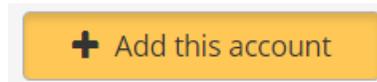
- Choose your user name and password and then click on the button “Create your OnTime Access”



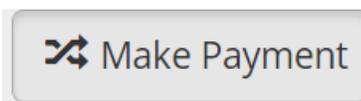
- You will then be taken directly to your account
- You will need to add your checking or savings account before making a payment. Click on the “Bank Access” button



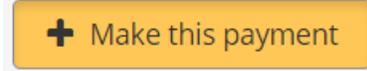
- At the bottom of the page, click on “Bank Access Account”. Follow the prompts to add the correct information.
- After adding the correct information check the box to state that you have read the Terms and Conditions and the button “Add this account”



- To make a payment click on the button that says “Make Payment”



- Select which checking or savings account you would like to use, the amount you would like to pay, if it is a one-time payment or a recurring payment and the date you would like it to be taken on (up to two weeks in advance)
- Click on the “Make this payment” button



- Verify the information on the next page and click on “Accept” on the bottom of the page or the “Cancel” button to go back to the payment page to make corrections

