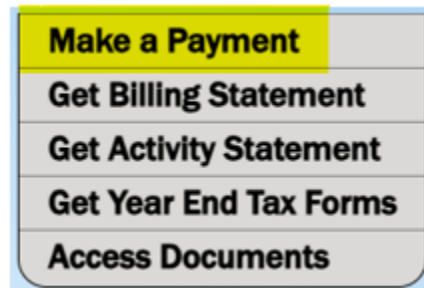


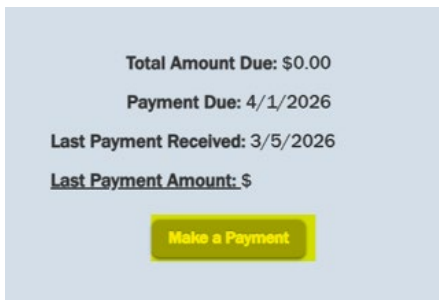
# Making a Payment

There are 3 ways to access the make a payment screen from the Home Loan Portal Dashboard.

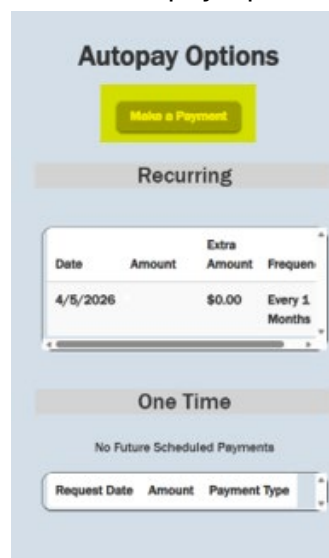
1. From the Navigation Panel on the left side of the dashboard



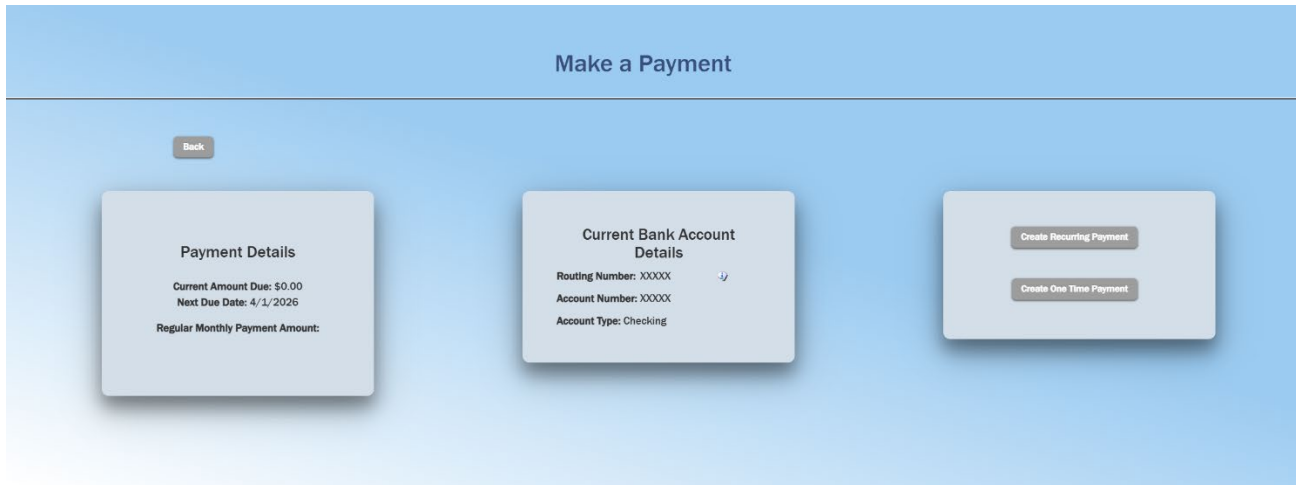
2. From the Payment Details Module



3. From the Autopay Option Module



All 3 links take you to the same payment screen.



On the payment screen, it shows the payment details (amount due, next due date, regular monthly payment amount), your bank information on file (if already signed up for ACH) and the option to Create a Recurring Payment or Create a One Time Payment.

## Recurring Payment

**Recurring Payment**

*First draft will occur on the following month.*

*Non-sufficient funds will result in a \$25.00 NSF fee.*

Choose Day of Month for Withdrawal:

Your total regular payment will be drafted. You may request an additional amount which will be added to your regular payment

**Bank Account Details**

Routing Number:

Account Number:

Account Type:

Already Scheduled Recurring Payments

Date	Amount	Frequency
<a href="#">Delete</a> 4/5/2026		Every 1 Months

We run ACH on the 5<sup>th</sup> of each month unless it falls on a weekend or holiday, in which case we run it the following business day. The only allowed option for “Choose Day of Month for Withdrawal” is 5.

The ACH amount defaults to your normal monthly payment amount. If you wish to make an additional payment above and beyond your normal monthly payment, you would enter the additional amount here:

Your total regular payment will be drafted. You may request an additional amount which will be added to your regular payment

You can then enter your routing and account number and the type of account the payment is coming from in the following fields:

**Bank Account Details**

Routing Number:  ⓘ

Account Number:

Account Type:  ▾

Once complete, click “Submit Electronic Payment Request” to process recurring monthly payments.

### One Time Payments

**One Time Payment**

*One time payment drafts occur once a week, every Thursday.*

*Non-sufficient funds will result in a \$25.00 NSF fee.*

Payment Date:  ⓘ

Payment Amount:

Payment Type:  ▾

**Bank Account Details**

Routing Number:  ⓘ

Account Number:

Account Type:  ▾

Bank Details are for this payment only

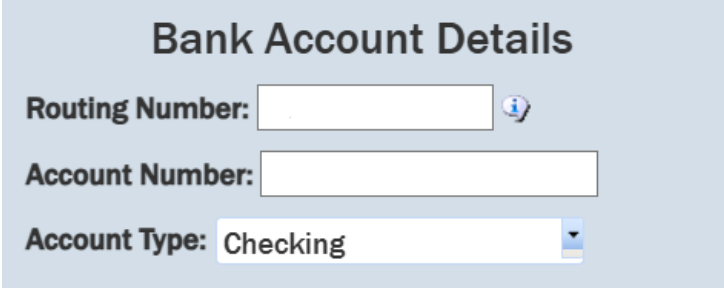
Already Scheduled One Time Payments

Request Date	Amount	Payment Type
<input type="text"/>		

We process one-time payments weekly, every Thursday. If you elect for a one-time payment, it will be drafted the first Thursday after the payment date you enter on this screen.

You also have the option to make a regular payment, principal only (aka curtailment), escrow only, and fees only. You must be current on your loan and have no outstanding fees to be able to apply a principal or escrow only payment.

You can then enter your routing and account number and the type of account the payment is coming from in the following fields:



The image shows a screenshot of a web form titled "Bank Account Details". It contains three input fields: "Routing Number" with a small help icon to its right, "Account Number", and "Account Type" which is a dropdown menu currently showing "Checking".

Once complete, click “Submit Electronic Payment Request” to schedule a one time payment.

If you need help with the Home Loan Account Portal, please contact us to speak with an ODVA representative during regular business hours, Monday–Friday, 8 a.m.–5 p.m. (excluding most federal and state holidays).

**Home Loan Servicing Contact Number:**  
(800) 633-6826 (Oregon only) or 503-373-2373

**Home Loan Servicing Fax Number:**  
(503) 373-2393

**Home Loan Servicing Email:**  
[orvetshomeloans@odva.oregon.gov](mailto:orvetshomeloans@odva.oregon.gov)