



**PENNY POST**  
CREDIT UNION

# MAKING AN ONLINE LOAN REPAYMENT USING A DEBIT CARD IN 4 QUICK & SIMPLE STEPS!

T: 0333 332 1461

E: office@penny-post.co.uk

## 1 LOGIN

Login to your Penny Post Account on our [website](#). To do this, you will need your **membership number, date of birth** and **6 digit pin number**

If you do not remember these please call us on 0333 332 1461 or message us securely on the [Nivo app](#).

Please enter your member number and Date of Birth

Member Number:

[I don't know my Member Number](#)

Date of Birth:  January

**CONTINUE**

↓

Member Number:  **CHANGE**

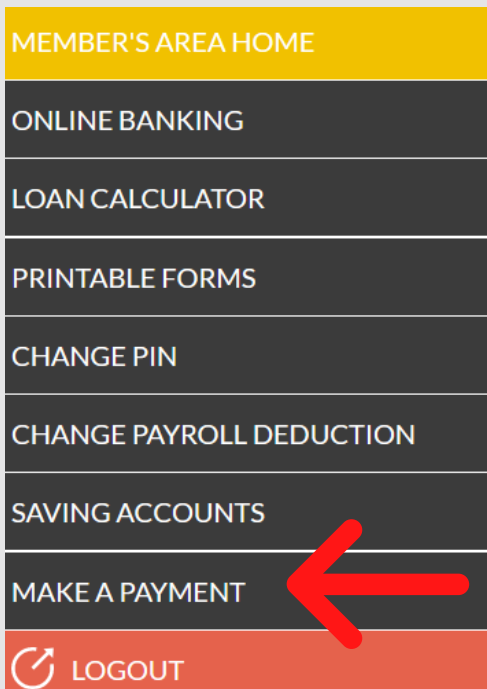
Date of Birth:

PIN Number:

Please use the 3rd, 4th and 5th digits from your PIN

[I don't remember my PIN](#)

**LOGIN** cancel



## 2 CLICK ON "MAKE A PAYMENT"

Once you have logged in, simply click on "Make A Payment" on the left-hand side of the screen

**MAKE A PAYMENT**

## 3 COMPLETE THE FORM

Enter the information required on both the Penny Post and Worldpay websites

\* Required Fields

A confirmation email will be sent when the payment is complete. Please provide an email address.

Postcode:

Email:

Confirm Email:

Contact Number:

(If there is a problem with this payment we will contact you on this number)

Are you sure you want to make a payment of £15.00 into Penny Post Credit Union?  
On the next screen you will be asked to enter your Debit Card details.

**OK** Cancel



Don't forget to **double check** the amount which you are paying in- The minimum is £10 and the maximum is £3,000

## 4 ALL DONE!

Once you have completed and submitted the required information, you will be e-mailed a confirmation of your payment which you should keep for your records.

We will apply this payment to your account during our office hours.

Remember, you can contact our friendly customer services team at any time during our office hours- whether it be quickly and securely via the [Nivo app](#), on the phone or through e-mail. Our contact details can be found at the top of this page, and also on our [website](#).

