

Registering Your New Payment Portal Account

Please follow the steps below to successfully register your new payment portal account

Step 1:

Go to Foundation Finance Company home page, and click “Make a Payment” as shown below



Step 2:

On the following page select “Register your new portal account here”. This will take you to the registration page



Please Read: Payment Portal Changes

If you have not logged into your payment portal since **October 21st**, you will need to re-register your account. We have since upgraded to a new payment portal

[Register your new payment portal account](#)



If you have already re-registered your account, click [here](#) to log in

Need Assistance?

[Payment Portal FAQ](#)

[Payment Portal 'How To'](#)

If you have any issues creating or accessing your account, please see the assistance links above, or call us at 1-855-241-0024, option 2 for Customer Service.

Step 3:

On the registration page below, fill out the needed information. Please see our [FAQ page](#) if you have any issues with this process.

Registration

 REGISTER A NEW ACCOUNT

Account Number* Enter full account number without dashes	First Name* Your first name	Last Name* Your last name
Email Address* Your email address	Password*  Enter your desired password	Confirm Password* Retype your desired password

Account communications will be sent to you at the email address you use to create this online account. By completing this form, you authorize and agree to accept notices and disclosures from Foundation Finance sent to your designated email address in place of using a physical mailing address. **If you would like to opt out of receiving notices via email, please check the designated box.**

[Register Account](#)

Step 4:

Once clicking 'Register Account', the system will show the message below. This will prompt a confirmation link to be sent to your email address used to register your portal.

Email Confirmation Sent

Thank you, a confirmation email has been sent to the email address you provided. Please click the link in the email to complete your registration.

Step 5:

Please then click the 'Complete Registration' button in your email as shown below.



Dear Customer:

Complete your registration by [visiting this page](#) or by clicking the button below:

[Complete Registration](#)



Sincerely,
Foundation Finance

Note: Do not reply to this email. This was automatically generated and sent by Financial Statement Services, Inc.

Step 6:

The system should then show you the message below, you will click the 'click here to Log in' shown in green

Confirm Email

Thank you for confirming your email. Please [Click here to Log in](#)



Step 7:

You will then need to log in, using your credentials that you created

Login

➔ LOG INTO YOUR ACCOUNT

Email Address*

Password*

[Login](#)

[Forgot your password?](#)

Step 8:

Once clicking 'login', the system will show the message on the right. This will prompt a verification code to be sent to your email address associated with your account.

Each time you log in you will be asked to enter a verification code sent to your email; this is added security for your account

Verify Login

A verification code has been emailed to you. If you do not see an email shortly, be sure to check your spam or junk folders.

✔ PROVIDE VERIFICATION CODE

Code

Enter full verification code

[Submit Verification Code](#)

Step 9:

The email will look like the picture shown below with the verification code in bold, and may take 1-3 minutes to receive.

Dear Customer:

A verification code has been requested for your account: **476191**.

Sincerely,
Foundation Finance

Note: Do not reply to this email. This was automatically generated and sent by Financial Statement Services, Inc.

Step 10:

Take the bolded 6-digit code and enter it in the blank on our website as shown below. Then click the 'Submit Verification Code' button.

Verify Login

A verification code has been emailed to you. If you do not see an email shortly, be sure to check your spam or junk folders.

PROVIDE VERIFICATION CODE

Code

Enter full verification code

Submit Verification Code

Step 11:

Success! You are now in your upgraded web portal; your loan page should be similar to the picture shown below.

If you have any questions in regards to navigating the portal click [here](#) to view our FAQ page

Loan 15997601

[Loan Information](#) [Schedule Payment](#) [Payoff Amount](#) [Online Statements](#) [Upcoming Scheduled Payments](#)

LOAN INFORMATION

Current Loan Amount	\$18,224.29
Total Amount Due	\$28.85
Regular Payment Amount	
Next Payment Due Date	12/11/2019
Amount Past Due	\$0.00

PAYOFF AMOUNT

Today's Payoff Balance	\$18,224.29
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Payoff amount is as of today's date. If mailing your payoff, you must request a payoff amount; please call FFC at (855) 241-0024.

ONLINE STATEMENTS

November 2019 

SCHEDULE PAYMENT

Payments scheduled before 3:30 PM Central time on any day will be posted to your account on that day. Payments