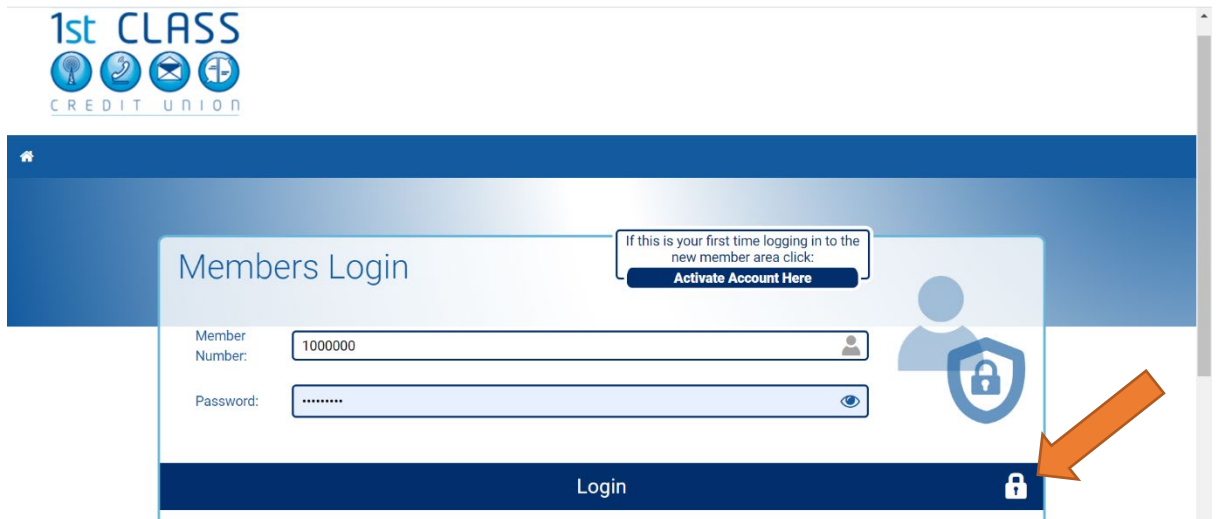


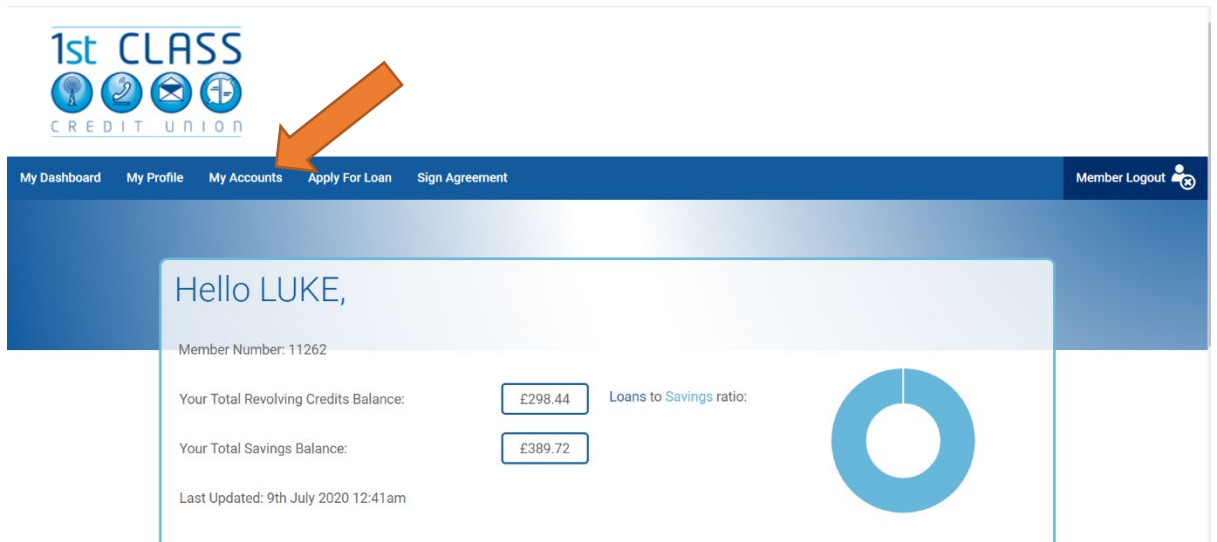
## Requesting a Share to Loan Transfer

This guide will show you how to request a transfer of your savings to clear your outstanding loan balance. A settlement request can only be submitted if the savings balance exceeds the loan balance.

1. Log into our members area using your member number and password.



2. Select My Accounts from the menu.



3. Scroll down to the account you wish to clear and select the View button.

Name	Balance	Options
Rev Cred (#31345)	£298.44	<a href="#">View</a> <a href="#">£ Withdraw</a>

My Inbox My Documents

4. Select the Request Settlement button.

Your Total Revolving Credits Balance: £298.44  
Your Total Savings Balance: £389.72  
Last Updated: 9th July 2020 12:41am

Loans to Savings ratio:

### Account Statement

[← Back](#)

Account Type: Rev Cred      Balance: £201.56      [Request Settlement](#)  
Outstanding Balance: £298.44

Date Range:  [Print Statement](#)

5. Select which savings account you wish to use to clear the outstanding loan balance and select Submit.

Member Number: 11262

Your Total Revolving Credits Balance: £298.44

Your Total Savings Balance: £389.72

Last Updated: 9th July 2020 12:41am

Loans to Savings ratio:

### Loan Settlement Request

To request a settlement of this loan please select the savings account you wish to use to settle the loan. Loans can only be settled by accounts containing enough for full payment of the loan only.

Settlement amount: £302.64

Savings Account:

- Please select
- Please select
- Share 1 - Available balance: £389.72**

[Cancel](#) [Submit](#)

[← Back](#)

Account Type: Rev Cred      Balance: £201.56      [Request Settlement](#)  
Outstanding Balance: £298.44

Date Range:  [Print Statement](#)

6. Select Dismiss.

The screenshot displays a web interface with a modal dialog box overlaid on top. The modal, titled "Loan Settlement Request", contains the text: "Your request has been submitted. A member of our team will review your request as soon as possible". A blue button labeled "Dismiss" is located at the bottom right of the modal. An orange arrow points to this button. The background page is titled "Account Statement" and includes a "Back" button, account details (Account Type: Rev Cred, Balance: £201.56, Outstanding Balance: £298.44), a "Request Settlement" button, and a "Date Range" selector set to "No Dates Selected" with a "Print Statement" button.

Member Number: 11262

Your Total Revolving Credits Balance

Your Total Savings Balance:

Last Updated: 9th July 2020 12:41a

### Loan Settlement Request

Your request has been submitted. A member of our team will review your request as soon as possible

Dismiss

## Account Statement

← Back

Account Type: Rev Cred      Balance: £201.56      Request Settlement

Outstanding Balance: £298.44

Date Range:       Print Statement