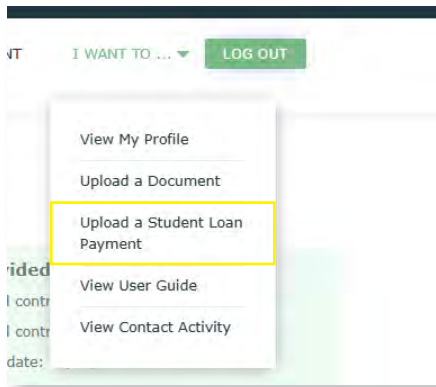


NBUSA

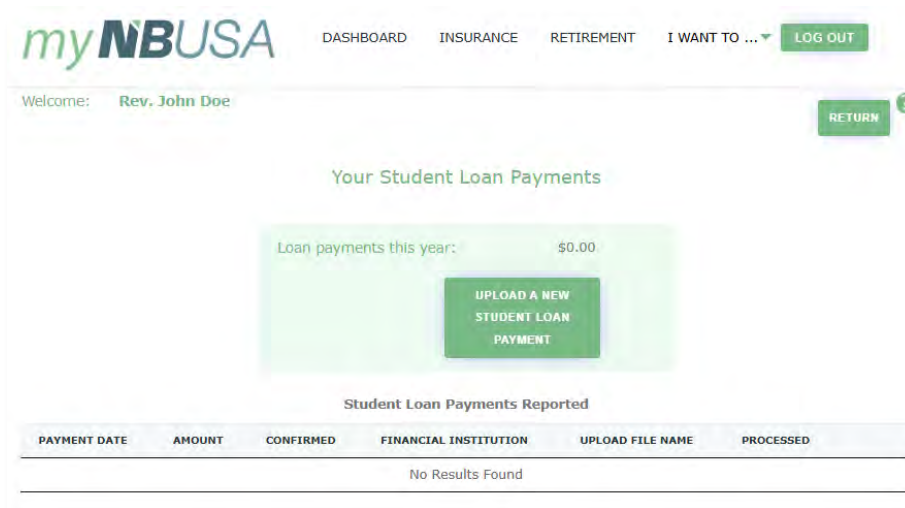
UPLOADING STUDENT LOAN PAYMENTS



- 1 Make sure you have your current student loan statement from your financial institution showing your name with the amount and date of the payment you are uploading. The statement should be stored on the device you will be using to upload the payment information, and be in one of the following formats: JPEG, JPG, PNG, TIFF, or PDF. If you have a paper statement, you may take a photo or scan the page to upload.
- 2 Log into myNBUSA. If you are eligible for the Student Loan Matching Program, the option to “Upload a Student Loan Payment” will appear in the “I WANT TO...” dropdown menu.



- 3 The Student Loan Payment page will now open.



- 4 Click on the “UPLOAD A NEW STUDENT LOAN PAYMENT” button. The upload page will be displayed.

myNBUSA

Welcome: Rev. John Doe RETURN

Date of Payment Amount

Financial Institution

This payment is for my personal student loan This loan was used for education

Choose File NO FILE CHOSEN

UPLOAD FILE AND SAVE

Enter the date of payment, amount, and the name of the financial institution as it appears on the statement. Click the two boxes to confirm that this payment is for your personal student loan, and that the proceeds of the loan were used for education.

myNBUSA

Welcome: Rev. John Doe RETURN

Date of Payment Amount

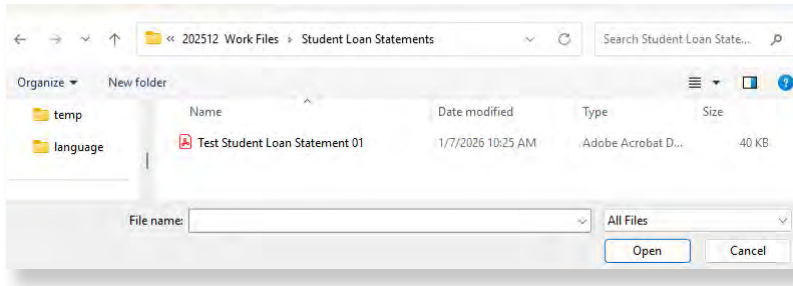
Financial Institution

This payment is for my personal student loan This loan was used for education

Choose File NO FILE CHOSEN

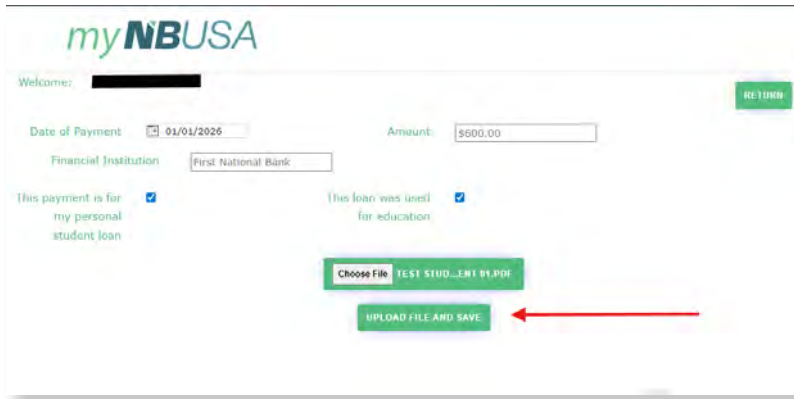
UPLOAD FILE AND SAVE

- 5 Then click on the “Choose File” button and navigate to the folder on your device where you saved the student loan statement.

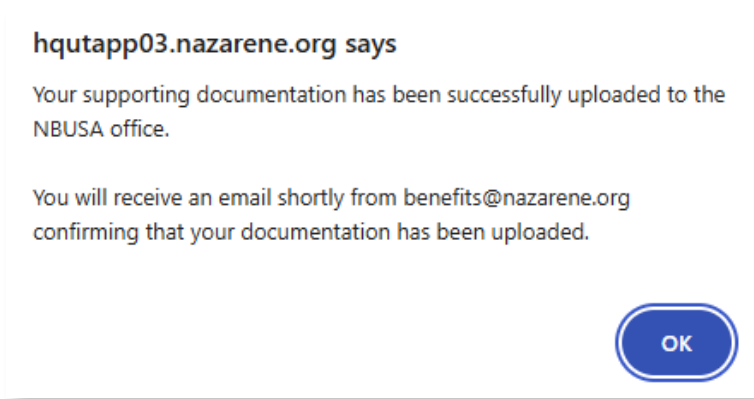


- 6 Click on the file you wish to upload, and press the “Open” button.

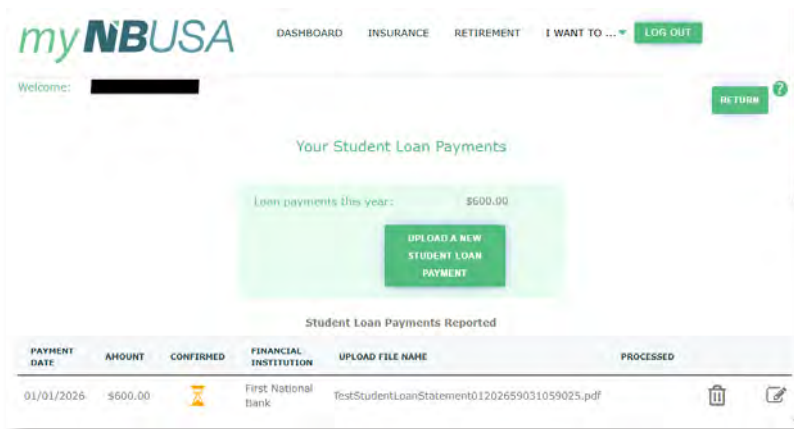
7 Now press the "UPLOAD FILE AND SAVE" button.



8 If the upload has been successful, the following message will be displayed:






9 The Student Loan Payment page will be updated with the details of the payment that has been uploaded.



The "Loan payments this year" will be updated, and the new payment will appear in the "Student Loan Payments Reported" table.

Once the student loan payment is uploaded, the system will evaluate the uploaded document. The icon in the "CONFIRMED" column indicates the status of this process:

	In process
	Confirmed
	Could not confirm

10 Under the Ministers Match Retirement Program, the student debt match is processed no later than the end of the month after the end of every quarter. For example, the quarter 1 match will be processed no later than April 30. When your payment has been processed, a "Y" will appear in this column.

IF YOU HAVE QUESTIONS:

Call us at 888-888-4656

Email us at benefits@nazarene.org

Office Hours: Mon–Fri, 8:00 a.m. – 4:30 p.m. CT