

## QUICK GUIDE

# Co-Pay Partners Funds Management Flow

Use this quick guide to stay on track as you navigate the Co-Pay Partners® funds management process. This 10-business day funding cycle is established based on the week of the month you select for funding. It's ok to start your cycle at the end of a month and finalize it in the beginning of the next month. Please note there will be no activity on business or bank holidays.

## 10-Business Day Cycle



<b>Days 1-2</b>	<b>APPROVE AND AUTHORIZE PAYMENTS</b> Review and approve payments in the Co-Pay Partners' employer portal. <ul style="list-style-type: none"><li>A reminder email will prompt employer admins to approve upcoming payments and either authorize the debit of funds from your designated bank account (if using ACH Debit Pull) or you'll transfer funds to a designated account (if using Wire Transfer Push).</li><li>If you don't approve the payments by the approval date, transactions will be delayed and the funding cycle will reset.</li></ul>
<b>Days 3-4</b>	<b>PAYMENTS LOCK AND MONEY TRANSFER PROCESS BEGINS</b> Approved payments are locked and cannot be altered. The money transfer process begins, based on your pre-selected payment method. <ul style="list-style-type: none"><li>ACH Debit Pull: Co-Pay Partners creates an ACH file for our funds transfer partner, who, in turn, moves funds from your designated bank account overnight.</li><li>Wire Transfer Push: Be aware of your bank's wire transfer cut-off and processing times.</li></ul>
<b>Days 5-8</b>	<b>PROCESSING</b> <ul style="list-style-type: none"><li>Funds settle, and Co-Pay Partners verifies that your approved funds and transactions match the intended outgoing payments to loan servicers.</li><li>Co-Pay Partners send files to our funds transfer partner. Files state how funds should be disbursed to loan servicers.</li></ul>
<b>Day 9</b>	<b>PAYMENTS SENT TO SERVICERS</b> All funds are disbursed (electronic or check) through our funds transfer partner to the loan servicers.
<b>Day 10</b>	<b>PAYMENT NOTIFICATION EMAIL</b> Co-Pay Partners notifies participating employees that a student loan payment was made.

