Quick Pay Instruction Guide
Go to www.bankofjacksonhole.com/quick-pay-your-loan/
Choose One-Time Payment or Enrolled/Recurring Payment
Click Continue to Sign In

One-Time Payment

1. Enter Account Number (without preceding zeros)
2. Enter Note Number
3. Enter Zip Code
4. Click Continue
5. Enter and confirm email address
6. Enter Payment Information & Select Pay On Date
7. Enter routing number and bank account number
8. Check box to authorize ACH One-time payment
9. Click Continue
10. Verify Payment Information
11. Check box to agree to Terms and Conditions.
12. Confirm Submit

Enrolled/Recurring Payment
If you do not have a User ID and Password for Bank of Jackson Hole Quick Pay, click sign up.

1. Enter Account Number (without preceding zeros)
2. Enter Note Number
3. Enter Zip Code
4. Click Continue
5. Create a User ID, Password and security question/answer
6. Check box to agree to Bank of Jackson Hole Quick Pay terms and conditions
7. Click Submit
8. Use your new login credentials to login.

For a one-time payment

1. Enter Method of Payment
2. Enter routing number and bank account number
3. Check boxes to agree to ACH One-time payment and storage
4. Click Submit

5. Enter Pay On date
6. Enter Payment amount
7. Click Pay

For recurring payment

1. Click Payments in green tool bar
2. Click Automatic Payment Rules
3. Click Add Auto Pay Rule
4. Select Payment Method
5. Click Continue
6. Enter Bank Account number and routing number
7. Check boxes to agree to ACH storage
8. Click Submit
9. Select Rule Type
10. Select Days before/after due date
11. Select Start Payments On and End payment on
12. Click Continue
13. Click Submit

Enrolling for Online Documents
Online documents are safer, more convenient and more secure than paper documents. Enroll for online banking to access online documents.

New to online banking, start with these first steps.

1. Go to www.bankofjacksonhole.com
2. On the right-hand side of the screen in the Online Banking Sign-In box, select 'New Online Banking User? Click Here'.
3. Select Loan Account.
4. Read the Online Banking Agreement and agree to the terms and conditions.
5. On the next screen enter all of your information: Name, Last 4 of SSN, Email, Account Number, Original Principal Amount (can be found on your mortgage statement) and Last Payment Amount.
6. Create a User ID and password.
7. Your Online Banking enrollment should process automatically. If it says it will be delayed 1-3 business days, call us at 877.877.0397, and we can assist you with completing the enrollment process.

How to change your delivery method from Paper to Online:

1. Log in to Online Banking from our website.
2. Click "Documents" in the main navigation.
3. Near the bottom of the page, click "change your statement delivery method".
4. Select "Online" from the "Delivery Method" drop down for each account. You can also hit "Set all to 'Online'" to quickly change all of your documents to Online.
5. Click the link for "Online Document Service Agreement and Disclosure" to view the terms of the agreement.
6. Check the box stating that you read and agree to the terms.
7. Click "Submit".

Our Loan Servicing Department is available to assist with any of your mortgage servicing needs. Call 855.855.2175 between 8 a.m. to 5 p.m. to speak with an associate.