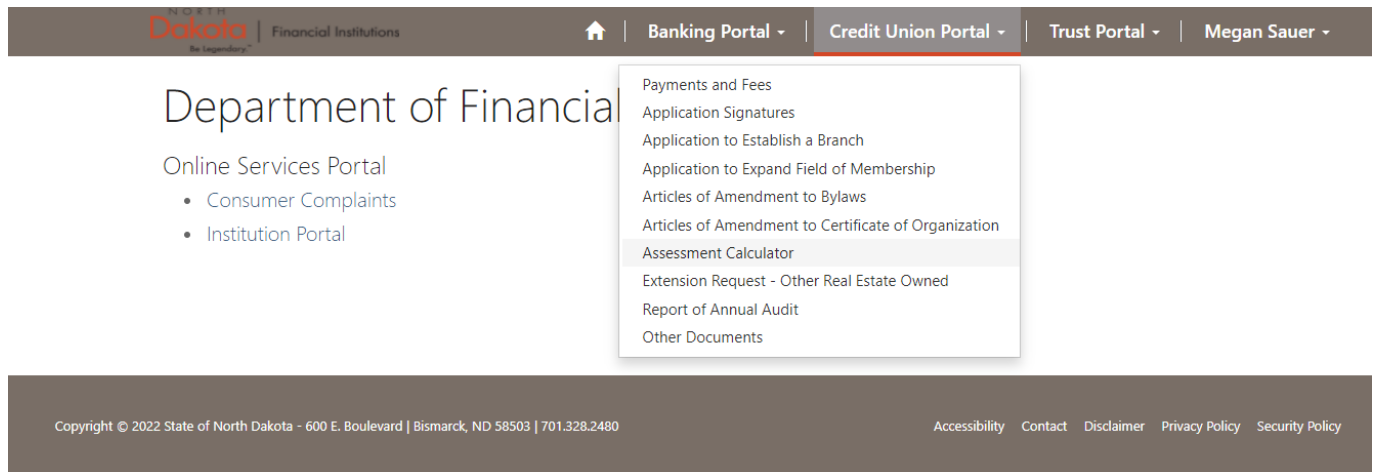


# Credit Union Assessment Calculator/Payment Instructions

Click on the Credit Union Portal and select the Assessment Calculator from the Drop Down.



Click the Download Template button. This will open a spreadsheet that you will fill out to calculate the assessment due.

## Assessment Calculator

### INSTRUCTIONS

1. Download and complete the template.
2. Attach the completed worksheet and other supporting documentation by selecting Upload Files.
3. Enter the amount due to ND DFI in the Payment Amount field.
4. Submit the Assessment Calculation.
5. Submit Application Fee Payment - Access the Banking Portal dropdown and select "Payments and Fees". Here you will have the option to choose a method of payment - Check (mailed to DFI) or ACH.



Form ID	Submitted ↓	Status	Status Date	
ASCL-01005	11/23/2021	Submitted	11/23/2021	▼
ASCL-01004	11/23/2021	Submitted	11/23/2021	▼
ASCL-01003	11/17/2021	Submitted	11/17/2021	▼
ASCL-01002	11/15/2021	Submitted	11/15/2021	▼
ASCL-01001	11/2/2021	Submitted	11/2/2021	▼

Save filled out Assessment Calculator to your computer.

Click the Upload Files button

# Assessment Calculator

## INSTRUCTIONS

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[Download Template](#) [Upload Files](#)

Form ID	Submitted ↓	Status	Status Date
ASCL-01005	11/23/2021	Submitted	11/23/2021
ASCL-01004	11/23/2021	Submitted	11/23/2021
ASCL-01003	11/23/2021	Submitted	11/23/2021
ASCL-01002	11/15/2021	Submitted	11/15/2021

Enter the amount of payment due in the box with no symbols or characters. Click the Choose Files button and select the completed Assessment Calculator spreadsheet that you have saved to your computer.

The screenshot shows the 'Assessment Calculator' submission form. A modal window titled 'Create' is open, displaying the following content:

- Assessment Calculator**
- Selecting the box below indicates that one or more of the uploaded documents contain confidential information that is not a matter of public record.
- Confidential Documents**
- Attach the completed Worksheet as well as supporting documents. \*\*Note that attaching multiple documents requires that all files reside in the same folder of your file directory prior to selecting "Choose Files".
- Enter the amount of payment due from the attached Assessment.
- Submitted**: 12/30/2021
- Submitted By**: Megan Sauer
- Attach a file \***:  No file chosen
- 

The background shows the main form with a table of submitted forms and an 'Upload Files' button.

Click the Submit button

Click on the Credit Union Portal and select the Payments and Fees drop down.

The screenshot shows the Dakota Financial Institutions website. The navigation bar includes 'Banking Portal', 'Credit Union Portal', and 'Trust Portal'. The 'Credit Union Portal' dropdown menu is open, and 'Payments and Fees' is highlighted with a red box. The main content area features an 'Assessment Calculator' section with instructions:

**INSTRUCTIONS**

1. Download and complete the template.
2. Attach the completed worksheet and other supporting documentation by selecting Upload Files.
3. Enter the amount due to ND DFI in the Payment Amount field.
4. Submit the Assessment Calculation.
5. Submit Application Fee Payment - Access the Banking Portal dropdown and select "Payments and Fees". Here you will have the option to choose a method of payment - Check (mailed to DFI) or ACH.

Find the recently submitted Assessment Calculation form, click the arrow on the right and side, and click edit.

The screenshot shows the 'Payments and Fees' page. The breadcrumb trail is 'Home > DFI Banking Portal > Payments and Fees'. The page title is 'Payments and Fees'. The instructions are:

**INSTRUCTIONS**

1. Select Edit from the dropdown button that corresponds to the Pending Application or Fee line item to be paid.
2. Select a Payment Method (Check or Electronic).

Below the instructions is a table with the following data:

Ref. Code	Amt Due	Regarding Form	Submitted On ↓	Status Reason	Date Paid	Payment Method
	\$1	Assessment Calculation	12/30/2021	Pending		
	\$1,000	Assessment Calculation	11/15/2021	Pending		
			9/30/2021	Pending		Check
			9/30/2021	Pending		Check
			9/30/2021	Pending		Check

The 'Edit' button in the first row of the table is highlighted with a red box. At the bottom of the page, there is a pagination control showing '1' selected.

Click the dropdown under Payment Method and choose either ACH to be redirected to make the payment online or click Check to mail a check.

## Application Payment

### Related Application

**Assessment Calculation \***

ASCL-01007

### Payment Details

**Amount \***

\$1

**Status \***

Pending

**Payment Method \***

  
 Check  
 Electronic

**Submit**