

# MnCIFA e-Payment Portal User Manual

Revised: 1.30.2026

## 1. Purpose

This user manual provides step by step instructions for submitting payments through the e-Payment Portal. It is intended to help users successfully complete payments while ensuring accuracy, security, and compliance.

## 2. Who Should Use This Portal

Use the e-Payment Portal if you need to:

- a. Make a loan payment
- b. Pay an origination fee
- c. Pay another fee

## 3. Before You Begin

Before starting a payment, ensure you have:

- a. Your **loan number and invoice number**
- b. The **payment amount(s)**
- c. Your **contact information**
- d. **Bank account** information

Note: Incomplete or incorrect information may result in payment delays or processing errors.

## 4. Accessing the e-Payment Portal

- a. Navigate to [\*\*Client Payment Portal\*\*](#)
- b. Select **Project** then **Client Portal**.
- c. You will be redirected to the e-Payment intake screen.

## 5. Completing the Payment Intake Screen

On the intake screen, complete all required fields. These typically include:

a. Your information

**Your Information**

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Phone Number *
<input type="text"/>	<input type="text"/> (555) 555-5555

A payment confirmation will be sent to this email address. Please include area code.

b. Business Information

**Business Information**

Company Name *		
<input type="text"/>		
<small>Please enter your organization name.</small>		
Street Address *		
<input type="text"/>		
Street Address Line 2		
<input type="text"/>		
<small>Apartment, suite, unit, building, floor, etc. (optional)</small>		
City *	State *	Zip Code *
<input type="text"/>	<input type="text"/> - Select - <input type="text"/>	<input type="text"/> 55555 <small>5-digit ZIP code</small>

c. Loan information

**Loan Information**

Loan Number *	Invoice Number *
<input type="text"/>	<input type="text"/>
<small>Please enter your loan number.</small> <small>Enter the invoice number associated with this payment</small>	

d. Payment Details

**Payment Details**

Principal Amount	Interest Amount
<input type="text"/> \$ <input type="text"/>	<input type="text"/> \$ <input type="text"/>
<small>Enter 0 if not applicable</small>	
Origination Fee	Miscellaneous Fee
<input type="text"/> \$ <input type="text"/>	<input type="text"/> \$ <input type="text"/>
<small>Enter 0 if not applicable</small>	
Total Amount Due	Due Date *
<input type="text"/> \$ 0.00	<input type="text"/> 01/30/2026 <input type="button" value=""/>
<small>Automatically calculated from the amount above (max 5,000,000).</small> <small>Payment due date (must be within 30 days).</small>	

e. After reviewing your entries for accuracy, select **Next**.

I authorize MnCIFA to process this payment.

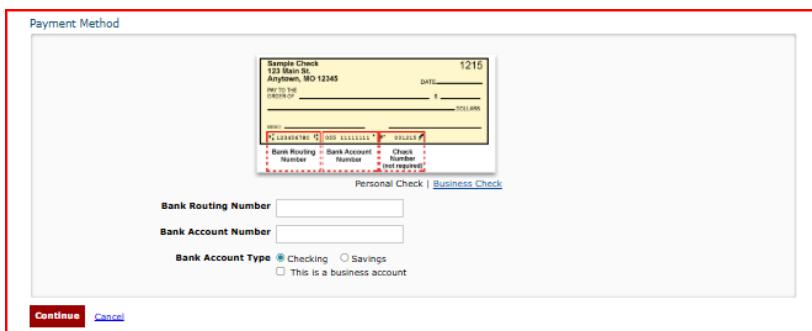
## 6. Redirect to US Bank Secure Payment Portal

After selecting **Next**, you will be securely redirected to US Bank's secure payment portal website.

- a. The payment portal page is encrypted and secure.
- b. Do not refresh or close your browser during this step, otherwise you will have to resubmit your information again.

## 7. Submitting Your Payment

- a. Enter your bank account information.



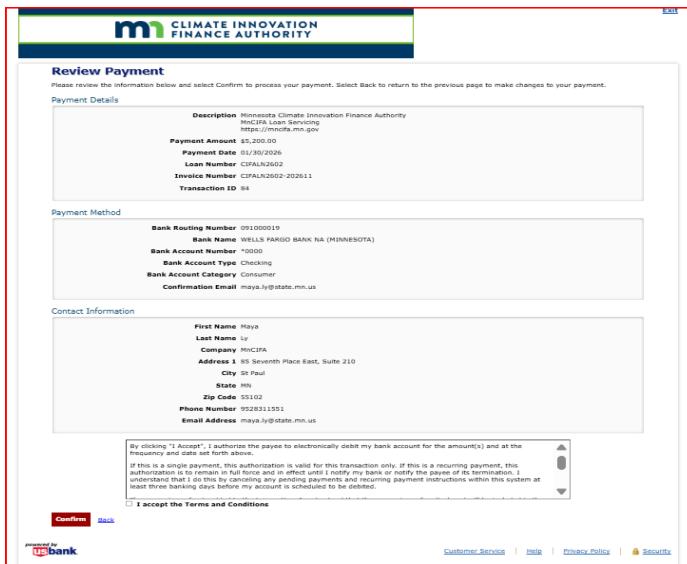
Payment Method

Sample Check  
123 Main Street  
Anytown, MO 12345  
PAY TO THE  
AMOUNT: \$100.00  
DATE: 12/15  
1215  
1234567890 000 11111111 00012345  
Bank Routing Number: Bank Account Number: Check Number:  
Bank Account Type:  Checking  Savings  
 This is a business account

Bank Routing Number:   
Bank Account Number:   
Bank Account Type:  Checking  Savings  
 This is a business account

Continue Cancel

- b. Review the payment details and the fine print, then select "I accept the Terms and Conditions" and select Confirm to proceed with your payment.



Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description: Minnesota Climate Innovation Finance Authority  
MNCIFA Loan Servicing  
<http://mncifa.mn.gov>

Payment Amount: \$500.00

Payment Date: 01/01/2023

Loan Number: CIFALN2002

Invoice Number: CIFALN2002-202511

Transaction ID: 84

Payment Method

Bank Routing Number: 051000019  
Bank Name: WELLS FARGO BANK NA (MINNESOTA)  
Bank Account Number: 700000  
Bank Account Type: Checking  
Bank Account Category: Consumer  
Confirmation Email: maya.ly@state.mn.us

Contact Information

First Name: Maya  
Last Name: Ly  
Company: MNCIFA  
Address 1: 95 Seventh Place East, Suite 210  
City: St Paul  
State: MN  
Zip Code: 55102  
Phone Number: 9528111551  
Email Address: maya.ly@state.mn.us

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above. If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is valid for the duration and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three business days before my account is scheduled to be deleted.

I accept the Terms and Conditions

Continue Back

Customer Service | Help | Privacy Policy |  Reports

c. Review the payment summary and select **Confirm** to submit your payment. After submission, wait for the confirmation screen.

**Confirmation**  
 Thank you for your payment.  
 Please keep a record of your Confirmation Number, or [print this page](#) for your records.  
 Confirmation Number: **MNCIFA000002347**

**Payment Details**

Description	Minnesota Climate Innovation Finance Authority
MnCIFA Loan Servicing	<a href="http://servicing.mncifa.mn.gov">servicing.mncifa.mn.gov</a>
Payment Amount	\$5,200.00
Payment Date	01/30/2026
Status	SCHEDULED
Loan Number	CIFALN2602
Invoice Number	CIFALN2602-202611
Transaction ID	84

**Payment Method**

Bank Routing Number	091000019
Bank Name	WELLS FARGO BANK NA (MINNESOTA)
Bank Account Number	7000000000
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	<a href="mailto:mayally@state.mn.us">mayally@state.mn.us</a>

**Confirm**

powered by U.S. Bank

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

**\*\* Please select Confirm on both of the following screens (7b and 7c) to complete the process.**

## 8. Payment Confirmation

After successful submission:

- A confirmation message will appear on screen.
- You will receive a confirmation email.

Save or print the confirmation for your records.

## 9. Common Issues and Tips

- Incorrect loan or invoice number:** Verify the number before submitting.
- Payment did not go through:** Check your bank information and try again.
- Browser issues:** Use an up-to-date browser.

## 10. Security and Privacy

- All payments are processed through a secure, encrypted payment provider.
- MnCIFA does not collect or store your bank information.

## 11. Need Help?

If you experience issues or have questions:

- Contact [servicing.mncifa@state.mn.us](mailto:servicing.mncifa@state.mn.us)
- Include your loan or invoice number when requesting support.