

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 *

Email Address *

Phone Number *

(555) 555-5555

A payment confirmation will be sent to this email address.

Please include area code.

b. Business Information

Business Information

Company Name *

Please enter your organization name.

Street Address *

Street Address Line 2

Apartment, suite, unit, building, floor, etc. (optional)

City *

State *

- Select -

Zip Code *

55555

5-digit ZIP code

c. Loan information

Loan Information

Loan Number *

Invoice Number *

Please enter your loan number.

Enter the invoice number associated with this payment

d. Payment Details

Payment Details

Principal Amount

\$

Enter 0 if not applicable

Interest Amount

\$

Enter 0 if not applicable

Origination Fee

\$

Enter 0 if not applicable

Miscellaneous Fee

\$

Enter 0 if not applicable

Total Amount Due

\$

0.00


Automatically calculated from the amount above (max 5,000,000).

Due Date *

01/30/2026

Payment due date (must be within 30 days).

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



I authorize MnCIFA to process this payment.

Next

6. Redirect to US Bank Secure Payment Portal

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

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

7. Submitting Your Payment

- Enter your bank account information.

The screenshot shows a "Payment Method" form. At the top, there is a "Sample Check" from "123 Main St, Anytown, MO 12345" for the amount of \$100.00. Below the check, there are input fields for "Bank Routing Number", "Bank Account Number", and "Bank Account Type" (with radio buttons for "Checking" and "Savings", and a checkbox for "This is a business account"). There are also "Continue" and "Cancel" buttons at the bottom.

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

The screenshot shows a "Review Payment" page. It includes sections for "Payment Details" (Description, Payment Amount, Payment Date, Loan Number, Invoice Number, Transaction ID), "Payment Method" (Bank Routing Number, Bank Name, Bank Account Number, Bank Account Type, Bank Account Category, Confirmation Email), and "Contact Information" (First Name, Last Name, Company, Address, City, State, Zip Code, Phone Number, Email Address). At the bottom, there is a "Confirm" button and a checkbox for "I accept the Terms and Conditions".

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

CLIMATE INNOVATION FINANCE AUTHORITY

Confirmation

Thank you for your payment.
Please keep a record of your Confirmation Number, or [click this link](#) for your records.

Confirmation Number **MNCIFA000002347**

Payment Details

Description	Minnesota Climate Innovation Finance Authority MnCIFA Loan Servicing https://mncifa.mn.gov
Payment Amount	\$5,200.00
Payment Date	01/30/2026
Status	SCHEDULED
Loan Number	CFALN2602
Invoice Number	CFALN2602-202611
Transaction ID	84

Payment Method

Bank Routing Number	091000019
Bank Name	WELLS FARGO BANK NA (MINNESOTA)
Bank Account Number	*0000
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	maya.ly@state.mn.us

Confirm

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**** 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
- Include your loan or invoice number when requesting support.