



Escrow Portal User Guide

July 15, 2025

Escrow Portal User Guide

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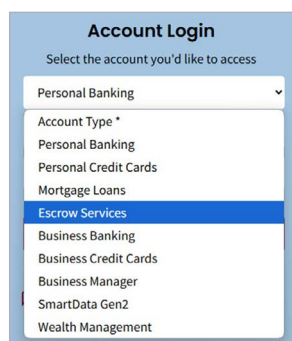


Welcome to the Escrow Online Portal

Thank you for choosing First National Bank Alaska for your escrow servicing needs. With the Escrow Online Portal, you can conveniently and efficiently manage your escrow accounts anytime from anywhere.

This guide provides step-by-step instructions on how to log in to the online portal, view your escrow account details, make payments, and access statements. If you have questions or need assistance, please contact us at **907-777-3430** or email **escrow@fnbalaska.com**.

Registration and First Time Log In



1. Visit **FNBAAlaska.com** and select **Escrow Services** from the Account Login dropdown.

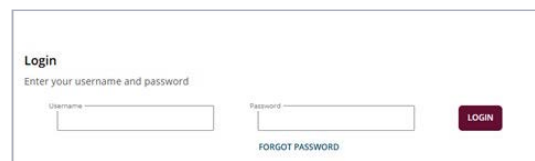
2. Once you are redirected, click **REGISTER NEW ACCOUNT** beneath the login box.

3. Follow the prompts to establish an account:

- Create a username and password.
- Retype the password in the **Confirm Password** field.
- Select **Security Questions** and enter corresponding answers.
- Enter your first and last name, email address and date of birth.
- Read and accept the online portal Terms and Conditions.

4. Click **REGISTER**.

5. Once registered, you will be redirected to the LOGIN screen. You can now log in with your newly created username and password.



NOTE In order to register with the online portal, your email address must match the current email on file with your First National Escrow account. If you need to update or add your email address to your current Escrow account, fill out the Change of Address Form at [FNBAAlaska.com/address](https://fnbalaska.com/address) and submit it at any First National location.

Make a One-Time Payment

- Once logged in to the online portal, click **Make Payment**, located in the Accounts Tab.

ACCOUNTSDOCUMENTS

Due Date: 02/26/2026

Total Due Amount: \$0.00

MAKE PAYMENT

Auto Pay: OFF | [SET UP AUTO PAY](#)

- Fill in the requested account information:

- ✓ Routing number
- ✓ Financial institution
- ✓ Account number
- ✓ Account type
- ✓ Payment amount

- Click **REVIEW PAYMENT**.

NOTE Payments can only be made from a checking or savings account.

- Confirm the one-time payment looks correct, then click **SUBMIT PAYMENT**.

Make a Payment

Payment Method

☒ Bank Account

ABA/Routing Number

Bank

Account Number

Account Type

Checking

Total Amount Due: \$0.00

Payment Amount

Payment Amount

0.00

If this is the first time using this account for a payment, please allow for an additional 24 hours of processing time to verify the account. Account verification is only required on the very first usage of the account. Previously used accounts are not subject to additional processing time for verification.

CANCEL

REVIEW PAYMENT

ACCOUNTSDOCUMENTS

Current Balance

\$5,578.31

>

Submit Payment

Account number: xxxx0262 (DOE-JOHN)

Bank: Account ending in 6789

Payment amount

\$1,500.00

BACK

SUBMIT PAYMENT

Set Up Auto Pay

1. From the Accounts screen, under the total amount due, click **SET UP AUTO PAY**.

Due Date: 02/26/2026

Total Due Amount: \$0.00

MAKE PAYMENT

Auto Pay: OFF | [SET UP AUTO PAY](#)

2. Fill in the requested information:

- ✓ Routing number
- ✓ Financial institution
- ✓ Account number
- ✓ Account type
- ✓ Select **Regular Payment Amount** or **Fixed Amount**.
- ✓ Choose your preferred Auto Pay start and end dates.

3. Click **REVIEW AUTO PAY**.

4. Confirm the scheduled payment looks correct, then click **SUBMIT AUTO PAY**.

Auto Pay

Payment Method

☒ Bank Account

ABA/Routing Number

Bank

Account Number

Account Type

Checking

Total Amount Due: \$0.00

Payment Amount

☒ Regular Payment Amount

☐ Fixed Amount

Start Date

03/13/2025

End Date

If this is the first time using this account for a payment, please allow for an additional 24 hours of processing time to verify the account. Account verification is only required on the very first usage of the account. Previously used accounts are not subject to additional processing time for verification.

CANCEL

REVIEW AUTO PAY

ACCOUNTS DOCUMENTS

Current Balance

\$5,578.31

Submit Payment

Account number: xxxx0262 (DOE-JOHN)

Bank: Account ending in 6789

Scheduled regular payment amount starting on 06/09/2025.

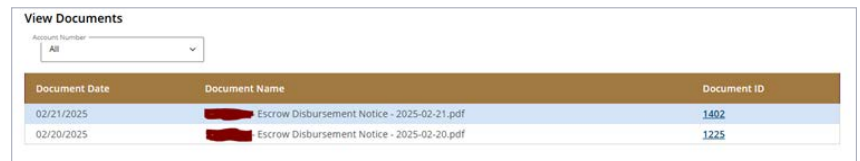
BACK

SUBMIT AUTO PAY

View Statements

PAYEE

1. To see current statements, click the **Documents** tab at the top of page.
2. Click the Document ID of the statement you'd like to see.
3. Once the document has appeared on screen, it can be downloaded or printed.

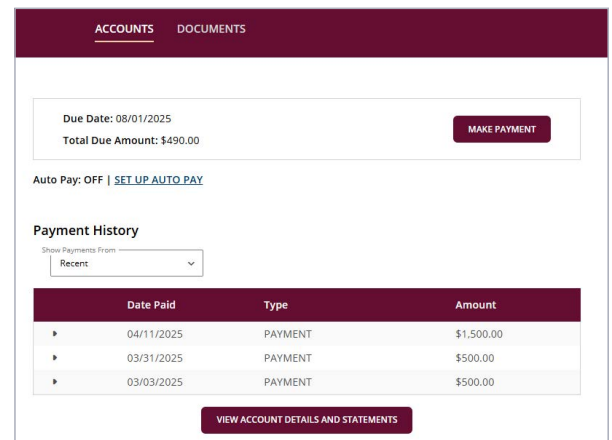


Document Date	Document Name	Document ID
02/21/2025	Escrow Disbursement Notice - 2025-02-21.pdf	1402
02/20/2025	Escrow Disbursement Notice - 2025-02-20.pdf	1225

PAYER

To see Billing Statements, follow these steps.

1. From the Accounts Screen, click **VIEW ACCOUNT DETAILS AND STATEMENTS**.
2. Under Statements, click **SHOW MORE**.
3. When the drop-down appears, click the date of the statement you'd like to view. The statement will open as a PDF in a separate window.



ACCOUNTS **DOCUMENTS**

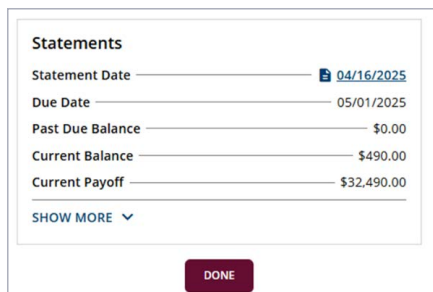
Due Date: 08/01/2025
Total Due Amount: \$490.00 **MAKE PAYMENT**

Auto Pay: OFF | [SET UP AUTO PAY](#)

Payment History
Show Payments From: Recent

Date Paid	Type	Amount
04/11/2025	PAYMENT	\$1,500.00
03/31/2025	PAYMENT	\$500.00
03/03/2025	PAYMENT	\$500.00

VIEW ACCOUNT DETAILS AND STATEMENTS



Statements

Statement Date: 04/16/2025

Due Date: 05/01/2025

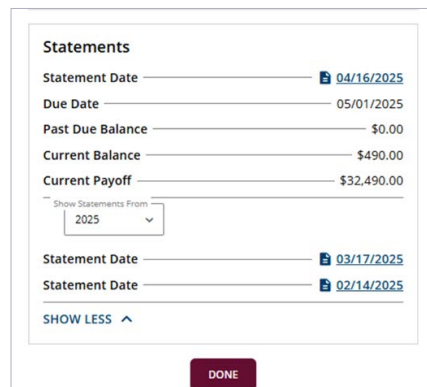
Past Due Balance: \$0.00

Current Balance: \$490.00

Current Payoff: \$32,490.00

SHOW MORE ▾

DONE



Statements

Statement Date: 04/16/2025

Due Date: 05/01/2025

Past Due Balance: \$0.00

Current Balance: \$490.00

Current Payoff: \$32,490.00

Show Statements From: 2025

Statement Date: 03/17/2025

Statement Date: 02/14/2025

SHOW LESS ▲

DONE

Need more support?

We're here to help. Visit [FNBAAlaska.com/escrow-support](https://fnbalaska.com/escrow-support) or speak with a local Escrow Services expert at **907-777-3430**.