

### **Instructions for payments by *Interac* e-transfer**

Must be enrolled for electronic banking (paying bills by computer)

These instructions are based on TD setup, but most banks will be similar.

Select Transfers from the list of options

Select *Interac* e-Transfers from the Transfers within Canada option

In the To section, select Add Recipient

Recipient Name is Chinguacousy Curling Club

Recipient Email is registrar@chingcurling.com

Security Question can be anything, as long as the answer is curling

Security Answer is curling (all lower case)

Click on Next

Select your account that the money will transfer from

Enter the amount of the payment.

Click Next

Click Complete

Your bank may allow you to post-date the second payment, TD does not. If you're splitting your fees into two installments, please schedule the date for the second payment as January 5<sup>th</sup>. A reminder will be sent out at the beginning of December.

The registrar will get an automated email saying there's a payment to be processed, and will accept the payment into the bank. If there are any issues with your payment, she will contact you.