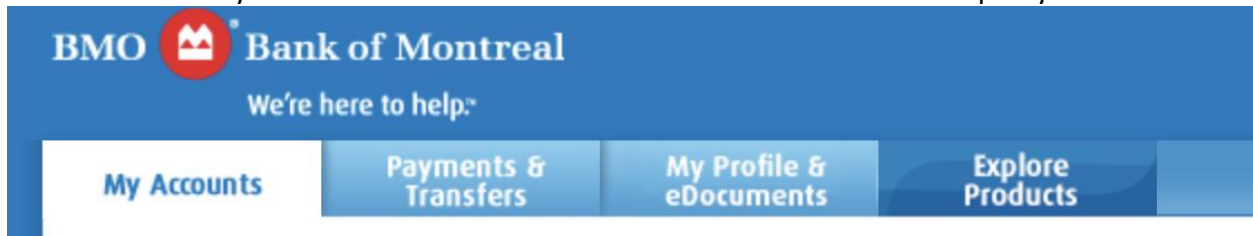


How to Setup Interac E-Transfer (BMO Bank Screens For Illustrations Only)

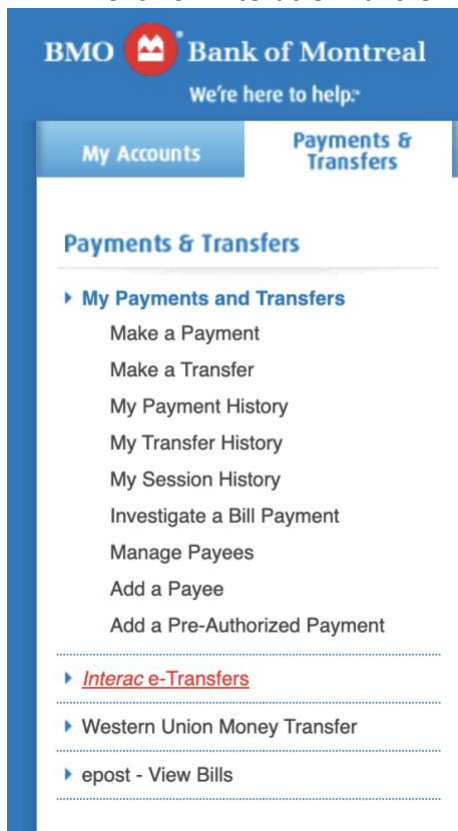
Step 1:

- Login to your bank account. (Please note that BMO is being used as a guide for all banks. The screens may vary slightly, but the process is the same).
- Select “Payments and Transfers” on the list of menu items at the top of your screen



Step 2:

- Click on Interac e-Transfer



Step 3:

- Choose “Send to a New Recipient” (for first time setup only)

Send an Interac e-Transfer

Recipient: i Amount: i Account to Debit:

Select one \$ Select account...

[Send to a New Recipient](#) [Enter Security Information](#)

Step 4:

- Type in the Recipient name as: New City Church
- Type in recipient email address: bookkeeper@newcitynewmarket.ca
- Type in donation amount in the Amount area
- Select account to debit

Recipient Information

Recipient: New Recipient i

*Recipient Name: New City Church i

*Recipient Email Address: bookkeeper@newcitynewmarket.ca

*Recipient Language: English French

Transfer Information

*Amount: \$ i

*Account to Debit: Select one

Add a Message: i

Maximum of 400 characters, 400 available characters left

- After you've filled out all the form fields click on "Verify e-Transfer"

Transfer Information

*Amount: \$ ⓘ

*Account to Debit: ▾

Add a Message: ⓘ

Maximum of 400 characters, 400 available characters left

Autodeposit

NEW CITY CHURCH NEWMARKET is registered for autodeposit, which means the money will be automatically deposited into their bank account and can't be cancelled. No security question and answer needed.

[Cancel](#) [Verify e-Transfer](#)

Step 5:

- Click the "Send e-Transfer" button on the bottom right

Send e-Transfer

Text Size: [A](#) [A](#) [A](#) [? Help Centre](#)

Enter Details **2 Verify Details** 3 Complete

Verify your *Interac*® e-Transfer details

Please review your e-Transfer information. If correct, select Send e-Transfer to complete your request. If there are errors, select Back to make the necessary corrections.

Sending From:

Date:

Recipient Information

Recipient Name:

Recipient Email Address:

Recipient Language:

Transfer Information

Amount:

Account to Debit:

[Back](#)

[Cancel](#) [Send e-Transfer](#)

Step 6:

- You did it! You should see a confirmation message that your e-Transfer has been sent

Send e-Transfer

Text Size:



[? Help Centre](#)



Enter Details



Verify Details



Complete

Your *Interac* e-Transfer has been sent

Success! Your *Interac* e-Transfer is complete and a notification email will be sent to your recipient. The money will be automatically deposited into your recipient's bank account, since they are registered for autodeposit. Your confirmation number is **Your Confirmation Number**