

To Setup Interac E-Transfer (TD Bank Screens For Illustration Only)

Step 1.

- Login To your bank account. (Please note that TD Bank is being used as a guide for all banks. The screens may vary slightly, but the process is the same.)
- Select **“Interac e-Transfer/Send Money”** on the list of menu items in your bank account

Step 2.

- Under the **“From”** section:
 - **“Choose an account”** from which the amount will be taken using the drop down list;
 - For **“Amount”** type in the amount of your donation.
- Under the **“To”** section for **“Recipient”**: Click on **“Add New”** (for first time setup only)

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Interac e-Transfer® - Send Money [Help](#)

1 Enter Information 2 Verify Information 3 Confirmation

Send money to a person or business with an email address or mobile number and a bank account at a participating Canadian financial institution.

From

Sender	Your Name	Update
Account	Choose an account	
Amount	\$ Your Donation Amount	

To

Recipient	Select recipient	Add New
Message (optional)		

Step 3:

- After clicking on : **“Add New”**: Fill in the boxes as follows:
 - Name: Richview Baptist Church
 - Email: give@richview.org
 - Mobile: 416-816-8431

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Interac e-Transfer® - Add Contact

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To **add a new contact**, enter their information below.

Contact Information

Name Language Preference

Notify By

Only an email address **OR** a Canadian mobile number is required.

Email Confirm Email Address ✓

Mobile

Please make sure the email address and/or mobile number is correct, because that's how your contact will be notified when you send or request money using Interac e-Transfer. You agree that you have the contact's consent to use their information for the Interac e-Transfer service.

- Click on **“Add”**, which will page to the next screen confirming that the contact has been added.

(NOTE: Once this step has been done for the first time, there is no need to do this on future transfers. At that time you will select the drop down list in Step 2 that says “TO/Select Recipient”)

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Interac e-Transfer® - Add Contact

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The contact was added successfully.

Name	Richview Baptist Church
Email	give@richview.org
Mobile	(416) 816-8431
Language Preference	English

- Click on **“Send Money”** and then **“Next”**

Step 4:

- Confirm transaction. As Richview is setup for **“Autodeposit”** there is no need to require a password for receiving the transaction. Please ensure that you **put your Envelope # in the message box** so that we can properly identify you for receipting purposes. **If you do not have one, leave it blank. You’ll be contacted and one will be assigned to you later.**

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1 Enter Information 2 Verify Information 3 Confirmation

Send money to a person or business with an email address or mobile number and a bank account at a participating Canadian financial institution.

From

Sender	Your Name	Update
Account	Your Account	
Amount	Your Donation	

To

Recipient	Richview Baptist Church	Add New Update
Autodeposit enabled - You are sending money to RICHVIEW BAPTIST CHURCH , who has set up Autodeposit. The money will be automatically deposited into their account without the need for them to answer a question, so please make sure the email address / mobile number and this name are correct.		
Email	give@richview.org	
Mobile	(416) 816-8431	
Message (optional)	Env XXX	
Please don't include personal information or any marketing material in your message.		

+ Fees and Limits

Next

- Click on **“Next”** and the final screen will appear.



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Interac e-Transfer® - Send Money

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Please review your information, and click 'Send Money' when you're ready.

Sender	Your Name
From Account	Your Account
Amount	Your Donation
Recipient	Richview Baptist Church RICHVIEW BAPTIST CHURCH has set up Autodeposit for this email and/or mobile.
Email	give@richview.org
Mobile	(416) 816-8431
Message	Env XXX

By clicking 'Send Money', you agree that you've reviewed and confirmed the information above, and that you will not be able to cancel this transfer.

- Click on **“Send Money”** to complete the transfer and print your confirmation for your files.