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

### <u>Step 1.</u>

- 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

## <u>Step 2.</u>

- Under the *"From"* section:
  - o *"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)

My Accoun	i <b>ts</b> Contact Us	Products & Services	Markets & Research	Life Planning	
Accounts	Interac e-	Transfer <sup>®</sup> - :	Send Money		<u>Help</u>
Pay Bills	0		2	(	3
Transfers	Enter Infor	mation	Verify Information Confirmatio		mation
(Interac e-Transfer®)		rson or business with ar an financial institution.	n email address or mobile	number and a bank a	account at a
• Send Money	From				
Request Money	Sender	Your Name	9	~	
Manage Contacts				Update	
History	Account	Choose an acco	ount		~
Manage Autodeposit	Amount	s Your Don	ation Amount		
Global Transfers	]	<u> </u>			
	То				
Investments	Recipient	Select recipient		× (Add No.	2
Add Accounts & Services	Message (optional)			(Add Ney	
Profile & Settings	]				

#### <u>Step 3:</u>

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

My Accoun	<b>ts</b> Contact Us Products & Serv	ces Markets & Research	Life Planning	)
Accounts	<i>Interac</i> e-Transfer <sup>®</sup>	- Add Contact		Help
Pay Bills	To add a new contact, enter their inform	ation below.		
Transfers	Contact Information			
Interac e-Transfer®	Name	Language Preference		
Interac e-transfer®	Richview Baptist Church )	English	~	
Send Money				
Request Money	Notify By			
▶ Manage Contacts	Only an email address <b>OR</b> a Canadian mobil	e number is required.		
History	Email	Confirm Email Address		
Manage Autodeposit	give@richview.org	give@richview.org		1
Global Transfers	Mobile (4168168431)			
Investments				
Add Accounts & Services	Please make sure the email addres be notified when you send or required to the consent to use their information for	est money using Interac e-Transfer.		
Profile & Settings	Back			
MyLinko				

• 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")

My Accou	nts Contact Us	Products & Services	Markets & Research	Life Planning	
Accounts Interac e-Transfer <sup>®</sup> - Add Contact					
Pay Bills					
Transfers	The contact was added successfully.				
Interac e-Transfer®					
Send Money	Name	Richview	Baptist Church		
Request Money	Email	give@rich	view.org		
▶ Manage Contacts	Mobile	(416) 816	-8431		
History	Language Preference	English			
Manage Autodeposit	Add Another Con	ntact Request Money	Send Money		
Global Transfers					

Click on "Send Money" and then "Next"

#### <u>Step 4:</u>

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.

Accounts	mierac e-ma	nsfer <sup>®</sup> - Send Money ≞e⊮		
Pay Bills	0	2 3		
Transfers	Enter Informatio	n Verify Information Confirmation		
<i>Interac</i> e-Transfer®	Send money to a perso a participating Canadian	n or business with an email address or mobile number and a bank account a n financial institution.		
Send Money	From			
Request Money	Sender	Your Name 🗸 Update		
Manage Contacts	Account			
History		Your Account		
Manage Autodeposit	Amount	Your Donation		
Global Transfers				
Investments	То			
Investments	Recipient	Richview Baptist Church 🗸 Add New Update		
Add Accounts & Services				
		Autodeposit enabled - You are sending money to RICHVIEW BAPTIST CHURCH, who has set up		
Profile & Settings		Autodeposit. The money will be automatically deposited into their account without the need for them to answer a		
My Links		question, so please make sure the email address /		
Choose my links		mobile number and this name are correct.		
> Pay Bills	Email	give@richview.org		
<ul> <li>Payment History</li> <li>WebBroker</li> </ul>	Mobile	(416) 816-8431		
<ul> <li>Order Foreign Currency</li> <li>Today's Rates</li> </ul>	Message (optional)	(Enx XXX)		
<ul> <li>Make a Transfer</li> <li>Section Mitter</li> </ul>				
<ul> <li>Session History</li> <li>Account Settings</li> </ul>				
		Please don't include personal information or any marketing material in your message.		
	+ Fees and Limits			

• Click on *"Next"* and the final screen will appear.

Accounts	Interac e-Tra	nsfer <sup>®</sup> - Senc	l Money		<u>Help</u>
Pay Bills			00	3	
Transfers	Enter Information Please review your inform	Verify 1 mation, and click 'Send Me	<b>Information</b> oney' when you're read	Confirmation y.	
<i>Interac</i> e-Transfer®					
Send Money	Sender	Your Name			
Request Money	From Account	Your Account			
Manage Contacts	Amount	Your Donation			
History	Recipient	Richview Baptist Church <b>RICHVIEW BAPTIST CH</b> and/or mobile.		deposit for this email	
Manage Autodeposit	Email	give@richview.org			
Global Transfers	Mobile	(416) 816-8431			
Investments	Message	Env XXX			
Add Accounts & Services	By clicking 'Send Money' that you will not be able	, you agree that you've re to cancel this transfer.	eviewed and confirmed	the information above	, and
Profile & Settings	Back Send Mor	ey )			

• Click on *"Send Money"* to complete the transfer and print your confirmation for your files.