

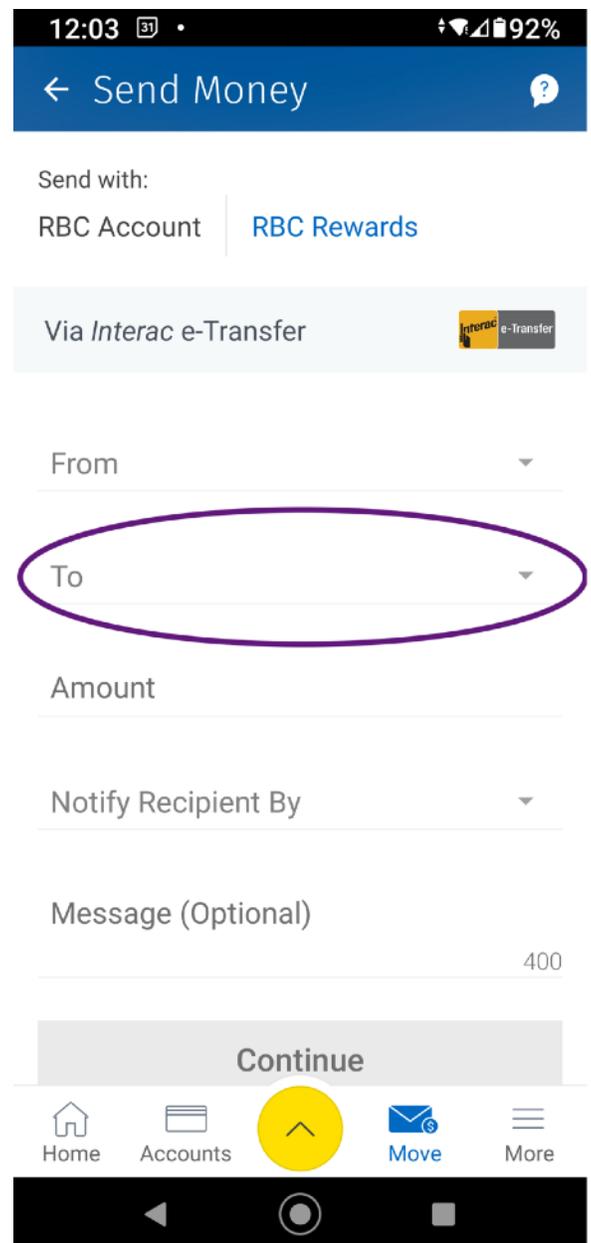
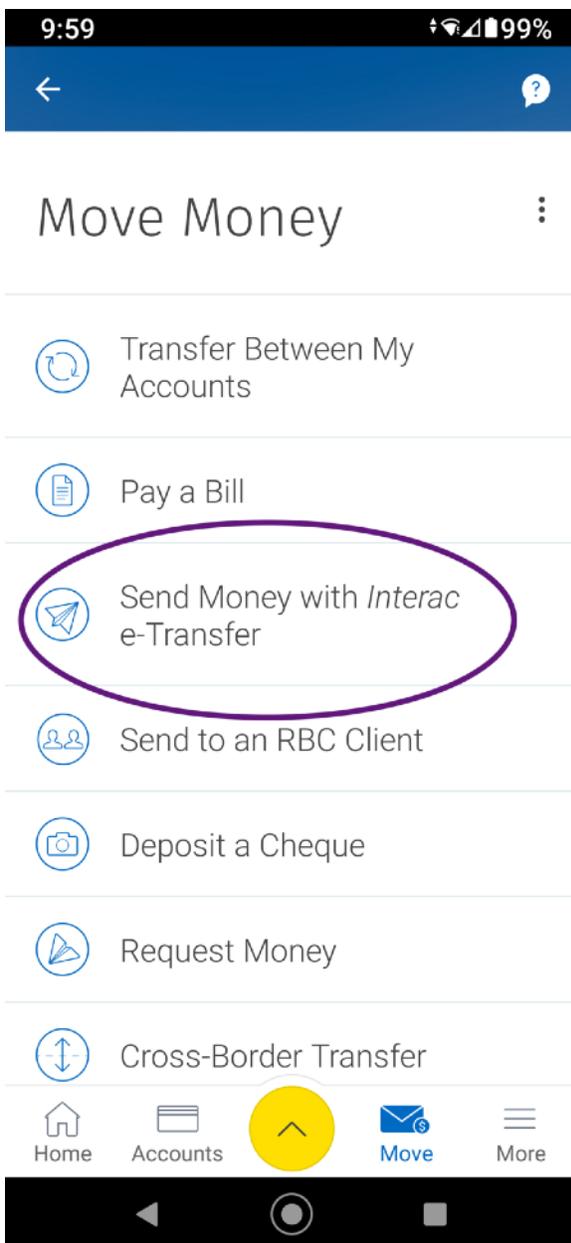
Sending an E-Transfer



From Your Online Banking (e.g. home computer, or phone)

Each bank will have a different interface, but you can expect to find **Interac E-transfer** in the menu somewhere. It might be under Move Money or Pay Bills, or Send a Transfer. The sample below is from a phone app for the Royal Bank:

1. Send **E-Transfer**
2. Fill in the fields listed:
 - From** - The account you want the money to come from
 - To** - The organization or person you wish to send money to

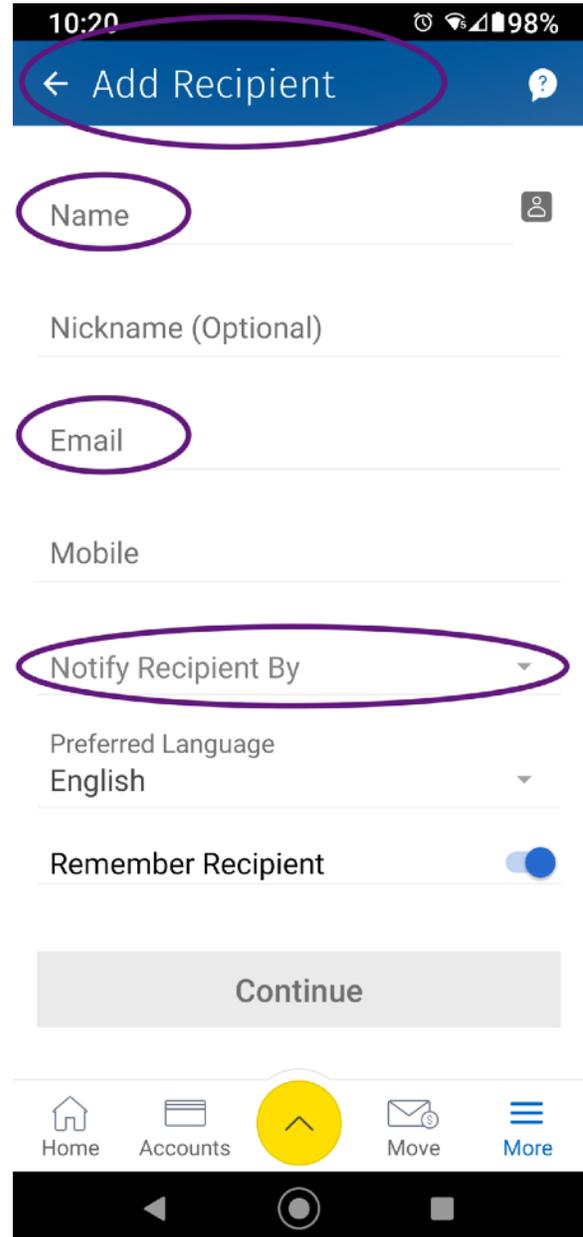
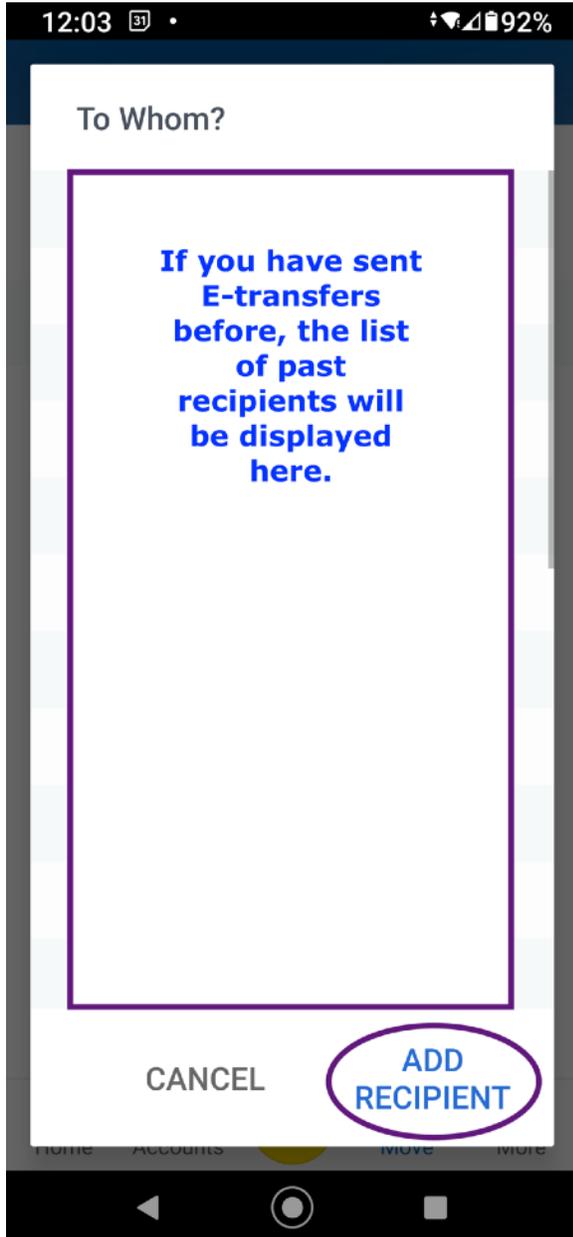


(Step 2b - for your first time only)

Creating a Recipient

The first time, look in the “**To**” drop-down list for something like: “**Add Recipient/ Payee.**”

Fill in the name and email address as shown. You may add any nickname you wish.



In the **Notify Recipient By** field, select **Email** from the drop-down list. This is necessary so that the deposit goes to the correct bank account, and gets recorded and attached to your name.

The finished recipient info page will look similar to this:

10:21 98%

← Add Recipient ?

Name
Powers Creek Church

Nickname (Optional)
Powers Creek Church

Email
office@powerscreekchurch.com

Mobile

Notify Recipient By
Email

Preferred Language
English

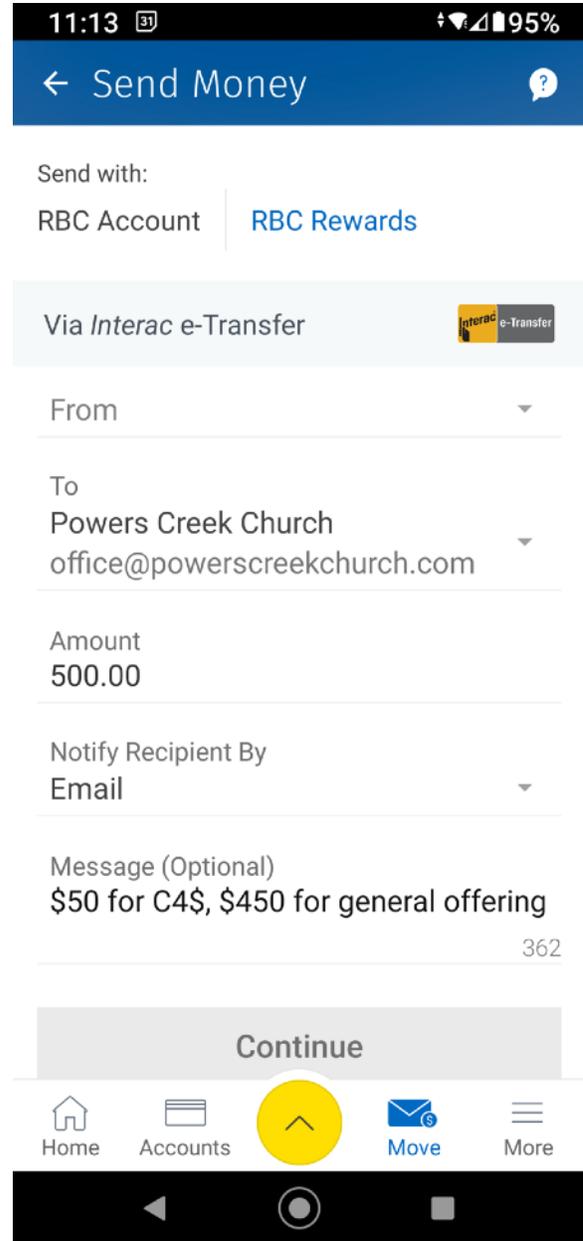
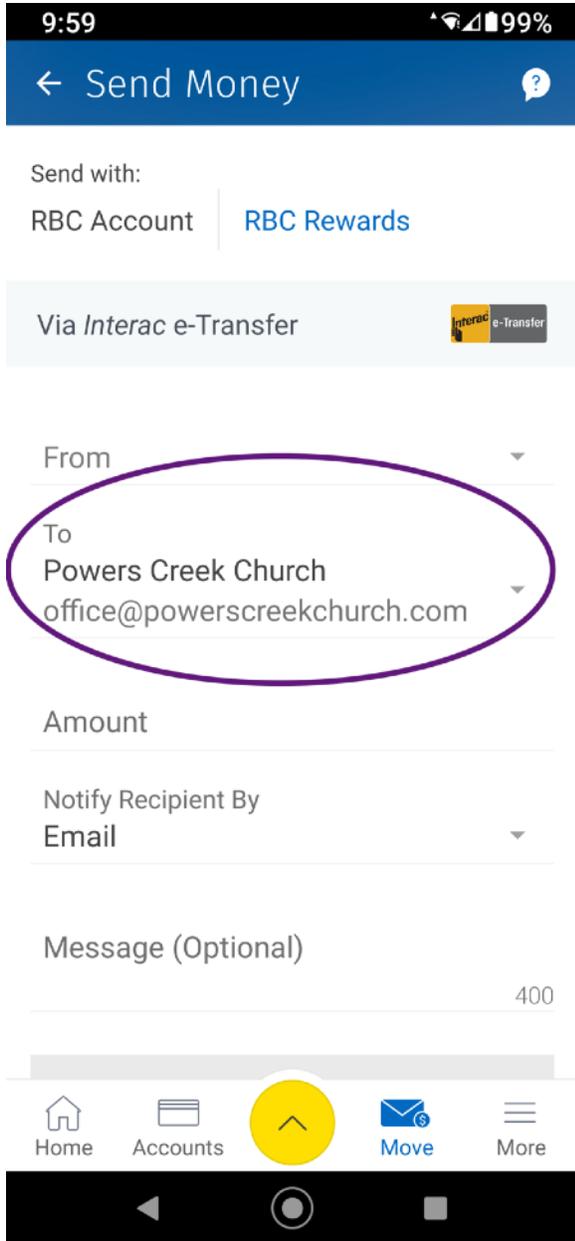
Remember Recipient

Continue

Home Accounts Move More

Press **Continue**.

Back on the E-transfer screen, you can now select Powers Creek Church in the **To** field. Then fill in the amount. Enter a message if you wish. Without a message, your offering will automatically go into the general budget. So please define specifics when needed, such as Change for a Dollar (C4\$), or other projects. See sample below:



3. Press **Continue**.
4. **Note:** If prompted for your mailing address - If PCCC already has your mailing address on file, you do not need to enter that for any of your E-transfers to the church.
5. You will need to **confirm/submit**.
6. You will see a message that the transfer has been sent successfully, which means you are finished.