

Interac e-Transfer Guide

June 4, 2020

To set-up e-Transfers:

1. Sign into your Bank / Credit Union on-line account
2. Locate and select the link to your banks **e-Transfer** option
3. In the Interac e-Transfer page, locate and select **Add New Recipient** and enter the following information in the appropriate fields:
 - a. *Name:* Trinity CRC Donations (or any descriptive name that makes sense to you)
 - b. *Email:* trinitycrcdonations@gmail.com
 - c. *Mobile:* Leave this field blank
 - d. *Send Transfer by:* Email
 - e. *Security Info:* Please enter a question and answer in these 2 fields.
 - f. *Add Recipient* Click the Add Recipient button and then "Confirm" to finish the procedure

To make a donation to Trinity CRC, return to the Interac e-Transfers page by following steps 1 & 2 above.

In the Interac e-Transfer page, locate the "Transfer To" Drop Down Box; you will find Trinity CRC Donations (or whatever descriptive name you assigned in step 3a above).

Enter your donation amount and a message if designating to a special cause. If a message is NOT included, your donation will be applied to Trinity Ministries.

If you need any assistance, please call Don Goutbeck 780 475-1600 or email dsg07@telusplanet.net