

## How do I send an Etransfer:

The following instructions describe how to make an eTransfer payment using online banking at RBC Royal Bank. Instructions for other banks or credit unions may differ. The cost of each e-Transfer payment is typically \$1.00, which is approximately the price of a stamp:

- a. If you use online banking, log into your account
- b. Click "Send an Interac eTransfer"
- c. Click "Add new payee":

NOTE: this name will be added to the list for the next time you do an eTransfer

- d. Select INTERAC e-Transfer Recipient
- e. Enter the "Amount", "How Often", and "When" the e-Transfer should take place
- f. Use "St. Stephen Lutheran Church" as the Name of the Recipient and check the box to "Add this recipient to the Payee List"
- g. Use 'office@ststephenchurch.ca' as the email address
- h. Leave the mobile number space blank
- i. Select your preferred language
- j. Type a message to the church office, including:
  - i. Your envelope number (if known)
  - ii. How the donation should be used, for example, Operating Expenses, Benevolence, Property Fund, Mortgage, or other directed gift (please specify)

NOTE: If no purpose is stated, your donation is used where it is needed most in the church budget (operating fund, property fund, mortgage, or Synod benevolence)