This instruction document is for setup and send e-Transfer with CIBC

Important notes:
I.   Email address for e-Transfer: offering@ntcac.ca
II.   Your financial institution may charge a fee for e-Transfer

1) Setup New Contact for e-Transfer

Step 1.1 Add Contact - Details

1.1.1: Enter Contact Name: NTCAC Offering
1.1.2: Notify By "Email"
1.1.3 Contact's Email Address: offering@ntcac.ca
1.1.4 Notification Language: English
1.1.5 Click "Add Contact" to continue

CIBC IMPERIAL SERVICE

Your Financial Adv
FEI
416-980-7777 Ext.

BANKING   INVESTING   IMPERIAL SERVICE   PRODUCTS

My Accounts	**ADD CONTACT**
Bill Payments	Step: ① — ②
Transfer Funds	Enter your contact's name, email address and/or mobile phone number, and choose the language in which you want your emails to be sent.
Interac e-Transfer	
Status	
Send Money	Contact's Name: [NTCAC Offering]
Request Money	
Contact List	Notify By: [Email ▼]
Edit My Profile	
Autodeposit Settings	Contact's Email Address: [offering@ntcac.ca]
Receive Money	
Learn More	Notification Language: [English ▼]
Global Money Transfer	
Order Foreign Cash	✕ Cancel **Add Contact**

Step 1.2 Add Contact - Verification

    1.2.1 Click "Add Contact" to confirm setup

ADD CONTACT - VERIFICATION

Verify that the information below is accurate.

Name:	NTCAC Offering
Notify By:	Email
Email Address:	offering@ntcac.ca
Language Preference:	English

✕ Cancel   Back   Add Contact

Step 1.3 Identity Verification

    1.3.1 Enter your mobile phone (or email) to confirm identity

    1.3.2 Click "Send"

IDENTITY VERIFICATION

In order to protect your online security, we need to verify your identity. Learn about one-time verification codes.

Please choose a contact method. We will send you an automated message that includes a one-time verification code and details of the applicable transaction to the contact method you choose. Once you receive the verification code, please enter it below as soon as possible because it will expire.

Note: For account security, we're no longer sending one-time verification codes to personal or free email services.

If you close this page you won't be able to enter the one-time verification code.

Your contact method

Text: 416-   ▾   Send

✕ Cancel

Step 1.3 Identity Verification (Continue)

  1.3.3 Enter the verification code from your mobile phone (or email) to confirm identity
  1.3.4 Click "Next"

IDENTITY VERIFICATION

In order to protect your online security, we need to verify your identity. Learn about one-time verification codes.

Please choose a contact method. We will send you an automated message that includes a one-time verification code and details of the applicable transaction to the contact method you choose. Once you receive the verification code, please enter it below as soon as possible because it will expire.

Note: For account security, we're no longer sending one-time verification codes to personal or free email services.

If you close this page you won't be able to enter the one-time verification code.

Your contact method

Text: 416-███████   ▾   Resend

✓ The verification code has been sent.
Please check your messages then enter the one-time verification code below.

Enter the verification code

583297

✕ Cancel   Next

Step 1.4 Complete Contact Setup

  1.4.1 Click "Send Money" to start the process of sending money

ADD CONTACT

Step: ①—❷

✓ You have successfully added a new contact.

Interac e-Transfer® Contact Details

Name:	NTCAC Offering
Notify By:	Email
Email Address:	offering@ntcac.ca
Language Preference:	English

Contact added: March 11, 2020 at 8:25 p.m. ET.

View Interac e-Transfer Status   Send Money

2) <u>Transfer Money</u>

Step 2.1 Add Details

2.1: Send Money To: NTCAC Offering

2.2 Amount

2.3 From Account

2.4 Message **No** <mark>XXX</mark>, **G**<mark>XX</mark>, **M**<mark>XX</mark>, **B**<mark>XX</mark>

> **No:** *Offering number from NTCAC.*
>
> > *(Email donations@ntcac.ca if you need a new or confirm your existing number)*
>
> **G:** *Amount for General Fund*
>
> **M:** *Amount for Mission Fund*
>
> **B:** *Amount for Building Fund*

Important Notes for the message:

a) *All 3 numbers should add up to total offering amount*

b) *If the split is not specified, then all funds will be put into General Fund.*

c) *Example,* **No 123, G5, M3, B2** *if your offering # is 123, you want to split $5 to General Fund, $3 to Mission Fund and $2 to Building Fund, for a total offering of $10.*

SEND MONEY

Step: ①——②——③

Your *Interac* e-Transfer® Details

Send Money To:	NTCAC Offering ▾
	Add Contact
	Edit Contact List
Notify By:	✓ Email offering@ntcac.ca
	Text Message
	Edit Notification Preferences
Amount:	$10
From Account:	Chequing (▬▬▬▬▬▬) $▬▬▬▬ ▾
Message (Optional):	No 123, G5, M3, B2

Maximum 40 characters in length. Do not provide the security question, any part of the security answer or any confidential information in your message to the contact. This message will be viewable on the *Interac* e-Transfer Status page.

Step 2.2 Security Question

    2.2.1: Click "Continue" as there is no need for security question

SEND MONEY

Step: ① — ② — ③

Security Question for Recipient

NORTH TORONTO CHINESE ALLIANCECHURCH null (NTCAC Offering) is registered for Autodeposit
This transfer does not require a security question.

× Cancel   Back   Continue

🗎 **Note:**

Your use of *Interac* e-Transfer is subject to the
📄 *Interac* e-Transfer® Terms and Conditions (PDF, 300 KB). Revised January 2018.

Step 2.3 e-Transfer Confirmation

    2.3.1: Click "Send Money" after verifying the information

INTERAC e-TRANSFER – VERIFICATION

Verify that the information below is accurate and select Send Money. NOTE: You can't cancel the transfer beyond this point.

From:	DENNIS KO dennisc_ko@yahoo.com
To:	NORTH TORONTO CHINESE ALLIANCECHURCH null (NTCAC Offering) offering@ntcac.ca
Amount:	$10.00
From Account:	Chequing (▬▬▬▬▬▬▬)
Message:	No 123, G5, M3, B2

× Cancel   Back   Send Money