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

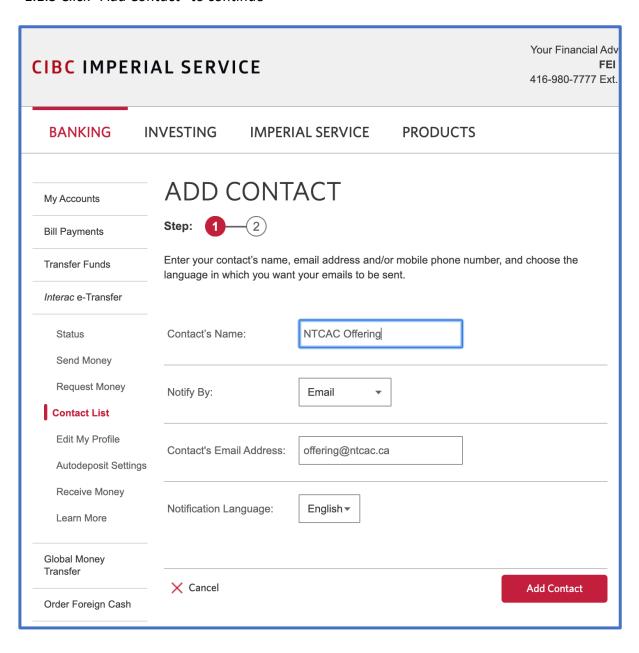
Important notes:

- 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

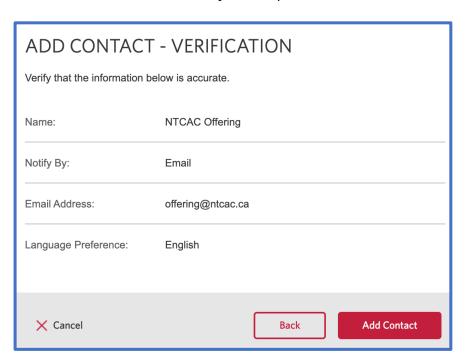
Step 1.1 Add Contact - Details

- 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



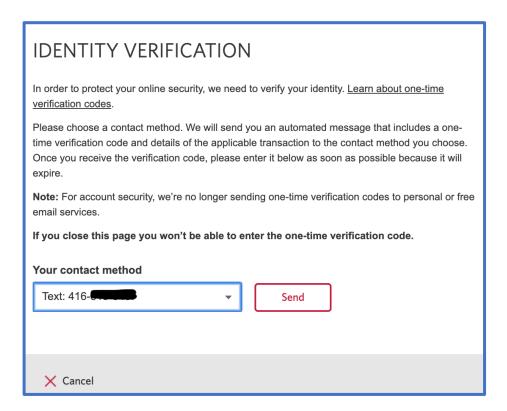
Step 1.2 Add Contact - Verification

1.2.1 Click "Add Contact" to confirm setup



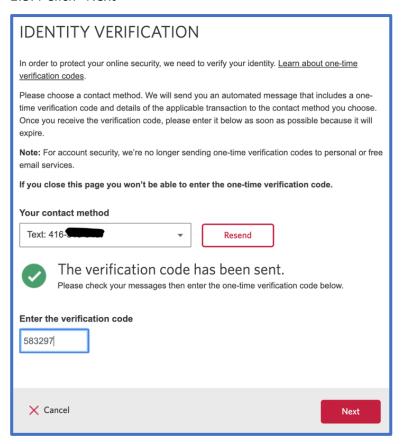
Step 1.3 Identity Verification

- 1.3.1 Enter your mobile phone (or email) to confirm identity
- 1.3.2 Click "Send"



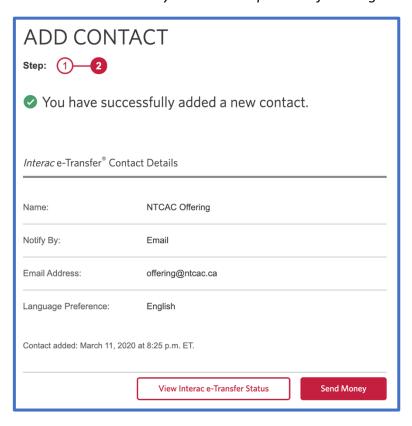
Step 1.3 Identity Verification (Continue)

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



Step 1.4 Complete Contact Setup

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



2) Transfer Money

Step 2.1 Add Details

- 2.1: Send Money To: NTCAC Offering
- 2.2 Amount
- 2.3 From Account
- 2.4 Message No XXX, GXX, MXX, BXX

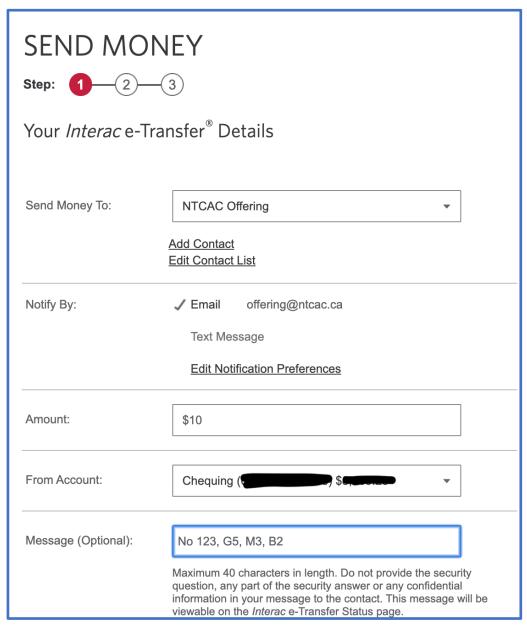
No: Offering number from NTCAC.

(Email <u>donations@ntcac.ca</u> 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

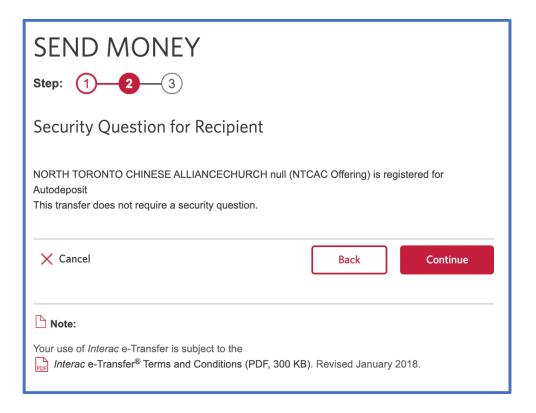
Important Notes for the message:

- 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.



Step 2.2 Security Question

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



Step 2.3 e-Transfer Confirmation

2.3.1: Click "Send Money" after verifying the information

