

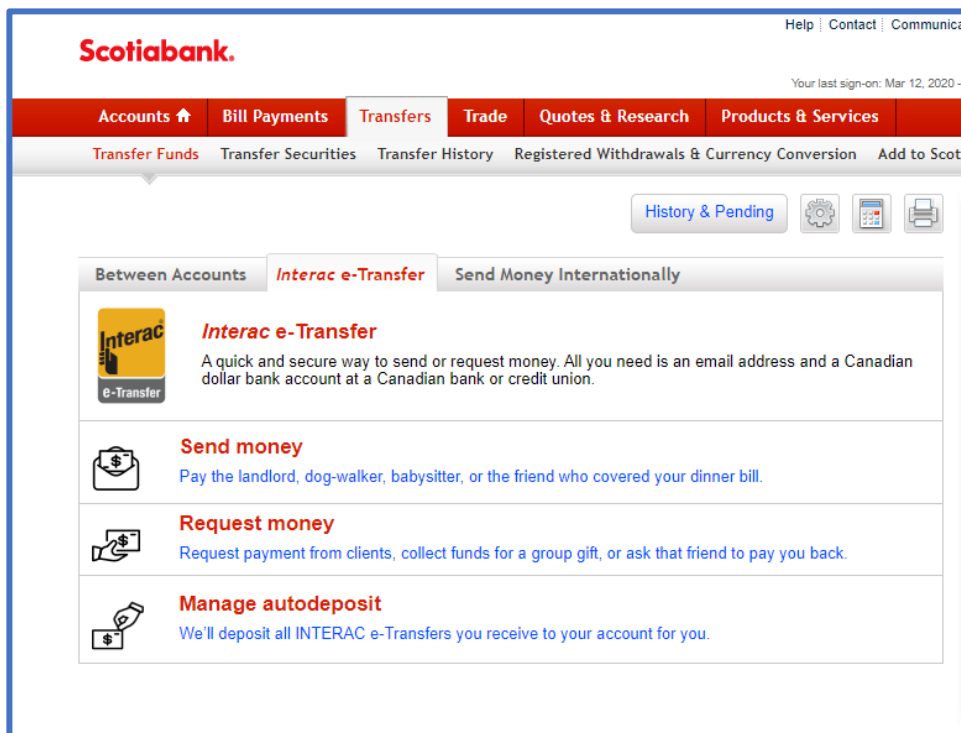
# This instruction document is for setup and send e-Transfer with Scotiabank

## Important notes:

- I. Email address for e-Transfer: [offering@ntcac.ca](mailto:offering@ntcac.ca)
- II. There is NO password needed for the transfer as auto-deposit has been setup
- III. Your financial institution may charge a fee for e-Transfer

## Step 1: Access e-Transfer function

- 1.1: Select "Transfers" from the top bar
- 1.2: Select "Transfer Funds" from the sub-menu
- 1.3: Select tab "Interac e-Transfer"
- 1.4: Click on "Send money"



## Step 2 Add Contact & e-Transfer details

2.1 Enter Contact Name: NTCAC Offering

2.2 Enter Email Address: [offering@ntcac.ca](mailto:offering@ntcac.ca)

2.3 Enter your name

2.4 Enter your email address

2.5 Select an account for the source of fund

2.6 Enter the amount of offering

2.7 Security Question: Leave it BLANK (as auto-deposit has been setup)

2.8 Answer: Leave it BLANK (no need for question or answer)

2.9 Message: **No XXX, GXX, MXX, BXX**

**No:** Offering number from NTCAC.

(Email [donations@ntcac.ca](mailto: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 582, G5, M3, B2** if your offering # is 582, you want to split \$5 to General Fund, \$3 to Mission Fund and \$2 to Building Fund, for a total offering of \$10.

The screenshot shows the Scotiabank website interface for adding a new contact and making an e-transfer. The page is titled "Send money" and includes a navigation bar with options like "Accounts", "Bill Payments", "Transfers", "Trade", "Quotes & Research", and "Products & Services". The "Interac e-Transfer" section is active, showing the "Add new contact" form. The contact information entered is: Name: NTCAC Offering, Email address: offering@ntcac.ca. Below this, the "Your details" section shows the user's legal name (KAR [REDACTED]), name (KAR [REDACTED]), and email address (karen [REDACTED]). The "Transfer details" section shows the transfer amount (10.00), security question (blank), answer (blank), and message to contact (No 582, G5, M3, B2). The "Withdraw from" dropdown is set to "Powerchequing [REDACTED]". The "Continue" button is visible at the bottom right.

## Step 3 Confirm transaction

### 3.1 Click Confirm if the information is correct

Scotiabank. Help | Contact | Community  
Your last sign-on: Mar 12, 2022

Accounts ↑ Bill Payments Transfers Trade Quotes & Research Products & Services  
Transfer Funds Transfer Securities Transfer History Registered Withdrawals & Currency Conversion Add to Scotiabank

Between Accounts **Interac e-Transfer** Send Money Internationally

**Please confirm your Interac e-Transfer® details.**

This contact has turned on autodeposit. You don't need a security question.

**Your details**

Your legal name:	KAR [REDACTED]
Your profile name:	KAR [REDACTED]
Your email address:	kar [REDACTED].com

**Send money to**

Legal Name:	NORTH TORONTO CHINESE ALLIANCECHURCH
Name:	NTCAC Offering
Email address:	offering@ntcac.ca

**Transfer details**

Withdraw from:	Powerchequing - 800 [REDACTED]
Amount:	\$10.00 (service charge waived)
Total:	\$10.00
Message to contact:	No 582, G5, M3, B2

[Back](#) [Confirm](#)

## 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

**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

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To: NORTH TORONTO CHINESE ALLIANCECHURCH null (NTCAC Offering)  
offering@ntcac.ca

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Amount: \$10.00

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From Account: Chequing (██████████)

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Message: No 123, G5, M3, B2

Cancel Back