

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

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 Notification Language: **English**

1.1.3 Notify By **"Email"**

1.1.4 Contact's Email Address: offering@ntcac.ca

1.1.5 Click **"Add"** to continue

Step 1.2 Add Contact - Confirmation

Confirm name, email, and language preference

The screenshot shows the TD My Accounts website interface. At the top, there is a navigation bar with the TD logo and links for My Accounts, Contact Us, Products & Services, Markets & Research, and Life Planning. On the left side, there is a vertical menu with options: Accounts, Pay Bills, Transfers, Interac e-Transfer (highlighted), Send Money, Request Money, Manage Contacts (with a sub-menu arrow), History, Manage Autodeposit, Global Transfers, Investments, Add Accounts & Services, and Profile & Settings. Below the menu is a 'My Links' section with a link 'Choose my links' and a list of links: Pay Bills, Make a Transfer, Interac e-Transfer, WebBroker, View epost Bills, Investment Documents, and Today's Rates.

The main content area is titled 'Interac e-Transfer® - Add Contact' and includes a 'Help | Print' link. A green checkmark icon and the text 'The contact was added successfully.' are displayed. Below this, a table shows the contact details:

Name	NTCAC Offering
Email	offering@ntcac.ca
Language Preference	English

At the bottom of the contact details, there are three buttons: 'Add Another Contact' (green), 'Request Money' (orange), and 'Send Money' (orange).

2) Transfer Money

Step 2.1 Add Details

2.1 From Account

2.2 Amount

2.3 Select Recipient: **NTCAC Offering**

2.4 Message **No XXX, GXX, MXX, BXX**

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:

- All 3 numbers should add up to total offering amount
- If the split is not specified, then all funds will be put into General Fund.
- 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.

Interac e-Transfer[®] - Send Money Help

1 Enter Information 2 Verify Information 3 Confirmation

Send money to a person or business with an email address or mobile number and a bank account at a participating Canadian financial institution.

From

Sender	<input type="text"/>	Update
Account	<input type="text" value="Choose an account"/>	
Amount	<input type="text" value="\$ 10.00"/>	

To

Recipient	<input type="text" value="North Toronto Chinese Alliance Church - Offering"/>	Add New Update
	<p>i Autodeposit enabled - You are sending money to NORTH TORONTO CHINESE ALLIANCECHURCH, who has set up Autodeposit. The money will be automatically deposited into their account without the need for them to answer a question, so please make sure the email address / mobile number and this name are correct.</p>	
Email	<input type="text" value="offering@ntcac.ca"/>	
Message (optional)	<input type="text" value="No 123, G5, M3, B2"/>	

+ Fees and Limits

Step 2.2 e-Transfer Confirmation

2.3.1: Click "Send Money"

Interac e-Transfer[®] - Send Money [Help](#)

Enter Information **Verify Information** Confirmation

Please review your information, and click 'Send Money' when you're ready.

Sender	
From Account	
Amount	\$10.00
Recipient	North Toronto Chinese Alliance Church - Offering NORTH TORONTO CHINESE ALLIANCECHURCH has set up Autodeposit for this email and/or mobile.
Email	offering@ntcac.ca
Message	No 123, G5, M3, B2

By clicking 'Send Money', you agree that you've reviewed and confirmed the information above, and that you will not be able to cancel this transfer.

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