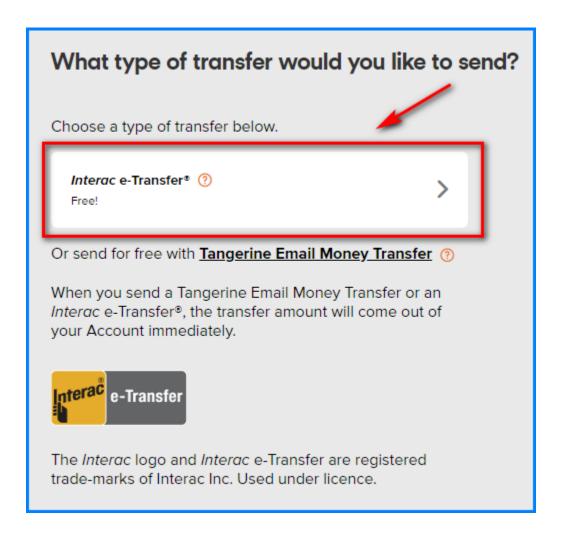
This instruction document is for setup and send e-Transfer with Tangerine **Important notes**:

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

1) Choose Email Money



2) Choose Interac e-Transfer



3) Setup New Contact for e-Transfer

Add Contact - Details

• Click "New Contact"

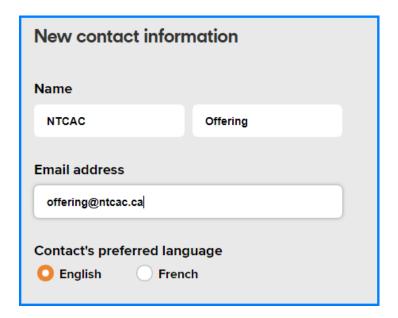
• First name: NTCAC

• Last name: Offering

• Email Address: offering@ntcac.ca

• Contact's preferred language: English

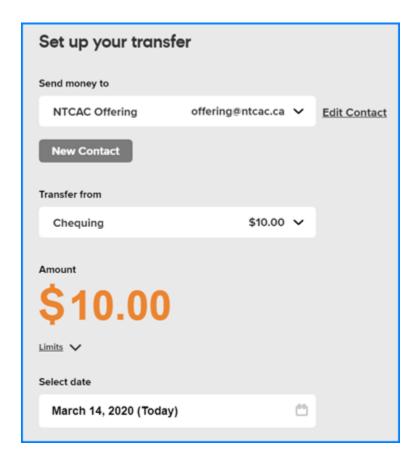
• Click "Save" to continue



4) Transfer Money

Add Details

- Send Money To: NTCAC Offering
- Transfer From
- Amount
- Select Date
- Click Next



- Email money question: ntcac
- Email money answer: offering
- Message No XXX, GXX, MXX, BXX
 Not Official number from NTCAC

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
- Click Review

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.

Email money question and answer Set up a security question and answer so that we can make sure the right person receives the money. To keep things extra simple, you can reuse the question and answer from your last transfer. Email money question ? ntcac Email money answer ? offering Message (optional) ? No 123, G5, M3, B2 232 characters left

• Click Send to transfer

