

E-TRANSFER INSTRUCTIONS -2020

E-transfer Instructions:

1. Be sure you have your **MAAC number or card ready** before you start this process
2. Open the Online Banking software on your PC
3. Go to the **Interac e-Transfer** section of your Banking software
4. Initiate an Interac e-Transfer
5. Fill in the name of the recipient, i.e. the Treasurer's **First** and **Last** name (**Scott Thomas**)
6. For the E-mail address, please use: **treasurer@wrcraf.com**
7. When asked for a security question, please ask **"What is my MAAC number"**
- 8. Use your MAAC number as the Security Answer – example "MAAC12345" – no spaces**
9. Re-enter the same Security Answer – if required
- 10. Please make sure your security answer is as above...line 8**
11. Check everything over on the form and send the money **AS PER THE 2020 Club Fee List**
12. The Treasurer will send you an e-mail once he receives and deposits the money in the Club Bank Account

That's all there is to it!!