

## **Quick Tip # R5 - Online Bill Payment Set-up Instructions**

We are set up for online bill payment services with six Canadian banks and most trust companies. You can now make payments to your Girl Guide unit/district at your convenience. You no longer need to write a cheque or bring cash to the unit. Using this method of online bill payment will also help to cut down on administrative time for the leaders in the unit, freeing up valuable time to deliver fantastic guiding activities.

### **Frequently Asked Questions:**

How does the online bill payment work?

What can it be utilized for?

What is the benefit of using the online bill payment feature?

How do I set up an online bill payment account?

What is my 20 digit account number?

How do I keep track if I have more than one child registered in Girl Guides?

What do I do when my child(ren) change units?

### **How does the online bill payment work?**

“**Girl Guides of Canada-Guides du Canada** is set up with the Royal Bank of Canada, Toronto Dominion Bank, Canadian Imperial Bank of Commerce (including Simplii Financial), Bank of Montreal, Bank of Nova Scotia, National Bank and most Canadian Trust companies as a payee on their Online Bill Payment Service. The setup is similar to making online payments to your local tax department, or to the hydro company etc. Simply set up “Girl Guides of Canada-Guides du Canada and select your provincial council” as a new payee.

### **What can it be utilized for?**

You can use this method to pay your child’s unit for Cookies, Camps, Events, Trips, Uniforms and Dues. These payments will be automatically deposited into the unit’s account, will include your name, as it is displayed on your bank account, and what you are paying for. This **CANNOT** be used to make payment for your child’s registration since online registration payments are accepted only through the National Girl Guide online registration system.

### **What is the benefit of using the online bill payment feature?**

Once you set up the account number(s), making a payment is fast, easy, and convenient! It is also free at most banks. The payment is on your banking system, so you will not need to keep track of cheques or cash given to the unit and your unit does not need to issue you a receipt for your payment.

### **How do I set up an online bill payment account?**

1. Sign into your bank’s Online Banking
2. Select bill payment
3. Select set up payee
4. Search for Girl Guides-provincial/territory Council
5. Type in 20-digit account number(s).
6. Make your payment

## What is my 20-digit account number?

Your 20-digit account number is designed to identify your child(ren)'s unit banking ID #, identify your child(ren) by utilizing the IMIS number assigned and the type of payment you are making to the unit. Each participant will have an unique code. Before you set up the account, please check the following to make sure that the number is correct:

**1st - 6 numeric characters** – is your child(ren)'s unit banking ID number. You can confirm this number with your Unit Leaders. This number is associated with the unit in which your child(ren) belongs to.

**2<sup>nd</sup> - 10 numeric characters** – is your child(ren)'s iMIS number with "0"s added in front of the number to make up 10-digits.

**Last 4 alpha characters** – is for the type of payments being made. You have a choice of six (6) different types of payments. **You will have to set up 6 different payee accounts if you will be utilizing all six (6) payment choices.** They are:

**COOK** – Spring and Fall cookie money

**CAMP** – Unit camping fees (overnight camps)

**EVNT** – Unit event fees

**DUES** – Dues to the unit

**TRIP** – Payments for participation in international or interprovincial trips (this will be used under the trip accounts and not regular unit or district accounts)

**UNFM** – Caregiver payments for the child's uniform orders through the unit

If you have questions about the account number, please contact the leaders of your child(ren)'s unit.

## How do I keep track if I have more than one child registered in different units?

You will need to set up different payee accounts for each child, since the account number is unique to each participant. Once they are set up, we suggest that you use the "nickname" or description field available in your banking system to keep track of different account(s) for each child and the different types of payments.

## What do I have to do when my child(ren) changes units?

You will have to change or delete the old account number(s) you have previously created and set up new ones. Most banks allow you to edit payee information, so this will be easy, since all you have to do is to replace the first 6 numbers with the new unit banking ID numbers.