

eTransfer Instructions to donate to West Zion Mennonite Church

Step 1. Log in to your bank account as per your usual method

Step 2. Locate a tab called Interac eTransfer, the location and exact wording may vary depending on which bank you use. For example, ATB will be a blue tab at the top of the screen, then select Send Money. Mountain View Credit Union is on the left side of the screen under Transfers, click on Transfers and then select Send INTERAC e-Transfer

Step 3. Follow the prompts to choose which account you are sending the money from, and set up your Recipient information. Again, exact steps and wording will vary depending on which Bank you are using, some have a drop-down to make your choices, and some have fields to fill in. For example, ATB requires you to click on Add the Recipient, and then takes you to another screen where you must input **exactly** as per below:

Name	West Zion Mennonite Church
Email Address	wzbooks@xplornet.com
Confirm Email Address	wzbooks@xplornet.com
Security Question	What is this for
Answer	donation
Confirm Answer	donation

Note you only have to do this set-up once. The next time you want to send an eTransfer, the church will be in your drop-down list and you can simply select it. Some banks require you to create a Sender Profile. Follow the prompts.

Step 4. You will receive a confirmation that the Recipient has been successfully added, or that your profile has been created, etc. Click on Next or Continue.

Step 5. You will be taken to another screen where you input the dollar amount of the donation you wish to give. Do not type the dollar symbol. There will also be a box or field where you can input a message or notes for the recipient. Type in your full name, your mailing address if this is your first time giving, and if you wish to designate your gift to something specific. See the **example** below:

From Account	ATB Advantage Account xxxx
To	West Zion Mennonite Church
Security Question	What is this for
Amount	25.00
Message to Recipient	Lori Olstad General Delivery Madden AB TOM 1L0 Building Fund

Note you only need to give me your mailing address if you are a new donor, once, in order to send out the Charitable Tax Receipt in February of the following year. The next time you send an eTransfer just type in your name. You may leave the rest of the Message field blank, as all gifts will go to the General Fund unless specified otherwise.

Step 6. Review the information and follow the prompts, clicking on Next, Continue or Submit as per your bank.

Step 7. You will receive a confirmation that the transaction has been successfully sent. You may wish to print this for your own records. Please contact Lori Olstad at 403-660-2079 if you have any questions. Thank-you!