



Canadian Embroiderers' Guild, London

PAYMENT INSTRUCTIONS

E-transfer instructions:

1. In order to make an e-transfer, you must have arranged for online banking at your financial institution.
2. Log in to your online banking system.
3. Select **Interac e-transfer** from the available options.
4. Choose which bank account you will use to pay your membership fee or other paid guild event.
5. Enter the amount to be transferred.
6. Enter the recipient email address – treasurer.ceglondon@gmail.com. If you have not sent money to this address before, then you will need to go through the “add new recipient” process.
7. Enter a security question and answer. Please note that you are required to do this; however, CEG, London has been set up to allow direct deposit and does not require the security question and answer. You will be notified of this when you complete the transfer.
8. Please put your name and any information requested by the event you are paying for, so that the treasurer can easily assign the payment to the correct person.
9. Click **Send Money**.

If sending a cheque:

Please make payable to “**CEG London**” and mail to:

Michelle Squire
Treasurer
82 Millridge Court
London, ON
N5Z 4P4