



## Payment Instructions

### **If using e-Transfer:**

1. In order to make an e-transfer, you must have arranged for online banking with 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.
5. Enter the amount to be transferred.
6. Enter the recipient email address – [treasurer.ceglondon@gmail.com](mailto:treasurer.ceglondon@gmail.com). If you will not have sent money to this address before, you will have to go through the “add new recipient” process.
7. Enter a security question and answer. In order to prevent confusion about the security answer, please enter **embroidery** as the answer. A sample question could be, “What do guild members do?”.
8. Please put your name in the message area 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:

Canadian Embroiderers’ Guild, London  
Box 541, Station B  
London, ON  
N6A 4W8