

Probus Club of Western Ottawa

Using e-Transfer

We have set up an account to accept e-Transfers via Auto-deposit so that your transfer will be deposited automatically without the need for a security question and answer.

Auto-deposit has the same security features as the regular Interac e-Transfer service, which is one of the safest digital money transfer services in the world. The money is transferred through established and secure banking procedures that financial institutions have used for years to settle cheques, bank machine deposits and withdrawals. A confirmation email is sent automatically to the sender and an email notice of deposit is also sent to the recipient.

To use e-transfer, the financial institution the member uses must support interac e-transfer. Please follow the steps below:

1. Sign into your online banking (speak to your bank about setting up online capability if required)
2. Go to interac e-transfer
3. First add the new recipient
4. When asked for a recipient name - enter **Probus Club of Western Ottawa**. . (If you encounter character limitations, try **PROBUS West**)
5. For the recipient's email - enter **membership@probuswesternottawa.ca**, then **next**.
6. If you have more than one account, select the one from which you wish to withdraw funds.
7. Enter the amount you are withdrawing then click **send**.
8. You should see a notice that the recipient has enabled automatic deposit so that no security question is required.
9. In the message box, put the names of all persons for which you are submitting fees (e.g. John and Jane Doe). Do not use any special characters such as "&".
10. Confirm your details and then send.
11. You will receive a confirmation email with a reference number should follow-up be required.