

## **Membership Payments and Donations by eTransfer:**

It is now possible to pay for your membership or make a donation using on-line banking direct deposit electronic transfer (eTransfer). Using this method, your payment will go directly, safely and securely into the CLRSS bank account. It will **not** be necessary for you to provide a security question for the transaction. **But it is crucial that you add your name in the message box!**

It is simple to do. Every financial institution has its own particular way to do this but yours should be similar to the following:

1. Log into your bank account on-line.
2. Select eTransfers.
3. Add CLRSS to your list of payees using this email address **clrsstreasurer@gmail.com**.
4. Initiate an eTransfer to the email address clrsstreasurer@gmail.com
5. Fill in the amount of your donation.
6. **Important!** there will be a box with which you can send along a message with the eTransfer. **it is crucial for our records that you enter the names of all those members included under a membership renewal payment and if this is a General Donation or a contribution to the Gerald Thom bursary we need the donor's name as well.**
7. Complete the transaction.
8. You will then receive an email confirmation from your bank telling you that the transfer has been successful.
9. In a few days, you will receive a confirmation email from the CLRSS thanking you for the membership renewal or donation. If you do not hear from us please send us an email asking to check on the transaction.
10. Note: A transaction fee of \$1.50 may apply.

**Thank you for your support from all of us in CLRSS.**