e-Transfer

Below are the instructions for using e-transfer to pay for your membership dues or other related fees with VIWG. Please be aware that these instructions may not be exactly the same as your financial institution.

- 1. Log in to your online banking.
- 2. To set up VIWG as a recipient, find the 'Manage Recipients' or 'Add a Contact' link. The new recipient email is <u>treasurer@viwg.com</u>. We are not set up to accept e-transfers by mobile phone. Confirm and exit once complete.
- 3. Find the 'Send e-transfer' link. Complete the transaction:
 - Select '<u>treasurer@viwg.com</u>' as the recipient
 - Identify the account the funds should come from
 - Enter the amount of the transfer
 - In the message box, please describe the reason for the payment (i.e. membership fee, wood sale, etc.).
 - Note that VIWG has registered for autodeposit so there is no need to enter a security question.