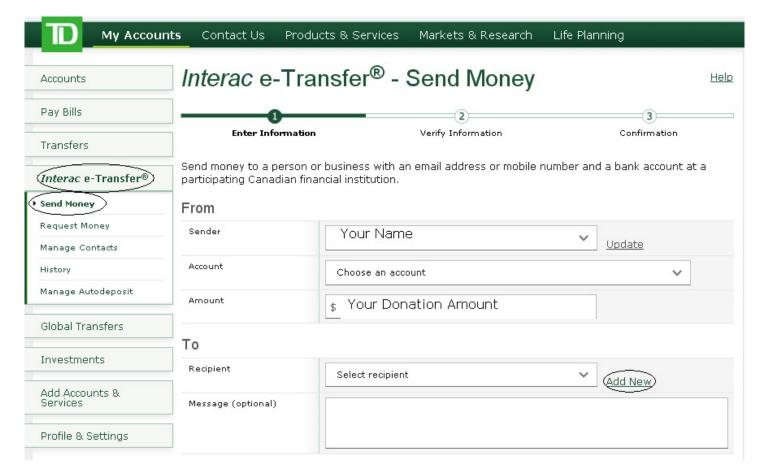
To Setup Interac E-Transfer (TD Bank Screens For Illustration Only)

Step 1.

- Login To your bank account. (*Please note that TD Bank is being used as a guide for all banks. The screens may vary slightly, but the process is the same.*)
- Select "Interac e-Transfer/Send Money" on the list of menu items in your bank account

Step 2.

- Under the "From" section:
 - "Choose an account" from which the amount will be taken using the drop down list;
 - o For "Amount" type in the amount of your donation.
- Under the "To" section for "Recipient": Click on "Add New" (for first time setup only)

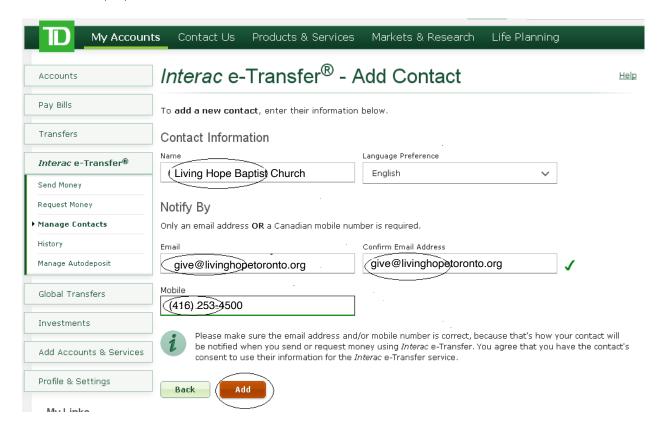


Step 3:

• After clicking on: "Add New": Fill in the boxes as follows:

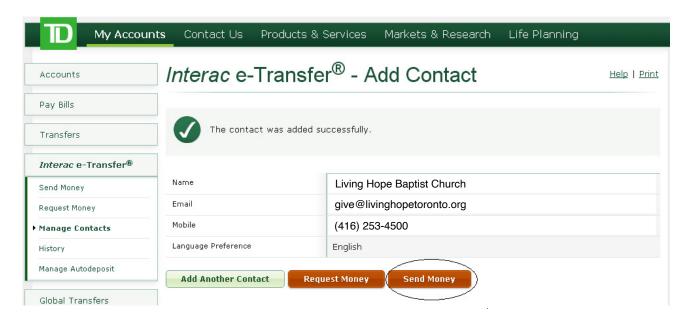
Name: Living Hope Baptist ChurchEmail: give@livinghopetoronto.org

O Mobile: (416) 253-4500



Click on "Add", which will page to the next screen confirming that the contact has been added.

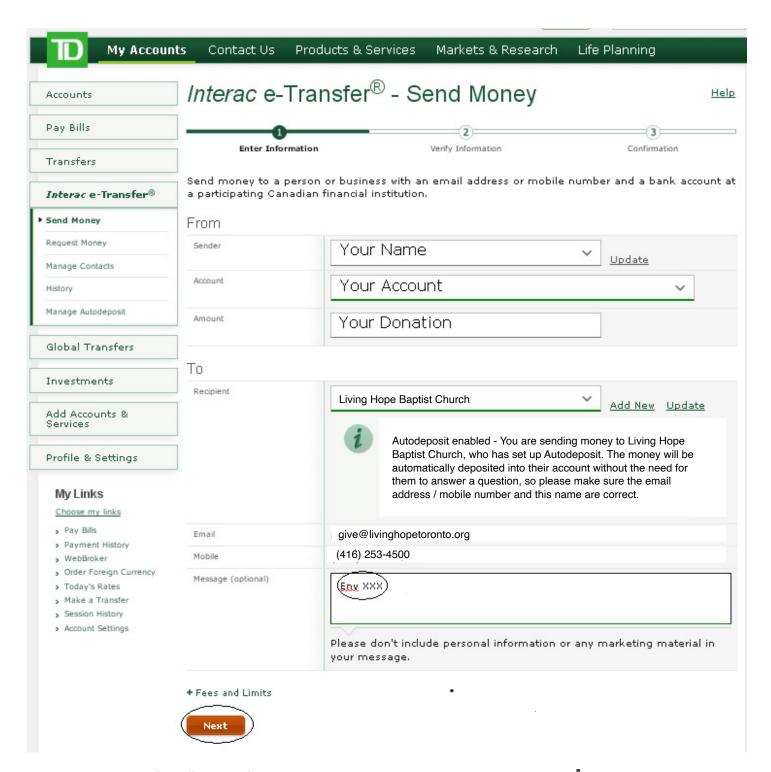
(NOTE: Once this step has been done for the first time, there is no need to do this on future transfers. At that time you will select the drop down list in Step 2 that says "TO/Select Recipient")



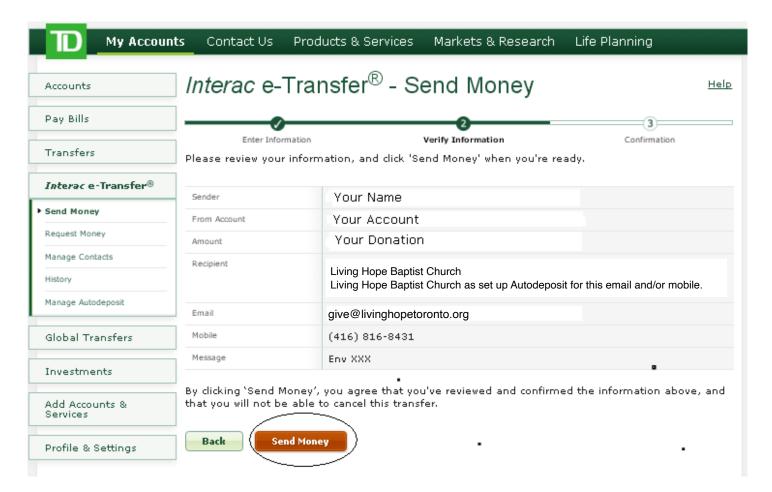
Click on "Send Money" and then "Next"

Step 4:

• Confirm transaction. As Richview is setup for "Autodeposit" there is no need to require a password for receiving the transaction. Please ensure that you put your Envelope # in the message box so that we can properly identify you for receipting purposes. If you do not have one, leave it blank. You'll be contacted and one will be assigned to you later.



O Click on "Next" and the final screen will appear.



o Click on "Send Money" to complete the transfer and print your confirmation for your files.