



Instructions for On-line Payments

General Instructions

Welcome to the [On-line Payments](#) page.

This page has been created to enable you to make payments in an easy and in a secure way, as you are in a protected environment.

After having identified yourself as a member, you will have to choose one of the three methods that follow (it is possible for the organism not to offer all of these methods of payment):

1. Payment through preauthorized withdrawals from your bank account.
2. Payment through preauthorized withdrawals from your credit card.
3. Payment through invoice payment from your banking institution's website.

The payment can take place on one occasion or you can choose its frequency and the number of desired payments.

The form is composed of several sections. Some amongst them depend on the choices you will make. Make sure to fill in all the necessary fields marked with a star. (*). Once you have finished, you may submit the form. You will then be able to print your form after which you will receive a confirmation by e-mail.

Thank you for the payment that you are prepared to make.

1 Instructions on Filling the Form

Member's Identification Inscribe your personal information.

All fields in this section must be completed.

Figure 1: Personnal information

1. Inscribe your first name and family name.
2. Inscribe your address
3. Inscribe your city and choose your province of residence.
4. For the country, inscribe CA for Canada.
5. Inscribe your postal code.
6. Inscribe your telephone number with its regional code.
7. Inscribe your e-mail address. You will receive a confirmation by e-mail, therefore make sure it is a valid address.

Program Our programs. You can select the program for which you wish to pay . In some cases, only one program is available.

Figure 2: Program to select to make your payment

1. Click on the arrow pointing downwards to show the list of programs. Certain programs contain options from which you can select.
2. Once you have made your choice, you will only need to move your mouse downwards to highlight your choice.
3. Using the left button on your mouse, click to select it.

Payment details Details of your payment .

Figure 3: The frequency of your payment

Frequency Selected In certain cases, only one frequency can be available apart from the payment for one occasion. The frequency inscribed in the form becomes a commitment from your part to make a payment at the frequency chosen for the amount inscribed under [sum](#).

1. Click on the arrow pointing downwards to show the list of frequencies available.
2. For a payment on one occasion, you will need to move your mouse towards **Once**. For any other choice, you will need to move your mouse towards your choice to highlight it.
3. Using the left button on your mouse, click to confirm your choice.

Date of payment Inscribe the date of your payment (for a payment on one occasion) or date for the beginning of your payments (if you have many payments to make).

Sum Inscribe the amount to be taken for each payment.

Number of payments If you have chosen a frequency other than **once**, you can inscribe a number of payments. If this field remains empty, payments will be withdrawn until further notice from your part. (You will then need to contact the organism to end the automatic withdrawals.)

Example, you wish to make payments of \$50.00 every first-of-the-month in 5 payments. You will need to choose **Every month, the 1st** in the **frequency field**, inscribe **\$10.00** in the **sum field**, and inscribe **5** in the **number of payments field**.

Method of payment You will need to check off the method of payment you wish. Only fields associated to this type of method will be available.

Credit Card Your payment will be withdrawn from your credit card. Make sure to have it in hand.

1. You will need to check off the box for **Credit Card**.
2. Select your card from the list of **Merchants** for your Credit Card. Only those from the list will be accepted.
3. Inscribe the number of your card without any space in the field designated for **Card Number**.
4. Inscribe the name of the person found on the card.
5. Select the expiration month and year of your card from the list given.

Figure 4: Make your payment through your credit card

Your payment will be withdrawn from your credit card according to the amount and frequency chosen previously.

Preauthorized Withdrawals Your payment will be withdrawn directly from your bank account. Make sure to have a specimen cheque related to your account in hand.

Figure 5: Make your payment through Invoice Payment.

1. **Transit:** On your specimen cheque, the transit consists of the first five numbers starting from the bottom left. Inscribe those five numbers.
2. **Institution:** The institution number consists of three numbers and is found right after the transit number on your specimen cheque.
3. **Account:** The account number is found right after the institution number. It can consist of a maximum of twelve numbers.

Please refer to the image below for a better understanding.

001

YOUR NAME
123 ANY STREET
YOUR TOWN, PROVINCE M4P 1V5

DATE

PAY TO THE ORDER OF _____ \$

100 DOLLARS

YOUR FINANCIAL INSTITUTION
456 MAIN STREET
YOUR TOWN, PROVINCE R1L 1L1

MEMO _____

⑈00⑈ ⑆ ⑆ 2345⑆ ⑆ 678⑆ ⑆ ⑆ 23456⑆ ⑆ 7⑈

Branch Institution Account

Your payment will therefore be withdrawn from the bank account, as specified, according to the amount and frequency chosen previously.

Invoice Payment You can give to the organism by making payments through invoice payment as you pay your bills for Hydro-Quebec for example. **Note:** This choice does not consider the frequency and amount chosen under [Payments Details](#).

Your commitment, however, will be noted in the organization's system who thanks you. Do not forget to replicate these information in your on-line banking system in order for your payment to reach the organism according to the frequency chosen.

This choice automatically inscribes a reference number in the field indicated as Perceptech Invoice number. This number will help identify your payment .

Web invoice payment

Perceptech's invoice Number.

Then, you need to:

1. Access your banker.s on-line service.
2. Use the function *Pay an account or supplier*.
3. Choose [Perceptech / CashValet](#) as supplier. It is possible that only [Perceptech](#) appears in the list and certain banks will not accept this payment. In that case, contact the organism or choose another method of payment.
4. The invoice number that you must indicate on the web is found in the field [Invoice Number](#), or is found in the e-mail that you have received. This number starts by 900.

You can thereafter submit your payment by clicking on the Submit button. If you wish to restart, you can then click on [Erase](#). You will receive a confirmation of your donation at your e-mail address indicated in your personal information.