

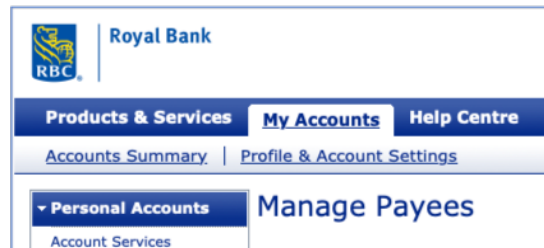
E-Transfers to SCQG: How to change your banking Payee information

Attention: the SCQG Treasurer's email has been changed to:
treasurer@scquiltersguild.com

The former Gmail treasurer's email address is no longer in use.
(~~treasurerscgg@gmail.com~~)

Please ensure you change your banking payee set-up for SCQG payments.
See the **RBC** example below:

1. Go to your on-line banking page where Payees are set up (for electronic payments):

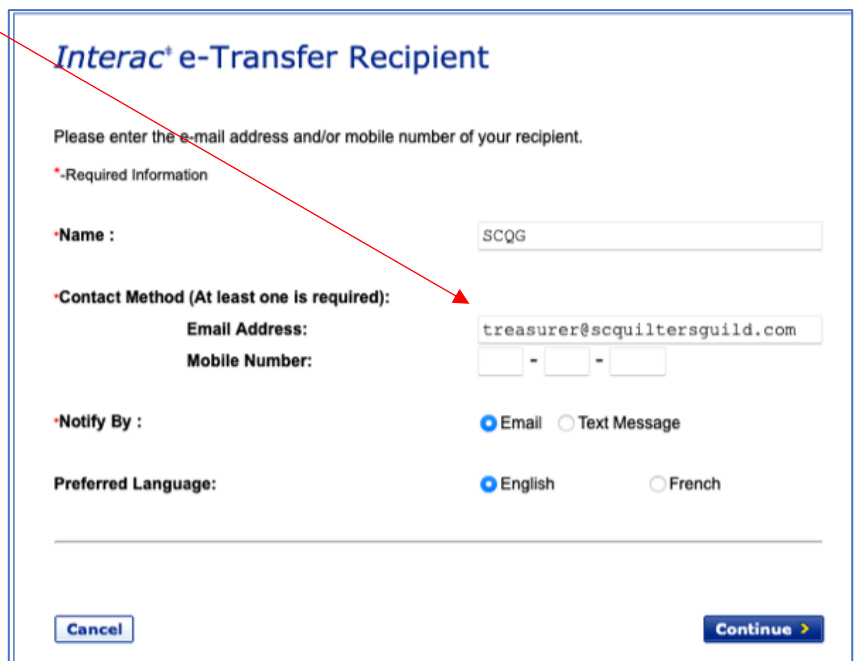


2. **Select** the current SCQG payee in your list, and click on **Edit** to change the SCQG treasurer's email address



3. **Enter** the email address as treasurer@scquiltersguild.com

4. Press '**Continue**' to validate the new email address

A screenshot of the Interac e-Transfer Recipient form. The title is 'Interac® e-Transfer Recipient'. Below the title is the instruction: 'Please enter the e-mail address and/or mobile number of your recipient.' There are several fields: 'Name' (filled with 'SCQG'), 'Contact Method (At least one is required):' with 'Email Address' (filled with 'treasurer@scquiltersguild.com') and 'Mobile Number' (empty). There are radio buttons for 'Notify By' (Email selected) and 'Preferred Language' (English selected). At the bottom are 'Cancel' and 'Continue >' buttons. A red arrow points from the 'Continue >' button in this screenshot to the 'Continue >' button in the next screenshot.

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5. Update (or reuse) the security question as required by your bank

Confirm Recipient's Information

Please confirm the updated details of your *Interac* e-Transfer recipient.

*-Required Information

To:	SCQG
Email Address:	treasurer@scquiltersguild.com
Notify By:	Email
Preferred Language:	English

[Reuse your existing security Q&A?](#) Yes No

Security Question

Security Answer
(3-25 Characters - No Spaces)

Re-enter Answer

6. Press 'Confirm' to complete the change in email settings for this SCQG payee

Edit *Interac* e-Transfer Recipient Completed

Confirmed

You have successfully edited the recipient.

You may return to [Manage Payees](#) at any time to add, remove or change payees.

Go to [Sort Payee List](#) to customize the payee order.

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Now you can send an e-transfer and funds will be automatically deposited by SCQG!

Note: Our new event registration feature coming very soon to the SCQG website will make it very easy to elect to use e-transfers to pay for attending workshops and events.

However, it is imperative that the settings in your own bank are targeting the correct SCQG email to ensure payments are received to complete your registration.