

Online Payment Instructions

Register for workshops/events on the database as per usual.

Once you have the total amount owing to CCPRN (must be \$10 minimum) go to your Bank's website and open it up as if you were making any type of payment.

Choose "e-mail money transfer" (or "interact e-mail transfer" the lingo may vary from Bank to Bank) as your transaction of choice.

If this is the first time that you are making an e-mail transfer you will have to register. Just follow the instructions on the site – it will be something like:

1. Name us – "CCPRN";
2. Put in the e-mail address payments@ccprn.com ;
3. **Choose a privacy question;
4. Choose an answer;
5. Confirm answer.

**Consider using your database User Name as the question and the User Name itself as the answer. Then tell us that in the "message" part of the transfer of funds. This will simplify things for everyone.

Choose the account or credit card that you want to pay the transaction with.

In the "message" part of the transfer - include your name and phone number. If you have not used your User Name as a privacy question– please send the privacy answer in the "message", send it in a separate e-mail to either pc@ccprn.com or payments@ccprn.com, or, leave it on Doreen's voice mail 613-749-5211 ext 23. How you give us this answer depends on your comfort level with privacy/security. It would also be helpful to include what you are paying for – name of workshops, special events...

Please only submit payments from Sunday afternoons to Friday noon as for some Banks e-mail money transfers are only valid for 24 hours (i.e. if you transfer money on Saturday we won't be here to pick it up so it may be invalid by Monday).

There will be a slight charge per transaction that the Bank will deduct from your account ~ \$1.00 - \$1.50. There will also be any regular applicable account transaction fees.

***All payments to CCPRN can be done this way – memberships, die cut kits.... Just include the purpose of the money in your message. We will update your account on the database within 5 working days.