

PAYING YOUR CCPRN ACCOUNT

We accept: Visa, MasterCard, email money transfer, cash or cheque

When is payment expected?

Your registration is not complete until we receive payment. Therefore, it is recommended that you pay your account at the time of registration with a credit card.

***Payment is due within 10 days of registration. If the event is held within 10 days of your registration then payment is due immediately.**

HOW TO PAY WITH YOUR CREDIT CARD

After you have registered for the events or workshops, return to the “Member’s Area” on the website.

Click on “My Account”.

Ensure your “Account Balance” is correct and click on “Make A Payment , verify your account details, press “Continue” and then “Confirm”. You will then be able to enter your credit card information. Please note that you will receive your receipt in your email.

PAYMENT WITH CASH OR CHEQUE

Please call the office if you are thinking of dropping by with your payment.

EMAIL MONEY TRANSFER

This is possible for anyone who does on-line banking. One exception – the amount must be at least \$10.00. Here are the steps:

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

Once you have the total amount owing to CCPRN 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.

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.

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.