

## **Procedure to make your payment by Internet :**

Before you begin, you must obtain the "Gosselin Family Association check specimen" by sending an e-mail to: [maria.gosselin@videotron.ca](mailto:maria.gosselin@videotron.ca). You must obtain the following information:

- The bank (or Caisse Desjardins) transit (branch) number
- The financial institution number
- Your 6-digit account number (called 'folio' in some institutions), followed by the verification number.

Note that the folio and the verification number (without spaces and dashes) in total are composed of 7 digits. If for example, the folio is 1234 and the verification number is 5, then it will be necessary to complete with 0 at the beginning, which will give 0012345.

### **1) Caisse Desjardins Client :**

If your financial institution is Caisse Desjardins, then since the Gosselin Families Association account is at the same institution (Caisse Desjardins), you can access the online banking site AccèsD and add this beneficiary in transfers between Caisse Desjardins clients. Here is the procedure to add a beneficiary:

- a) In AccèsD's right-hand menu, click on Virer (transfer) then on Desjardins Individual Transfers;
- b) At the top of the page, click Add Beneficiary;
- c) Fill in the required fields from step 1 and 2 (*also indicate your AGF membership number\**), and click on Validate;
- d) The information of the beneficiary to be created will appear. Correct this information if necessary;
- e) To confirm your identity, indicate your date of birth and the last 3 digits of your Canadian Social Insurance Number;
- f) Check the box of the terms of use statement and enter the required data to confirm your identity;
- g) Click Confirm. The beneficiary will appear on your list of beneficiaries.

## **2) Other financial institutions :**

a) You must create a new Supplier on the Website of your Financial Institution with the information obtained from the email to Maria.

b) After having created the Gosselin Family Association Supplier on the website of your financial institution, you will be able to make the payment of the renewal of your subscription or make the payment for the activities of the Gosselin Family Association.

### **Note :**

If you have problems creating your Beneficiary or Supplier 'Association of Gosselin Families', do not hesitate to write to your financial institution or to [maria.gosselin@videotron.ca](mailto:maria.gosselin@videotron.ca).

*\* : Your membership number of the Gosselin Families Association is required because there are several people with the same first name.*