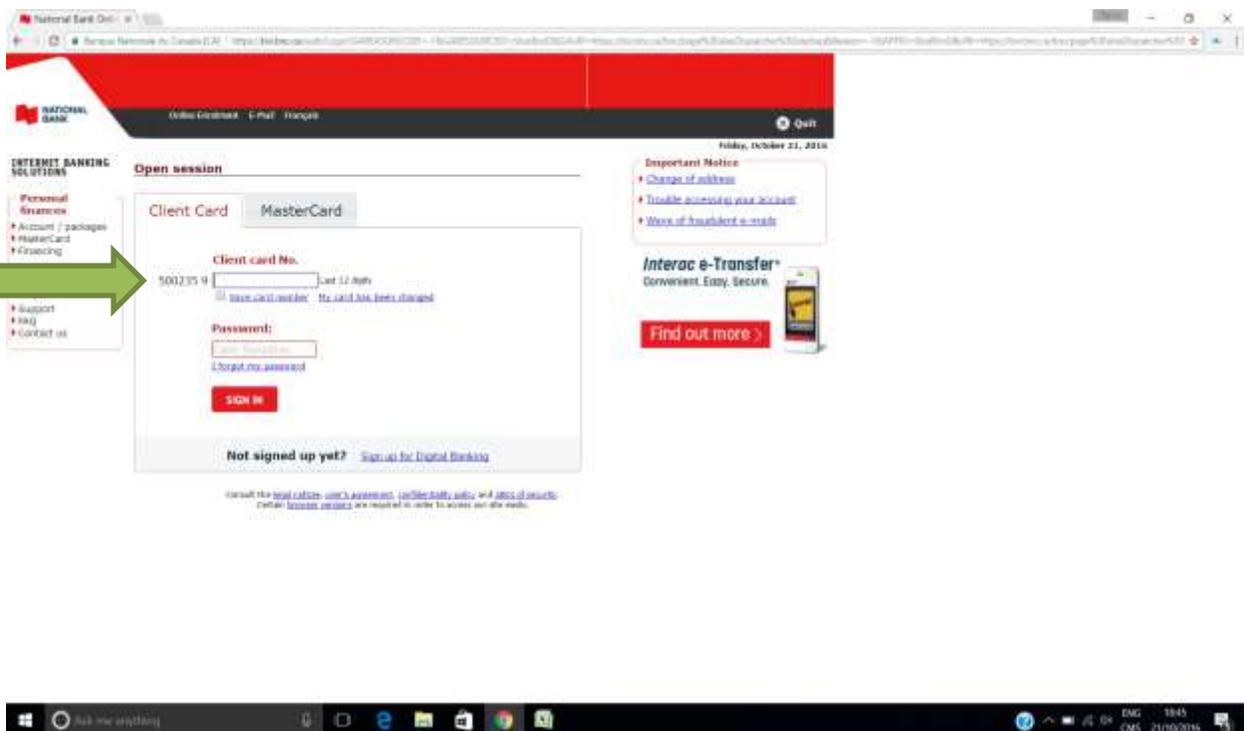
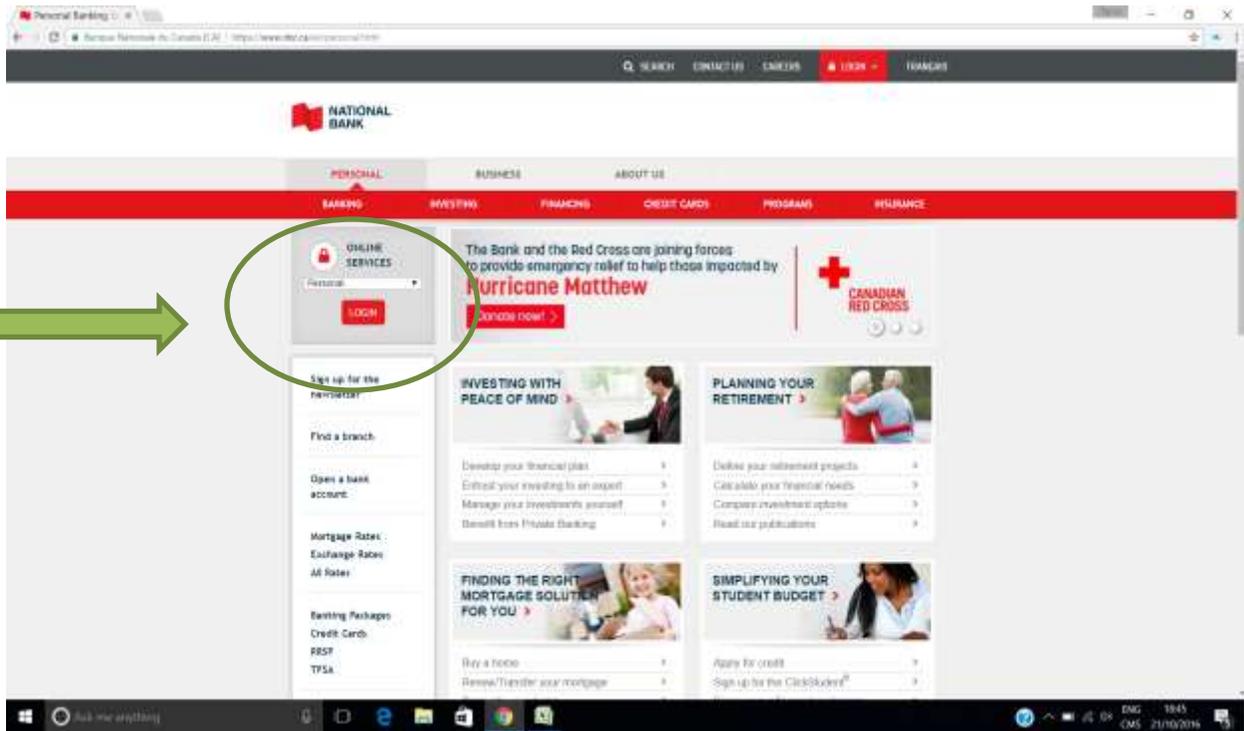
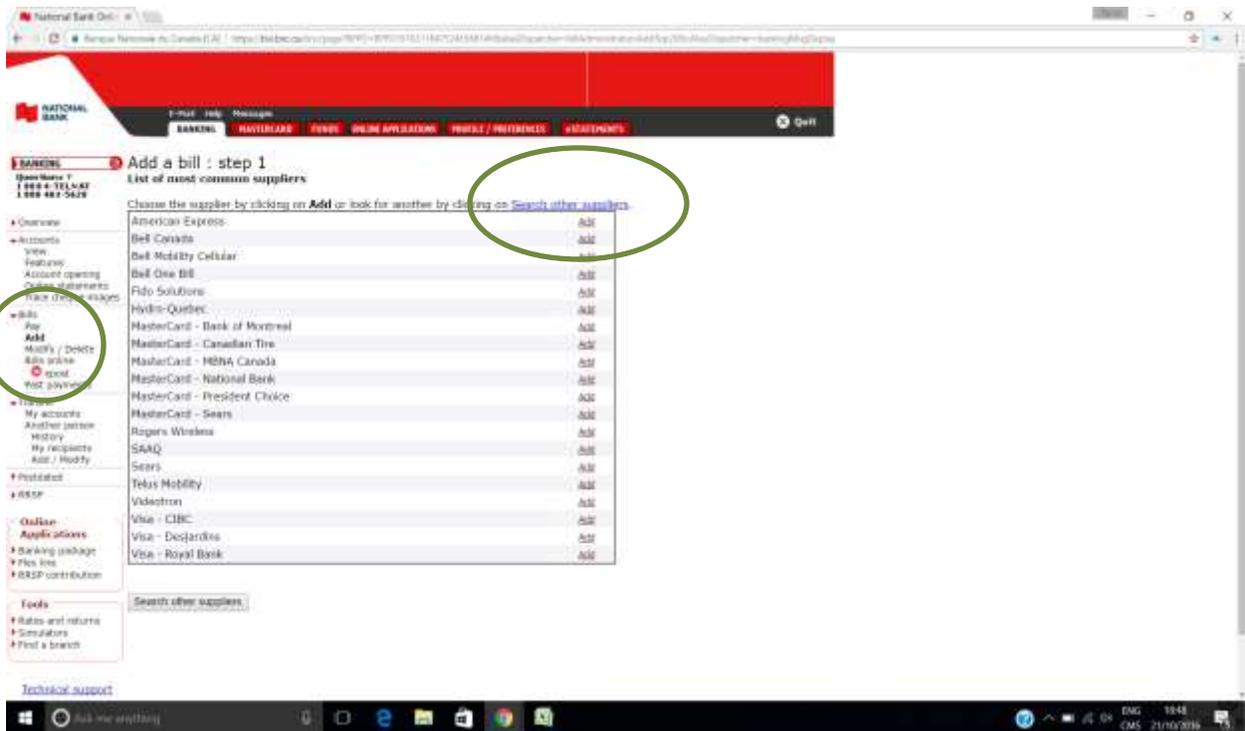


# Online Payment process for Banque Nationale users

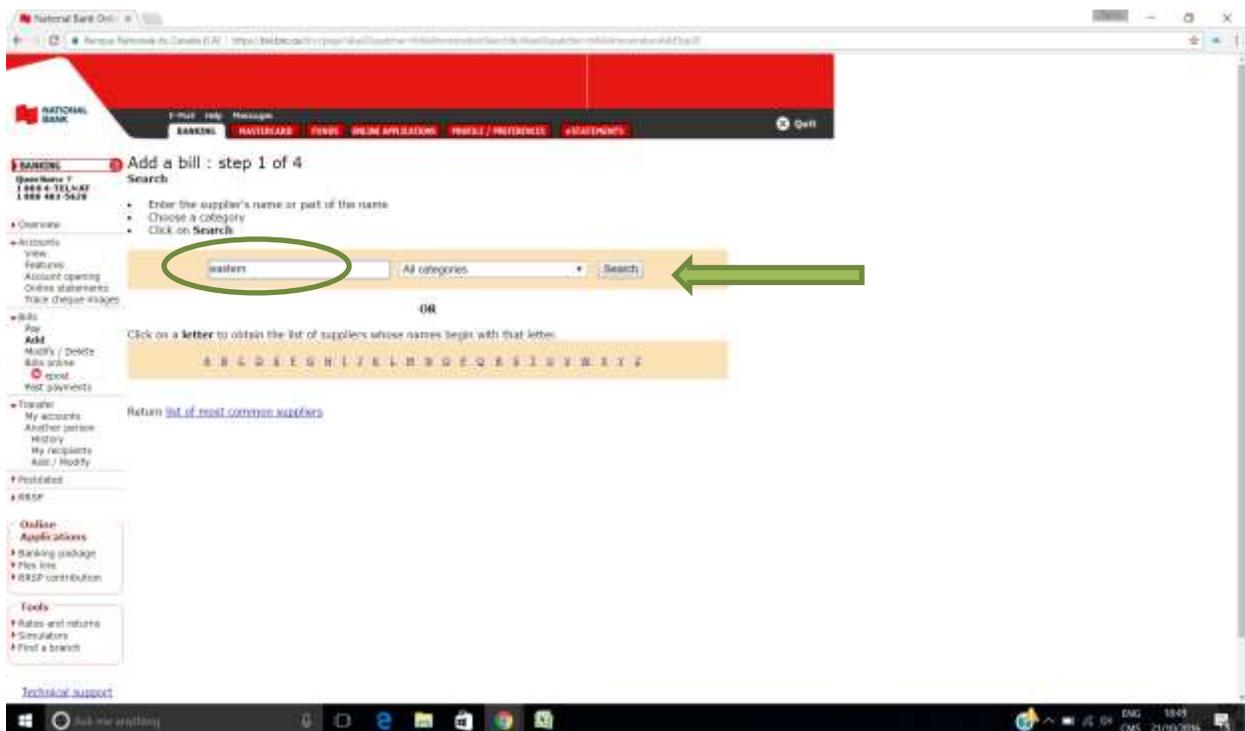
1. Open your session with Banque Nationale @ [www.bnc.ca](http://www.bnc.ca)



- Once you have entered your user name/card number and password, go to the section **"Bills"** and select **"Add"**. Then click on **"Search other suppliers"**



- Enter **"eastern"** then click **"search"**



4. Find "Eastern Townships S.B. - School items" and click "Add"

National Bank Online

Banque Nationale du Canada [CA] | https://bvl.bnc.ca/bnc/page?aliasDispatcher=billAdministrationAdd&recherche=eastern&category...

NATIONAL BANK

E-Mail Help Messages

BANKING MASTERCARD FUNDS ONLINE APPLICATIONS PROFILE / PREFERENCES STATEMENTS

Quit

**BANKING** Add a bill : step 2 of 4

Search results

Choose the supplier by clicking on **Add** or look for another by clicking on [Search other suppliers](#).

23 supplier(s) found

1	ADSC EASTERN CANADIAN CHAPTER	Add
2	CHEO - CHILDRENS HOSPITAL OF EASTERN ONTARIO	Add
3	EASTERN ONTARIO POWER	Add
4	EASTERN REGIONAL SERVICE BOARD	Add
5	EASTERN SHORES SCHOOL BOARD	Add
6	EASTERN SHORES SCHOOL BOARD 2ND ACCOUNT	Add
7	EASTERN SHORES SCHOOL BOARD 3RD ACCOUNT	Add
8	EASTERN TOWNSHIPS S.B. - DAYCARE	Add
9	EASTERN TOWNSHIPS S.B. - DAYCARE (2ND ACCOUNT)	Add
10	EASTERN TOWNSHIPS S.B. - DAYCARE (3RD ACCOUNT)	Add
11	EASTERN TOWNSHIPS S.B. - DAYCARE (4TH ACCOUNT)	Add
12	EASTERN TOWNSHIPS S.B. - SCHOOL ITEMS	Add
13	EASTERN TOWNSHIPS S.B. SCHOOL ITEMS 3RD ACCOUNT	Add
14	EASTERN TOWNSHIPS S.B. SCHOOL ITEMS 2ND ACCOUNT	Add
15	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES	Add
16	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 2	Add
17	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 3	Add
18	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 4	Add

**Overview**

- Accounts
  - View
  - Features
  - Account opening
  - Online statements
  - Trace cheque images
- Bills
  - Pay
  - Add**
  - Modify / Delete
  - Bills online
  - epost
  - Past payments
- Transfer
  - My accounts
  - Another person
  - History
  - My recipients
  - Add / Modify
- Postdated
- RRSP

**Online Applications**

- Sign up or change your banking package
- Flex line

5. In the **“Reference no.”** box, enter the **20 digit number**; being the **“Ref. number”** you will see at the bottom of your invoice/statement of account of page 1, in a grey colored box (payer’s name). The number **starts with 836**. Enter your child’s name into the **“Description”**, then click **“Submit”**.

This number identifies both the student and the payer. This number will be the same, as long as your child goes to the same school. You will need to create a separate payee’s invoice reference number to pay for each of your children (as they each have a unique ref. number). You will also need to enter a separate payee ref. number for each payer: if both parents pay an invoice, each parent has their own ref. number.. (i.e. joint custody). A tax receipt (relevé 24 issued each year for noon hour supervision fees) is issued to the payer, based on the ref. number. **It is very important to use the accurate ref. number**

The screenshot shows the National Bank Online interface for adding a bill. The page title is "Add a bill : step 3 of 4" and the instruction is "Enter the number". The form contains the following fields:

Supplier name / bill	EASTERN TOWNSHIPS S.B. - SCHOOL ITEMS
Supplier comment	KEY IN THE 20 NUMERIC CHARACTERS OF THE INTERNET PAYMENTS REFERENCE NUMBER. PREFIX 836.
Number	83621700961560199573
Description (optional)	NAME OF STUDENT

Below the form are "Submit" and "Cancel" buttons. A green circle highlights the "Number" field, and a green arrow points to the "Submit" button. The left sidebar contains navigation options such as "Overview", "Accounts", "Bills", "Transfer", "RRSP", and "Online Applications".

6. Verify information, then **Submit**.



**Sherbrooke Elementary School**  
242, rue Ontario Sherbrooke, Qc  
J1J 3R1

**Eastern Townships School Board**  
340 rue St-Jean Bosco  
Magog, QC  
J1X 1K9

**Invoice / Account statement for : 2016-2017**

Guarantor : \_\_\_\_\_ Student : \_\_\_\_\_

Phone (work) : \_\_\_\_\_  
# GST : \_\_\_\_\_ # PST : \_\_\_\_\_

**Payment at school**

Paid by : (please circle your name below if more than one appears)

Abd El Rahman, Taha Mohamed / Abd El Rady Gad El Kerelm. Ar

Other - indicate below the first name and last name in block letters

\_\_\_\_\_

  
**Amount owed** 0,00 \$

Print date : 2017-11-16 9:25

If paying by cheque, please make it payable to the school :  
**Sherbrooke Elementary School**

\*\*\* do not forget to write the child's, name and id number, on the back of the cheque \*\*\*

Amount paid: \_\_\_\_\_  
 Cash  Cheque # \_\_\_\_\_

---

Cut on the dotted line above

**When paying, at school with cash or by cheque  
include the Invoice / Account statement above in a sealed envelope**

**Account summary**

Amount owed	- Postdated cheque	=	Account balance	=	\$ Payment agreement	
0,00 \$	-	0,00 \$	=	0,00 \$	=	0,00 \$

**Payment at your bank**

\*\*\* Please note that if you are a CIBC customer you must come to pay by cash or by cheque \*\*\*

When paying by internet, ATM or bank teller use the appropriate Reference number below

When entering the appropriate Reference number below to identify the correct payer do not enter any of the spaces present in the reference number

Print date : 2017-11-16 8:25

Reference number for payment by internet  
do not include spaces

**Father** 836 217 0096156 019517 6

Reference number for payment by internet  
do not include spaces

**Mother** 836 217 0096156 019957 3

7. You can now go back to “Pay” in the Bills section

The screenshot shows the National Bank Online interface. The main heading is "Bill payment" with "Step 1 of 3" below it. A table lists bills with columns for "Bills", "Transactions", "Amount", "Date", and "Frequency". The "Bills" column includes entries like "M-C Gold Nbc", "Mrg Pers Itax", "Sherbrooke V. Cont", "Snaq", and "Bell One Bill". The "Date" column shows dates like "2018-02-26" and "2018-02-19". The "Frequency" column shows "Once only". In the left sidebar, under the "Bills" section, the "Pay" option is circled in green.

8. You can now see the payee on your list and can now pay of your bill/statement of account.

The screenshot shows the National Bank Online interface, Step 2 of 3. The main heading is "Bill payment" with "Step 2 of 3" below it. A table lists bills with columns for "Bills", "Transactions", "Amount", "Date", and "Frequency". The "Bills" column includes entries like "Lac Brome Town Of", "Snaq", "Hydro-Qc 1st Acc", "Visa Desjardins", "Val-Des-Cerfs S.b.", "Bell One Bill", "M-C Ultramar 2", "M-C Regular Nbc", "M-C Mbna", and "Sb Eastern Tw.s.l". The "Date" column shows dates like "2018-02-26", "2018-02-19", "2018-03-26", "2018-04-06", and "2017-11-29". The "Frequency" column shows "Once only". In the left sidebar, under the "Bills" section, the "Pay" option is circled in green. A green arrow points to the "Pay" option in the sidebar, and another green arrow points to the "Pay" button in the table.

Please note that there is a delay of 2 to 3 working days to allow all data to be updated in our different software.

It is important to know that if your child changes school, you will need to update your payee's ref. number as they are specific for each school.