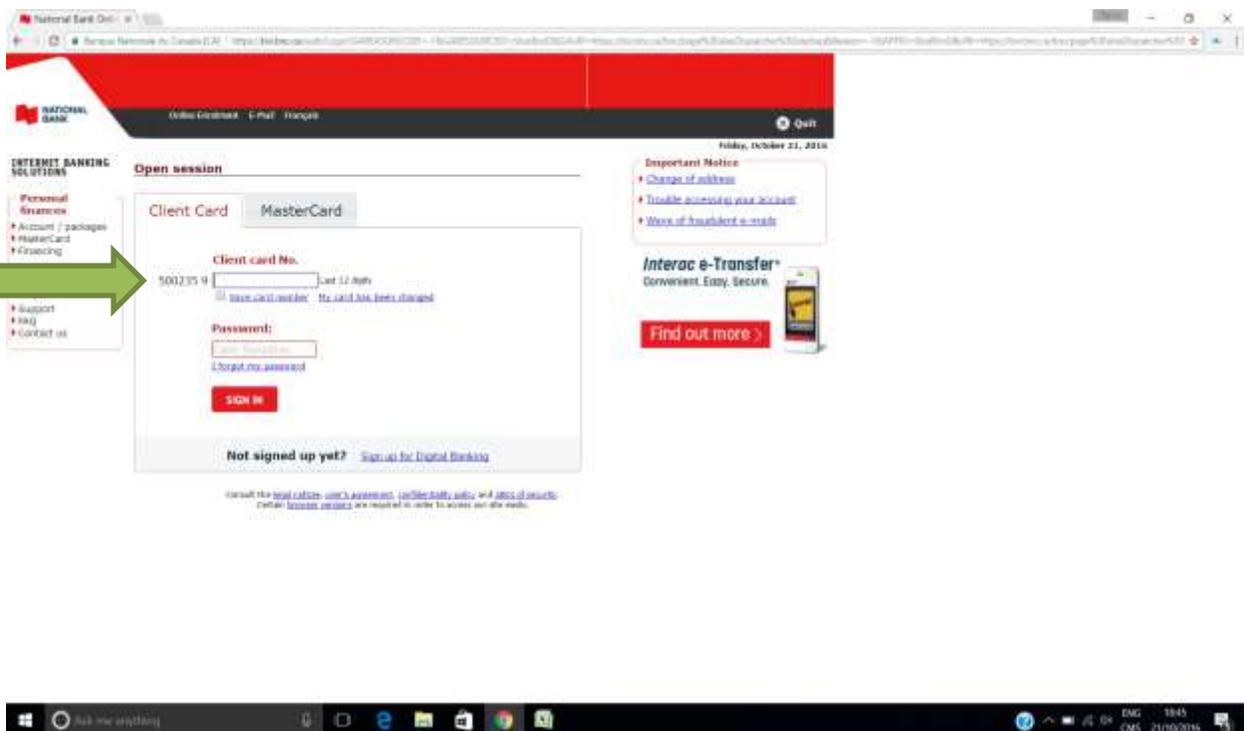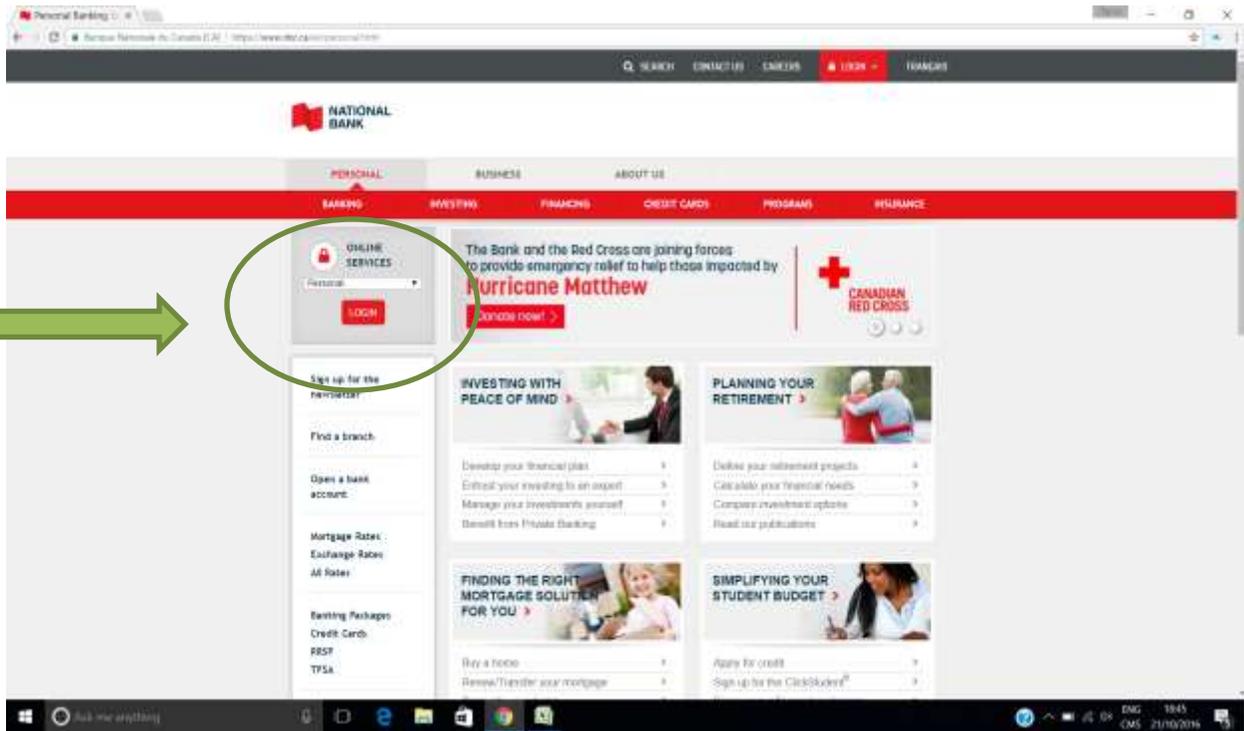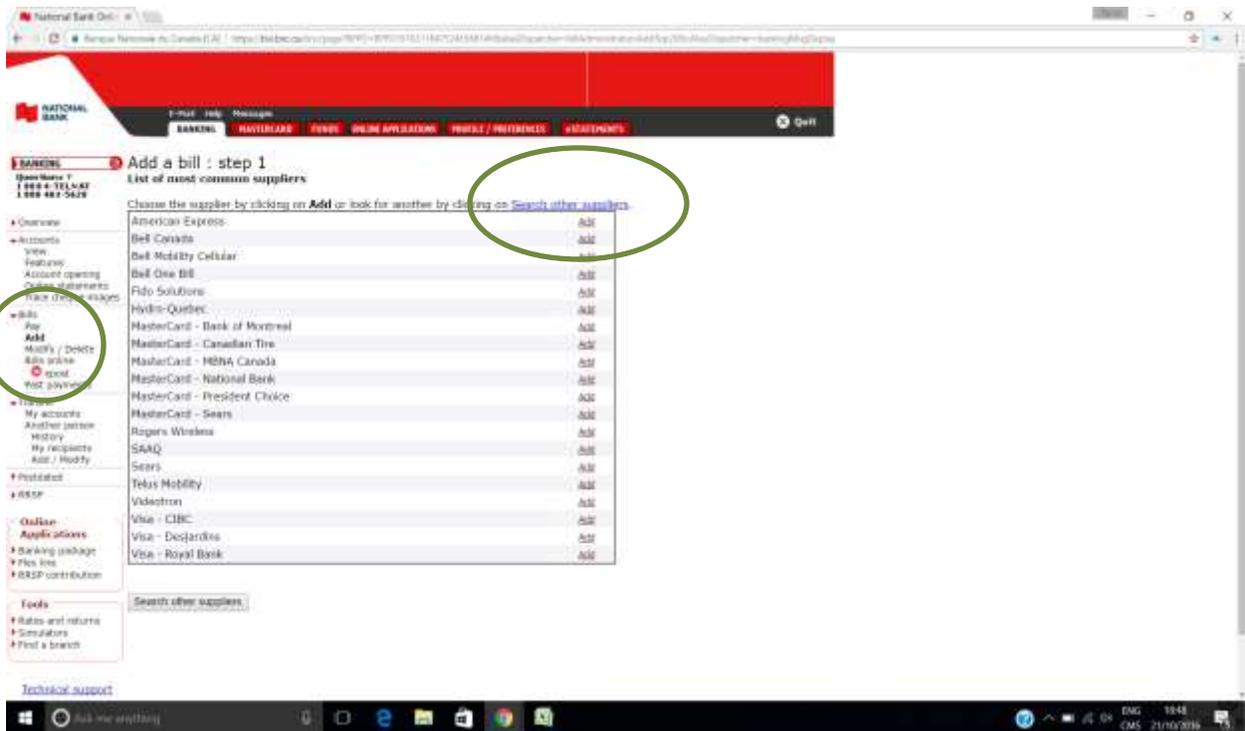# Online Payment process for Banque Nationale users
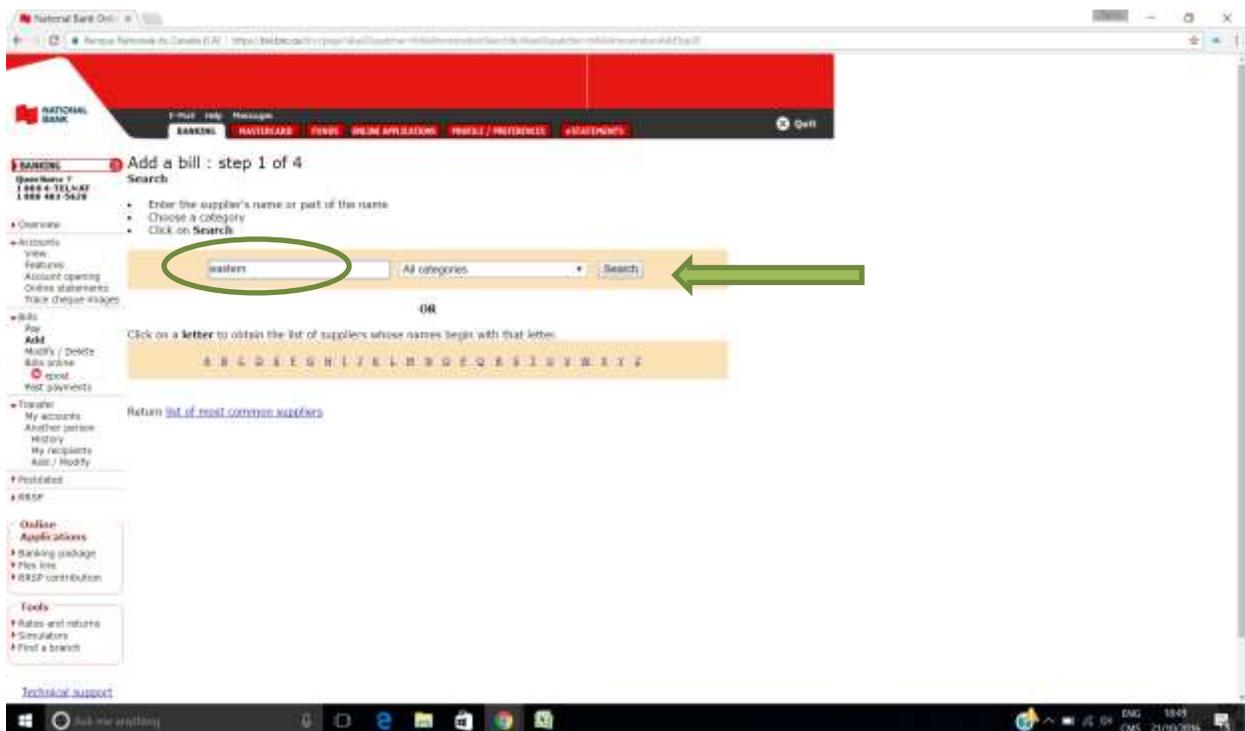
1. Open your session with Banque Nationale @ **www.bnc.ca**

2. 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"**

3. Enter **"eastern"** then click "search"

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

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**

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 Radv Gad El Kereim. Ar

☐ Other - Indicate below the first name and last name in block letters

_____

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 owed | 0,00 $ |

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 $	

Payment at your bank

*** Please note that if you are a CIBC customer you [ ]ve to pay by cash or by cheque ***

When paying by internet, ATM or bank teller u[ ] appropriate Reference number below

When entering the appropriate Reference [ ]r below to identify the correct payer
do not enter any of the spaces prese[ ] Reference number

Print date : 2017-11-16 9:25

Reference number for payment by Internet do not include spaces	Reference number for payment by Internet do not include spaces
Father 836 217 0096156 019517 6	Mother 836 217 0096156 019957 3

7. You can now go back to **"Pay"** in the Bills section

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

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.