

HOW TO PAY BY E-TRANSFER

To make payment for your outstanding SLGA invoice, you can use your bank's e-transfer payment option. To make payment, follow these steps:

- 1) Log into your online or mobile banking app and select the account from which you wish to send money.
- 2) Choose an existing contact or add a new contact.
 - a. To add new contact, click Add
 - b. Use **EMAIL** accountsreceivable@slga.com
 - c. We have autodeposit set up, so you shouldn't need to enter a security question or password. If you do, check that the email address is entered correctly.
- 3) Enter the amount that you wish to pay.
- 4) Enter **the CUSTOMER/PERMIT NUMBER** in the message box so we can easily recognize who the payment is from.
- 5) Confirm the transaction.
- 6) You will receive confirmation that the amount has been auto deposited.

The example below is from RBC, please visit your banking website for more information on how to process e-transfers.

Any further questions relating to E-Transfer Payments may be directed to the SLGA Accounts Receivable Co-ordinator at accountsreceivable@slga.com.















