

### **Monthly recurring donations can be set up through online banking**

Once you are signed in your Online Banking, here are the steps to follow:

1. Go to the payments link and find the drop down for "Payee" or "Vendor"
2. Add Emmanuel Bible College as a payee or vendor (Company to pay). Please ensure that it has our complete name ( and it is not "Emmanuel Baptist Church)
3. As the account # enter **2021001260**
4. Enter the amount
5. Type: select "ongoing"
6. Frequency: select from the drop down box "Every Month"
7. Start date: select the date you wish to start
8. Ending: you can choose "a determinate date" OR "No End Date" (this can be changed whenever you decide to stop your donation)

Helen Oviedo  
Business & OSAP Officer  
[hoviedo@emmanuelbiblecollege.ca](mailto:hoviedo@emmanuelbiblecollege.ca)  
519.894.8900 Ext 221