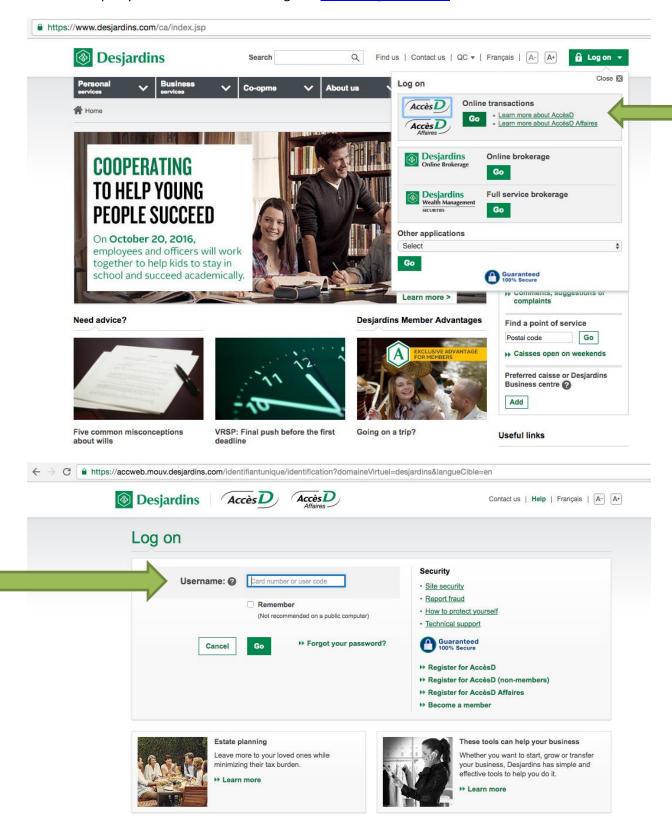
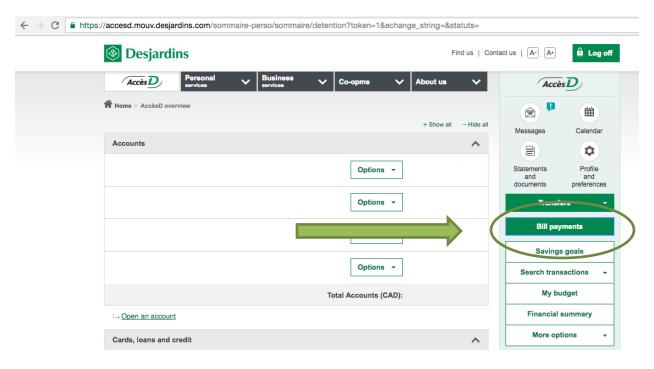
Online Payment process for Desjardins users, via Accès D

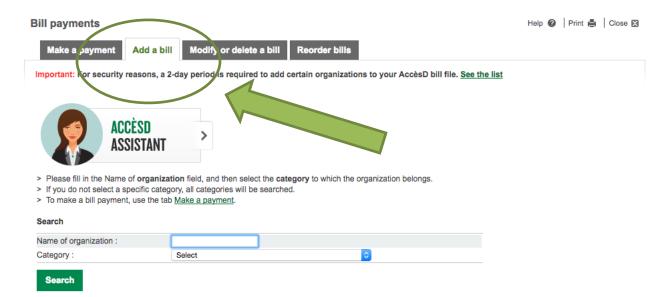
1. To open your session with Accès D go to www.desjardins.com and click on Go.



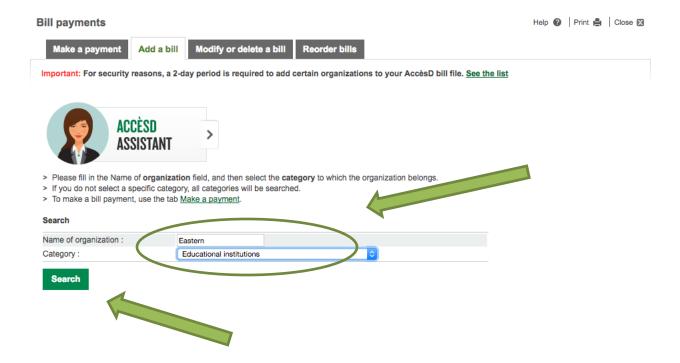
2. Once you have entered your user name/card number and password, and entered Accès D, go to the section "Bill payments"



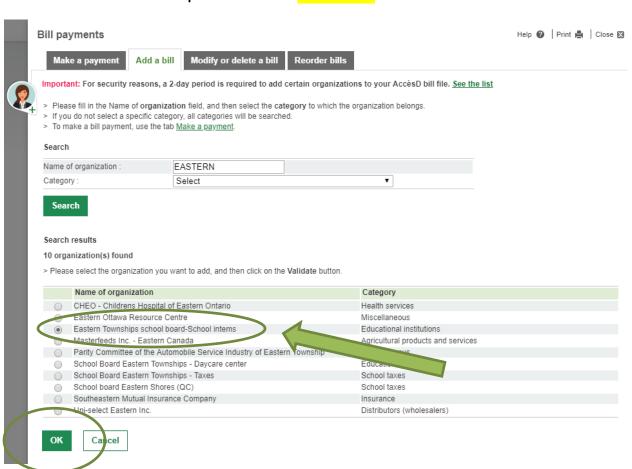
3. Go to the section "add a bill"



4. Enter "Eastern" and select "Educational Institutions" then click "search"



5. Find "Eastern Townships school board – School items" and click "OK"



6. 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 on page 1, in a grey colored box). The number starts with **836**. Enter your child's name into the "Description", then click "ok".

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





Sherbrooke Elementary School 242, rue Ontario Sherbrooke, Qo J1J 3R1 Eastern Townships School Board 340 rue St-Jean Bosco Magog, QC J1X 1K9

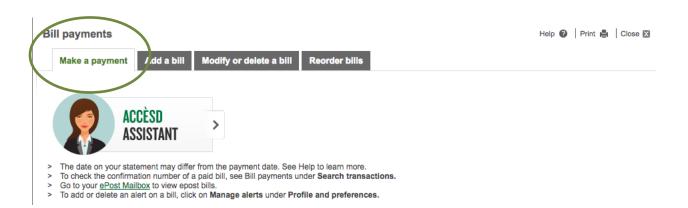
Invoice / Account statement for: 2016-2017

Surrantor: Abd El Rahman, Taha Mohamed / Abd In JACQUES-CARTIER STREET NORTH SHERBROOKE QC J1J 2Z9	Student: Abd El Rahman, Mena Homeroom: 4M Classification: Phone (home): 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	ld number: 0096156
Other - Indicate below the first name and last name in block letters	Amount owed 0,00 \$
Print date : 2017-11-16 9:25	
paying by cheque, please make it payable to the school :	Amourt paid:
to not forget to write the child's, name and id number, on the back of the cheque	Cesh Cheque#
Amount owed - Posidated cheque - Account balance \$ Payment agreement	
0.00 \$ - 0.00 \$ = 0.00 \$	
0,000	
Payment at your bank *** Please note that if you are a CIBC customer you will have to pay by comparing by internet, ATM or bank teller When paying by internet, ATM or bank teller When entering the appropriate Reference do not enter any of the spaces present in Reference number Print date: 2017-11-16 9:25	ace number below
Payment at your bank *** Please note that if you are a CIBC customer you will have to pay by combine the paying by internet, ATM or bank teller the appropriate Reference do not enter any of the spaces present in Print date: 2017-11-15 9:25	nce number below

7. Verify information, then **Confirm.**



8. You can now go back to "Make a payment"



9. You can now see the payee on your list and can now pay 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.