

# Online Payment process for Desjardins users, via Accès D

1. To open your session with Accès D go to [www.desjardins.com](http://www.desjardins.com) and click on Go.

The screenshot shows the Desjardins website homepage. At the top, there is a search bar and navigation links for 'Find us', 'Contact us', 'QC', 'Français', and 'Log on'. Below the navigation is a main menu with categories: 'Personal services', 'Business services', 'Co-opme', and 'About us'. A 'Log on' dropdown menu is open, showing options for 'Accès D Online transactions' (with a 'Go' button), 'Accès D Affaires', 'Desjardins Online Brokerage', 'Desjardins Wealth Management Securities', and 'Other applications'. A green arrow points to the 'Go' button under 'Accès D Online transactions'. Below the navigation is a large banner with the text 'COOPERATING TO HELP YOUNG PEOPLE SUCCEED' and a date 'On October 20, 2016'. There are also sections for 'Need advice?', 'Desjardins Member Advantages', and 'Useful links'.

The screenshot shows the Desjardins login page. At the top, there is a 'Log on' heading. Below it is a form with a 'Username' field (with a question mark icon) and a 'Card number or user code' field. There is a 'Remember' checkbox and a 'Go' button. A green arrow points to the 'Go' button. To the right of the form is a 'Security' section with links for 'Site security', 'Report fraud', 'How to protect yourself', and 'Technical support'. Below the form are two promotional boxes: 'Estate planning' and 'These tools can help your business'.

- Once you have entered your user name/card number and password, and entered Accès D, go to the section “**Bill payments**”

https://accesd.mouv.desjardins.com/sommaire-perso/sommaire/detention?token=1&echange\_string=&statuts=

Desjardins Find us | Contact us | A- A+ Log off

AccèsD Personal services Business services Co-opme About us

Home > AccèsD overview + Show all - Hide all

Accounts

Options

Options

Options

Total Accounts (CAD):

Open an account

Cards, loans and credit

AccèsD

Messages Calendar

Statements and documents Profile and preferences

Bill payments

Savings goals

Search transactions

My budget

Financial summary

More options

- Go to the section “add a bill”

Bill payments Help ? | Print | Close

Make a payment Add a bill Modify or delete a bill Reorder bills

**Important:** For security reasons, a 2-day period is required to add certain organizations to your AccèsD bill file. [See the list](#)

ACCÈSD ASSISTANT

- > Please fill in the Name of **organization** field, and then select the **category** to which the organization belongs.
- > If you do not select a specific category, all categories will be searched.
- > To make a bill payment, use the tab [Make a payment](#).

Search

Name of organization :

Category :

Search

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

Bill payments

Help | Print | Close

Make a payment Add a bill Modify or delete a bill Reorder bills

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- > Please fill in the Name of organization field, and then select the category to which the organization belongs.
- > If you do not select a specific category, all categories will be searched.
- > To make a bill payment, use the tab [Make a payment](#).

Search

Name of organization : Eastern  
Category : Educational institutions

Search

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

Bill payments

Help | Print | Close

Make a payment Add a bill Modify or delete a bill Reorder bills

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- > Please fill in the Name of organization field, and then select the category to which the organization belongs.
- > If you do not select a specific category, all categories will be searched.
- > To make a bill payment, use the tab [Make a payment](#).

Search

Name of organization : EASTERN  
Category : Select

Search

Search results

10 organization(s) found

> Please select the organization you want to add, and then click on the Validate button.

	Name of organization	Category
<input type="radio"/>	CHEO - Childrens Hospital of Eastern Ontario	Health services
<input type="radio"/>	Eastern Ottawa Resource Centre	Miscellaneous
<input checked="" type="radio"/>	Eastern Townships school board-School intems	Educational institutions
<input type="radio"/>	Masterfeeds Inc. - Eastern Canada	Agricultural products and services
<input type="radio"/>	Parity Committee of the Automobile Service Industry of Eastern Township	
<input type="radio"/>	School Board Eastern Townships - Daycare center	Educational institutions
<input type="radio"/>	School Board Eastern Townships - Taxes	School taxes
<input type="radio"/>	School board Eastern Shores (QC)	School taxes
<input type="radio"/>	Southeastern Mutual Insurance Company	Insurance
<input type="radio"/>	Uni-select Eastern Inc.	Distributors (wholesalers)

OK

Cancel

- 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**

Bill payments Help ? | Print | Close

**Make a payment** **Add a bill** **Modify or delete a bill** **Remove bills**

**Important:** For security reasons, a 2-day period is required to add certain organizations to your AccèsD bill file. [See the list](#)

Organization	Reference no.	Description
Eastern Townships school board-School interns	83621700961560195176 ?	NAME OF STUDENT ?

**OK** **Cancel**



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 :  
**Abd El Rahman, Taha Mohamed / Abd El Radv Gad El Kerelm. Ar**   
111 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 Kerelm. Ar  
 Other - Indicate below the first name and last name in block letters  
 \_\_\_\_\_



Id number : 0096156

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

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

\*\*\* do not forget to write the child's, name and id number, on the back of the 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 will have 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 9:25

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. Verify information, then **Confirm**.

Bill payments Help ? | Print | Close X

**Make a payment** **Add a bill** **Modify or delete a bill** **Reorder bills**

 **Validation**

You want to add the following bill to your file:


Organization	Reference no.	Description
Eastern Townships school board-School intems	83621700961560199573	NAME OF STUDENT

**Confirm** **Correct** **Cancel**

8. You can now go back to “Make a payment”

**Bill payments** Help ? | Print | Close X

**Make a payment** **Add a bill** **Modify or delete a bill** **Reorder bills**

 **ACCÈSD ASSISTANT** >

- > The date on your statement may differ from the payment date. See Help to learn more.
- > To check the confirmation number of a paid bill, see Bill payments under **Search transactions**.
- > Go to your [ePost Mailbox](#) to view epost bills.
- > To add or delete an alert on a bill, click on **Manage alerts** under **Profile and preferences**.

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

2174000000256770117		<input type="radio"/> Later Select	
<b>School Board Sommets - Taxes (QC)</b> french taxes 0090800000413390118		<input checked="" type="radio"/> Now <input type="radio"/> Later Select	Thursday, April 12 , 2018
<b>VISA Desjardins Modulo GOLD</b> MODULO GOLD 4540 33** **** 7017		<input checked="" type="radio"/> Now <input type="radio"/> Later Select	Thursday, April 12 , 2018
<b>Accord D - Plan 016</b> VISA Desjardins Modulo GOLD ACCORD D CAISSE 815 50030SHERBROOKE QC		<input checked="" type="radio"/> Now <input type="radio"/> Later Select	Thursday, April 12 , 2018
<b>Eastern Townships school board-School intems</b> NOM DE LELEVE 83621700961560195176		<input checked="" type="radio"/> Now <input type="radio"/> Later Select	Thursday, April 12 , 2018
<b>Eastern Townships school board-School intems</b> NAME OF STUDENT 83621700961560199573		<input checked="" type="radio"/> Now <input type="radio"/> Later Select	Thursday, April 12 , 2018
<b>Société de l'assurance automobile du Québec (SAAQ)</b> M2359 070787 07		<input checked="" type="radio"/> Now <input type="radio"/> Later Select	Thursday, April 12 , 2018
Variable reference no. : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.