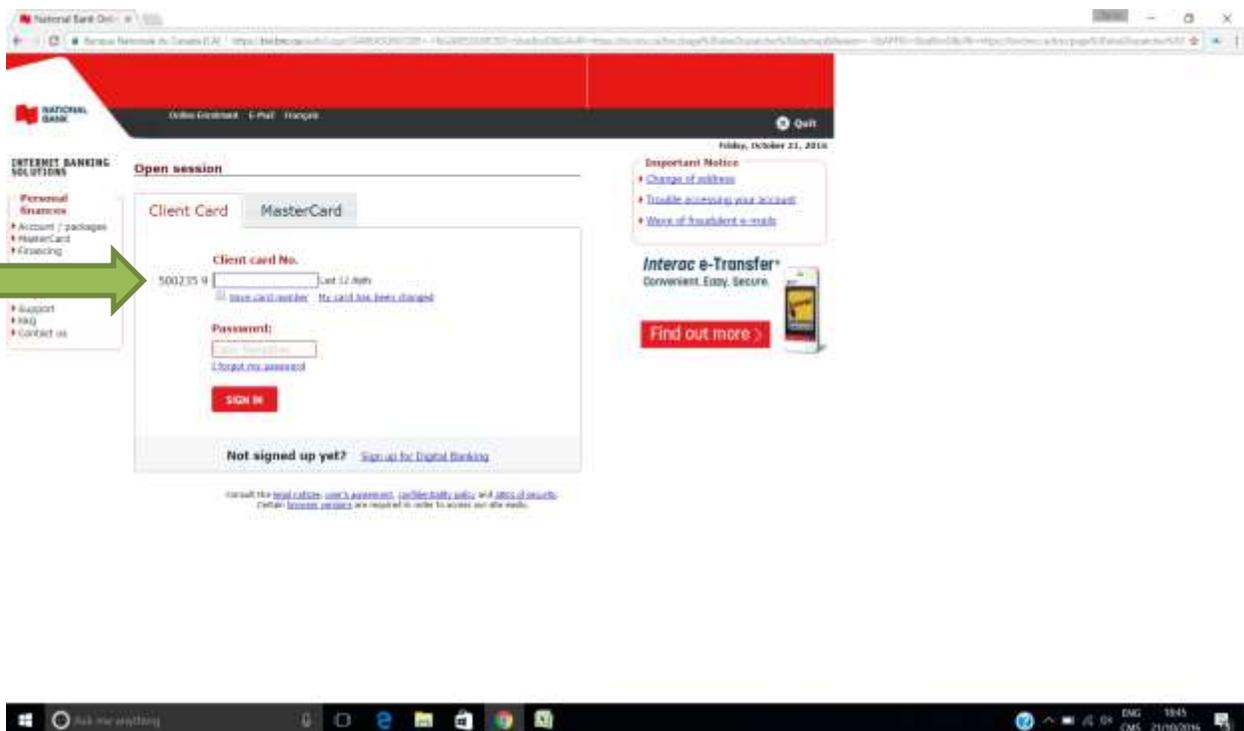
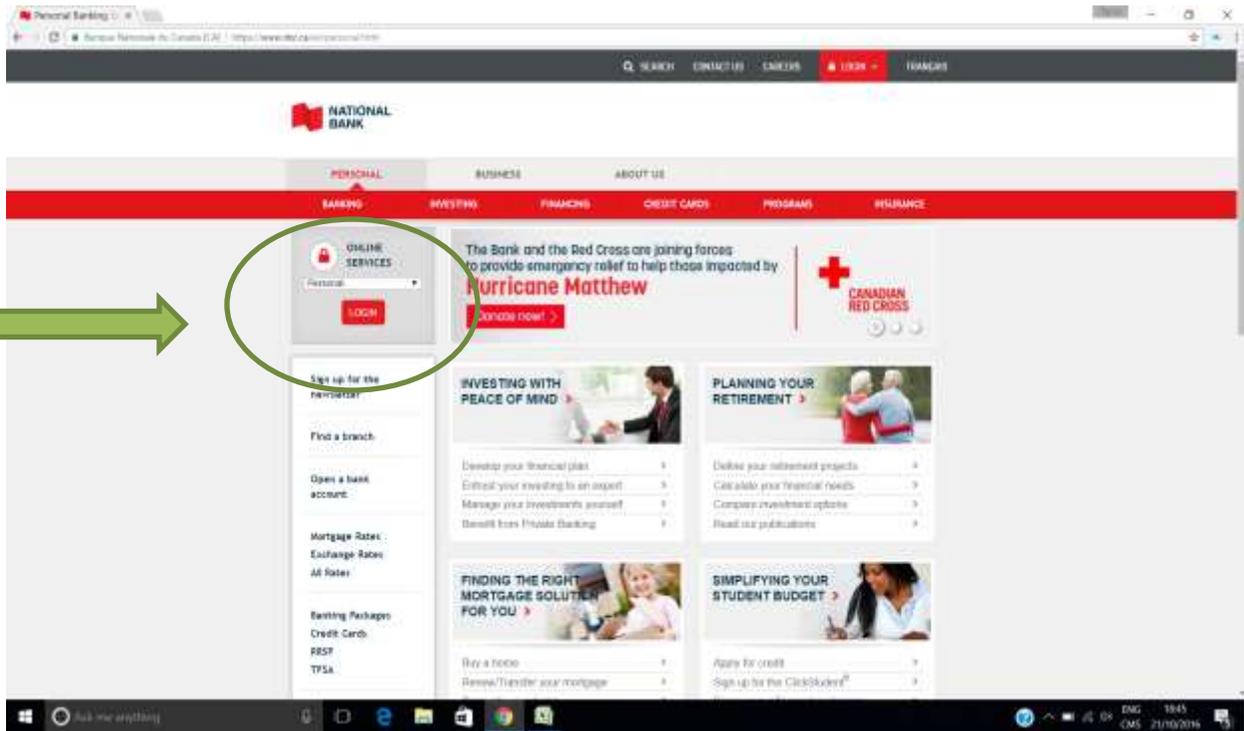
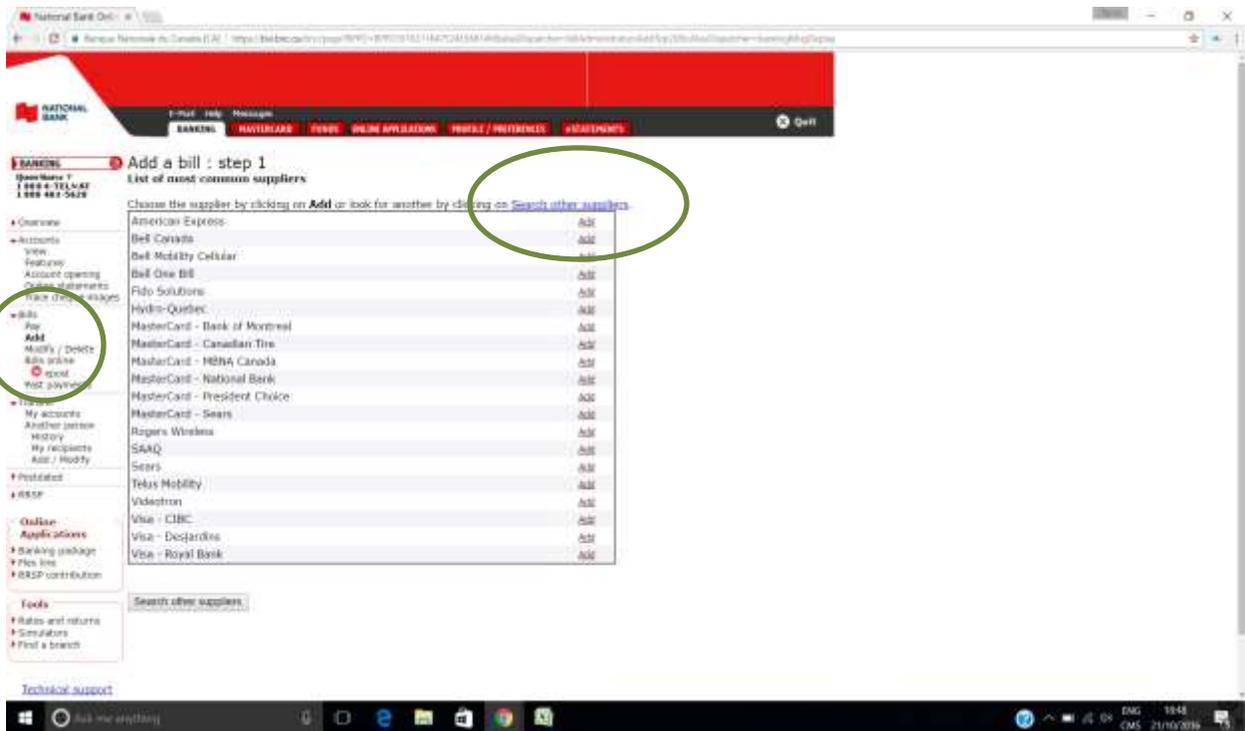


Online Payment process for Banque Nationale users

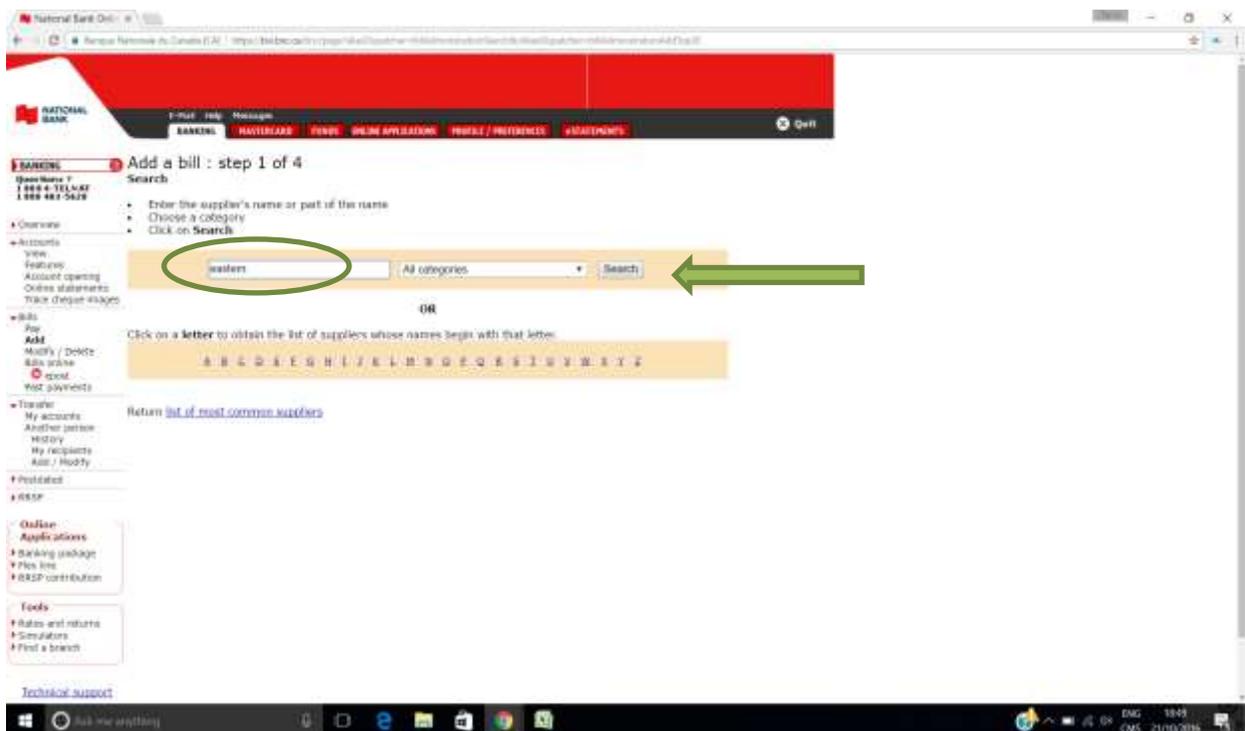
1. Open your session with Banque Nationale @ www.bnc.ca



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"

National Bank Online

Banque Nationale du Canada [CA] | https://bvl.bnc.ca/bnc/page?aliasDispatcher=billAdministrationAdd&recherche=eastern&category...

NATIONAL BANK

E-Mail Help Messages

BANKING MASTERCARD FUNDS ONLINE APPLICATIONS PROFILE / PREFERENCES STATEMENTS

Quit

BANKING Add a bill : step 2 of 4

Search results

Choose the supplier by clicking on **Add** or look for another by clicking on [Search other suppliers](#).

23 supplier(s) found

1	ADSC EASTERN CANADIAN CHAPTER	Add
2	CHEO - CHILDRENS HOSPITAL OF EASTERN ONTARIO	Add
3	EASTERN ONTARIO POWER	Add
4	EASTERN REGIONAL SERVICE BOARD	Add
5	EASTERN SHORES SCHOOL BOARD	Add
6	EASTERN SHORES SCHOOL BOARD 2ND ACCOUNT	Add
7	EASTERN SHORES SCHOOL BOARD 3RD ACCOUNT	Add
8	EASTERN TOWNSHIPS S.B. - DAYCARE	Add
9	EASTERN TOWNSHIPS S.B. - DAYCARE (2ND ACCOUNT)	Add
10	EASTERN TOWNSHIPS S.B. - DAYCARE (3RD ACCOUNT)	Add
11	EASTERN TOWNSHIPS S.B. - DAYCARE (4TH ACCOUNT)	Add
12	EASTERN TOWNSHIPS S.B. - SCHOOL ITEMS	Add
13	EASTERN TOWNSHIPS S.B. SCHOOL ITEMS 3RD ACCOUNT	Add
14	EASTERN TOWNSHIPS S.B. SCHOOL ITEMS 2ND ACCOUNT	Add
15	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES	Add
16	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 2	Add
17	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 3	Add
18	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 4	Add

Overview

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- RRSP

Online Applications

- Sign up or change your banking package
- Flex line

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**

National Bank Online

Banque Nationale du Canada [CA] | https://bv1.bnc.ca/bnc/page?aliasDispatcher=billAdministrationAddBillAliasDispatcher=billAdminist...

NATIONAL BANK

E-Mail Help Messages

BANKING MASTERCARD FUNDS ONLINE APPLICATIONS PROFILE / PREFERENCES eSTATEMENTS Quit

BANKING Add a bill : step 3 of 4
Enter the number

Enter your reference, account or client number in accordance with the supplier's comments and click on **Submit**

Supplier name / bill	EASTERN TOWNSHIPS S.B. - SCHOOL ITEMS
Supplier comment	KEY IN THE 20 NUMERIC CHARACTERS OF THE INTERNET PAYMENTS REFERENCE NUMBER. PREFIX 836.
Number	83621700961560199573
Description (optional)	NAME OF STUDENT (e.g. phone bill)

Submit Cancel

Overview
Accounts
Bills
Transfer
RRSP
Online Applications

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 Rady Gad El Kerelm. Ar

Other - indicate below the first name and last name in block letters


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

*** do not forget to write the child's, name and id number, on the back of the cheque ***

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 must come 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 8:25

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. You can now go back to “Pay” in the Bills section

National Bank Online

Bill payment
Step 1 of 3

Bills	Transactions	Amount	Date	Frequency
M-C Gold Nbc 575****09032	Produced and future 2	\$	[YYYY-MM-DD] [Processing time]	Once only
Mrg Pers Itax	---	\$	[YYYY-MM-DD]	---
Sherbrooke V. Cont	---	\$	[YYYY-MM-DD]	---
Snaq	---	\$	[YYYY-MM-DD]	---
Bell One Bill	2018-10-10	\$	[YYYY-MM-DD]	Once only

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

National Bank Online

Bill payment
Step 1 of 3

Bills	Transactions	Amount	Date	Frequency
Lac Brome Town Of 00002187851	Future 2	\$ 428.00	2018-02-26	Once only
Snaq	---	\$	[YYYY-MM-DD]	---
Hydro-Qc 1st Acc 299026481760	---	\$ 305.45	2018-02-19	Once only
Visa Desjardins 453*****0000	---	\$ 300.00	2018-03-26	Once only
Val-Des-Cerfs S.b. 0004500000126920117	---	\$	[YYYY-MM-DD]	Once only
Bell One Bill 15485107222107	---	\$ 53.98	2018-04-06	Once only
M-C Ultramar 2 918****21154	---	\$ 15.00	2018-04-06	Once only
M-C Regular Nbc 575****81053	---	\$ 317.00	2018-04-06	Once only
M-C Mbna 549*****32193	---	\$ 1.04	2017-11-29	Once only
Sb Eastern Tw.s.l NOM DE L'ETUDIANT 83621700961560195176	---	\$	[YYYY-MM-DD]	Once only

Total of payments: \$ 0.00

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.