

Business Banking Anywhere.

Do all your everyday banking, quickly, easily and safely.

How to receive *Interac* e-Transfers[®]

Business Online Banking



Online Guide

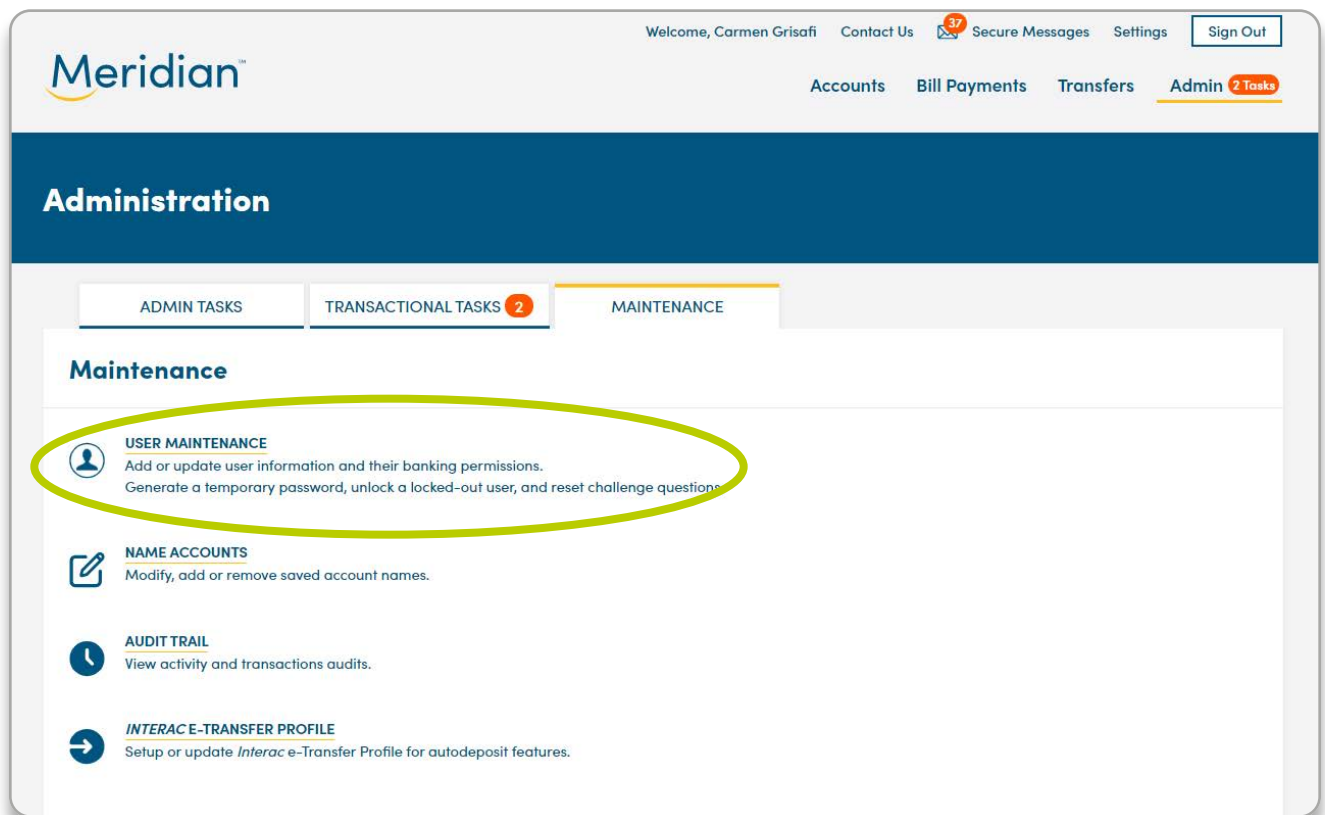
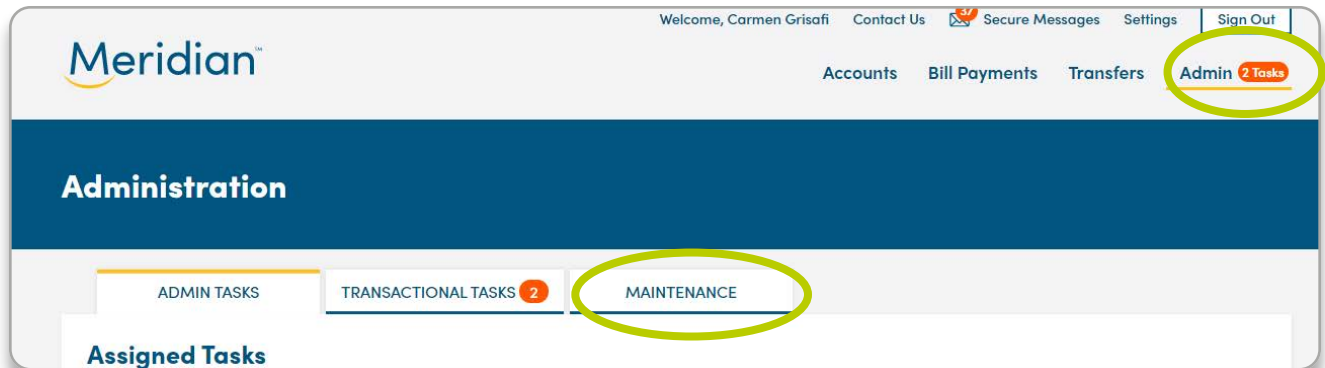
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Step 1: Authorize users to set up Autodeposit

If you want authorized employees to be able to receive an e-Transfer you first need to give them permission in Online Banking.

Go to the **Admin** page and then select the **Maintenance** tab. From here, select **User Maintenance**.



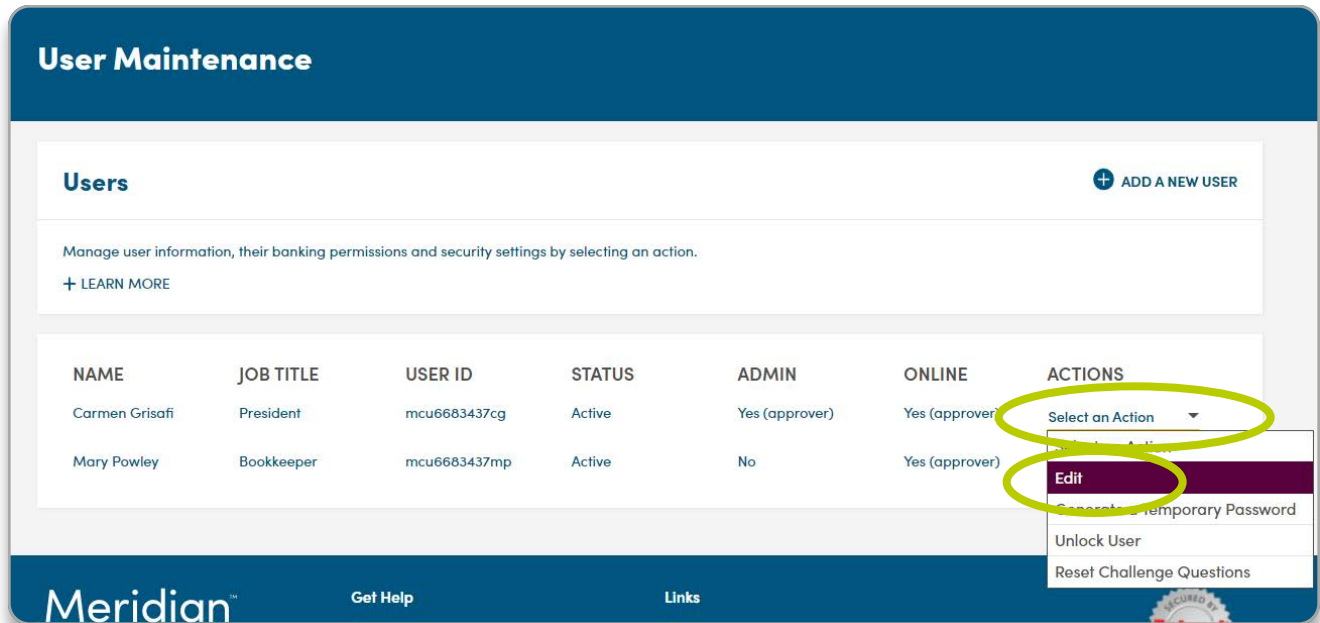
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Step 1: Authorize users to set up Autodeposit (cont.)

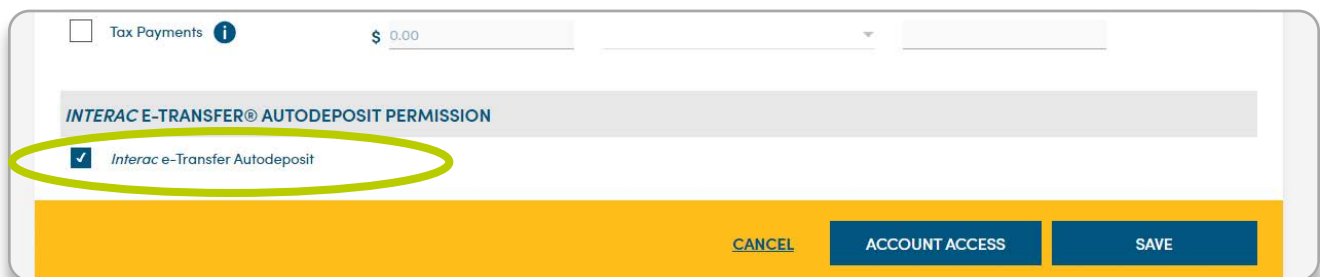
On the **User Maintenance** page, go to the **Select an action** dropdown menu beside the user you want to grant permission to and choose **Edit**.



The screenshot shows the 'User Maintenance' interface. At the top, there's a header 'User Maintenance' and a '+ ADD A NEW USER' button. Below that, a section titled 'Users' contains a sub-header 'Manage user information, their banking permissions and security settings by selecting an action.' and a '+ LEARN MORE' link. A table lists users with columns: NAME, JOB TITLE, USER ID, STATUS, ADMIN, ONLINE, and ACTIONS. The 'ACTIONS' column for the first user, Carmen Grisafi, has a dropdown menu open, with 'Edit' highlighted. Other options in the dropdown include 'Generate Temporary Password', 'Unlock User', and 'Reset Challenge Questions'. The footer includes the Meridian logo, 'Get Help', and 'Links'.

NAME	JOB TITLE	USER ID	STATUS	ADMIN	ONLINE	ACTIONS
Carmen Grisafi	President	mcu6683437cg	Active	Yes (approver)	Yes (approver)	Select an Action Edit Generate Temporary Password Unlock User Reset Challenge Questions
Mary Powley	Bookkeeper	mcu6683437mp	Active	No	Yes (approver)	

This will take you to the **Modify User** page, where you can choose to give a user Interac e-Transfer Autodeposit permission. Check off this option and choose **Save**.



The screenshot shows the 'Modify User' page. At the top, there's a 'Tax Payments' section with a checkbox and a value of '\$ 0.00'. Below that, a section titled 'INTERAC E-TRANSFER® AUTODEPOSIT PERMISSION' contains a checkbox labeled 'Interac e-Transfer Autodeposit' which is checked. At the bottom, there are three buttons: 'CANCEL', 'ACCOUNT ACCESS', and 'SAVE'. A green arrow points to the 'SAVE' button.

Continues on next page. →

Step 1: Authorize users to set up Autodeposit (cont.)

Once you have saved changes to the user permissions the **Confirm** page will ask you to review and confirm your changes.


FIELD	OLD VALUE	NEW VALUE
Stop Payments Approver	True	False

Confirm

A comment is required. This information will be viewed by the person approving your task (if applicable), and will be recorded in the Audit Trail.

Comment

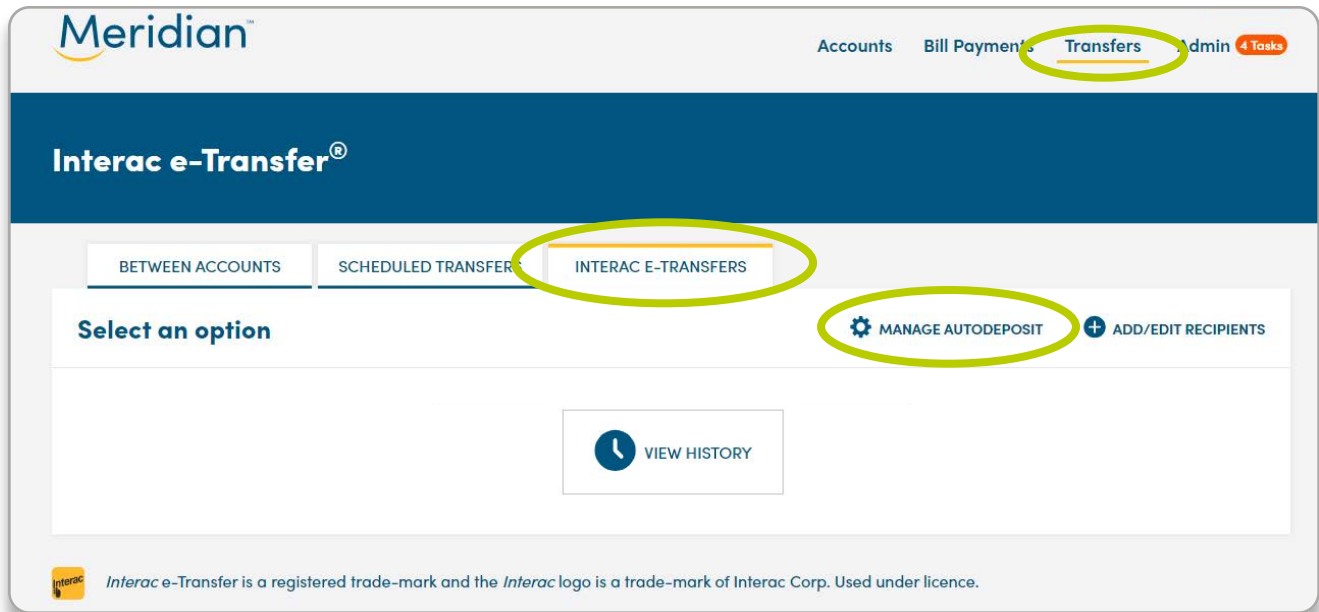
[CANCEL](#) [CONFIRM](#)



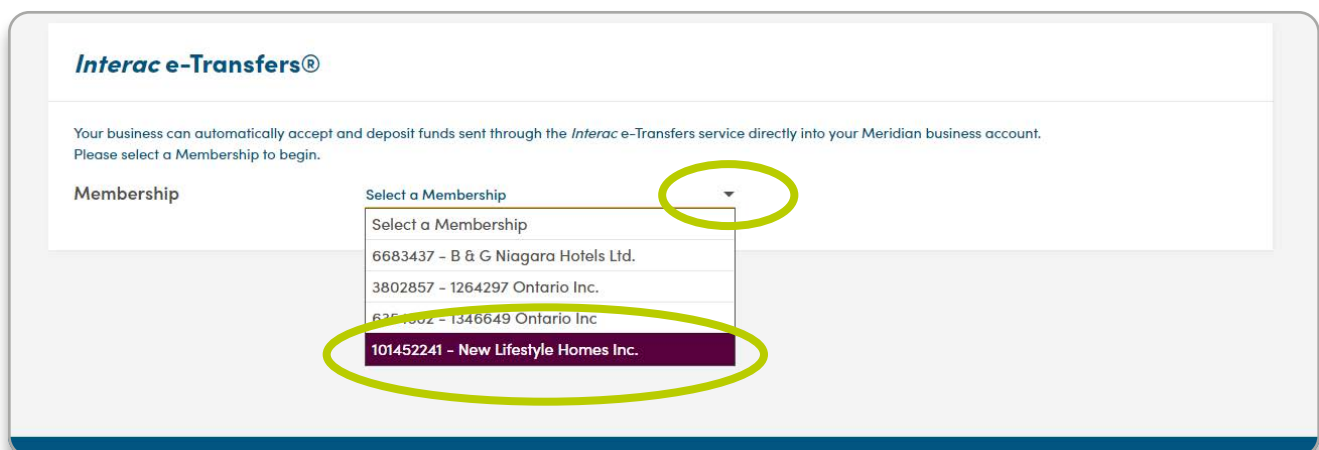
Step 2: Set up autodeposit

Autodeposit allows e-Transfer funds to be deposited into your account automatically, without the need for a security question.

To set up autodeposit, navigate back to the *Interac* e-Transfer page by selecting the **Transfers** page and choosing the **Interac e-Transfers** tab. Select **Manage Autodeposit**.



On the **Interac e-Transfer** page, choose the **Membership** for which you want to set up autodeposit.



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Step 2: Set up autodeposit (cont.)

Enter the email address you want to register for autodeposit in both the **Email Address** and **Confirm Email Address** fields. Under **Deposit To**, use the drop down list to select the Meridian account you want the funds to be deposited into.

Select **Save** to continue.

Tip! e-Transfers are only accepted via Autodeposit if they come from senders using a bank or credit union that also supports Autodeposit. If this isn't the case, the e-Transfer will expire in 30 days and it will be automatically returned to the sender's account. Or, the sender can cancel the transaction.

Interac e-Transfers®

Your business can automatically accept and deposit funds sent through the *Interac* e-Transfers service directly to your business account. Please select a Membership to begin.

Membership 101452241 - New Lifestyle Homes Inc.

Autodeposit

Email Address admin@clientname.com

Confirm Email Address admin@clientname.com

Deposit To Business Advantage Plus - 0

[CANCEL](#) [SAVE](#)

Your autodeposit registration is now pending. *Interac* will email you instructions to complete the autodeposit registration within 24 hours.

Almost done! Check your email for instructions from Interac

Autodeposit

Email Address admin@clientname.com
101452241 - New Lifestyle Homes Inc.
Business Advantage Plus - 0
Pending

[+](#) ADD ANOTHER EMAIL

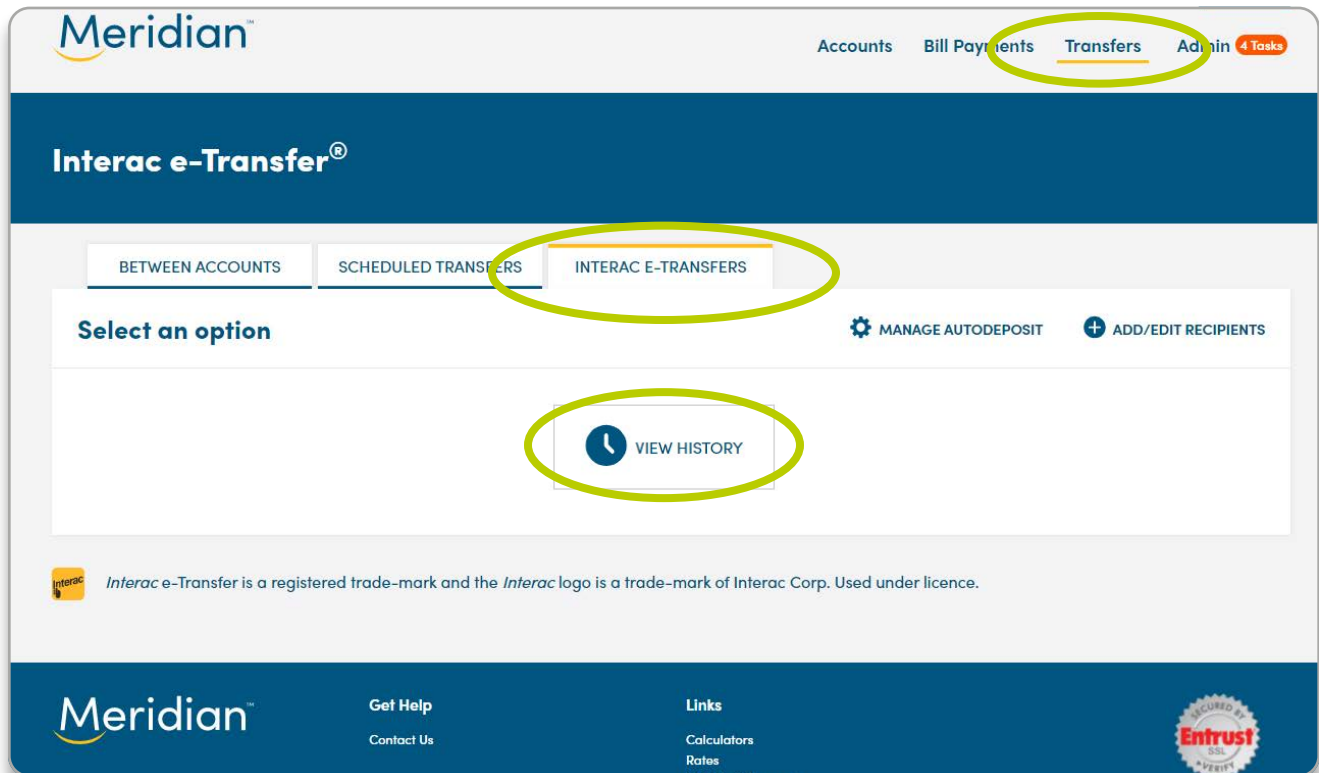
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Step 3: Track e-Transfers

Select the **Transfers** page and choose the **Interac e-Transfers** tab.

Under **Select an option**, choose **View History**. From here, choose the **Membership** you want to view. You will be able to review the last three e-Transfers you received.



Meridian™ Accounts Bill Payments **Transfers** Admin 4 Tasks

Interac e-Transfer®

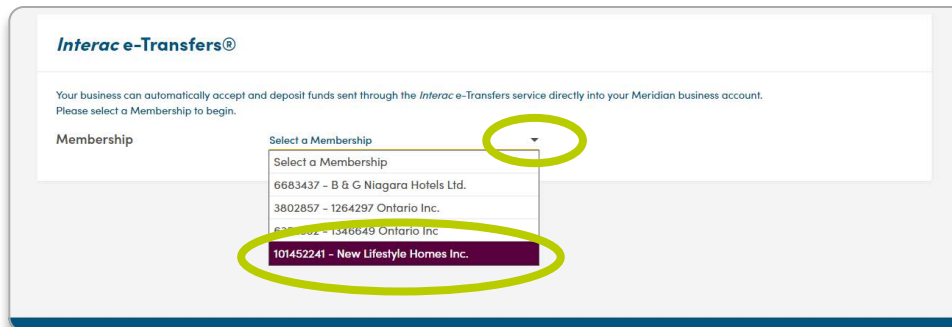
BETWEEN ACCOUNTS SCHEDULED TRANSFERS **INTERAC E-TRANSFERS**

Select an option MANAGE AUTODEPOSIT ADD/EDIT RECIPIENTS

VIEW HISTORY

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Interac e-Transfers®

Your business can automatically accept and deposit funds sent through the Interac e-Transfers service directly into your Meridian business account. Please select a Membership to begin.

Membership Select a Membership

- Select a Membership
- 6683437 - B & G Niagara Hotels Ltd.
- 3802857 - 1264297 Ontario Inc.
- 6311992 - 1346649 Ontario Inc.
- 101452241 - New Lifestyle Homes Inc.**

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Step 3: Track e-Transfers (cont.)

Tip! e-Transfers deposited directly into an account will not appear when you select **View History** in the Interac e-Transfer tab. To see them, go to the **Accounts** page. Completed e-Transfers will show up in your transaction history and you can select **View Details** to see additional information about these e-Transfers.

Transaction History

Time Period: Recent Filter By: All Transactions FILTER

Download: Select PRINT

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
Mar 19, 2021	e-Transfer Out Other Reference # 151517838 View Details		-\$20.00	\$1,068.80
Feb 28, 2021	eTrsfr Fee Reb	\$6.00		\$1,088.80
Feb 25, 2021	e-Transfer Out Service Charge 1.50 Other Reference # 153434338 View Details		-\$9.58	\$1,082.80
Feb 19, 2021	e-Transfer In	\$7.07		\$1,092.38
Feb 19, 2021	e-Transfer Out Service Charge 1.50		-\$8.57	\$1,085.31



Transfer Details [X]

Date	22Feb2021
From	Maggie Levstek
To	Randy Savage
Sent From	837-69052-000805112049
Amount	\$8.08 CAD
Status	Completed

PRINT