

1. After you have entered your on-line banking website, you have to click on “e-Transfer” tab to proceed.

2. Add New Payee (or Contact) for the first time of e-transfer:

- Recipient Name: VCEFC (usually there is limited space for input, our Church’s full name “The Vancouver Chinese Evangelical Free Church” may be too long.)
- Recipient Email: **donation@vcefc.org** (this is the most important information, please make sure your spelling is right)

3. When you do the e-transfer,

(a) Enter the amount; and

(b) Look for the message box (200 to 400 characters limit depending on your bank) on the web page and enter:

- Awana
- Registration Fee for (Insert Child's or Children's Name)

For example:

Awana

Registration Fee for Jane Doe and Jill Doe

4. For some financial institutions other than RBC, you may need to activate the e-Transfer by setting up security question and answer as directed. There is no need to notify the Church of the security questions and answer.

5. After your e-transfer, you will receive a confirmation email from your bank, indicating that you have completed the process.

1. 進入你的網上銀行網站，點擊「e-Transfer」。
2. 第一次轉賬，要加入新受款人或聯絡人（add new payee or contact）：
 - 受款人名稱（Recipient Name）：VCEFC（教會賬戶全名為The Vancouver Chinese Evangelical Free Church，但輸入字數通常有限，全名或許過長）
 - 受款人電郵（Recipient Email）：donation@vcefc.org（這是最重要的資料，請務須確定輸入正確）
3. 網上轉賬時，
 - a. 請輸入銀碼，然後
 - b. 在網頁上找到信息方塊（message box，可輸入200至400字，不同銀行有不同設定），用英文輸入：
 - Awana
 - （兒童姓名）的報名費

例如：

Awana
Registration Fee for Jane Doe and Jill Doe

4. 如果你的銀行不是RBC，你做網上轉賬時可能還是要設定保安問題和答案，但你不必把問題和答案告知教會，教會也能收到奉獻。
5. 網上轉賬完成後，閣下的銀行會發給您一個確認電郵，顯示有關程序經已完成。