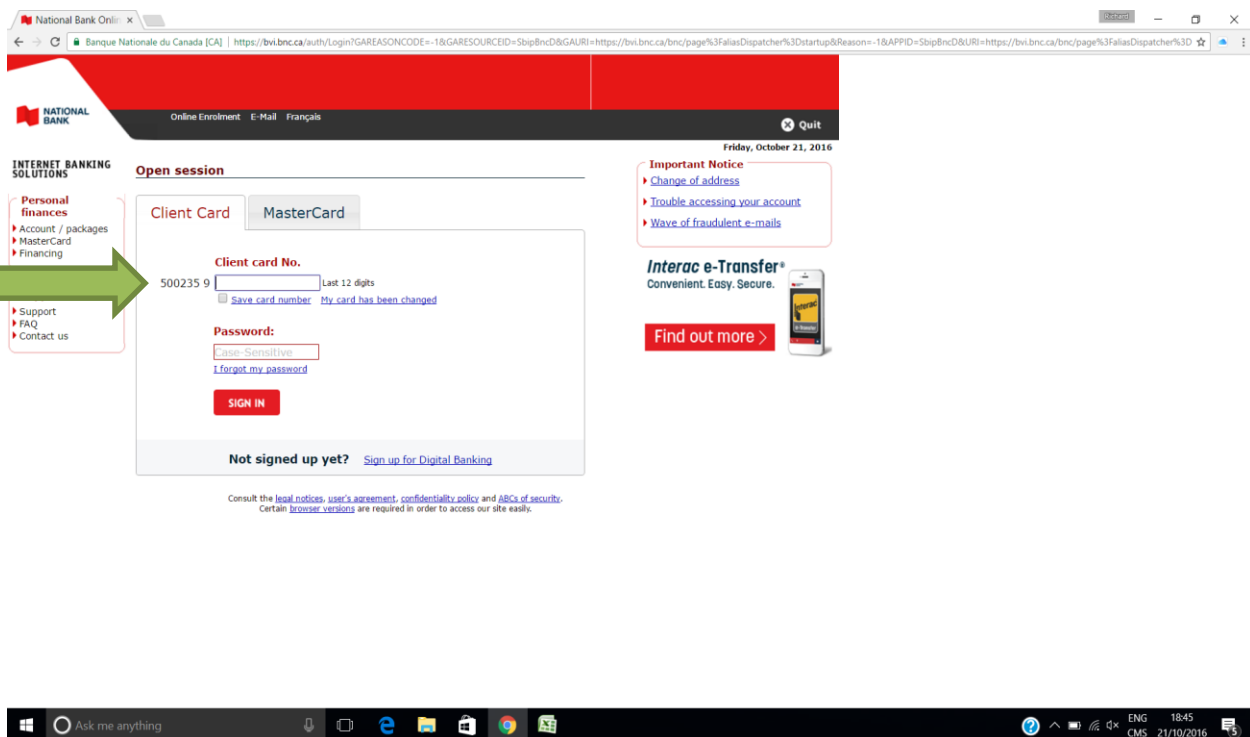
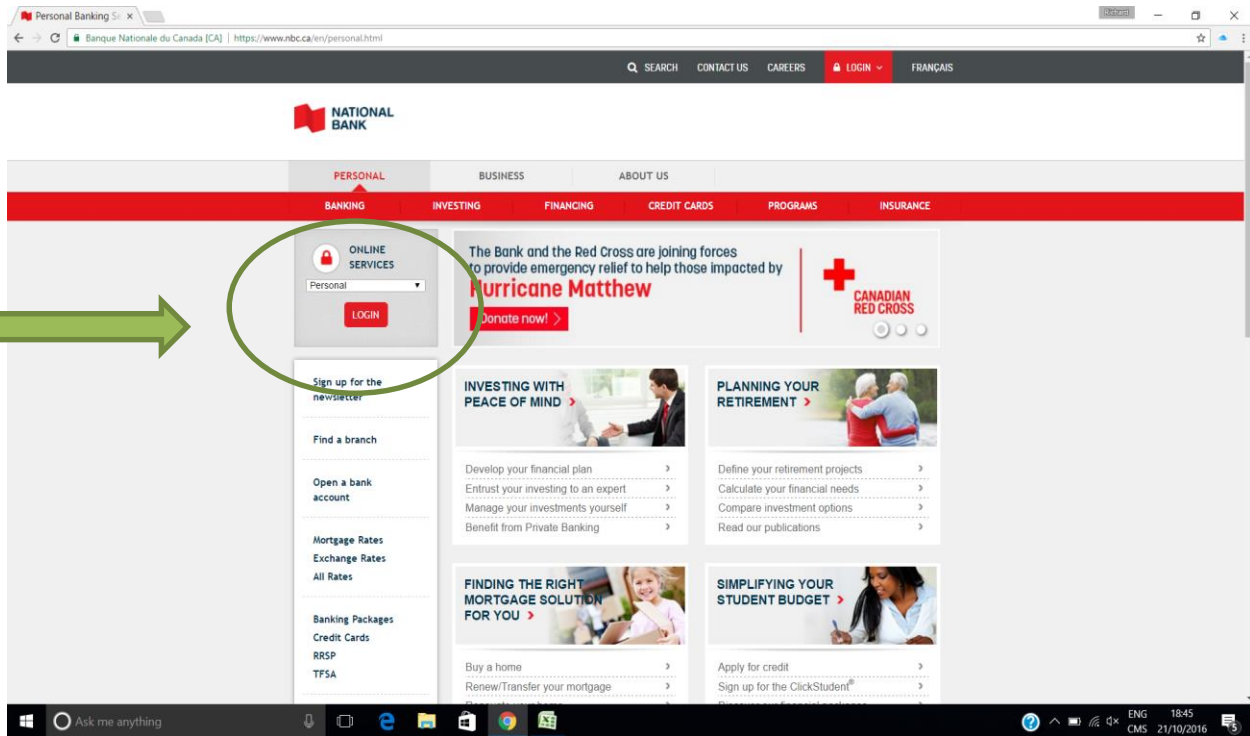


# Online Payment process for Banque Nationale users

1. Open your session with Banque Nationale @ [www.bnc.ca](http://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”

The screenshot shows the National Bank Online interface. The main heading is "Add a bill : step 1" with the sub-heading "List of most common suppliers". A green circle highlights the "Add" link in the instruction "Choose the supplier by clicking on Add or look for another by clicking on Search other suppliers." Another green circle highlights the "Add" link next to "American Express" in the list of suppliers. A green arrow points to the "Add" link in the left-hand navigation menu under the "Bills" section.

Supplier	Action
American Express	Add
Bell Canada	Add
Bell Mobility Cellular	Add
Bell One Bill	Add
Fido Solutions	Add
Hydro-Quebec	Add
MasterCard - Bank of Montreal	Add
MasterCard - Canadian Tire	Add
MasterCard - MBNA Canada	Add
MasterCard - National Bank	Add
MasterCard - President Choice	Add
MasterCard - Sears	Add
Rogers Wireless	Add
SAAQ	Add
Sears	Add
Telus Mobility	Add
Videotron	Add
Visa - CIBC	Add
Visa - Desjardins	Add
Visa - Royal Bank	Add

3. Enter “eastern” then click “search”

The screenshot shows the National Bank Online search page. The main heading is "Add a bill : step 1 of 4" with the sub-heading "Search". A green circle highlights the search input field containing the text "eastern". A green arrow points to the "Search" button. Below the search field, there is an "OR" section with a list of letters: "A B C D E E F G H I J K L M N O P Q R S I U V W X Y Z".

OR

Click on a letter to obtain the list of suppliers whose names begin with that letter.

A B C D E E F G H I J K L M N O P Q R S I U V W X Y Z

4. Find "Eastern Townships S.B. - School items" and click "Add"

National Bank Online x  
Banque Nationale du Canada [CA] | https://bvi.bnc.ca/bnc/page?aliasDispatcher=billAdministrationAdd&recherche=eastern&category... ☆

**NATIONAL BANK** E-Mail Help Messages  
BANKING MASTERCARD FUNDS ONLINE APPLICATIONS PROFILE / PREFERENCES eSTATEMENTS Quit

**BANKING** Add a bill : step 2 of 4  
Questions ?  
1 888 4-TELNA1  
1 888 483-5628

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	<a href="#">Add</a>
2	CHEO - CHILDRENS HOSPITAL OF EASTERN ONTARIO	<a href="#">Add</a>
3	EASTERN ONTARIO POWER	<a href="#">Add</a>
4	EASTERN REGIONAL SERVICE BOARD	<a href="#">Add</a>
5	EASTERN SHORES SCHOOL BOARD	<a href="#">Add</a>
6	EASTERN SHORES SCHOOL BOARD 2ND ACCOUNT	<a href="#">Add</a>
7	EASTERN SHORES SCHOOL BOARD 3RD ACCOUNT	<a href="#">Add</a>
8	EASTERN TOWNSHIPS S.B. - DAYCARE	<a href="#">Add</a>
9	EASTERN TOWNSHIPS S.B. - DAYCARE (2ND ACCOUNT)	<a href="#">Add</a>
10	EASTERN TOWNSHIPS S.B. - DAYCARE (3RD ACCOUNT)	<a href="#">Add</a>
11	EASTERN TOWNSHIPS S.B. - DAYCARE (4TH ACCOUNT)	<a href="#">Add</a>
12	EASTERN TOWNSHIPS S.B. - SCHOOL ITEMS	<a href="#">Add</a>
13	EASTERN TOWNSHIPS S.B. SCHOOL ITEMS 3RD ACCOUNT	<a href="#">Add</a>
14	EASTERN TOWNSHIPS S.B. SCHOOL ITEMS 2ND ACCOUNT	<a href="#">Add</a>
15	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES	<a href="#">Add</a>
16	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 2	<a href="#">Add</a>
17	EASTERN TOWNSHIPS SCHOOLBOARD - TAXES 3	<a href="#">Add</a>
18	EASTERN TOWNSHIPS SCHOOLBOARD- TAXES 4	<a href="#">Add</a>

Overview  
Accounts  
View  
Features  
Account opening  
Online statements  
Trace cheque images  
Bills  
Pay  
Add  
Modify / Delete  
Bills online  
epost  
Past payments  
Transfer  
My accounts  
Another person  
History  
My recipients  
Add / Modify  
Postdated  
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://bvi.bnc.ca/bnc/page?aliasDispatcher=billAdministrationAdd&cAliasDispatcher=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

Questions ?  
1 888 4-TELNA1  
1 888 483-5628

Overview

Accounts  
View  
Features  
Account  
Online statements  
Trace cheque image

Bills  
Pay  
Add  
Modify / Delete  
Bills online  
e-post  
Past payments

Transfer  
My accounts  
Another person  
History  
My recipients  
Add / Modify

Postdated

RRSP


Online Applications  
Sign up or change your banking package  
Flex line

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

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

Submit Cancel

6. Verify information, then **Submit**.



**Sherbrooke Elementary School**  
242, rue Ontario Sherbrooke, Qc  
J1J 3R1

**Invoice / Account statement for : 2016-2017**

**Eastern Townships School Board**  
340 rue St-Jean Bosco  
Magog, QC  
J1X 1K9

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 pay by cash or by cheque \*\*\*

When paying by internet, ATM or bank teller use 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 x  
Banque Nationale du Canada [CA] | https://bvi.bnc.ca/bnc/page

NATIONAL BANK  
E-Mail Help Messages  
BANKING MASTERCARD FUNDS ONLINE APPLICATIONS PROFILE / PREFERENCES eSTATEMENTS Quit

**BANKING** Bill payment  
Step 1 of 3

Overview  
Accounts  
View  
Features  
Account opening  
Online statements  
Trace cheque images  
**Bills**  
**Pay**  
Add  
Modify / Delete  
Bills online  
epost  
Past payments  
Transfer  
My accounts  
Another person  
History  
My recipients  
Add / Modify

Bills	Transactions	Amount	Date	Frequency
<a href="#">Customize my list of bills</a>	Previous and future 2		(yyyy-mm-dd) Processing time	
M-C Gold Nbc 975****69032		\$		Once only
Mrq Pers Itax	---	\$		---
Sherbrooke V. Cont	---	\$		---
Saaq	---	\$		---
Bell One Bill	2016-10-19	€		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 x  
Banque Nationale du Canada [CA] | https://bvi.bnc.ca/bnc/page?BPPB=BPPB1804130923149037727&aliasDispatcher=bankingBillPay...

Accounts  
View  
Features  
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Trace cheque images  
Bills  
**Pay**  
Add  
Modify / Delete  
Bills online  
epost  
Past payments  
Transfer  
My accounts  
Another person  
History  
My recipients  
Add / Modify  
Postdated  
RRSP  
Online Applications  
Sign up or change your banking package  
Flex line  
RRSP contribution  
Tools  
Rates and returns  
Simulators  
Find a branch  
Technical support

	future 2	Processing time		
Lac Brome Town Of 00002187851	2018-02-26 \$ 439.03			Once only
Saaq	---			---
Hydro-Qc 1st Acc 299026481760	2018-02-19 \$ 505.45			Once only
Visa Desjardins 453*****00002	2018-03-26 \$ 300.00			Once only
Val-Des-Cerfs S.b. 0004500000126920117				Once only
Bell One Bill 15485107ZZZ107	2018-04-06 \$ 53.98			Once only
M-C Ultramar 2 918****21164	2018-04-06 \$ 15.00			Once only
M-C Regular Nbc 975****81063	2018-04-06 \$ 317.00			Once only
M-C Mbna 549*****32193	2017-11-29 \$ 1.04			Once only
Sb Eastern Tws.si NOM DE L'ETUDIANT 83621700961560195176				Once only

Total of payments: \$ 0.00

PEACE OF MIND  
GARANTIE

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.