

Online Payment process for Desjardins users, via Accès D

1. To open your session with Accès D go to 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, there are tabs for 'Personal services', 'Business services', 'Co-opme', and 'About us'. A large banner features the text 'COOPERATING TO HELP YOUNG PEOPLE SUCCEED' and a date 'On October 20, 2016'. A 'Log on' dropdown menu is open, showing options for 'Accès D Online transactions', 'Desjardins Online Brokerage', 'Desjardins Wealth Management Full service brokerage', and 'Other applications'. A green arrow points to the 'Accès D Online transactions' option.

The screenshot shows the Desjardins login page. The URL is <https://accweb.mouv.desjardins.com/identifiantunique/identification?domaineVirtual=desjardins&langueCible=en>. The page features the Desjardins logo and 'Accès D' branding. A 'Log on' section contains a form with a 'Username' field (with a hint 'Card number or user code'), a 'Remember' checkbox, and 'Cancel' and 'Go' buttons. A 'Forgot your password?' link is also present. To the right, there is a 'Security' section with links for 'Site security', 'Report fraud', 'How to protect yourself', and 'Technical support'. Below the login form, there are two promotional boxes: 'Estate planning' and 'These tools can help your business'. A green arrow points to the 'Username' field.

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

The screenshot shows the Desjardins AccèsD website. The top navigation bar includes the Desjardins logo, a search bar, and links for 'Find us', 'Contact us', and 'Log off'. Below the navigation bar, there are tabs for 'Personal services', 'Business services', 'Co-opme', and 'About us'. The main content area is titled 'AccèsD overview' and shows a list of 'Accounts' with 'Options' buttons for each. A green arrow points from the 'Options' button of the first account to the 'Bill payments' button in the right-hand sidebar. The sidebar also contains buttons for 'Messages', 'Calendar', 'Statements and documents', 'Profile and preferences', 'Savings goals', 'Search transactions', 'My budget', 'Financial summary', and 'More options'.

- Go to the section “add a bill”


The screenshot shows the 'Bill payments' section of the AccèsD website. The 'Add a bill' tab is selected and highlighted with a green circle. A green arrow points from the 'Add a bill' tab to the 'ACCESD ASSISTANT' button. Below the assistant button, there are instructions: '> 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](#).' Below the instructions is a search form with a 'Name of organization' field, a 'Category' dropdown menu, and a 'Search' button.

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

Bill payments Help ? | Print | Close X

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](#)



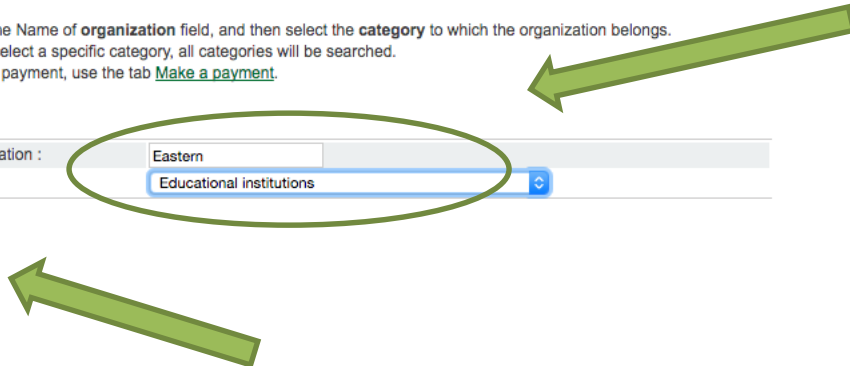
- > Please fill in the Name of **organization** field, and then select the **category** to which the organization belongs.
- > If you do not select a specific category, all categories will be searched.
- > To make a bill payment, use the tab [Make a payment](#).

Search

Name of organization :

Category :


Search



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

Bill payments Help ? | Print | Close X

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

- > 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


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**



6. 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**

The screenshot shows the 'Bill payments' section of a web application. At the top, there are navigation buttons: 'Make a payment', 'Add a bill', 'Modify or delete a bill', and 'Transfer bills'. Below these is an important notice: 'Important: For security reasons, a 2-day period is required to add certain organizations to your AccèsD bill file. See our list'. The main form has three columns: 'Organization', 'Reference no.', and 'Description'. The 'Organization' field is filled with 'Eastern Townships school board-School interns'. The 'Reference no.' field contains the 20-digit number '83621700961560195176'. The 'Description' field contains 'NAME OF STUDENT'. At the bottom left of the form, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in green. Two green arrows point to the 'Reference no.' and 'Description' fields respectively.

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



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 :

[Redacted area for Guarantor and Student information]

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 Kerim. 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

Amount paid:

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

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 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 ✕

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”

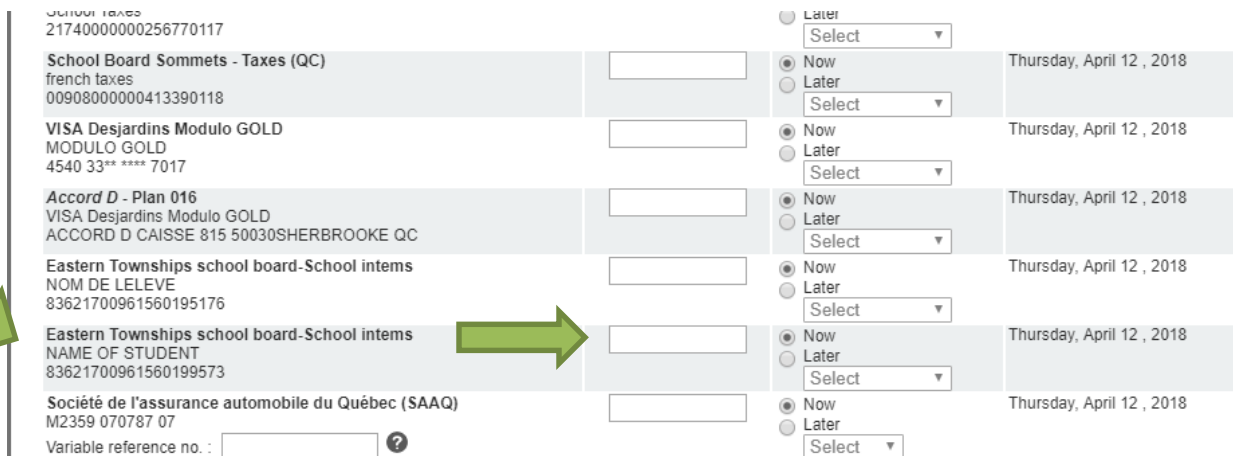
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 **ACCÈSD ASSISTANT** >

- > 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.



| | | | |
|---|----------------------|---|---------------------------|
| Outstanding taxes 21740000000256770117 | | <input type="radio"/> Later Select | |
| School Board Sommetts - Taxes (QC) french taxes 00908000000413390118 | | <input checked="" type="radio"/> Now <input type="radio"/> Later Select | Thursday, April 12 , 2018 |
| VISA Desjardins Modulo GOLD MODULO GOLD 4540 33** **** 7017 | | <input checked="" type="radio"/> Now <input type="radio"/> Later Select | Thursday, April 12 , 2018 |
| Accord D - Plan 016 VISA Desjardins Modulo GOLD ACCORD D CAISSE 815 50030SHERBROOKE QC | | <input checked="" type="radio"/> Now <input type="radio"/> Later Select | Thursday, April 12 , 2018 |
| Eastern Townships school board-School intems NOM DE LELEVE 83621700961560195176 | | <input checked="" type="radio"/> Now <input type="radio"/> Later Select | Thursday, April 12 , 2018 |
| Eastern Townships school board-School intems NAME OF STUDENT 83621700961560199573 | | <input checked="" type="radio"/> Now <input type="radio"/> Later Select | Thursday, April 12 , 2018 |
| Société de l'assurance automobile du Québec (SAAQ) 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"/> | | |

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.