**MEMBER WALKTHROUGH GUIDE**

GUIDE 9: HOW TO SET UP YOUR *INTERAC* E-TRANSFER PROFILE

1. Once you've set up your new online banking profile, you can begin performing transactions. To use *Interac's®* e-Transfer service, you must first create a profile. Begin by hovering your mouse over the 'Transfers & Payments' tab along the menu bar and select 'Profile Settings' under the '*Interac* e-Transfer' section in the center of the drop-down menu.
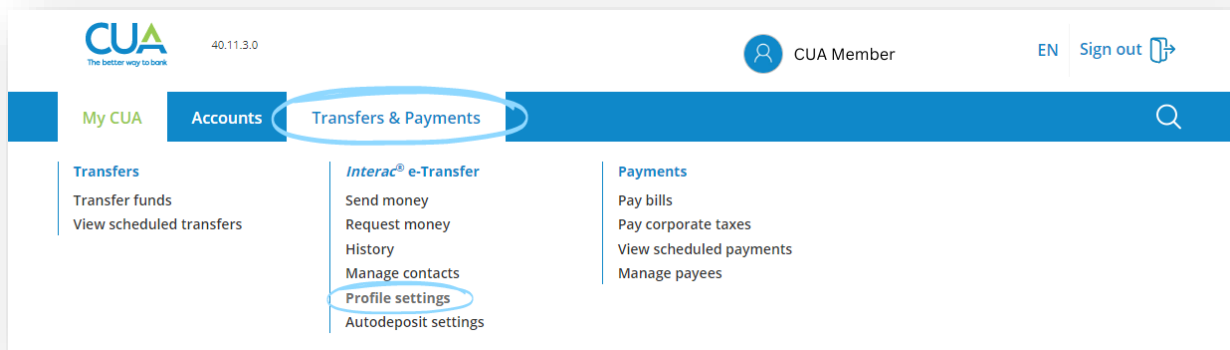
2. On the *Interac* 'Profile Settings' page you will see your information is automatically populated in the 'Profile details' box based on your online and mobile banking contact information. **1)** Confirm these details are correct and what you would like associated with your e-Transfer profile. Next, **2)** select your preferred notification method from the dropdown box. **3)** Select 'Continue'.

3. Next, confirm your details again. To make changes select 'Back'. To confirm your information is correct, select 'Continue'.

4. To authorize these changes, you will be asked to enter a one-time authorization code. You can choose to have this code sent to your email or texted to the mobile number associated with your account. Once you have received your code, enter it in the appropriate box and select 'Continue'.

5. Congratulations! Your *Interac* profile has been successfully created. You now have the option to print or export the page for your records.