

**INSTRUCTIONS FOR SETTING UP AND MAKING AN E-TRANSFER
(FOR IRREGULAR PAYMENTS OF \$1000 OR LESS)**

1. Log into your bank account online.
2. Select the tab labelled PAYMENTS & TRANSFERS.
3. Choose INTERAC E-TRANSFERS->>SEND E-TRANSFER
4. Under Recipient you will see SEND TO A NEW RECIPIENT. RECIPIENTS NAME: Boz Electric
RECIPIENTS EMAIL: AR@bozelec.com

The next time you do a transfer Boz Electric will be available from your drop-down Recipients list.

5. Under TRANSFER INFORMATION enter the amount you plan to send (i.e. 50.00)
6. ACCOUNT TO DEBIT: choose your account from the drop down list.
7. Add a message is not necessary.
8. SECURITY INFORMATION: Write a quick question (i.e. Dog's Name)
9. CREATE A SECURITY RESPONSE: Type in the answer. One word is preferable.
10. Re-enter the answer.
11. Select VERIFY E-TRANSFER.
12. If all information is correct select SEND E-TRANSFER button.
13. Print your transaction for your records.
14. Send a separate email with the **password and the name of the sales person you did the order with** to AR@bozelec.com

Boz will receive notification within 30 minutes and make the deposit.