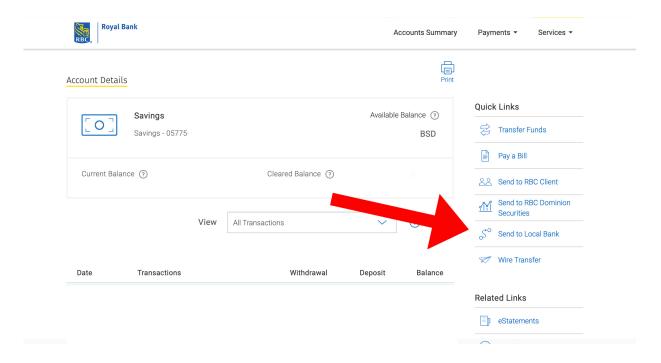
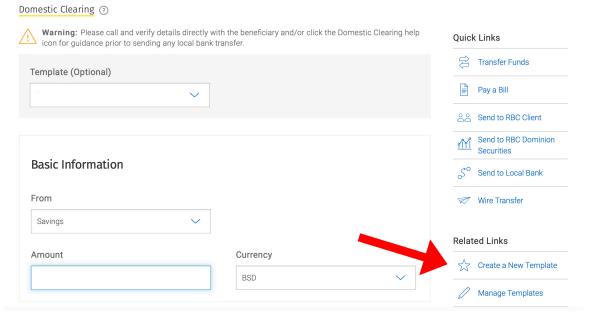
RBC ONLINE PAYMENT INSTRUCTIONS

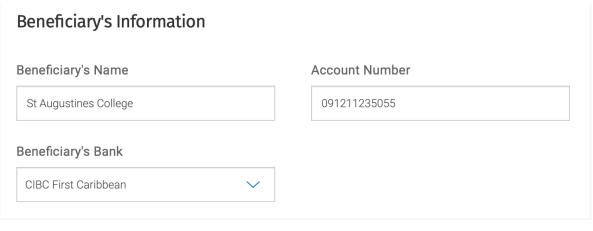
- 1. Sign in to RBC online banking platform.
- 2. Click on desired account.
- 3. Click "Send to Local Bank".

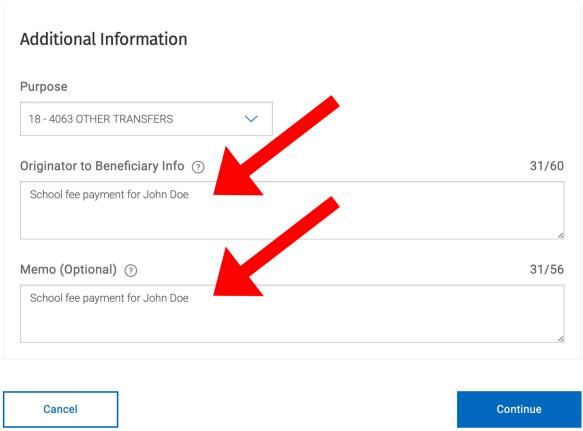


4. Click "Create New Template".



5. Type "St. Augustine's College" as the Template Name. Fill in the Beneficiary's Information appropriately using the information in the photo below. Be sure to include student's name in the "Originator to Beneficiary Info" as well as "Memo" areas. Click "Continue".





- 6. Click "Send to Local Bank".
- 7. Select "St. Augustine's College" as template.
- 8. Select the account you wish to use to make the payment and fill in payment amount. The Beneficiary information and as well student information should already be filled in.

- 9. Click "Continue". You will be directed to a page that allows you to confirm payment information.
- 10. Click "Send Now". You will be directed to a page that shows that your transaction has been submitted. *Please note that this does not mean that the transfer is complete*.
- 11. To see payment history, click "Payments" from the menu bar and then "Approvals & Processing." The completed transfer be should appear. Screen shot or take a photo of this page and send it to schoolfees@sac.edu.bs. A receipt will be sent to you via email.

History and Upcoming



History (100)		Recurring (0)	Upcoming (0)
Oct 20, 2020 (3)			
Completed >	From: Sa	gustines College (091211235055) vings(05775	