

Transferring Funds to FMCiC with Telpay Online

The Free Methodist Church in Canada has partnered with Telpay Online to make it easier, faster and cheaper for local churches to send in CORE donations and other payments.

There is no monthly fee and Telpay provides a fast and easy online process that includes a way to designate amounts to multiple funds. Funds are debited directly from your church bank account, with a low 50¢ per transaction fee.

Before you can send in your CORE remittance, you first have to create a Telpay Online account for your church. To qualify, you must be an **authorized signing officer** for the church (company). In order to verify your identity you will need to provide your **local church information, bank account number** with a **copy of a void cheque** and **signed authorization form** and **Telpay access number**

(sent to you from Telpay during the signup process. Once the completed application is submitted via email, it will take 2-3 business days to validate/approve your Telpay account.



Login/Signup window at Telpay.ca

To watch a demo video on how to sign up and process your first payments with Telpay Online, go to: <http://support.telpay.ca/hc/en-us/articles/203475434-Telpay-Online-Business>

Creating an Online Account with TelPay:

- STEP 1: Go online to Signup** - Go to: <https://secure1.telpay.ca/cgi-bin/telpay>. Press the “**SIGN UP**” button and then identify as “**Business Paying a Business**” and press the “**SIGN UP**” button again.
- STEP 2: Fill out the application** – Enter your local church’s information. All fields are mandatory. For the “**Business Number**” field, you should enter “**123456782**”
The TelPay Biller Code for the FMCiC is: “**0091808**”
- STEP 3: Review your Info** - Press the “**NEXT**” button at the bottom of the page to review your information. If the information is correct, press the “**SUBMIT**”
- STEP 4: Check your email** - within a couple minutes of submitting your application, **you will receive an email from Telpay at the address you provided**. It will include instructions on how to activate your account. Click on the **Activation Link** in the email to sign in with your email address and **create a new password** to login to your account online.
- STEP 5: Submit Church Banking Information** - Once logged in, you will need to **register your bank account**; once you have made your selection (register and make your first payment or only register), press the “**NEXT**” button to enter the **Current Business Banking Information** (follow the instructions/guide) and **confirm you have read and agree to the Terms and Conditions** (click on the link to view/print).

The final steps are to send Telpay a photo or scan of a **void cheque** (counter cheques are not accepted), along with a **signed authorization form** (which will be sent to your email)

Email these to online@telpay.ca and include your **Telpay Access Number** (included in the email sent to you) in the subject line. Please allow 2-3 days for your application and verification to complete. You will receive an email once your application has been approved.

If you have any questions, or need assistance, please contact one of our Telpay representatives:

Ray Scaife, rscaife@telpay.ca **800-665-0302 ext 855**

Andres Glicenstajn, aglicenstajn@telpay **800-665-0302 ext 831**

Making a Telpay Online Payment to the FMCiC:

Once your church has been approved, you can make payments any time simply by logging on at:

<https://secure1.telpay.ca/cgi-bin/telpay>

Make a Payment - Once you are at the 'Make a Payment' page, enter the following information:

*(NOTE: When making the **first** payment, you have to "add a biller" and provide the FMCiC biller code (i.e. **0091808**) as well as the 'Customer Account Number for this biller' (enter **9058482600** as the Customer Account Number for this biller). Telpay will auto populate the biller code field for subsequent payments)*

1. **Invoice #** - Enter a clear description of fund (max. 30 characters).
You can submit multiple 'invoice' payments as part of the same transaction (CORE, MISSIONS, BISHOPS FUND, INVOICE #, ETC.)
2. **Payment Amount** - Enter the amount for the fund indicated in the invoice field above
3. **Payment Date** – Enter the day you want the payment to be withdrawn

Review Payment – Review your payment details. If correct, press "**ACCEPT**"

Payment Summary – This page provides details of your payment. You will notice the service fee of \$0.50 added to your total payment. Press "**PRINT**" at the bottom of the page to print a copy for your records.

Confirm Payment – To complete the transaction, you must confirm the payment by pressing "**ACCEPT**" at the bottom of the page. You will then see a notice that your payment information has been received. Press "**PRINT**" at the bottom of the page to print a copy for your records.

Telpay will debit your church bank account on the date you selected. **Allow 4 business days** for your funds to be processed and sent to the FMCiC account. For the period **December 23 to December 31**, Treasurers need to forward the e-mail they receive from Telpay confirming their contribution has been received by Telpay to isabel.garcia@fmcic.ca . This is to ensure The FMCiC has proof for the auditors that the contribution has been taken by Telpay before year end so that The FMCiC has the authority to record the contribution as a current year contribution.

Questions? Call the FMCiC Admin Department or **Telpay** at **1-800-665-0302** or visit **telpay.ca**

■ **FMCiC SEPTEMBER 2018 (revised)**