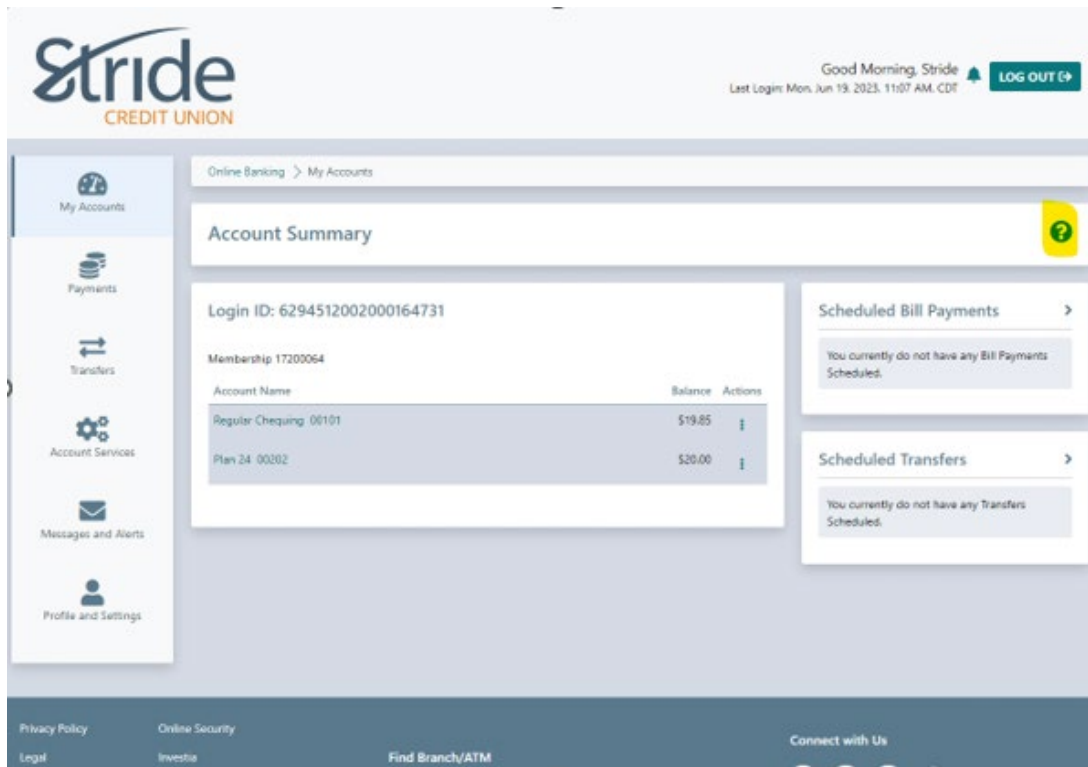




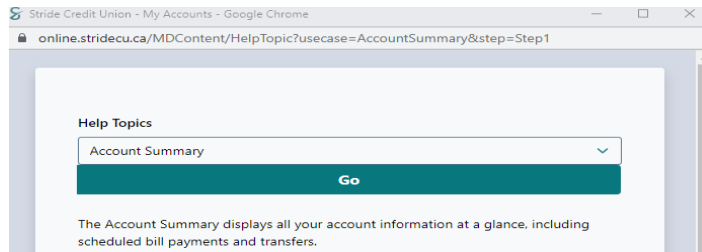
Payments - Basic Navigation / Left-Hand Menu Functionality

Upon logging in to your Stride Credit Union Online Banking, you are presented with a functionable, easy-to-view screen, with numerous options to choose from. We will cover briefly what each of the menu items contain.

Account Summary Page



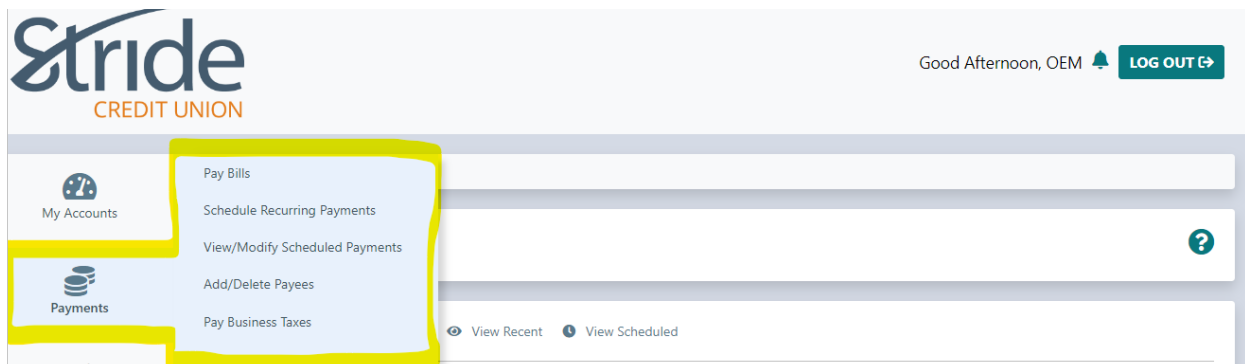
- We see the operational menu on the left-hand side.
- Right-hand side shows you any Scheduled Bill Payments within 7 days, as well as any Scheduled Transfers (loan & mtg payments, pre-authorized transfers) to be completed within 7 days.
- By clicking on the highlighted Question Mark (right-hand side), this will pull up the Help menu, which covers a wide-range of topics.



- When prompted with 'Go back to Account Summary page,' the 'Account Summary' screen what you'll be taken to.

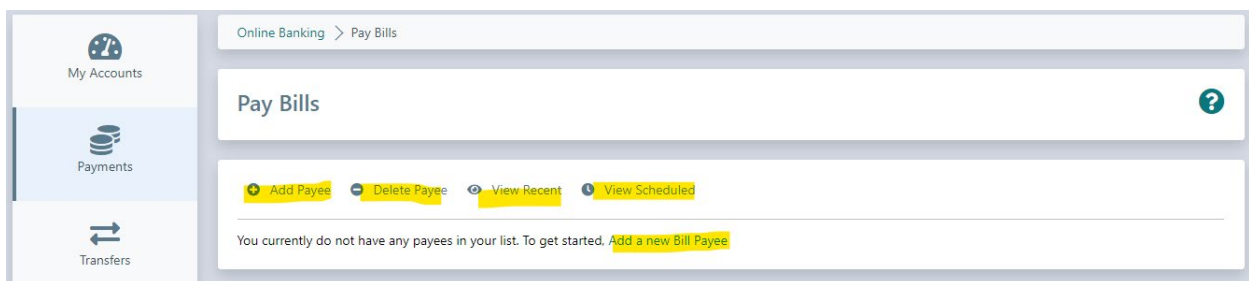
Payments

From here, we can set-up and pay most bill vendors, including Manitoba Hydro, Telus, Bell MTS and more!



Payments > Pay Bills

- From here, we can Add or Delete Payees, and View Recent & Scheduled payments.



Payments > Pay Bills > Add Payee

- You can search by Payee Name

The screenshot shows the 'Add Payee - Step 1' interface. On the left is a sidebar with icons for 'My Accounts', 'Payments' (highlighted), 'Transfers', and 'Account Services'. The top navigation bar shows the path 'Online Banking > Pay Bills > My Payee List'. The main content area is titled 'Add Payee - Step 1' with a help icon. Below the title, it says 'Search for a new payee by name or browse by type.' There are two tabs: 'Search by Payee Name' (active) and 'Browse by Type'. Under the active tab, there is a text input field labeled 'Payee Name' containing 'Brandon University' and a green 'Search' button.

Online Banking > Pay Bills > My Payee List

Add Payee - Step 1

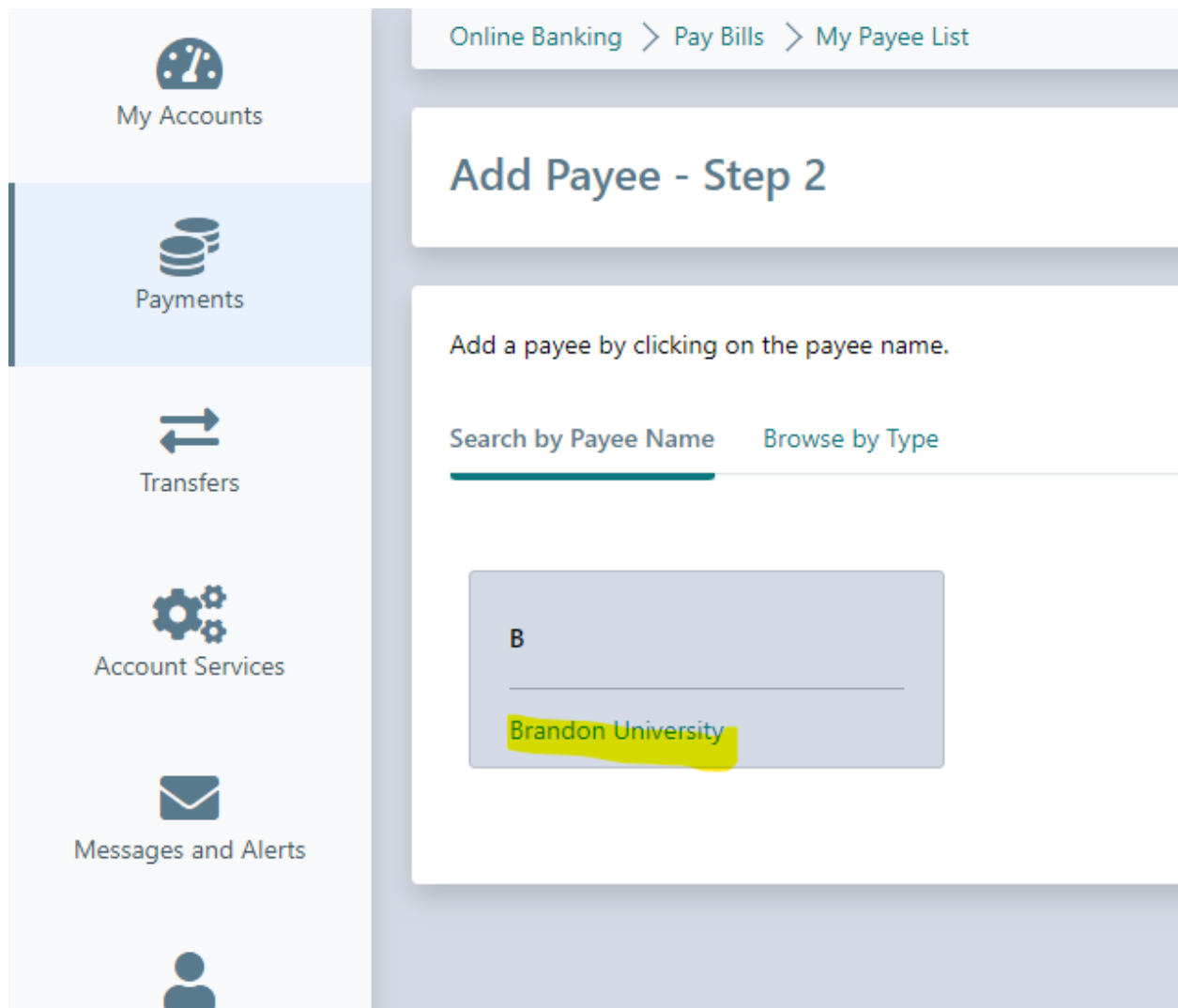
Search for a new payee by name or browse by type.

Search by Payee Name Browse by Type

Payee Name

Brandon University

Search



Payments > Pay Bills > Add Payee Continued...

- Or you can Browse by Type
- Options Include: CRA Individual Arrears, CRA Individual Installment, CRA Individual Tax, Credit Cards & Miscellaneous.

Do Not Use – Browse by Credit Cards. This comes up blank

Online Banking > Pay Bills > My Payee List

Add Payee - Step 1

Search for a new payee by name or browse by type.

Search by Payee Name **Browse by Type**

Select a payee type

[Browse by CRA - Individual Arrears](#)
[Browse by CRA - Individual Installment](#)
[Browse by CRA - Individual Tax](#)
[Browse by Credit Cards](#)
[Browse by Miscellaneous](#)

Online Banking > Pay Bills > My Payee List

Add Payee - Step 2

Add a payee by clicking on the payee name.

Search by Payee Name **Browse by Type**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

#	A	B
100 Mile House (District): Property Tax	A.C.S. Contracting Ltd	B.A. Robinson Co. Ltd
100 Mile House (District): Utilities	A.O. Shingler & Co. Ltd	B.C. Chiropractors (College)
18 Wheeler Parts-N-Service Ltd	A.P.T. Auto Parts	B.O.B. Headquarters Inc
1st Choice Truck/Car Wash Inc	A.T.W. Automotive Services	B. Taylor Home Hardware Building Centre
2823094 Ontario Inc	A.W. Kennedy Construction Inc	B & A Petroleum
407 ETR	A & A Contract Customs Brokers Ltd.	B & E Plumbing Ltd
411.ca	A & A Propane Delivery Service (1993)	B&G Utilities Ltd
45 Networks	A & B Hardware & Ag Supply Ltd	B & L Farm Services Ltd
4Refuel Canada LP	A & B Sound (Fairstone)	B & R Eckel's Transport Ltd
4S Mechanical	A & G Electric (2008) Ltd	B2B Bank Financial Services Inc
6582827 Manitoba Ltd	A & K Enns Trucking Ltd	B2B Bank Securities Services Inc
7th Gen Tech - Mohawks Bay of Quinte	A-1 Security Systems (Sarnia)	B A Benson & Son Ltd
		Babers Pharmasave

Payments > Pay Bills > Add Payee Continued...

- Once you've found the correct payee, select it from the listing, enter the Account Number, and Submit.

Online Banking > Pay Bills > My Payee List

Add Payee - Step 3

Search by Payee Name Browse by Type

Payee
B.O.B. Headquarters Inc

Account Number

Cancel Submit

- You are now finished adding a bill payee. You are given the option to Go to My Accounts (the Account Summary Page) or Return to Pay Bills. If you are wanting to add more than one bill payee or to pay the bill, it's recommended to Return to Pay Bills.
- If you are unsure of what is required for the account number, enter any one character in the 'Account Number' field and hit 'Submit'. An error message will populate telling you exactly what is required. In the example below, the payee requires 6 digits, all numeric.


Add Payee - Step 1

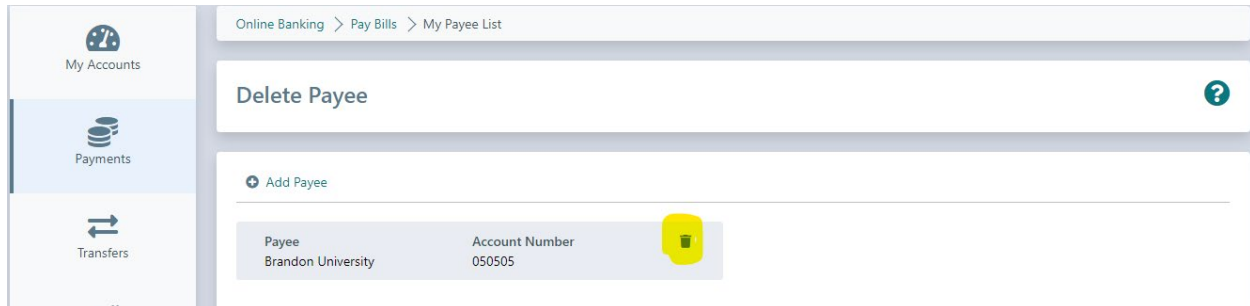


6 Digits. All Numeric. For 24 hour Technical Assistance Call 1-855-810-1707 toll free. Or Email [Technical Support](#).

TIP – You can find the correct number on a bill or statement from the payee. If you are unsure, call your local branch or FEO and they can provide guidance or they can add the payee for you to pay via online banking!

Payments > Pay Bills > Delete Payee

- If you no longer require a bill payment (closed credit card or moving from BellMTS to Shaw), we can use the  **Delete Payee** which will allow us to remove old payees.



Online Banking > Pay Bills > My Payee List

Delete Payee

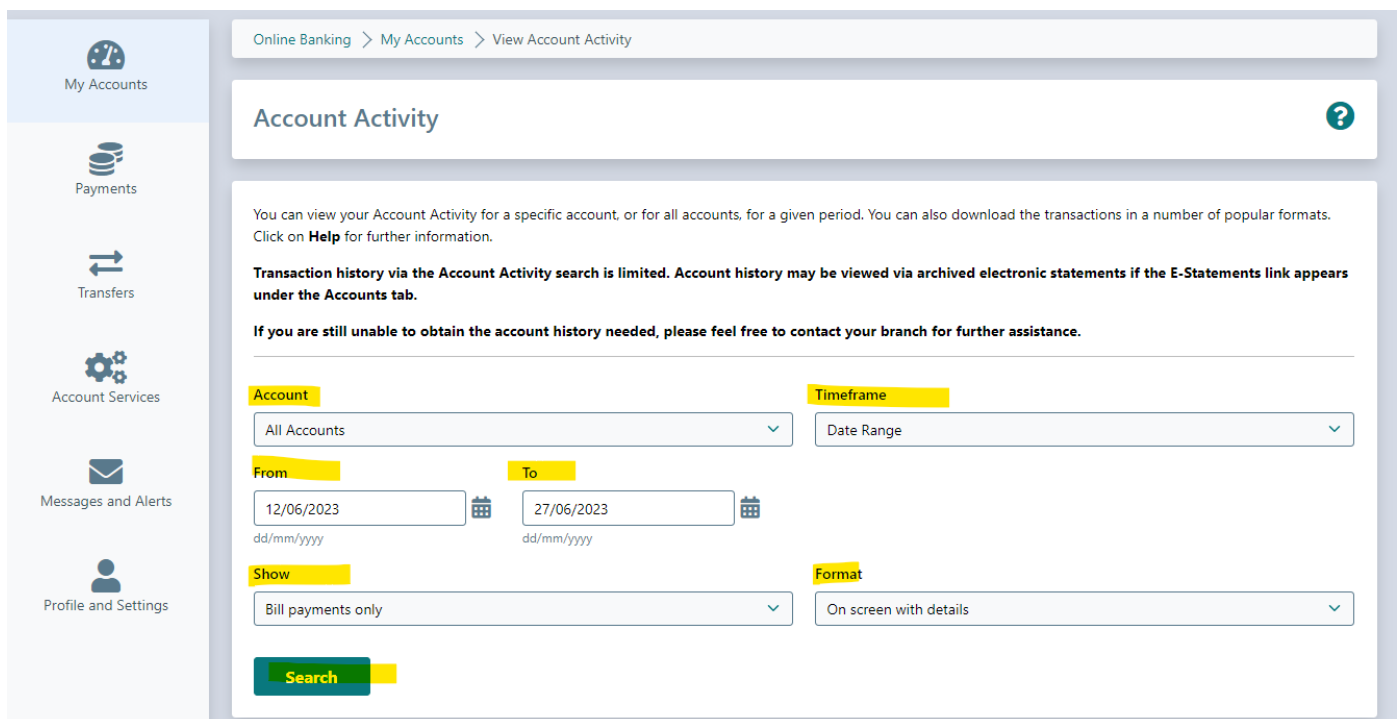
[Add Payee](#)

Payee	Account Number
Brandon University	050505

- Select the Trash Can to delete any payees no longer needed.

Payments > Pay Bills > View Recent

- This screen shows you which bills have been paid from which accounts, based on your desired timeframe.



Online Banking > My Accounts > View Account Activity

Account Activity

You can view your Account Activity for a specific account, or for all accounts, for a given period. You can also download the transactions in a number of popular formats. Click on **Help** for further information.

Transaction history via the Account Activity search is limited. Account history may be viewed via archived electronic statements if the E-Statements link appears under the Accounts tab.

If you are still unable to obtain the account history needed, please feel free to contact your branch for further assistance.

Account **Timeframe**

All Accounts Date Range

From **To**

12/06/2023 27/06/2023

dd/mm/yyyy dd/mm/yyyy

Show **Format**

Bill payments only On screen with details

Search

- As we can see below, across all accounts, no bill payments have been made during our specified time.

Cottage Chequing 102

Date Range: 12/06/2023 - 27/06/2023

June 27, 2023

Date ↕	Description ↕	Debits ↕	Credits ↕	Balance ↕
No matching records found				

Regular Chequing 101

Date Range: 12/06/2023 - 27/06/2023

June 27, 2023

Date ↕	Description ↕	Debits ↕	Credits ↕	Balance ↕
No matching records found				

Cottage Savings 203

Date Range: 12/06/2023 - 27/06/2023

June 27, 2023

Date ↕	Description ↕	Debits ↕	Credits ↕	Balance ↕
No matching records found				

Regular Savings 202

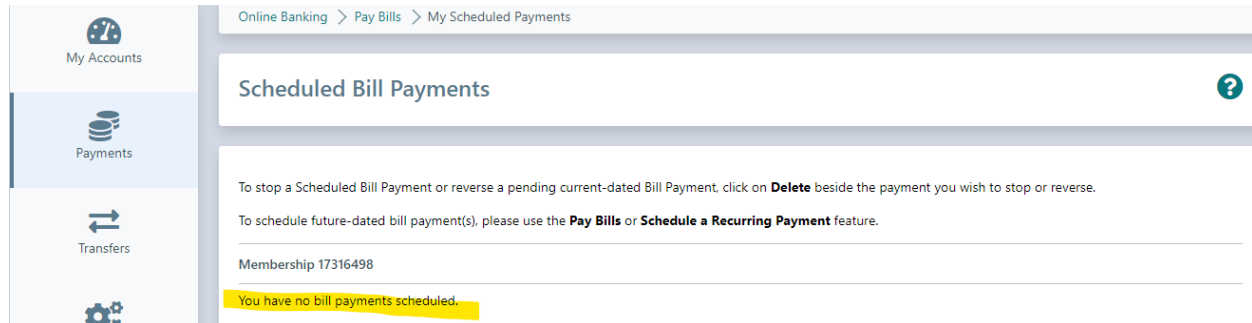
Date Range: 12/06/2023 - 27/06/2023

June 27, 2023

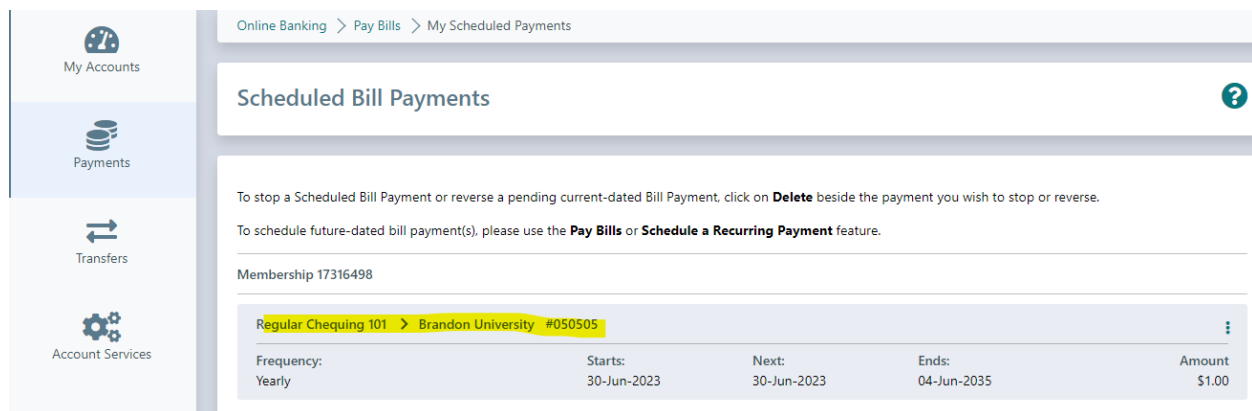
Date ↕	Description ↕	Debits ↕	Credits ↕	Balance ↕
No matching records found				

Payments > Pay Bills > View Scheduled

- This allows you to view any scheduled bill payments.
- The screenshot below shows no bill payments scheduled.



- In the example below, we see what a scheduled bill payment would look like.



*****Note: The below Payments information has been captured above but is included below to show all steps and pathways*****

Payments > Schedule Recurring Payments

- This allows you to set-up a recurring payment to a payee. This will take your set dollar-amount and credit the bill payee based on the desired frequency.

Schedule Recurring Bill Payment ?

+ Add Payee - Delete Payee View Recent View Scheduled

Complete the fields below to create a regularly recurring bill payment.

Vendor settlement times vary, to ensure your payments are received before the due date we recommend you process your payments at least 3 business days prior to the due date.

Make Payments **Schedule Recurring Bill Payment**

Pay From
Select an Account
☐ Make this my default account to pay bills from

Pay To
Brandon University #050505

Amount

Start Date
 dd/mm/yyyy

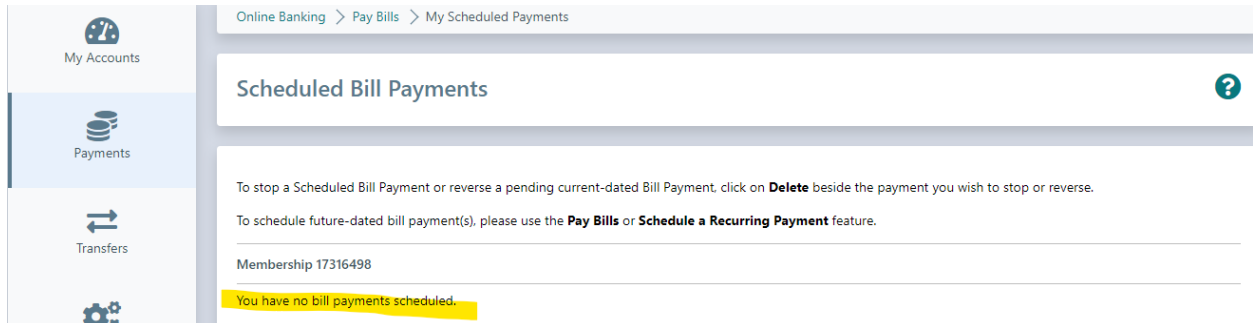
Payment recurs
Monthly

End Date
 dd/mm/yyyy

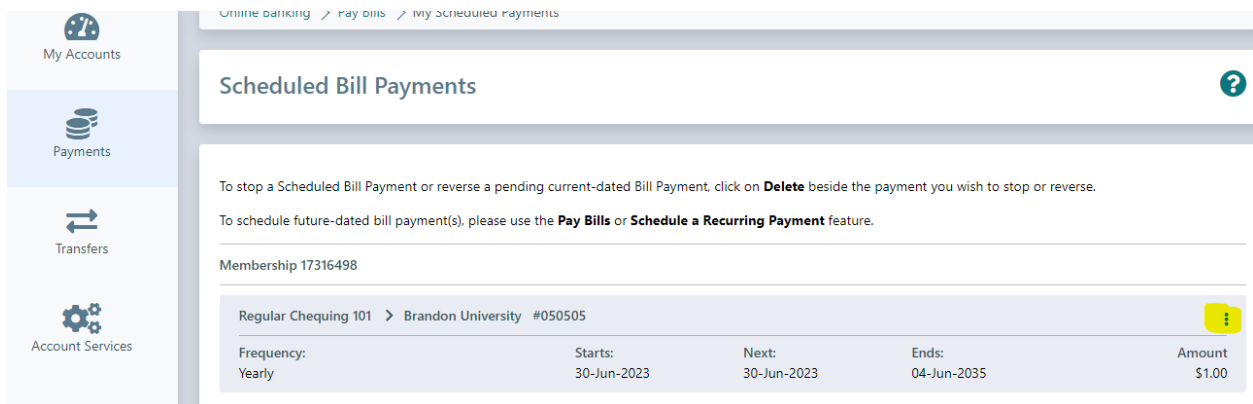
- Pay From = account the funds are scheduled to debit each time.
- Pay To = Bill Payee/Vendor receiving the funds.
- Amount = set your recurring \$ amount to be sent to payee.
- Start Date = date you want payment to start debiting your account.
- Payment recurs = you can set how often payment is taken. Options include daily, weekly, biweekly, monthly, every month end, yearly.
- End Date = can leave blank or can input an end date.
- Select Schedule.

Payments > View/Modify Scheduled Payments

- This allows you to view any scheduled bill payments.
- The screenshot below shows no bill payments scheduled.

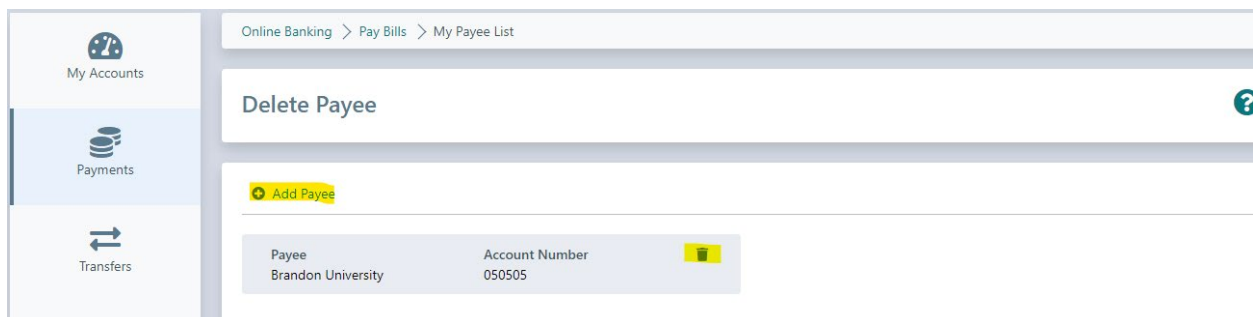


- In the example below, we see what a scheduled bill payment would look like.
- By clicking on the three dots above the amount, you can delete the schedule.



Payments > Add/Delete Payees

- One-stop shop to add and delete any bill payees should you need to add a bunch at a time.



- Select Add Payee to add, select the Trash Can beside Account Number to delete.

Payments > Pay Business Taxes

- Allows a member to pay the following government remittances via online banking:
 - GST/HST 34 Filing & Remittance
 - GST/HST Amount Owing Remittance (RC 159)
 - GST/HST Interim Payments Remittance (RC160)
 - Corporation Tax (RC159/RC 160)
 - Payroll & Source Deduction – Current Year

It is recommended that all government/tax remittance payments are verified and entered by Stride Credit Union staff in-branch. This will help prevent any unwanted errors from occurring

The screenshot shows a web application interface for "CRA Filing and Payments". On the left is a sidebar with navigation options: "My Accounts", "Payments", "Transfers", "Account Services", "Messages and Alerts", and "Profile and Settings". The "Payments" option is selected. The main content area is titled "CRA Filing and Payments" and includes a help icon. Below the title is a paragraph of instructions: "To file or remit payments to the CRA (click help for more information), you must first add the appropriate account(s). Once added, you will have the option to File or Remit, View Payment/Filing History, and Delete your account. For every filing and remittance we will transmit your information to the Canada Revenue Agency on your behalf." Below this are five rows, each representing a different type of remittance. Each row has a label on the left and an "Add Account" button on the right. The rows are: "GST/HST 34 Filing and Remittance", "GST/HST Amount Owing Remittance (RC 159)", "GST/HST Interim Payments Remittance (RC 160)", "Corporation Tax (RC 159/RC 160)", and "Payroll and Source Deduction - Current Year".

Remittance Type	Action
GST/HST 34 Filing and Remittance	Add Account
GST/HST Amount Owing Remittance (RC 159)	Add Account
GST/HST Interim Payments Remittance (RC 160)	Add Account
Corporation Tax (RC 159/RC 160)	Add Account
Payroll and Source Deduction - Current Year	Add Account

PAYING A BILL – ONE-TIME

Payments > Pay Bills

- Once bill payee(s) are added, you can now pay bills via the Pay Bills screen.
- If you are making a one-time payment, leave screen as is.
 - o If setting up a recurring Bill Payment, see PAYING A BILL – SCHEDULE RECURRING PAYMENT.
- Select the account in which you want to pay the bill.
 - o If you have multiple payees listed, you can pay them in one transaction if coming from the same account.
- Select the payee under To, enter the Amount and the Date. Select Pay Bills

My Accounts

Payments

Transfers

Account Services

Messages and Alerts

Profile and Settings

Online Banking > Pay Bills

Pay Bills

+ Add Payee

- Delete Payee

👁 View Recent

🕒 View Scheduled

Select the account you wish to pay your bill(s) from. Click on the **Pay** box for the bill(s) you wish to pay. Select a Payment Date (today or a date in the future) for each bill. Or, select **Schedule a Recurring Payment** to create a regularly recurring payment.

Payments made after approximately 10:30 PM may not be settled until the next business day. Vendor settlement times vary, to ensure your payments are received before the due date we recommend you process your payments at least 3 days prior to the due date.

Make Payments

Schedule Recurring Bill Payment

Pay From

Select an Account

☐ Make this my default account to pay bills from

To

Amount

Payment Date
dd/mm/yyyy

☒ Brandon University #050505

Total Amount

Cancel

Pay Bills

PAYING A BILL – SCHEDULE RECURRING PAYMENT

Payments > Pay Bills

- If you'd like to set-up a recurring payment to a payee, do so by clicking the Schedule Recurring Bill Payment from the Pay Bills screen, which can be found in the Payments option from the left-hand side. This will take your set dollar-amount and credit the bill payee based on the desired frequency.

Schedule Recurring Bill Payment ?

+ Add Payee - Delete Payee 👁 View Recent ⓘ View Scheduled

Complete the fields below to create a regularly recurring bill payment.

Vendor settlement times vary, to ensure your payments are received before the due date we recommend you process your payments at least 3 business days prior to the due date.

Make Payments **Schedule Recurring Bill Payment**

Pay From
Select an Account ▼
☐ Make this my default account to pay bills from

Pay To
Brandon University #050505 ▼

Amount
[Text Input Field]

Start Date
[Date Picker] dd/mm/yyyy

Payment recurs
Monthly ▼

End Date
[Date Picker] dd/mm/yyyy

Cancel **Schedule**

- Pay From = account the funds are scheduled to debit each time.
- Pay To = Bill Payee/Vendor receiving the funds.
- Amount = set your recurring \$ amount to be sent to payee.
- Start Date = date you want payment to start debiting your account.
- Payment recurs = you can set how often payment is taken. Options include daily, weekly, biweekly, monthly, every month end, yearly.
- End Date = can leave blank or can input an end date.
- Select Schedule.