



Digital transformation

Bill payments (📱🌐)

Pay your monthly bills online using **AccèsD Internet or mobile services.** A quick and easy way to pay your tax, electricity, cable and credit card bills, and more!

Select your service providers from over 8,000 eligible organizations.

> Advantages

1. Allows you to make your payments at your convenience or by scheduling them in advance so you don't forget
2. Saves you both time and money by not having to visit the caisse or pay ATM service charges

> STEPS – AccèsD Internet



Make sure you have a copy of your bill on hand so you'll have all the necessary information

1 Log in to AccèsD internet

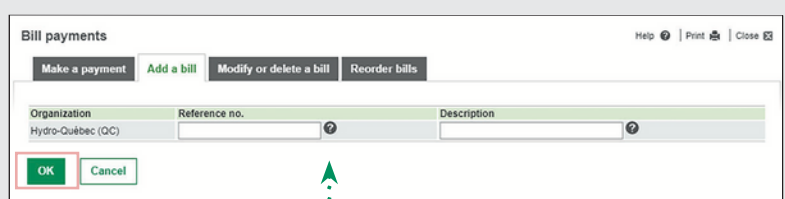
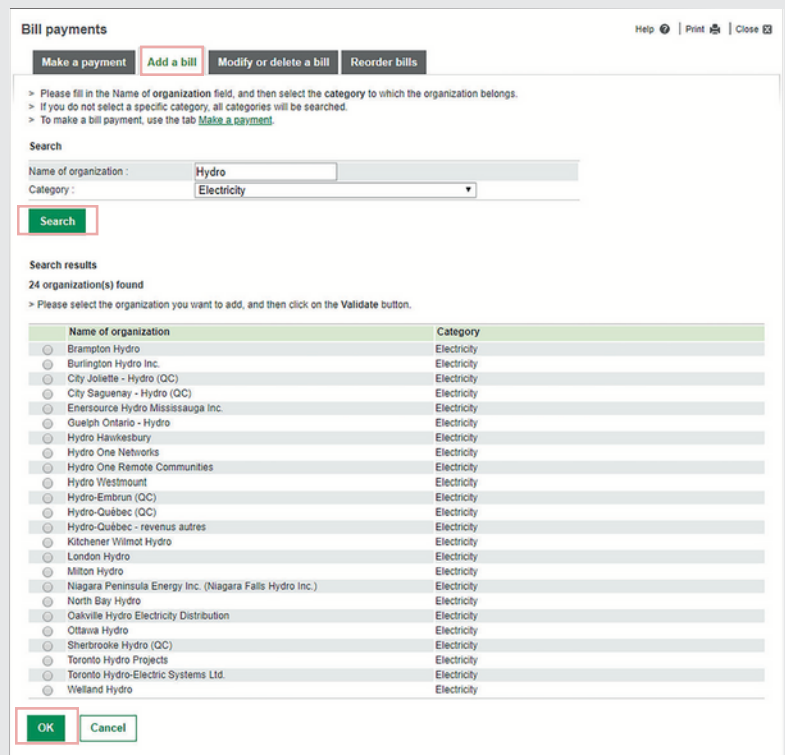
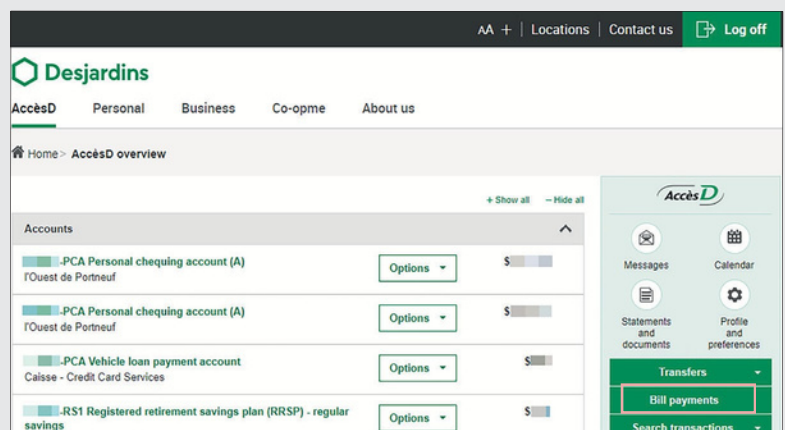
2 In the menu on the right, click "Bill payments"

3 Under the "Add a bill" tab, search for an organization, then select it from the search results and confirm your choice

4 Enter the information about the bill, then click "OK"



Click the ⓘ for more details about the reference number to be entered





> PROCÉDURE – AccèsD Internet (cont.)

5 Under the “Make a payment” tab, enter the details about the payment to be made, including the account where the funds will be taken, then click “OK”

! If you're paying more than one bill at a time, click “Calculate” to see the total amount of the bills being paid

Bill payments Help | Print | Close

Make a payment | Add a bill | Modify or delete a bill | Reorder bills

> The date on your statement may differ from the payment date. See Help to learn more.
 > To check the confirmation number of a paid bill, see Bill payments under Search transactions.
 > Go to your ePost Mailbox to view epost bills.
 > To add or delete an alert on a bill, click on Manage alerts under Profile and preferences.

Organization	Amount (\$)	Frequency	Payment date (DD/MONTH/YYYY)
VISA Desjardins Cash Back CLASSIQUE 4530 91** ** 9015		Now Later Select	Monday, April 13, 2020
Hydro-Québec (QC) Electricité 2** ** 2		Now Later Select	Monday, April 13, 2020
Telus Mobility/Mobilité Cellulaire 32****17		Now Later Select	Monday, April 13, 2020
Revenu Québec - Income tax payment (QC) 2-****		Now Later Select	Monday, April 13, 2020

Taxation year: Select

Calculate (optional)

Total (\$): 0.00

From the account of your choice:

From	Institution	Account	Balance (\$)
<input type="radio"/>	l'Ouest de Portneuf	-PCA Personal chequing account (A)	
<input type="radio"/>	l'Ouest de Portneuf	-PCA Personal chequing account (A)	
<input type="radio"/>	l'Ouest de Portneuf	-RS3 Daily interest regular savings	

OK Erase

6 Double-check the information submitted and click “Confirm”

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Validation

You want to make the following payment(s) now:

Organization	Reference no.	Amount (\$)
Hydro-Québec (QC) Electricité	2** ** 2	1.00

Total (\$): 1.00

From account:

Institution	Account	Balance (\$)
l'Ouest de Portneuf	-PCA Personal chequing account (A)	

Confirm | Modify | Cancel

7 You'll be given a confirmation number along with information about the payment made

Bill payments Help | Print | Close

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Your payment(s): Saved. Your confirmation number is 114.

Confirmation

Now:

Organization	Reference no.	Amount (\$)
Hydro-Québec (QC) Electricité	2** ** 2	1.00

Total (\$): 1.00

From account:

Institution	Account	Balance (\$)
l'Ouest de Portneuf	-PCA Personal chequing account (A)	

Pay another bill



Digital transformation

Bill payments (📱🌐)



> STEPS – AccèsD mobile

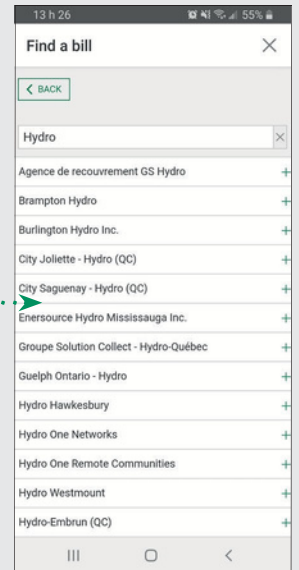
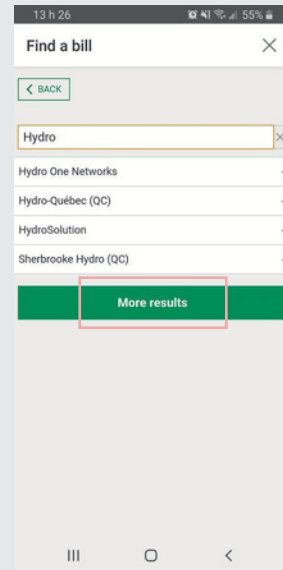
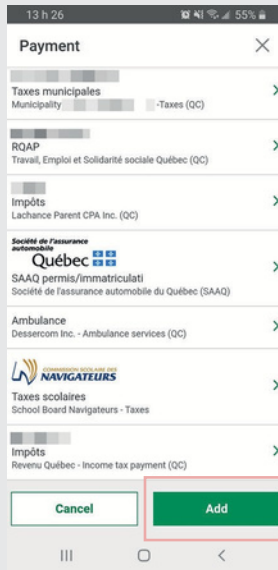
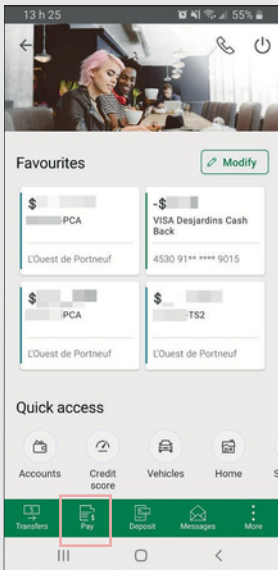


Make sure you have a copy of your bill on hand so you'll have all the necessary information

1 Log in to AccèsD mobile

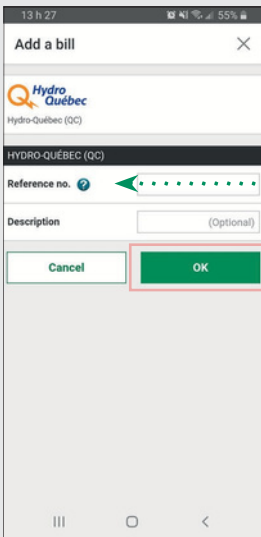
2 In the bottom menu, click "Pay"

3 To add a bill, click "Add", look for the organization, then click the name from the search results

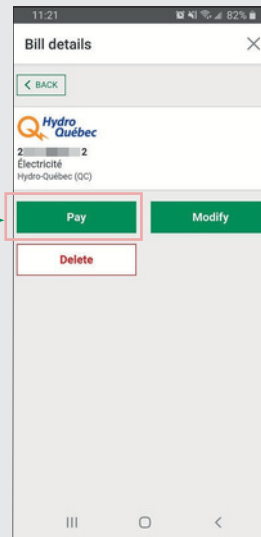
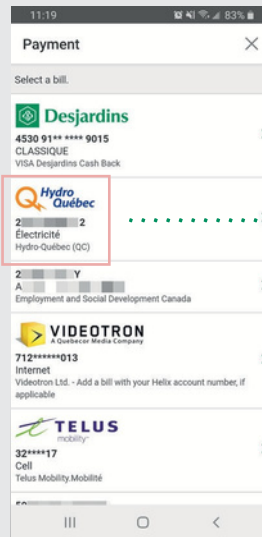


4 Enter the information about the bill, then click "OK"

5 Back in your list of bills, select the bill you want to pay, then click "Pay" or go straight to step 6



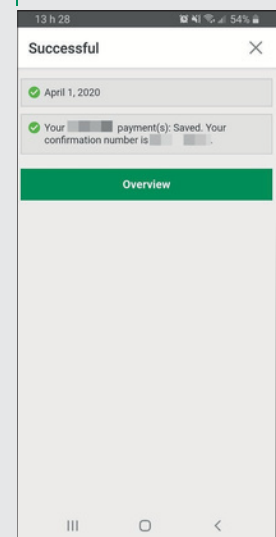
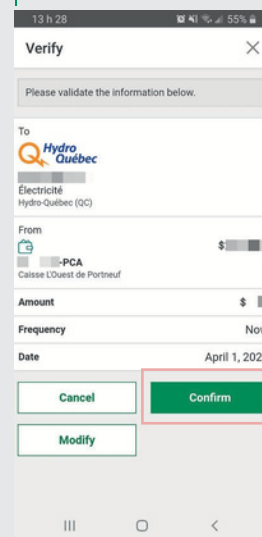
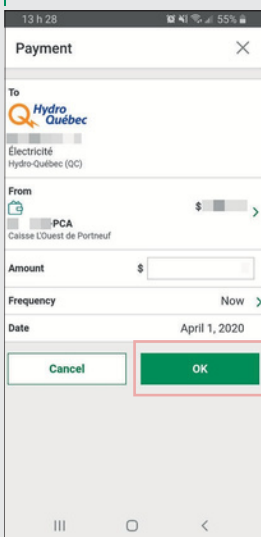
Click the ? for more details about the reference number to enter



6 Enter the information about the payment, then click "OK"

7 Verify the information submitted and click "Confirm"

8 You'll be given a confirmation number



Key: 📱 Desjardins mobiles services 🌐 AccèsD Internet