



Unified Banking – Parent Online Bill Payment Set-up Instructions

We are pleased to announce that GGC has set up online bill payment services with the major Canadian banks and most trust companies for payments to a Unit. You can now make payments to your Girl Guide unit at your convenience. You no longer need to write a cheque or bring cash to the unit. Using this method of online bill payment will also help to cut down on administrative time for the leaders in the unit, freeing up valuable time to deliver fantastic girl program.

How does online bill payment work?

“Girl Guides of Canada” is registered with the major Canadian banks and most Canadian Trust companies as a payee on their Online Bill Payment Service. The setup is similar to making an online payment to your local tax department, or to pay your hydro bill. Simply set up “Girl Guides of Canada” or a variation of this name as a new payee. You can also type in “Girl Guides”. You will see 12 provinces/territories listed. Select the province/territory you are in. **Please note:** Nunavut and the Outaouais region of Quebec should choose Ontario Council.

What can I use this for?

You can use this method to pay your daughter’s unit for Cookies, Camps, Events, Trips, Uniforms and Dues. These payments will be automatically deposited into the unit’s account and will include your name as it is displayed on your bank account, and what you are paying for. This **CANNOT** be used to make payment for your daughter’s registration since online registration payments are accepted only through the National Girl Guide online registration system.

What is the benefit of using online bill payment?

Once you set up the account number(s), making a payment is fast, easy and convenient! It is also free at most banks. The payment is on your banking system so you will not need to keep track of cheques or cash given to the unit and your unit does not need to issue you a receipt for your payment.

What do I have to do to set this up?

1. Sign in to your bank’s Online Banking
2. Select bill payment
3. Select set up payee
4. Search for Girl Guides
5. Select the Girl Guides account for your Province
6. Type in 20 digit account number(s).
7. Make your payment

What is my 20-digit account number?

Name:	First 16 digits (add the 4 alpha characters as per below):
-------	------------------------------------------------------------

Your 20-digit account number is designed to identify your daughter’s unit ID #, identify your daughter and the type of payment you are making to the unit. Each girl member will have a unique code. Before you set up the account, please check the following to make sure that the number is correct:

1st 6 numeric characters – is your daughter’s unit banking ID number. You can confirm this number with your Unit Treasurer (Leaders).

2nd 10 numeric characters – is your daughter’s iMIS number with “0”s added in front of the number to make up 10 digits.

Last 4 alpha characters – is for the type of payments. You have a choice of 6 different payments. **If you are using all 6, you will have to set up 6 different payee accounts.** They are:

COOK – Spring and Fall cookie money

CAMP – Unit camping fees

EVNT – Unit event fees

DUES – Dues to unit

TRIP – Payments for participation in international, interprovincial or unit trips

UNFM – Parent payment for girl’s uniform orders through unit

How do I keep track if I have more than one daughter?

You will need to set up different payee accounts for each daughter since the account number is unique to each girl. Once they are set up we suggest that you use the “nickname” or description field available in your banking system to keep track of different account(s) for different daughters and the different types of payments.

What do I have to do when my daughter changes units?

You will have to change or delete the old account number(s) you have previously created and set up new ones. Most banks allow you to edit payee information so this will be easy since all you have to do is to replace the first 6 numbers with the new unit banking ID numbers.