

Important Notes on Email Money Transfer (EMT) for submitters (applicants/claimants)

1. Email Notification:
 - a. The Email Address you use must be correct. All direct Email Money Transfer will be based on your submitted email address.
 - b. You will receive an email from Plooto advising that MCBC is sending you a payment on the Plooto Network
 - c. Click on "ACCEPT PAYMENT"
2. For "FIRST TIME ONLY", a security question will be asked, and you must provide an answer to continue.
 - a. The system will require you to answer a security question before you can proceed. The security question and answer will be provided in a separate email.
 - b. After the first successful verification, you will not be required to answer the security question again.
3. Bank Account Connection
 - a. Connect to a Canadian bank account with a participating Financial Institution
 - b. Click on Deposit Money, you will be directed to the following webpage to connect to your bank account
 - c. You can use either method to provide the required bank information to Plooto
 - d. After successfully connection, you will be directed to the following webpage to accept transfer and deposit the money into your bank account
4. Other Important Notes:
 - a. The EMT will have an expiry date of one month from the payment date
 - b. You must check on "REUSE this bank information" in order to accept all future payments from "MARKHAM CHINESE BAPTIST CHURCH" without going through the same process of connecting to the bank each time to receive the payment
 - c. Click on "Accept Transfer"
5. Confirmation
 - a. Once the transfer is accepted, the following webpage will appear:
 - b. You will then receive three emails to show the status of your payment
 - i. 1st Email stating that you have accepted a payment from MCBC
 - ii. 2nd Email advising that MCBC is sending you a payment with Plooto
 - iii. 3rd Email stating that Payment from MCBC was successfully completed
6. SUMMARY

- a. Email address must be correct
- b. The request for security question and answer is only for first time to receive Email Money Transfer (EMT)
- c. Connect your bank account – you must specify where to deposit the funds
- d. Check off the statement “REUSE this bank information for all future payment from MCBC”
- e. Once accept the payment, you will receive 3 emails from Plotoo
- f. the first time, fund may take up to 3 business days to arrive in your bank account, after that, it should be faster