



PAY WITH TELPAY ONLINE

Sign up at telpay.ca/online & Pay Biller Code: 0090687

Information Regarding Telpay Sign-up for payments to the St. John Bosco Children's Centre

- The sign-up process can be done completely on-line (a personal email account is required)
- Telpay requires pre-paid authorization which can be a void cheque or a Pre-paid Authorization Document (PAD) that is available directly from your bank and may be available from your on-line banking website
- Telpay also requires a copy of a utility bill (may be scanned and sent electronically)
- The above documents can be submitted by email, fax or postal mail – the contact information is available on the Telpay website
- When initially accessing the Telpay website to register, please use the Biller Code 0090687 and allow 3-4 business days for processing once the application has been completed and the documents submitted
- Telpay will notify you by email acknowledging your application has been received and again when your account has been set up
- Your account has to be registered and activated before it can be used so please contact Telpay if you cannot access your account or set up a payment
- The first time you access your account to make a payment, you will have to re-enter the Biller Code 0090687 to get the St. John Bosco Children's Centre added to your payee list
- Although it generally takes less time, please allow 3-4 business days for a payment to be processed (i.e. please submit payments at least four days before the end of the month in which it is due)
- Please note that a payment can be scheduled to be processed at a later date but the scheduled payment may still take 3-4 business days to process once it has been submitted
- While the process of getting set up with Telpay is generally straightforward, it is recommended that you start this as soon as possible – please remember that cash payments will no longer be accepted by the Children's Centre staff as of June 1, 2016