

## HOW TO MAKE PAYMENTS

### **E-Transfer Instructions:**

1. Sign on to Online Banking or the Mobile Banking App.

2. Select “Interac e-Transfer”.

This will take you to the Send Money page.

3. Set up Foundry Cove Marina as the contact

Set the email to be sent to as - [accounting@foundrycovemarina.com](mailto:accounting@foundrycovemarina.com)

4. Enter amount and account.

Enter the amount you want to send; select the account you’d like to transfer money

from and enter an optional message. Select “Next.”

5. Enter a question and answer.

Enter a security question – Please enter your Name so we at FCM know who the payment is from

Enter a security answer – Please use fcmmarina

Select “Next.”

6. Review details and send.

Foundry Cove Marina will receive a notification and can claim the money within 30 days.

### **Next best is payment by cheque:**

Please make your cheque payable to: Foundry Cove Marina.

Please mail your cheque to Foundry Cove Marina

at the address at the bottom of this page. Ensure your name is on the cheque.

### **Payment by VISA or Master Card:**

We have a POS (Point of Sale) card machine in the office at the marina and can run your card through there with you.