

E-Mail Transfer Instructions

- 1) Log into your online banking
- 2) Go to 'e-mail' transfers (sometimes called electronic funds transfer or send funds electronically)
- 3) Enter the e-mail address **payments@compasselc.com** and enter the amount you wish to pay
- 4) In the body of the message type your name, your child's name and their centre (found on the top of the invoice)
- 5) Set up the secret question *Who is Executive?* and the answer as *Shei1a* (use the number 1 instead of letter L)