

## RBC ONLINE PAYMENT INSTRUCTIONS

1. Sign in to RBC online banking platform.
2. Click on desired account.
3. Click "Send to Local Bank".

The screenshot shows the RBC online banking interface. At the top, there is a navigation bar with the RBC logo, 'Royal Bank', and links for 'Accounts Summary', 'Payments', and 'Services'. Below this is the 'Account Details' section for a 'Savings' account (Savings - 05775) with an available balance of BSD. A 'View' dropdown menu is set to 'All Transactions'. A red arrow points from this menu to the 'Send to Local Bank' link in the 'Quick Links' sidebar. Other links in the sidebar include 'Transfer Funds', 'Pay a Bill', 'Send to RBC Client', 'Send to RBC Dominion Securities', and 'Wire Transfer'. Below the account details is a table with columns for 'Date', 'Transactions', 'Withdrawal', 'Deposit', and 'Balance'.

4. Click "Create New Template".

The screenshot shows the 'Domestic Clearing' page. At the top, there is a 'Warning' icon and text: 'Warning: Please call and verify details directly with the beneficiary and/or click the Domestic Clearing help icon for guidance prior to sending any local bank transfer.' Below this is a 'Template (Optional)' dropdown menu. The 'Basic Information' section includes a 'From' dropdown menu set to 'Savings', an 'Amount' input field, and a 'Currency' dropdown menu set to 'BSD'. A red arrow points from the 'Currency' dropdown to the 'Create a New Template' link in the 'Quick Links' sidebar. Other links in the sidebar include 'Transfer Funds', 'Pay a Bill', 'Send to RBC Client', 'Send to RBC Dominion Securities', 'Send to Local Bank', and 'Wire Transfer'. Below the sidebar is a 'Related Links' section with 'Create a New Template' and 'Manage Templates'.

5. Type "St. Augustine's College" as the Template Name. Fill in the Beneficiary's Information appropriately using the information in the photo below. **Be sure to include student's name in the "Originator to Beneficiary Info" as well as "Memo" areas.** Click "Continue".

### Beneficiary's Information

<b>Beneficiary's Name</b>	<b>Account Number</b>
<input type="text" value="St Augustines College"/>	<input type="text" value="091211235055"/>
<b>Beneficiary's Bank</b>	
<input type="text" value="CIBC First Caribbean"/>	

### Additional Information

**Purpose**

**Originator to Beneficiary Info** ⓘ 31/60

**Memo (Optional)** ⓘ 31/56

6. Click "Send to Local Bank".
7. Select "St. Augustine's College" as template.
8. Select the account you wish to use to make the payment and fill in payment amount. The Beneficiary information and as well student information should already be filled in.

9. Click "Continue". You will be directed to a page that allows you to confirm payment information.
10. Click "Send Now". You will be directed to a page that shows that your transaction has been submitted. **Please note that this does not mean that the transfer is complete.**
11. To see payment history, click "Payments" from the menu bar and then "Approvals & Processing." The completed transfer should appear. Screen shot or take a photo of this page and send it to [schoolfees@sac.edu.bs](mailto:schoolfees@sac.edu.bs). **A receipt will be sent to you via email.**

History and Upcoming

 Sort

History (100)	Recurring (0)	Upcoming (0)
Oct 20, 2020 (3)		
<a href="#">Completed &gt;</a>	<p>To: St Augustines College (091211235055)</p> <p>From: Savings(05775- )</p> <p>When: Oct 20, 2020 (One Time)</p> <p>Amount: BSD</p>	