

## Making Payments with TelPay

If you have not yet signed up with TelPay, go to <http://www.manitobaeditors.ca/telipay> for instructions.

These instructions show two payments at once: a membership renewal and a workshop fee.

Before you begin you will need your **TelPay Access Number** and your **PIN**.

1. Go to the MEA Web site ([www.manitobaeditors.ca/telipay](http://www.manitobaeditors.ca/telipay)) and click the **TelPay** button.
2. In the **Existing Customers** section of the page, do the following:
  - a) Enter your **TelPay Access number**.
  - b) Enter your permanent **PIN**.
  - c) Click **Login**:

**Existing Customers**

Welcome to TelPay! You will be making a payment to MANITOBA EDITORS ASSOCIATION

TelPay Access Number  numéro d'accès de TelPay

PIN (or Deposit Amount)  ? votre NIP (ou montant de dépôt)

3. From the **Pay Bills / Transfer Funds** tab, click your MEA membership number link (if you are not a member it will show as 999999):

Pay Bills ?
Add/Remove ?
Pending ?
Payment ?
My ?
Help
End Session

Transfer Funds
Billers/Recipients
Payments
History
Profile

Enter a Payment / Transfer ?

◀ Enter the last 3 characters of the account to be paid or click the account number below

\$  to be paid on 2009-10-30

or

Your reference for this session: **004**      No. of Payments/Transfers: **0**      Total: **\$0.00**

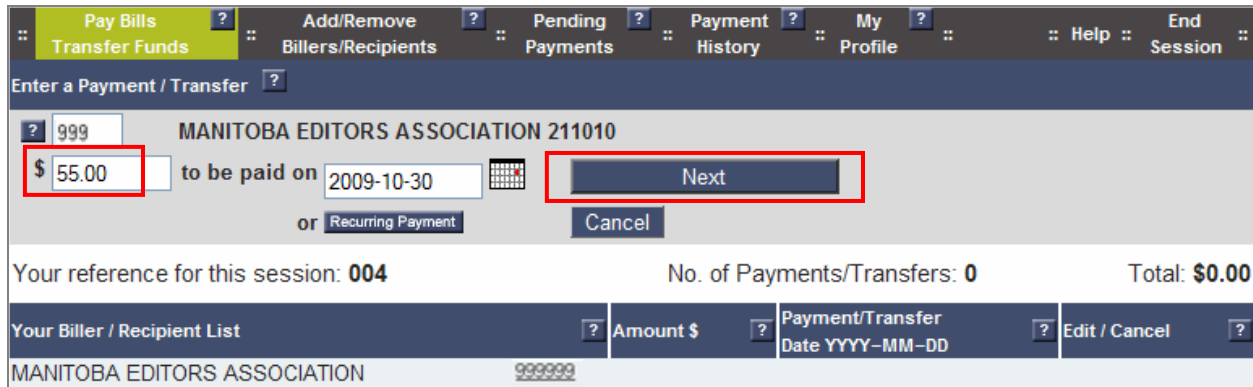
Your Biller / Recipient List	Amount \$	Payment/Transfer Date YYYY-MM-DD	Edit / Cancel
MANITOBA EDITORS ASSOCIATION	<span style="border: 1px solid red; padding: 2px;">999999</span>		

**NOTE:** if the MEA does not appear here, refer to **step 9** of the setup instructions for adding a biller: [http://www.manitobaeditors.ca/Docs/TelPay\\_SigningUp.pdf](http://www.manitobaeditors.ca/Docs/TelPay_SigningUp.pdf).

## Making Payments with TelPay

- Enter the **total amount** you wish to pay, and then click **Next**.

The example below for \$55 will be for a \$45 renewal fee plus a \$10 workshop fee:



Enter a Payment / Transfer

MANITOBA EDITORS ASSOCIATION 211010

\$ 55.00 to be paid on 2009-10-30 **Next**

or Recurring Payment Cancel

Your reference for this session: 004 No. of Payments/Transfers: 0 Total: \$0.00

Your Biller / Recipient List	Amount \$	Payment/Transfer Date YYYY-MM-DD	Edit / Cancel
MANITOBA EDITORS ASSOCIATION	999999		

- On the **Invoice / Payment Details** screen, enter the details of each payment you wish you make, and then click **ACCEPT** after each one:



Invoice / Payment Details

MANITOBA EDITORS ASSOCIATION

Payment date: 2009-10-30 Total to be paid: 55.00

Amount remaining: 55.00

Invoice Date YYYYMMDD	Invoice No./Description	Amount
20091102	Membership renewal	\$ 45.00

Payment details are complete. Confirm payment: OK or Cancel

Invoice Date YYYYMMDD	Invoice No./Description	Amount	Clear Entry
			<input type="checkbox"/>

**First payment: membership renewal for \$45**

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:: Help :: End Session

**Invoice / Payment Details**  
**MANITOBA EDITORS ASSOCIATION**

Payment date:  Total to be paid:   
Amount remaining:

Invoice Date YYYYMMDD	Invoice No./Description	Amount	
<input type="text" value="20091102"/>	<input type="text" value="November 7 workshop - fee for one member"/>	<input type="text" value="\$ 10.00"/>	<input type="button" value="ACCEPT"/>

Payment details are complete. Confirm payment:  or

Invoice Date YYYYMMDD	Invoice No./Description	Amount	Clear Entry
20091102	MEMBERSHIP RENEWAL	45.00	<input type="checkbox"/>

**Second payment: workshop fee for \$10.00**

The details appear in the lower half of the screen.

- When you are finished entering payment details, click **OK**:

:: Help :: End Session

**Invoice / Payment Details**  
**MANITOBA EDITORS ASSOCIATION**

Payment date:  Total to be paid:   
Amount remaining:

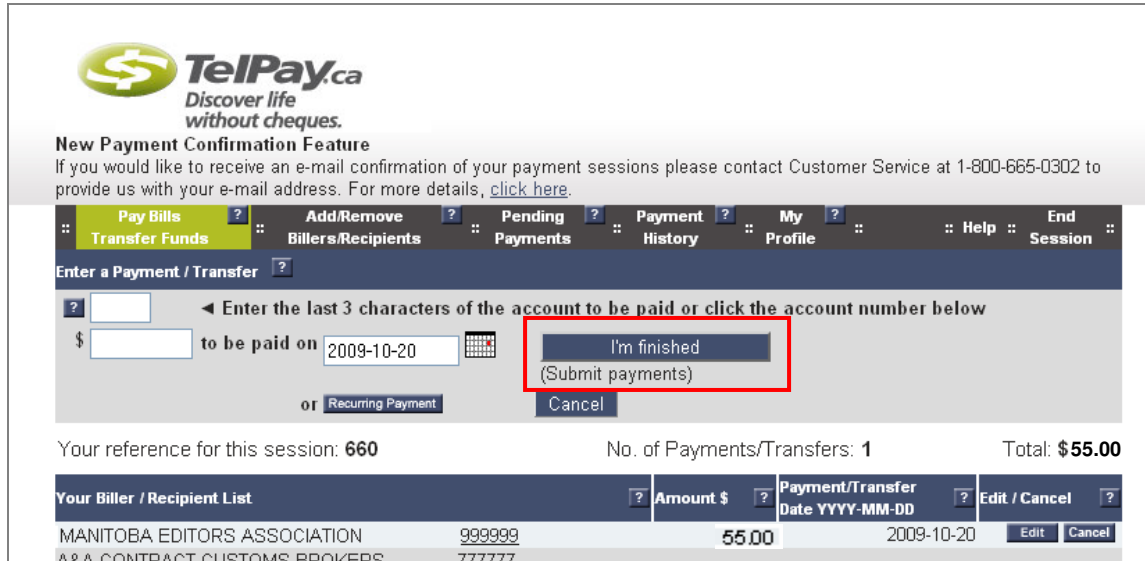
Invoice Date YYYYMMDD	Invoice No./Description	Amount	
<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>	<input type="button" value="ACCEPT"/>

Payment details are complete. Confirm payment:  or

Invoice Date YYYYMMDD	Invoice No./Description	Amount	Clear Entry
20091102	MEMBERSHIP RENEWAL	45.00	<input type="checkbox"/>
	NOVEMBER 7 WORKSHOP - FEE FOR ONE MEMBER	10.00	<input type="checkbox"/>

## Making Payments with TelPay

7. To complete payment, click **I'm finished**:



**TelPay.ca**  
Discover life without cheques.

**New Payment Confirmation Feature**  
If you would like to receive an e-mail confirmation of your payment sessions please contact Customer Service at 1-800-665-0302 to provide us with your e-mail address. For more details, [click here](#).

Pay Bills ? Add/Remove ? Pending ? Payment ? My ?  
Transfer Funds ? Billers/Recipients Payments History Profile ? :: Help :: End Session ?

Enter a Payment / Transfer ?

Enter the last 3 characters of the account to be paid or click the account number below

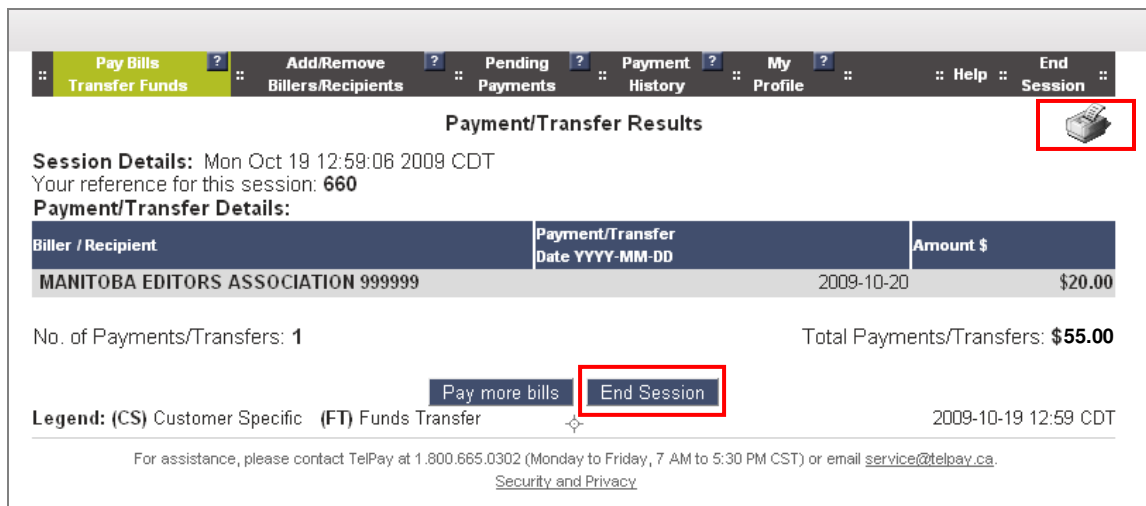
\$ to be paid on 2009-10-20 **I'm finished**  
(Submit payments)

or Recurring Payment Cancel


Your reference for this session: **660** No. of Payments/Transfers: **1** Total: **\$55.00**

Your Biller / Recipient List	Amount \$	Payment/Transfer Date YYYY-MM-DD	Edit / Cancel
MANITOBA EDITORS ASSOCIATION 999999	55.00	2009-10-20	Edit Cancel
A&A CONTRACT CUSTOMS BROKERS 777777			

8. A printable confirmation screen opens. **Print** this screen as your receipt, and then click **End Session**:



Pay Bills ? Add/Remove ? Pending ? Payment ? My ?  
Transfer Funds ? Billers/Recipients Payments History Profile ? :: Help :: End Session ?

**Payment/Transfer Results** 

**Session Details:** Mon Oct 19 12:59:06 2009 CDT  
Your reference for this session: **660**

**Payment/Transfer Details:**

Billers / Recipient	Payment/Transfer Date YYYY-MM-DD	Amount \$
MANITOBA EDITORS ASSOCIATION 999999	2009-10-20	\$20.00

No. of Payments/Transfers: **1** Total Payments/Transfers: **\$55.00**

Pay more bills **End Session**

**Legend:** (CS) Customer Specific (FT) Funds Transfer 2009-10-19 12:59 CDT

For assistance, please contact TelPay at 1.800.665.0302 (Monday to Friday, 7 AM to 5:30 PM CST) or email [service@telpay.ca](mailto:service@telpay.ca).  
[Security and Privacy](#)

You're finished! The TelPay system will also send an e-mail message confirming your transaction details.