


If you have already signed up with TelPay, go to <http://www.manitobaeditors.ca/telipay> for instructions on how to make a payment.

Before you begin you will need your **MEA membership number** and a **blank cheque**.

If you are not a member of the MEA (and do not plan to become a member) but wish to make a payment online, use 999999 as your account number.

1. Go to the MEA Web site (www.manitobaeditors.ca/telipay) and click the **TelPay** button.
2. In the **New Customers** section of the page, select the type of service you wish to use (personal or business), and then click **Sign Up**:



New Customers

Will the service be used for / Le service sera-t-il employé pour des :

Personal Payments / paiements personnels [more information / plus d'information](#)

Business or Other Payments / paiements d'affaires [more information / plus d'information](#)

Step 2

Sign Up

3. Fill in your information, and when asked if you would like to make a payment now, select **No**, and then click **Submit**. NOTE: For security reasons, you will need to enter your banking information twice:

General Customer Information

Full Name*:	Jane Doe <small>First name Initials Last name</small>	Address*:	PO Box 12345
City*:	Winnipeg	Province*:	MB
Postal Code*:	R3T 1T4	Home Phone*:	204-452-9700 <small>999-999-9999</small>
Fax Phone:	<small>999-999-9999</small>	Work Phone:	<small>999-999-9999</small>
Email*:	jane.doe@gmail.com		
Re-enter email*:	jane.doe@gmail.com		

Current Banking Information [How do I find these numbers on my cheque?](#)

Transit Number* (5 digits)	Bank ID* (3 digits)	Account* (no dashes)
12345	393	9778932

Help us serve you better

Where did you hear about us?* Other (please specify)
Specify*: MEA

Do you have an account with us currently? Yes No

Make it easy to find TelPay when you have another payment to make:
[Add this site to my Favorites/Bookmarks](#)

I'm ready to submit this application form to TelPay:

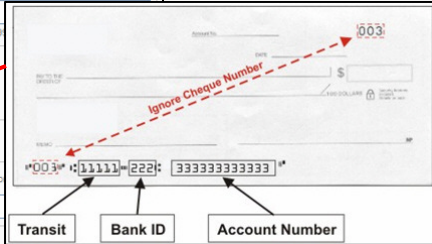
Prior to submitting this application I/we agree that TelPay may process a small credit and debit to the bank account mentioned above. The amount of that transaction will be requested by the TelPay system prior to the activation of your account.

Once the application process has been completed, you will be asked to accept our [Customer Agreement](#). Please read our [Customer Agreement](#) now.

Would you like to make a payment now? Yes No
 Biller: MANITOBA EDITORS ASSOCIATION
 Amount: \$0.00

* Note: you will be able to change the payment amount on the next screen.

[Submit](#)



Transit Bank ID Account Number

4. Within 24 hours you will receive an e-mail from TelPay that contains your **TelPay Access Number**. Record this number; it is your customer ID and you will need it to access TelPay's online bill payment system:

Dear Customer,

Re: TelPay for You Bill Payment Service

Thank you for choosing to use TelPay's bill payment service.

To make payments you will require a TelPay Access Number and a Personal Identification Number (PIN).

Your TelPay Access Number is XXXXXXXXXX. Your TelPay Access Number

Your initial PIN will be the amount of a small transaction that will be deposited into your financial institution account by TelPay within the next 1 or 2 business days. Your first payment will only be processed once you confirm the deposit amount online at: <https://secure1.telipay.ca/cgi-bin/telipay>. At that time you will be asked to enter your own private PIN. Please remember to keep your PIN confidential at all times.

Signing Up with TelPay

5. Within 2–3 business days TelPay will make a small deposit into your bank account to be used as your temporary PIN. From your bank account, record the **3-digit amount** of the deposit:

Electronic Funds Transfer DEPOSIT 2530P000000351 TELPAY INC	\$X.XX
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A sample bank deposit with 3-digit amount showing as x.xx

6. After you receive the e-mail message and the bank deposit, visit the MEA Web site (www.manitobaeditors.ca/telipay) and click the **TelPay** button.
7. Enter your **TelPay Access Number** and the **3-digit deposit amount**, and then click **Login**:

Existing Customers

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

TelPay Access Number	<input type="text"/>	numéro d'accès de TelPay
PIN (or Deposit Amount)	<input type="text"/> ?	vosre NIP (ou montant de dépôt)

8. On the Customer Agreement page, do the following:
 - a) Read and agree to the **Customer Agreement**.
 - b) Choose a new **permanent PIN** (and record it for future use).
 - c) Click **Submit**.

Customer Agreement

I have read and accept the terms and conditions of the [Customer Agreement](#)

Permanent PIN

To use the TelPay Bill Payment service, you require an Access Number and a permanent PIN. Enter a 5-digit number that you will use as your permanent PIN.

*Permanent PIN:

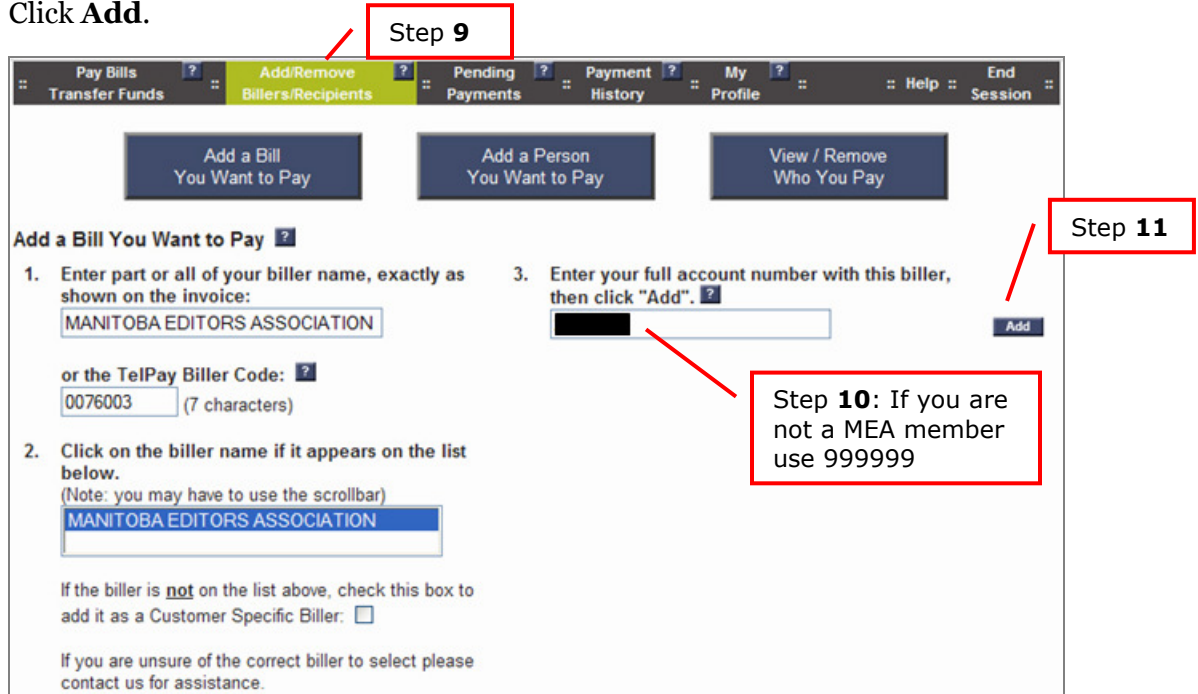
Re-enter permanent PIN:

* It is important to remember the PIN you have entered or to store it in a safe location, separate from your Access Number. It will be required for future logins to the TelPay Bill Payment service.

Email Confirmation

Since we have your email address on file, you will receive a session confirmation email each time you use the TelPay Bill Payment service. This valuable feature will provide you with enhanced security.

9. Click the **Add/Remove Billers/Recipients** tab.
10. For step 3 on this tab, enter your **MEA membership number**, which is used as your “full account number with this biller.” (If you are not a member use 999999.)
11. Click **Add**.

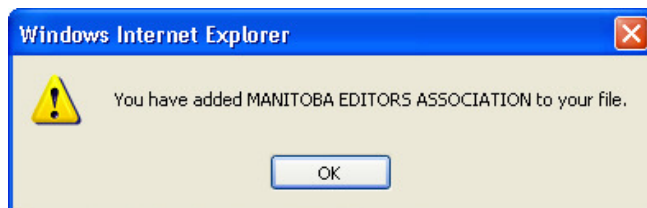


The screenshot shows the 'Add/Remove Billers/Recipients' tab selected in the TelPay interface. A red box labeled 'Step 9' points to the 'Add/Remove Billers/Recipients' tab. The form contains the following fields and instructions:

- 1. Enter part or all of your biller name, exactly as shown on the invoice:** A text box containing 'MANITOBA EDITORS ASSOCIATION'.
- or the TelPay Biller Code:** A text box containing '0076003' with '(7 characters)' below it.
- 2. Click on the biller name if it appears on the list below.** A dropdown menu showing 'MANITOBA EDITORS ASSOCIATION'.
- 3. Enter your full account number with this biller, then click "Add".** A text box with a redacted account number and an 'Add' button.

Annotations include a red box labeled 'Step 10' pointing to the account number field with the text: 'Step 10: If you are not a MEA member use 999999'. Another red box labeled 'Step 11' points to the 'Add' button.

A confirmation message opens to let you know you were successful in adding the Manitoba Editors' Association to your file:



You're finished signing up with TelPay! You are now ready to make online payments. For instructions, go to <http://www.manitobaeditors.ca/telipay>.