Scott Point Waterworks District

How do I make an online payment?

The District is using Interac e-transfers. Look for Interac E-Transfer in your options menu. The process differs a bit from bank to bank because their websites are all different, but Island Savings is typical.

At Island Savings Credit Union:
- Access your account online in the usual way.
- On the left you will see a menu list that starts with **My Accounts**
- Select **Transfers** which is the third one down from the top.
- On your first payment, select **Add/Delete recipients**. On subsequent payments, you will go direct to **Send Interac e-Transfer**
- When the **Recipients** page comes up, you will see **Add Recipient** just below the word **Recipients**.
- Complete the recipient data as shown below:

Add Recipient

Name	Scott Point Waterworks District
Email	payment@scottpointwaterworks.com
Preferred Language	English
Send Transfers By	Email
Security Question	What do we get from SPWD?
Answer	Water1

- Go Back to the **Transfers** menu and select **Send Interac e-Transfer**.
- Follow the prompts and be sure to select Email under **Send By**.

- The result looks like:

Send Interac e-Transfer® - Confirm

Transfer To	Scott Point Waterworks District
Send By	payment@scottpointwaterworks.com
Transfer From	Chequing 0
Date	January 9, 2018
Amount	$128.00
Service Charge	$0.00
Total	$128.00
Security Question	

NOTE: After you click **Confirm**, the amount and a $0.00 service charge will be drawn from your account.

Scott Point Waterworks District

You may cancel the transfer before the recipient accepts it. The service charge will not be refunded.

Confirm   **Edit**   **Cancel**

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