



## ONLINE UNIT PAYMENTS

Now you can make payments to your Girl Guide unit electronically – you no longer need to write a cheque or bring cash to the unit.

It's just like paying your utility bill online through your bank. "Girl Guides of Canada" is registered with the major Canadian banks and most Canadian trust companies as a payee on their online bill payment services.

You can use this method to pay your unit for **Cookies, Camps, Events, Trips, and Dues**. These payments will be automatically deposited into the unit's account and will include your name as it is displayed on your bank account, and what you are paying for.<sup>i</sup>

### How do I set this up?

1. Sign in to your bank's online banking
2. Select bill payment
3. Select set up payee
4. Search for Girl Guides, select "**Girl Guides of Canada – BC Council**"
5. Type in your daughter's unique 20 digit account number
6. Make your payment

### What is the 20-digit account number?

The 20-digit account number is designed to identify the unit, the girl, and the type of payment being made to the unit. Each girl will have a unique code for each type of payment. This is how it's done:

**1st 6 numeric characters** – the unit's bank ID number. You can confirm this number with the Unit Treasurer or Unit Guiders.

**2nd 10 numeric characters** – the girl's membership (iMIS) number with "0"s added in front of the number to make up 10 digits. If you don't remember or know where to find your daughter's membership number, you can ask the Unit Guiders.

**Last 4 alpha characters** – the reason for the payment. There are five choices – *note that each different kind of payment will require a different payee account*. The payment types are:

**COOK** – Classic and Mint cookie money

**CAMP** – Camping fees

**EVNT** – Event fees

**DUES** – Dues<sup>ii</sup>

**TRIP** – Payments for participation in international, interprovincial or unit trips<sup>iii</sup>

For example, most payments for a girl's cookies would look like this: **101234:0005678912:COOK**

### More than one daughter in Guiding?

You will need to set up different payee accounts for each daughter since the account number is unique to each girl. Once the accounts have been created you might want to use the "nickname" or description field available in your banking system to keep track of different accounts for different daughters and the different types of payments.

<sup>i</sup> This process cannot be used to make payment for your daughter's annual registration fees – that can only be done through GGC's online registration system.

<sup>ii</sup> Units in Mackenzie Heights District do not usually charge dues; cookie profits fund our activities

<sup>iii</sup> Note that all trips over 72 hours have been cancelled until the end of 2021 at least