**Receiving funds via email transfer (Plooto)**

*This document is only relevant to members who have opted to receive Collective Agreement funds, honoraria, or expense via email transfer. If you have asked for a cheque to be cut, it will either be mailed to you or made available for pickup from the union office as per your request.*

1. Once your funds are ready for you, you will receive an email titled “Action required: Accept your payment from CUPE Local 3903” sent from CUPE Local 3903 via Plooto.

Hi NAME,

CUPE Local 3903 is sending you a payment using the Plooto business payments platform.

To receive the funds in your bank account, please follow the steps below. You do not need to create your own Plooto account to accept this payment.

Open the secure link at the bottom of this email. Please note this link will expire on DATE.

Verify your identity by answering the security question created by CUPE Local 3903

Authenticate your bank account or enter the account details where you want to receive the payment

You can choose to automatically receive all future payments from CUPE Local 3903 to the same account.

Amount: Amount in Canadian Dollars  
Sent By: CUPE Local 3903  
Memo: Information about payment
  
If you have any questions about this payment, please contact CUPE Local 3903.

ACCEPT PAYMENT (button)

Expires: DATE

1. Once you click “Accept Payment,” you will be presented with a Security Question page. The question will be “What is your YorkU Employee Number?” and the answer will be your YorkU Employee Number. If you are unsure of your Employee Number, please see the appendix of this document.

Email Money Transfer

Transfer Question

Please answer the following Email Money Transfer question which has been provided by the sender. To collect the money, you must answer the security question below:

EXAMPLE QUESTION

EXAMPLE Answer

Continue (button)

1. After correctly answering the Security Question, you will need to provide Plooto with your banking details. If your financial institution appears on the list, you will be able to securely log in to your online banking and your banking details will automatically be provided. Should your financial institution not appear on the list, you will need to manually provide Plooto with your accounts: (1) Transit Number, (2) Institution Number, and (3) Account Number. This information can be found on the bottom of a cheque, on a direct deposit form, or by contacting your financial institution.

ADD YOUR BANK INFORMATION

1. Select Your Bank Account Currency
CAD - Canadian Dollar selected

2. Select Your Bank
Bank of Montreal
CIBC
HSBC
National Bank
RBC
Tangerine
Scotiabank
Canada Trust
Other Bank

1. Now that you have provided Plooto with your banking information, the next step is to accept the transfer. Please confirm that the information you entered is correct. Also, you can opt to allow Plooto to “reuse” your banking information for future transactions.
2. You will then see a confirmation screen and will receive a confirmation email. This email will also provide you a link that will allow you to see the status of your payment and a history of payments from the Local through Plooto.

Hi NAME,

You have accepted a payment from CUPE Local 3903 for AMOUNT. We will notify you by email when your payment is deposited.

VIEW MY PAYMENTS (button)PAYMENTS RECEIVED FROM CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3903

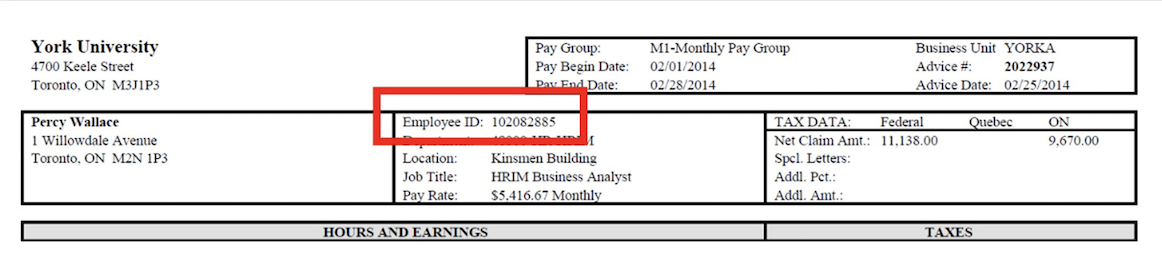
Hi NAME, your completed and upcoming payments are lists below.

Memo
Status
Credit Date
Est. Availability
Amount

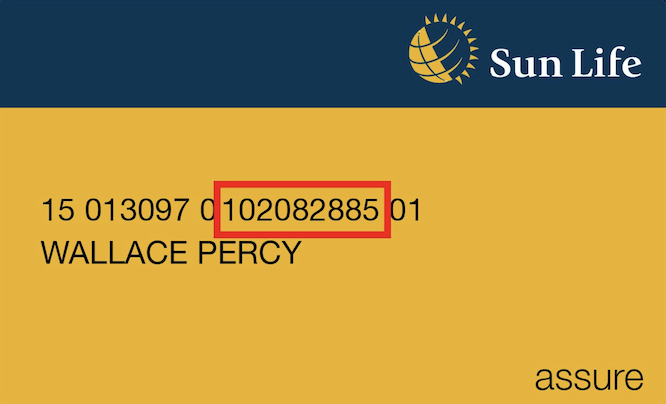
**What is my Employee Number?**

For members of all units, your Employee Number can be found:

* On your paystub within HR SelfServ



* On your SunLife benefits card



For members of units 1 and 3, your Employee Number can also be found by:

* Contacting your Graduate Program Assistant
* Contacting the Administrative or TA Coordinator within your Hiring Unit

For members of units 2 and 4, your Employee Number can also be found:

* On your YorkU card