



ENNISMORE EAGLES

HOW TO MAKE ONLINE PAYMENT

IMPORTANT - NEW PAYMENT PROGRAM INSTRUCTIONS

Ennismore Girls Hockey is excited to let you know that we have signed-up with playpay.ca so you can make payments online. It's fast, it's easy, and you can make payments for free! Playpay.ca allows payment through credit card, e-cheque, bank payment or Interac e-Transfer.

THIS IS THE ONLY FORM OF ONLINE PAYMENT ACCEPTED AND IS TO BE MADE AT TIME OF REGISTRATION.

Once you have completed registration, please go to the playpay.ca site to create an account. The sign-up process is very quick and easy and takes less than a minute. You can also sign-up to by clicking the link found on our website's homepage.

https://www.playpay.ca/secure_html/custom/playpay/createAcc.cfm

Once you're signed-up, follow the steps below to make a payment:

1. Select *Ennismore Girls Hockey Association* to your personal organization list.
 - In your playpay.ca account, click 'my organizations'.
 - Enter *Ennismore Girls Hockey Association* and click 'Search'.
 - Select *Ennismore Girls Hockey Association* from the returned list and click 'Next'.
 - For account information, [VERY IMPORTANT] **please enter the Invoice ID # for the player. The ID# is on the invoice that was emailed after registration.** These activities can be changed or updated at any time.
 - Click the "Add Organization" button and the *Ennismore Girls Hockey Association* will be added to your personal organization list for that player
 - IMPORTANT- REPEAT THE ABOVE STEPS FOR EACH PLAYER

2. You're now ready to make payments!

- In your playpay.ca account, click 'my payments' and then click 'make a payment'.
- Select *Ennismore Girls Hockey Association* from the dropdown, enter the payment amount, and click 'Next'. Choose from one of four ways to pay. There is a 2.5% convenience fee to pay by credit card. There is no cost to make payments by e-cheque (i.e., direct debit), bank payment or interac e-Transfer. You'll be notified by email when payment processing is completed.

QUESTIONS? Send an email to eghatreasurer@gmail.com or eghacommit@gmail.com

Thank you for using playpay.ca to help Ennismore Girls Hockey Association streamline and *save time and costs collecting payments.*