Royal Online New Bill Payee Set Up Demo

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RBC Royal Bank		CONTACT INFO	~
RBC of Canada		Online Services	
		Sian Out	
Account Balances	2 Sep 2011	Self Service	
	Printable version	Ilake a payment	
Chequing/Savings	Currency Amount	Transfer funds	

 To create your bill pay account in Royal Online please log on and select the <u>make a payment</u> option.

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Make a Payment	Self Service
New Payment History	Create/Update payee list
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RBC of Canada Onlin	e Services
Account Balances	Sign Out
Create/Update Payee List Self Service	
Pavee Account/Customer ID Account Holder	

 You may then either <u>create or update your</u> <u>payee list</u> by adding your school from the <u>list of</u> <u>new payees</u> that will display

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RBC Reveal Bank		CONTACT INFO	^
RBC of Canada		Online Services	
Account Balances		Sign Out	
Add a Payee			
Please click the button beside the payee you wish to add.			
Payee Name	City/Town		
AQUINAS COLLEGE (RCANB)	NASSAU BAHAMAS		
O AUTOMOTIVE & INDUSTRIAL DISTRIBUTORS CO. LTD	NASSAU BAHAMAS		

- Please select your school from the list of new payees online.
- If the name of your school is not shown on the payee list, please select Roman Catholic Education Centre as your payee.

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RBC Record Basely	CONTACT IN	IFO	~
RBC. of Canada	Online Servic	ces	
Account Balances	Sign C	Qut	
Payee Information			
The payee you have selected is:		 Input Student Number and School name as 	
AQUINAS COLLEGE (RCANB)	NASSAU BAHAMAS	shown	
Enter your account number exactly as it appears on your bill including any dashes, slashes, spaces, etc.:	109933 - Xaviers Lover School		
Name of the account holder (optional):	John Student		
Continue	(Example: The name that appears on your bill.) Cancel	Type full name of student here.	

- Once you have selected your school you will be prompted to input the following information in the spaces provided:
 - Student Number and School
 - Name Student Name

- Once you complete Step 4 you will be asked to confirm all information.
- You must repeat this process from Step 1 for each student you are paying fees for.
- Once you have completed this one time set up you will be able to make payments once fees are due.