

Royal Online New Bill Payee Set Up Demo

Step 1



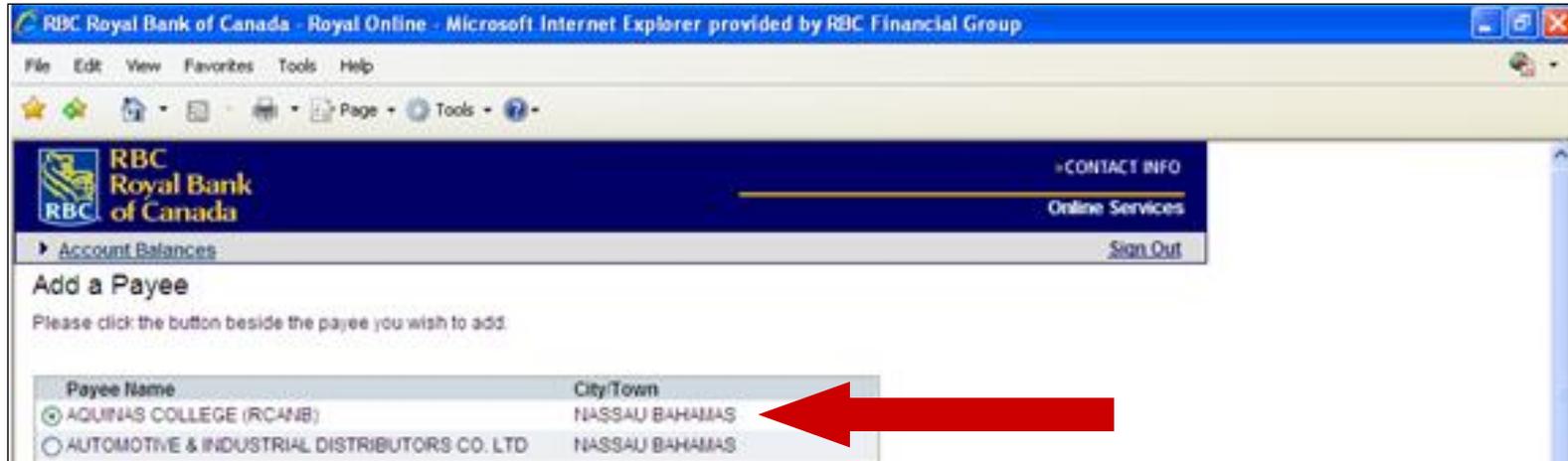
- To create your bill pay account in Royal Online please log on and select the make a payment option.

Step 2



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

Step 3



- 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.

Step 4

RBC Royal Bank of Canada - Royal Online - Microsoft Internet Explorer provided by RBC Financial Group

File Edit View Favorites Tools Help

Account Balances [Sign Out](#)

Payee Information

The payee you have selected is:

AQUINAS COLLEGE (RCANB) NASSAU BAHAMAS

Enter your account number exactly as it appears on your bill including any dashes, slashes, spaces, etc.:

109983 - Xaviers Lower School

Name of the account holder (optional):

John Student

(Example: The name that appears on your bill.)

[Continue](#) [Cancel](#)

CONTACT INFO
Online Services

Input Student Number and School name as shown

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**

Step 5

- 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.