

**RCANB CATHOLIC EDUCATION CENTRE  
ROYAL BANK OF CANADA ONLINE PAYMENT INSTRUCTIONS  
SEND TO RBC CLIENT ONLINE PAYMENT METHOD**

**Only persons with a Royal Bank of Canada online bank account can utilize the following instructions:**

1. Log into your RBC Online Account Service.
2. Select 'Send to RBC Client'
3. Select 'Add a Template'
4. Template Name – RCANB CEC
5. Beneficiary's Account Number - 057452897445
6. Beneficiary's Name - RCANB CATHOLIC EDUCATION CENTRE
7. Memo – Enter student name exactly as it appears on school fee slip.  
  
Eg. AQC – DOE, JOHN
8. Select 'Save'
9. Once the template has been saved you can then use the “Send to RBC Client” prompt/option for all future payments.
10. Email copy of payment to school with student's name.

See sample of template on next page to further assist you.



Royal Bank

Send to RBC Client

Template Name

RCANB CEC

Beneficiary's Name

RCANB CATHOLIC EDUCATION CENTRE

Beneficiary's Account Number

0545752897445

Purpose

18 - 4063 OTHER TRANSFERS

Memo (Optional)

0/56

AQC - DOE, JANE (Please use name exactly as it appears on fee slip)