

## MEMORANDUM

**TO:** Hillel Parents and Guardians

**FROM:** Ms. Cecile Webster – Financial Controller

**RE:** On-Line Payment of Hillel School Fees is now available through Scotiabank (BNS) On-line Access.

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We are happy to inform our valued Parents and Guardians that if you are a Scotiabank (BNS) customer and have on-line access to your accounts, you can now pay the Hillel School fees via the Bill Payment option on the Scotiabank On-line Banking web site.

This method allows the Payer to transfer funds from his/her Scotiabank account to the Hillel Scotiabank accounts. Ensure that you are registered for On-line Banking and that you have an **access code**.

**Note that you cannot pay with a credit card using this option.**

To set up Hillel as a “Managed Payee” from your Scotia Online banking screen, please do the following:

1. Logon to your Scotia account
2. Select the Bill Payments tab at the top of the screen
3. On the right hand side of the Bill Payments screen, Click on “Manage Payees”
4. In the “Payee Name” field, Enter Hillel Academy. You will then be prompted to select the JMD or the USD account.
5. Select the “Hillel JMD account”
6. In the “Payee Account” field enter the student’s name -Last name First name; no spaces and no special characters (cannot be longer than 20 letters). Eg. Anne-Marie Johnson-Smith would be entered as: JohnsonSmithAnneMari
7. Enter your access code (contact your Scotiabank Customer Representative for your Access Code if you have forgotten or misplaced)
8. Click the Submit option. Select Confirm.
9. Select “Add another Payee” for each additional student, and repeat Steps 4-6 and 8-9
10. If you are paying from a USD account, repeat Steps 4-6 and 8-9 (you will not be requested to re-enter your access code) – this time selecting “Hillel USD account” for the Payee Name field.
11. Again type in the students’ name in the “Payee Account” field as in the example in Step 6
12. When it is time to pay the Fee, select the account (either JMD or USD) from the list of Payee Names.
13. To pay a USD amount you must transfer from a USD Scotiabank account to the Hillel Academy USD account that you have created or alternatively **contact the Financial Controller in the Hillel main office for the conversion rate and convert the USD amount to be paid in JMD and transfer to the Hillel Academy JMD account.**
14. Please note the Confirmation # of the completed transaction and email this number along with the student’s name to [finance@gohillel.com](mailto:finance@gohillel.com).