How to Set Up Payee

- Log into your online Banking
- Find and click *add payee*
- In the search field: type the words **Slave Lake**
- A list of companies will appear: select Town Utilities
- An account number field will appear: type in your account # without the decimal.

E.g. The account number is 241100.18, enter it as 24110018

- If there are not enough numerical digits, add zeroes to the front (most banks require 8 numerical digits). **Do not** add zeroes to the end, it will change the account number and may be misapplied.

E.G. The account number is 200.00, enter it as 00020000

- If all else fails, contact customer service with your financial institution. Remember to let them know not to add the zeroes to the end, as it will change the account number.