

1. Stamp pledge form in the "Banker's Stamp" box with the branch stamp; record the total amount of the deposit received on the line below the Bankers Stamp
2. Process transaction in Customer Connect > FCCSFBPS (First Bank Payment System) Deposit screen
3. Key in fields: Concentrator ID = 8530;  
Division field = blank; Outlet Number = 1;  
Addendum Field = Branch Name, Transit # and participant's name with no spaces between the first and last name  
[i.e. Prince George, Tr 0802, JohnSmith]
4. Staple the branch thermal receipt to pledge form and hand back to the employee/ customer. The employee/customer will need to mail in stapled receipts and pledge form to Kids Help Phone.

\$

[illegible]

Transfer total funds from all pledge forms for  
 A Individual or B Team fundraising to the  
 corresponding tables on the left.

Add offline donations to your total by clicking '*Add Offline*' in the Donation tab of your Participant Centre.