

## Payment by Bank Transfer

is called Bank Account Credit Sending (BACS) - so you'd like to pay by BACS?

To pay by BACS, you will need to register to open an ON-LINE Internet Banking Account, enabling you to view and control your money matters day or night.

If you wish to do this, you will find it is safe, convenient, and an efficient method transferring funds either to a third party or another of your accounts on an exact date.

This is good for you and us, and there is no need to phone or send anything in the post. If you are not in the UK however, there is usually a charge by intermediary banks. They can advise you on that point if you email, look on their website or call them.

To find your Bank's website open a second internet browser window and enter the name of your bank & country in your browser's search panel - then click on search. Choose the one which you see matches, in the results AND CLICK ON IT. When you are sure it's the correct site, save it by choose FAVOURITES/ Add to favourites. Usually their home pages contain "How easy Internet Banking is to use" KEEP THIS WINDOW OPEN, but minimize it for later.

if you wish to carry on with my text if you prefer.

*Above and right in this window where it says "Payment by BACS, Printable page." CLICK to get this text as a \*.pdf file which may be printed out. You may then minimize this page until later.*

### To set up an account on-line.

- 1) Email them to get your access details to do this. If you haven't had these before, there will be a password and other private security details that you have or will choose.
- 2) When you have received them, keep them in a safe place, not on computer.
- 3) As you read this, you will need to then maximise your Bank On-Line Website.
- 4) Select log-in on the home page and follow the wizard to  
access your account / set up an account on-line.
- 5) Once this has been set up, you'll be able to pay / transfer funds quickly and easily.

### To make a Payment

- 1) **FIRSTLY** email us to ask for our bank details and for us to know which course and dates.
- 2) Our email is **info@eclipse-mikegoss.com** - we will try to reply ASAP to the following . .
  - A) Bank account name on Mike's debit/credit card & cheque book.
  - B) The Account Sort Code eg: 00-00-00
  - C) The Account Number eg: 00000000
  - D) A Payment Ref. to your course code and dates e.g.C26 Fast Track
  - E) and then the amount you are sending - £845.00 or £100.00 deposit
- 6) Finally, open up your on-line account (password/details)
- 7) Select /payments & transfers/ set up new payment/ £XXX account from/ other destination/ fill in boxes with info above ABCDE/ and date to leave your account.
- 8) If you have only paid the deposit the balance will be required one month before commencement of your course.