



## So you'd like to pay by BACS . .

To pay by BACS, you must have ON-LINE Banking.

If you need to enable your computer to access your bank account, and are not sure how to do it.

- 1) First Email them to get your access details to do this, if you haven't had them before.  
This will be a password, and other private security details that you have/will chosen.
- 2a) When you have them - Open your Internet Browser (e.g.Windows Explorer)  
and enter the bank's website address - e.g. (www.firstdirect.com)
- 2b) If you don't have it, enter your bank name & your country in your search engine box.  
e.g. Most people have Google. Select [search]
- 3) Out of the pop-up list that appears (click on) the one you recognize.  
Select log-in and follow their wizard to access your account / set up an account on-line.  
If you fill in your details in all boxes with an \*. All will be well.
- 4) Once this has all been set up, you'll be able to pay and transfer funds etc. quickly easily and with little time, effort or cost. You can transfer funds to anyone around the globe this way.
- 5) NOW you need to email us to ask for our bank details and for us to know the dates you'd like to come and the Course? OUR Email is [info@eclipse-mikegoss.com](mailto:info@eclipse-mikegoss.com) We will try to reply as soon as possible with . .
  - A) Bank account name on Mike's debit/ credit card & cheque book
  - B) The Account Sort Code e.g. 00-00-00
  - C) The Account Number e.g. 00000000
  - D) A Payment Ref. to your Course Code & Dates e.g. Fast Track Course Y23 - 18<sup>th</sup>Jan to 23<sup>rd</sup>Jan 2009
  - E) and lastly the amount\* you are sending . . . e.g. £350.00

\*Your Bank should advise you of any Intermediary Bank's charges, which you could add to the amount you're sending, or you can give us that amount when you come.
- 6) Finally, Open up your on-line account (password/details) select /payments & transfers/set up new payment/ £000 account from/ other destination/ fill in boxes ABCDE/ \*date to leave your account.