

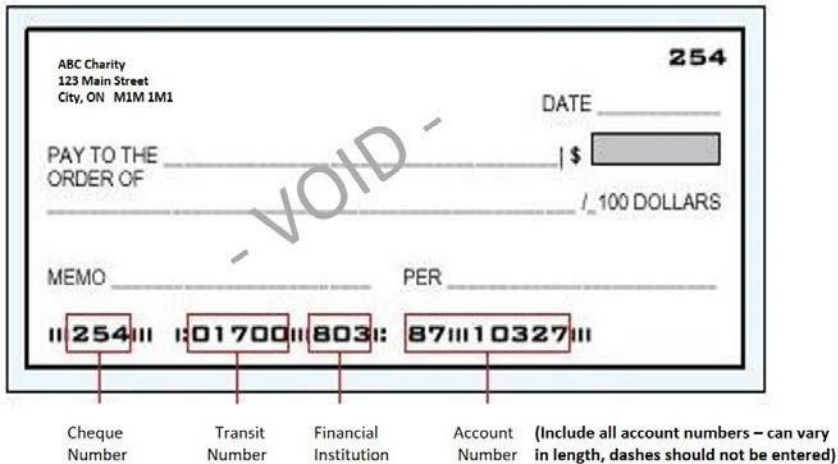
GRANTEE HELP

How to Enter Banking Information (for Approved Grantees):

Once OTF has notified you that your grant request has been approved, you will be required to add your banking information if you haven't already done so. Please follow the instructions in Option A (New grantee) **OR** Option B (Returning grantee with another active OTF grant):

Option A (New Grantee): If this is the first grant your organization has received from OTF since December 2015, follow this two-step process:

1. Enter the organization's bank name and account number for this grant, and upload a void cheque or direct deposit letter from the bank:
 - a. In your organization's OTF portal, click on the **Applications** tab at the top right of your screen.
 - b. Then click on the **Applications List** tab.
 - c. Click to open the approved application.
 - d. Scroll down to the **Details section** and click on the **Open** button next to the **Update Bank Account** field and follow the prompts.
 - e. Make sure that the numbers you enter for the bank account are the same as those on the void cheque or direct deposit letter - OTF staff are not allowed to correct mistakes. Missing numbers or typing errors will lead to serious delays in issuing payments.
 - f. Bank account numbers may be up to 12 digits long. If your organization's bank account # is less than 12 digits, **do not** enter zeros to fill up the spaces.



- g. **Do not** enter the number of the cheque (cheque number in image above).
- h. Temporary cheques (with no pre-printed organization name and address) will not be considered acceptable uploads. If you do not have a cheque, please ask your organization's bank for a direct deposit letter to upload or wait until you receive a permanent cheque.

2. Link the banking information for your organization with the approved application:

- a. Click on the 'Update Bank Account' field again, select the bank account you just entered, and click on 'Update'.

Option B (Returning grantee with another active OTF grant):

If you've received one or more OTF grants since December 2015, you have two options:

1. Use the same bank account already registered for your organization's last approved grant:
 - To do this, **link** the newly-approved application to the existing bank account for your organization.
 - Go into the application that has just been approved.
 - Click on **Update Bank Account**
 - Select that bank account, and click on **Update, then close window**

OR

2. Use a different account for your newly-approved grant application:
 - To do this, **add** a new bank account by completing both steps 1 and 2 in Option A (above).

If you need assistance while you are providing banking information in the OTF portal, please call our Support Centre at 1-800-263-2887 for assistance.