## **Plooto Pre-Authorized Debit Setup**

The following is a step-by-step guide for setting up your pre-authorized debit information for Plooto.

You will receive an email that looks like the following image. Please also check your spam folder!

	Pre-Authorized Debit Agreement Request from	ShelterBox Canada 🔈 🔤		
-	Plooto Team <paymentrequest.6dafb399a8774e88aca3b263e602dbb8@forward.p to me -</paymentrequest.6dafb399a8774e88aca3b263e602dbb8@forward.p 	olooto.com>		Wed, Sep 30, 3:04 PM (17 hours ago)
		ShelterBox Canada	Powered by <b>plooto</b>	
		HI Michelle Felip, ShelterBox Canada is looking to set up a pre-au in order to automatically collect payments for futur	thorized debit (PAD) agreement with you re invoices.	
		From	ShelterBox Canada	
		Amount	5.00 CAD	
		Scheduled	Thursday, October 01, 2020	
		Memo ShelterBox Canada Monthly Donation		
		REVIEW PAD AGR	REEMENT	
		What is Plooto?	earn More	

**For Online Banking** -- you can set up the agreement by logging directly into your online banking. Select your bank from the options on this screen.

		Setup P.A.D. agreement from your bank account	
Interval Duration	Start Date	Country	
Every 1 month 3 payments total	01 Oct 2020	Canada	
ShelterBox Canada	Requested Debit Date	Select Banking Partner	
159 Jane Street Office 2 Foronto ON	01 Oct 2020	тр 🍇 🙆	
Memo	Initial Amount	RBC	
ihelterBox Canada Monthly Donation	5.00 CAD	S Scotlabank	



For example, using RBC – enter online banking login information and then click Continue.

Follow your bank's specific steps to select which account you would like to use and then complete your agreement. You are all set! Thank you for setting up your monthly donation.

**For Manual Setup**, you can enter you bank account details as listed on a cheque (please note this may take longer to verify). To do this, click on the "My Bank is Not Listed Above" link on the first screen. It will bring up a screen that looks like this:

Pre-Authonz	ed Debit Agre	ement	Use my bank account     Setup P.A.D. agreement from your bank account
			Bank Country/Region
<b>Interval</b> Every 1 month	Duration 3 payments total	<b>Start Date</b> 01 Oct 2020	Canada ¢
			Account Currency
ShelterBox Canada		Requested Debit Date	CAD - Canadian Dollar 🗘
159 Jane Street Office Toronto ON	2	01 Oct 2020	
Memo		Initial Amount	CAD Sample Cheque \$ Amount
ShelterBox Canada M	Ionthly Donation	5.00 CAD	Pay to
	,		001 12345 123 1234567
			Transit # Institution # Account #

After you fill out your information, click Continue.

Plooto will then send a \$0.01 deposit to your bank account with a special code listed. This may take 1-2 business days to arrive.

They will send you an additional email that will ask you to enter your PIN code to complete the Pre-Authorized Debit agreement.



## The next day (or two), you will receive the following email.

You've received your PIN code from Plooto  $\Sigma$  Inbox ×

Plooto Team <no-reply@plooto.com>

to me 👻



Check your bank statement to confirm the pin that was sent (in this case the pin is TOP680). You can do this online if you have online banking, over the phone by calling your bank, or by checking your mailed bank statement. Please note, you will have **30 days** to enter your pin.

Oct 1, 2020	Misc Payment	\$0.01
	PLOOTO TOP680	

Click the Enter Your Pin button on the email, enter the Pin into the box and select the tick box to agree. Then click Accept P.A.D. Agreement.

Pre-Authorized Debit Agreement		✓ Use my bank account Setup P.A.D. agreement from your bank account			
<b>Interval</b> Every 1 month	Duration 3 payments total	Start Date 01 Oct 2020	Date May 25	Transaction Description Plooto - ABC123	Deposit
nelterBox Canada 59 Jane Street Offic pronto ON	Re e 2	<b>quested Debit Date</b> 01 Oct 2020	We have ser The Deposit by 3 numbe AAA123) rec	nt a \$0.01 Micro Deposit to you will contain the unique PIN (3 rs, EX: PLOOTO AAA123. The PI quired to verify your account in	r <b>RBC</b> account. letter followed IN would be iformation.
emo		Initial Amount	Enter your Pin Code (ex: AAA123)		
helterBox Canada M	Aonthly Donation	5.00 CAD	Did n	Accept P.A.D. Agreement ot recieve a PIN code? <u>Change ba</u>	nk details
Total Amount 5.00 CAD				<u>Reject this request for pay</u>	<u>yment</u>
Business Pre-Autho Recurring debit of va We authorize Plooto iny other financial ins gein deductions as p imounts owing under uthorized debit for ti lebited from my/our whose stribe duburs	rized Debit ("PAD") Plan Agre riable amount at sporadic in and the financial institution de titution I/we may authorize at a er my/our instructions for payr my/our account(s) with Plooto to full amount of the services d specified account in accordance	tervals  tervals  signated (or any time) to nent of all . A pre- elivered will be a with			

You are now all set! Funds will be withdrawn monthly. Thank you for setting up your monthly donation!

