

ROYAL BANK OF CANADA HOW TO MAKE A PAYMENT

See below instructions for paying your policy premium online at Royal Bank of Canada using their online banking services.

STEP 1

- Login to RBC Online banking, then select **Send to RBC Client**
- Create a new Template for Colina – Select **Create a New Template**

The screenshot shows the 'Send to RBC Client' page in the RBC Online banking interface. The 'Template' dropdown menu is highlighted with a red circle and shows 'Select'. Below it, there are fields for 'From' (Select), 'Beneficiary's Account Number', 'Amount', 'Currency' (Select), 'Purpose' (18 - 4063 OTHER TRANSFERS), and 'Memo (Optional)' (0/56). On the right side, there are 'Quick Links' (Transfer Funds, Pay a Bill, Send to RBC Client, Send to RBC Dominion Securities, Wire Transfer) and 'Related Links' (Create a New Template, Manage Templates, Go to History).

STEP 2

- Fill in Template
 - › **Template Name** – Colina
 - › **Beneficiary's Name** – Colina Insurance Limited
 - › **Beneficiary**
 - Account Number** – 004991000652

The screenshot shows the 'Send to RBC Client' page with the template form filled out. The 'Template Name' field contains 'Colina Insurance Limited'. The 'Beneficiary's Name' field contains 'Colina Insurance Limited' and the 'Beneficiary's Account Number' field contains '004991000652'. The 'Purpose' field is '18 - 4063 OTHER TRANSFERS' and the 'Memo (Optional)' field is empty (0/56). At the bottom, there are 'Cancel' and 'Continue' buttons. On the right side, there are 'Quick Links' (Transfer Funds, Pay a Bill, Send to RBC Client, Send to RBC Dominion Securities, Wire Transfer) and 'Related Links' (Create a New Template, Manage Templates, Go to History).

STEP 3

- After Template is established – enter payment amount and send.

Send a screenshot of your payment to payments@colina.com for proper reconciliation.

The screenshot shows the 'Send to RBC Client' page with the payment amount entered. The 'Template' dropdown menu shows 'Colina Insurance Limited'. The 'From' field is 'Select', the 'Beneficiary's Account Number' field is '004991000652', and the 'Amount' field is empty. The 'Currency' field is 'BSD' and the 'Purpose' field is '18 - 4063 OTHER TRANSFERS'. The 'Memo (Optional)' field contains 'Test Text Information' (21/56). On the right side, there are 'Quick Links' (Transfer Funds, Pay a Bill, Send to RBC Client, Send to RBC Dominion Securities, Wire Transfer) and 'Related Links' (Create a New Template, Manage Templates, Go to History).

Save time, pay online. For help, contact us at customercare@colina.com.

