



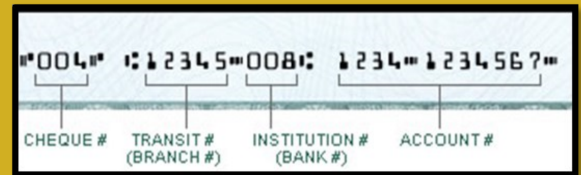
HOW TO GET SIGNED UP WITH P&H DIRECT DEPOSIT

BEFORE YOU BEGIN: We have partnered with *OneSpan Sign* to provide this service for you. *OneSpan* is a company that offers e-signing solutions to companies and provides a safe and secure method to transport documents containing sensitive information.

It is a trusted platform used throughout Parrish & Heimbecker, Limited for signing Contracts, GPOs, Declarations, and Addendums electronically from local P&H Elevators.

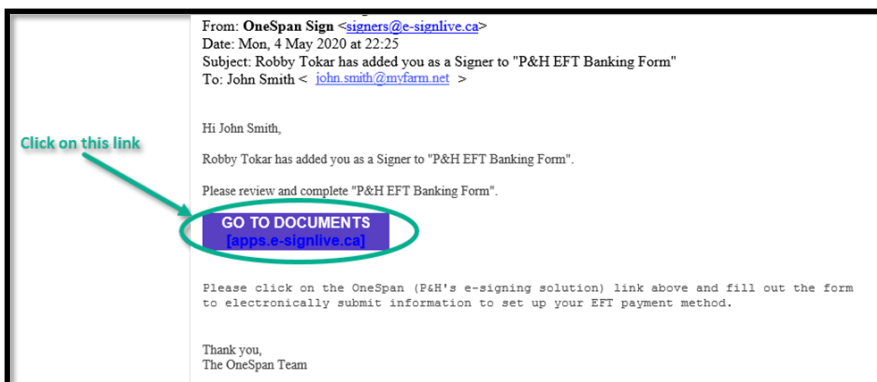
Before proceeding with filling out the forms online, please ensure you have the required banking information. You will require:

- A copy of a **VOID Cheque** or a **letter from your bank** confirming your banking details must be electronically attached. Banking information can be found on the bottom of your cheque.
- If you are on your computer, save these in an easy to find location.



STEP 1: Click [here](#) - this link will take you to the *OneSpan Sign* platform. Fill out your First and Last name and email. Then click, **Submit**.

STEP 2: Once submitted, you will receive an email from *OneSpan Sign*, similar to the example. **Click** on the link to open the *P&H EFT Banking Form*:



STEP 4: Fill in the required information in the EFT form – please note the following:

- All fields are mandatory:** The form will not submit if any fields are left blank *with exception* to the Signing Date at the bottom as it automatically generates the date once signed.
- Company Name:** as it appears on your P&H Account - this could be your First and Last name or actual Company Name.

NOTE: If the company name on your bank account differs than how the company name appears in your P&H account, please email directdeposit@pandh.ca.

c. **P&H Account #:** If you are unsure of your P&H Account # refer to:

NOTE: If you cannot find your P&H Account #, please contact your local elevator.

i. A prior Settlement document or Cheque stub:

Settlement
Parrish & Heimbecker, Limited
Glossop Grain
Box 426
Strathclair, MB R0J 2C0
Ph: (204)365-5282
Fax: (204)365-2144

Page #:
Payment Date:
Payment Nbr:
Check Nbr:
Currency:
GST/HST Nbr:
Cashable Date:
Their Contract Nbr:

Account: 123456
John Smith
123 Easy Street
Winnipeg, MB R3B 3K6

P&H Account #

Parrish & Heimbecker, Limited
John Smith
Document No. Doc. Date Posting Description Vendor Invoice Nbr Amount Discount
GR000026234 05/01/20 Purchase Ticket 05 05 2020 123456 \$4,123.93 \$0.00

d. **Contact Name:** who to contact if P&H has questions about this form

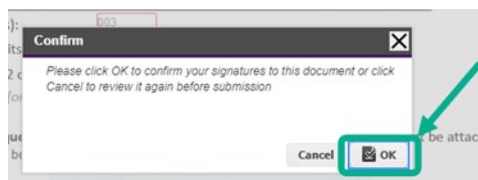
e. **Phone Number:** of the Contact Name (refer to d. above)

f. **Email for settlements:** this should match the email on your P&H Account.

g. **Bank Account Information:** All of the information given in this section of the form must have backup verifying the information (void cheque) - refer to page 1 highlighted section.

STEP 5: Once you have filled out and verified your information, press the **Click to Sign** button located in the yellow box at the bottom of the form.

Verify your signature by clicking **OK** once the confirmation box pops up.



P&H Direct Deposit Setup Form
Please complete this payment information request to enable P&H to transfer money electronically into your account. If you have any questions please email directdeposit@pandh.ca or call (855) 562-4188 for assistance.

P&H Account Name: John Smith Farms Ltd.
P&H Account #: 123456
Contact Name: John Smith
Cell Number: (204) 555-1234
Phone Number: (204) 956-2030
Email Address: john.smith@myfarm.net

Bank Account Information:
Bank Name: Royal Bank of Canada
Bank # (3 digits): 003
Transit # (5 digits): 12345
Account # (7-12 digits): 12341234567
Currency: CAD (only CAD accounts accepted at this time)

Settlement
Parrish & Heimbecker, Limited
Glossop Grain
Box 426
Strathclair, MB R0J 2C0
Ph: (204)365-5282
Fax: (204)365-2144

P&H Cheque:
If you are unsure of your P&H Account #, refer to a prior Settlement document or Cheque stub.

A copy of a VOID Cheque or a letter from your bank confirming your banking details must be attached. Banking information can be found on the bottom of your cheque.

Click on the yellow box to sign the document

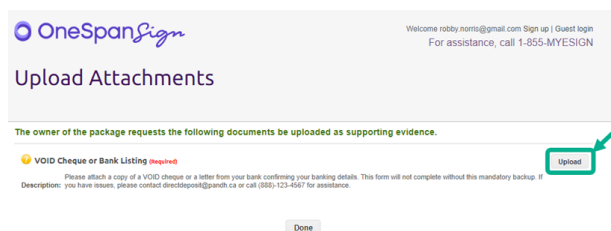
The date will automatically fill itself out once you click to sign

By signing below, I certify all information is true and correct to the best of my knowledge.

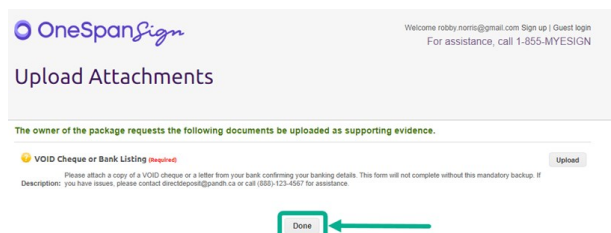
Account Holder Signature: **Click to Sign** Date:

STEP 6: Once you confirm your signatures you will be prompted to add your voided cheque or bank letter (which you have been previously saved).

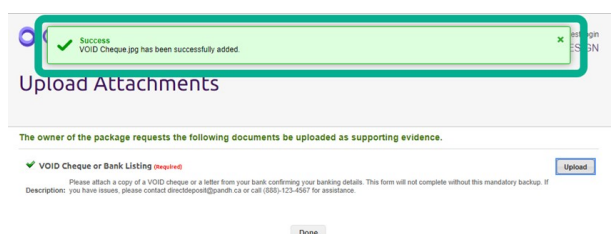
a. Click on the **Upload** button



b. Select your electronic documents, attach and click **Done**.



Once your attachment has been successfully uploaded, you will get a notification:



STEP 7: Upon completion of the P&H EFT Banking Form, *OneSpan Sign* will provide a confirmation – click **Close** if you'd like to review or Exit and you're done!

If you are having trouble completing this form, please reach us at:

- Call toll-free: (855) 562-4188
- Email: directdeposit@pandh.ca

Please do not send any banking information directly to the email account. This email will put you in contact with P&H employees. If you have any issues contacting us at the email above, please contact your local station and they can help out.

