



HOW TO GET SIGNED UP WITH P&H DIRECT DEPOSIT

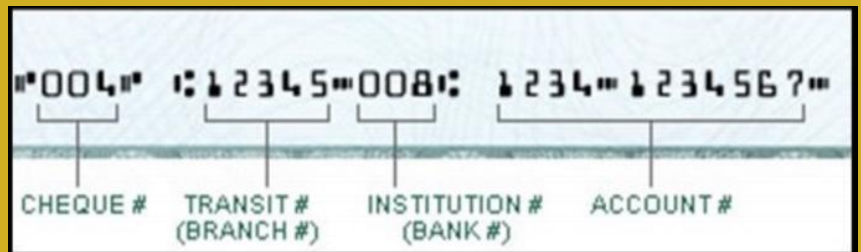
BEFORE YOU BEGIN: We have partnered with *OneSpan Sign* to provide this service for you. *OneSpan* is a company that offers e-signing solutions to companies and provides a safe and secure method to transport documents containing sensitive information.

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

FAX OPTION: You may also fax in your P&H EFT Form if needed to **1 (877) 987-2788**. For more information, please continue to page 4.

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.



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**. You will receive an email indicating your application process has started.

STEP 2: Fill in the required information in the EFT form – please note the following:

A. **Mandatory fields:** The form will not submit if any of the required fields are left blank *with exception to* the Signing Date at the bottom as it automatically generates the date once signed.

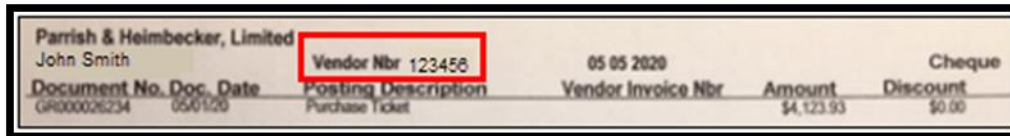
B. **Company Name:** This is your P&H Account name. If you do not have a Company Name, this will be your First and Last Name.

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:
A prior Settlement document or Cheque stub:



The image shows a 'Settlement' document from Parrish & Heimbecker, Limited. The P&H Account # is 123456, which is highlighted with a red box and labeled 'P&H Account #'. The document includes contact information for Parrish & Heimbecker, Limited, such as 'Glossop Grain', 'Box 426', 'Strathclair, MB R0J 2C0', and phone/fax numbers.



The image shows a 'Cheque' stub from Parrish & Heimbecker, Limited. The Vendor Nbr is 123458, highlighted with a red box. The stub shows a payment of \$4,123.93 on 05/05/2020 for a 'Purchase Ticket'.

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

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

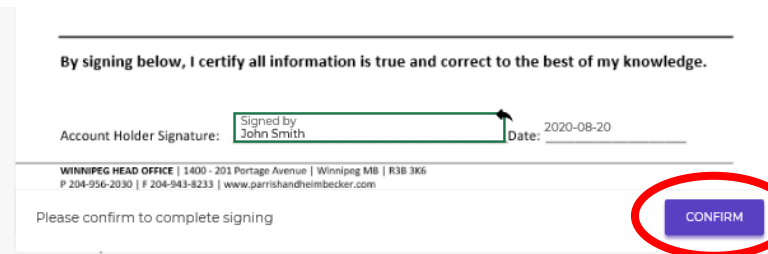
E. **Phone Number:** Enter the phone number which you would like to be reached at if there are any questions regarding your application.

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

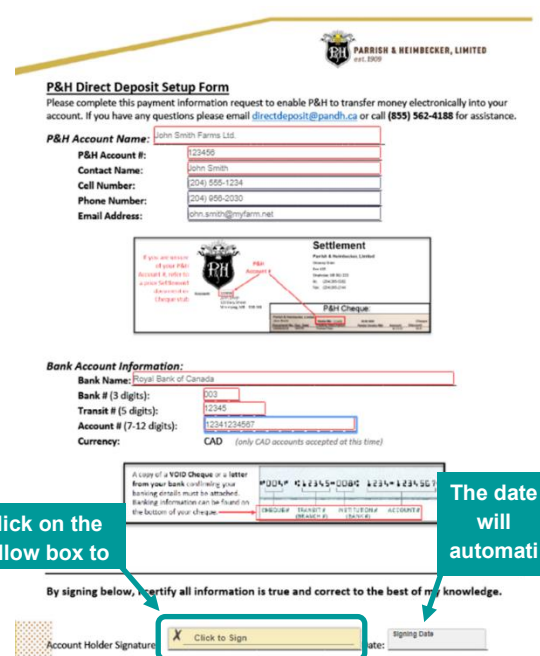
G. **Bank Account Information:** The banking details provided in this section must have backup (void cheque) verifying the information.

STEP 3: 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. The date will automatically appear.

STEP 4: Once you have clicked to sign, **scroll to the bottom of the page** and **click CONFIRM.**

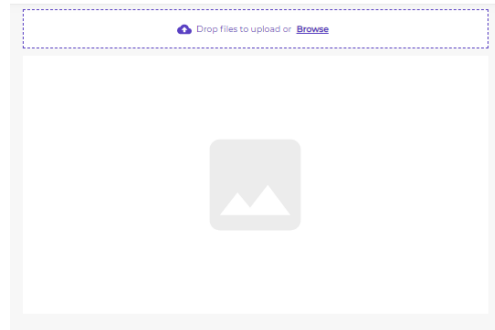
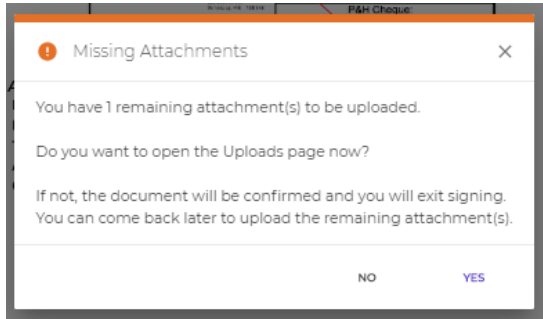


The image shows a signature line with the text 'By signing below, I certify all information is true and correct to the best of my knowledge.' The signature is 'Signed by John Smith' and the date is '2020-08-20'. Below the signature line is a 'CONFIRM' button highlighted with a red circle.

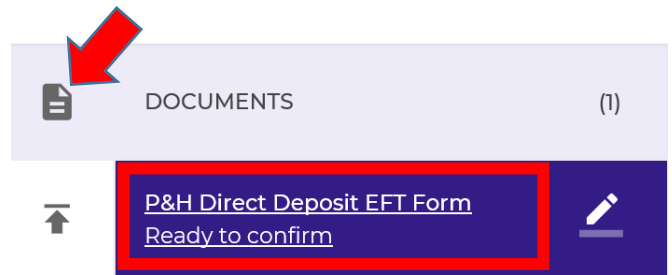


The image shows the 'P&H Direct Deposit Setup Form'. It includes fields for 'P&H Account Name', 'P&H Account #', 'Contact Name', 'Cell Number', 'Phone Number', and 'Email Address'. Below these fields is a 'Bank Account Information' section with fields for 'Bank Name', 'Bank # (3 digits)', 'Transit # (5 digits)', 'Account # (7-12 digits)', and 'Currency'. A 'Settlement' document snippet is also visible. At the bottom, there is a yellow box labeled 'Click to Sign' and a green box labeled 'The date will automati'.

STEP 5: Once you confirm your signatures, you will be prompted to add your void cheque. **Click YES** to open the *Uploads* page.



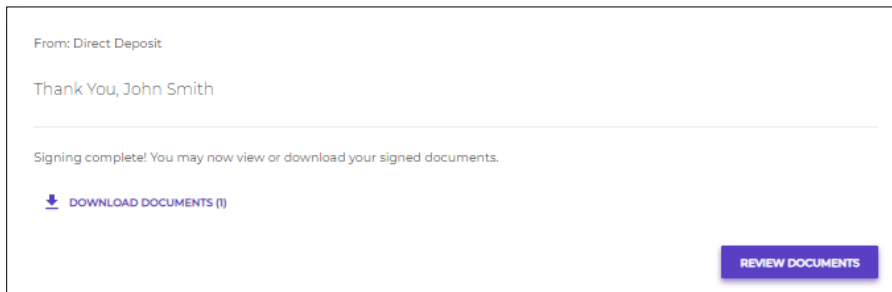
STEP 6: After uploading your void cheque, click on the **Documents Tab** (see arrow). And again on the **P&H Direct Deposit EFT Form** (highlighted in red) – this will take you back to the original form.



STEP 7: Once you have returned to the form, **click CONFIRM** again in order to complete your application.



STEP 8: Upon completion, *OneSpan Sign* will provide confirmation. You can now close the application, or review the documents if you'd like.



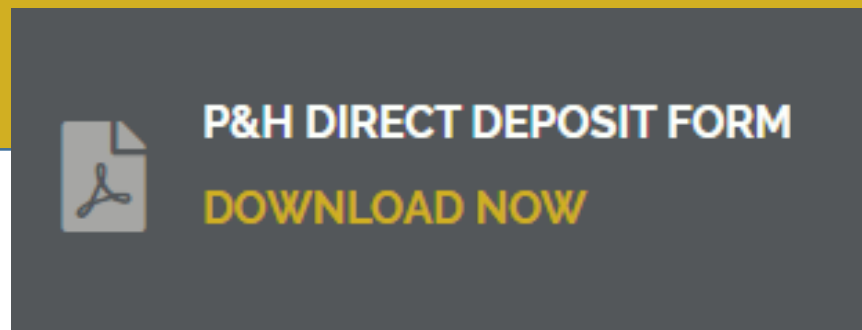
If you are having trouble completing this form, please reach us at:

- 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.

P&H Direct Deposit Fax Option

- We are now offering the option to securely fax your EFT form and void cheque. If you do not have access to a fax machine, you can bring in your form and void cheque to your local station and they will fax it on your behalf.



- You can find a PDF copy of the EFT form under our direct deposit guidelines (see below). The form can be downloaded and printed.
- Please ensure the form is completely filled out and that you attach a void cheque prior to faxing it in. If you have any questions regarding how to fill out the form, please read the instructions located at the beginning of the direct deposit guidelines.

Fax number: 1 (877) 987-2788