



Signing up for Online payments for School Fees

1. Check the portal for your Statement of Account for the balance to pay
2. Make note of your personal payment code on the statement (**Online Banking File #**)
 - a. Be sure to use the code as it is printed *see example below
 - b. The payment will be credited to the parent whose code is used
 - c. Code for school fees is different from the code used for daycare payments

***Online Banking File Numbers** are 19 digits long with no spaces

86ES0160000000000000

86 – ES – 016 – 0000000 – 00000
WQSB – School – School Code – Student ID# – Parent ID#

This is an example. **DO NOT use this code.** Be sure to find your own code on the statement for your child.

3. Sign into your online banking
4. Create a payee by searching "Western" a list of names should come up
5. Choose "Western Quebec SB – School and Daycare" or "Western Quebec School Board – S/D" or a variation of that depending on your bank
6. They will ask for your payment code or file number; you must enter it carefully
7. Make a payment by entering the amount from your statement

Once you have created the payee you can use the same one every year to make payments for school fees while your child is attending Greater Gatineau. Code will change if your child switches schools.

Daycare families should have two payees for each child. You can save one with the nickname "School Fees" and one as "Daycare Fees".

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