

How to Make a Payment through Internet Banking

Please read the following instructions on how to make a payment online:

1. Login to your Internet banking & click 'Add Payee'.
2. In the 'Find a Payee' section, type in 'John Sutherland' as the 'Company Name' & click 'Next'.
3. Click on 'John Sutherland and Sons Ltd' (Sutherland Insurance).
4. For the 'Payee Account Number', use your Sutherland **Client Number**.

If you don't have your client number, call our office, and one of our Customer Service Brokers will be happy to assist you.

5. Click 'Next' & complete the 'Add Payee' section