

INTRODUCING ONLINE PAYMENT OF REGISTRATION FEES!

Health Professions Council is now able to offer online payment of Registration Fees for your renewals.

To complete an online payment, simply set up the Health Professions Council as a template under your online Payees.

Please enter our account details (below) in your online payees template to complete the payment:

Health Professions Council
Royal Bank Of Canada, Main Branch
Savings Account Number: 1761931
Transit Number: 05625

We want to be sure that we're getting **YOUR** payment correctly recorded. We've provided some helpful tips to assist you. The process may vary depending on your bank.

To get started you need to have your prior Registration document handy

Note – *some Banks require you to select the senders Bank (Royal Bank) which eliminates having to type the "Transit Numbers". Others may require separate entry and then finally, you may have to type the "Transit" and "Account Number" all on same line. If you run into any queries, please contact your Bank to confirm the set up of Template payees.*

First Caribbean Bank

- You will have to establish the Health Professions Council as a "Payee" in order to process an online payment.
- Once the Payee is created, the payment option is as a "Transfers", followed by selecting "Transfer to a customer of another bank in my country" and selecting "Health Professions Council" as payee.
- Comment section. Sometimes this does not display to the beneficiary but suggest you complete adding your name and Registration / Certificate number.
- A Notification option can be sent via SMS or email can be sent to alert HPC of your payment. Our preference is an email sent to [email address] again, including your Registration / Certificate details.
- A receipt capture (PDF or screen shot). This should be saved to your computer/hand-held device, in PDF form. When submitting your Registration documentation please include a copy of the receipt.
- And remember, save the Template for future reference.

Commonwealth Bank

- Payment option may be shown as a "**Domestic Payment**" and then select "**Beneficiary's Bank**" (RBC Royal Bank, Bahamas Limited, etc).

- Comment section. Sometimes this does not display to the beneficiary but suggest you complete adding your name and Registration / Certificate number.
- A receipt capture (PDF or screen shot). This should be saved to your computer/hand-held device, in PDF form. When submitting your Registration documentation please include a copy of the receipt.
- And remember, save the Template for future reference.

Bank Of The Bahamas

Unfortunately, unless both sender and recipient has a Bank Of The Bahamas account, any request for sending funds (even locally) has to be done via an online request document that is then submitted to BOB for processing.

If a BOB account holder, we suggest you contact your Bank for assistance in setting up a payment request.

Scotiabank

- Payment option may be shown as a **“Transfer”** and then select **“Add a recipient” (Health Professions Council details as above)**.
- **The option of “Personal” or “Commercial” will populate and would suggest that you create as “Personal”.**
- **As external, you would select “Other Bank”, and complete the details as above (Branch, account number and transit number)**
- **A Comment section is available. It is extremely important that you populate the comment section with your name and Registration / Certificate number (see below).**
- Unfortunately, there is no PDF or other receipt available. And although you can see the history of the payment, details (example the Comments) would not be available to you for online viewing. However the comments would be available to the recipient of the funds (HPC) and therefore allows us to identify whom payment is being processed.
- There is an option to ‘screen shot’ the transaction and also forward to us as proof of payment.
- And remember, save the Template for future reference.

Royal Bank of Canada

- Sender is able to send direct to an RBC account.
- Comment section available. Complete adding your name and Registration / Certificate number.
- A receipt capture (PDF or screen shot). This should be saved to your computer/hand-held device, in PDF form. When submitting your Registration documentation please include a copy of the receipt.
- And remember, save the Template for future reference.