



Required Payment Method: Email Transfer Payment Instructions

1. You will receive your monthly statement/invoice via email. Please ensure that the email addresses in our file are kept up to date. Some employers (school boards, governments) have filters that do not allow for the receipt of specific document types, including M.T.J.B. Invoices so please provide an alternate if required;
2. Upon opening the statement/invoice, you will see the details regarding your monthly billing.
3. You must have access to online banking through your bank.
4. Contact the Financial Director (Kathy Jodoin) at kjodoin@xplornet.com to set up an “answer” to the security question.
5. Send an email transfer to mtjb1987@gmail.com through online banking.
6. M.T.J.B. will receive a message that a transfer is pending.
7. The Financial Director will process the payment.
8. Payment is deposited into M.T.J.B.’s bank account & you are done.
9. This is a quick way to submit your payment and have the money withdrawn from your account immediately.

If parents have any issues or questions regarding the invoicing, or payments please contact:

Kathylyn Jodoin, BA, RECE
Financial Director – M.T.J.B.
(613)925-4032
(613)925-5007
(613)349-2852
kjodoin@xplornet.com