

Procedure for opening an AccèsD Affaires account

1 - SEARCH	<p>A - In Access Management, select the AccèsD Affaires menu.</p> <p>B - Search company by telephone number to ensure that it is not already registered.</p> <p>C - The Add button will appear. Click on it if the company has no open AccèsD Affaires file.</p>
2 - FILE	<p>A - The File section opens automatically. Fill in all the fields in the “Company Identification” box.</p> <div data-bbox="370 346 1507 541" style="background-color: #e6f2e6; padding: 10px;"> <p>IMPORTANT!</p> <ul style="list-style-type: none"> • Pay particular attention to the following items: <ul style="list-style-type: none"> • Legal entity: YES → Company, union, not-for-profit organization, association or cooperative – INC. NO → Self-employed businessperson, registered company (owners have unlimited liability) – REG'D • Status: Select “Active” by default, otherwise the member will not be able to use AccèsD Affaires. </div> <p>B - Fill in all the fields in the “Primary Administrator” box.</p> <p>C - Click Add.</p>
3 - SERVICES	<p>A - The Services section opens automatically. Give the primary administrator the user code and temporary password.</p> <p>N.B.: You cannot add the “Payment of Bills and Government Remittances” service until the Cash Management service has been added.</p> <p>B - Select the Cash Management service by default and then click Add.</p> <p>C - Select the following operations by default: Transfer, View Statement and Bank Confirmation. At some caisses, the “Line of Credit Payment” must be selected (see individual caisse policies).</p> <div data-bbox="370 846 1507 972" style="background-color: #e6f2e6; padding: 10px;"> <p>IMPORTANT!</p> <ul style="list-style-type: none"> • When adding the Cash Management service, it is important to select the company’s authorized transactions. Adding the Cash Management service alone is not sufficient to allow the company to make transactions. </div> <p>D - In the Options box, select by default “One signature required...” and then click Confirm.</p> <div data-bbox="370 1010 1507 1199" style="background-color: #e6f2e6; padding: 10px;"> <p>IMPORTANT!</p> <ul style="list-style-type: none"> • If the company wishes to have two signatures for a transaction, select “Two signatures required...”, then indicate the minimum amount for which a second signature is required. • The “Inform the caisse of any transaction greater than \$” box is checked at the discretion of each caisse. This obliges the company to inform the caisse of transactions involving large amounts. We recommend a default amount of \$500,000. </div> <p>E - Click on the Accounts section.</p> <p>F - Fill in the information required to add a folio, and then click Add a folio.</p> <p>G - A new page displaying the accounts for that folio will appear. In the Transactions column, make sure that each account in the folio is selected, to indicate that the company is authorized to make transactions on these accounts.</p> <p>H - Select whether or not the company is the folio holder (i.e., if this folio belongs to the company).</p> <p>N.B.: In most cases, it will be sufficient to compare the company’s name at the top of the table with the name displayed next to “Folio Holder” below the table to check that the company is the holder, and then click Confirm.</p> <p>I - Repeat the process to add as many folios as desired. One of the advantages of AccèsD Affaires is that it enables all of the company’s folios to be integrated.</p> <p>J - It is important to click on the Fees icon before leaving this section.</p> <p>K - Choose one of the two fee options as well as the account to which the fees will apply. Click Confirm.</p> <p>L - Click on the Services section. Select “Payment of Bills and Government Remittances” as default, then click Add.</p>
4 - FORMS	<p>A - Click on the Forms section.</p> <p>B - Open each of the forms, and then click Print in your browser’s menu bar.</p> <p>C - Once the forms are printed, fill out the documents and have them signed by the company representative. Keep a copy of each document for your files.</p>