

Olympia Trust - Update Fee Payment Source

Username (Email Address)

Password

LOGIN

Register Here Forgot Password

Step 1:

Access portal.olympiatrust.com and click **LOGIN** to your Olympia Trust Company Client web portal.

If you haven't created your portal account, please contact our Client Support Team.

Step 2:

Select **Online Transactions** from the side bar menu.

- Accounts
- Online Transactions**
- Forms And Resources
- Contact

Step 3:

Select **Fees** → **Update Fee Payment Source**.



Fees

Pay fees or update your fee payment source.



Update Fee Payment Source

Bank Account			
Description	Account Number	Payment Option	Bank Account #
TFSA	12345	All Fees	1234567

EDIT

Step 4:

Click to **EDIT** the self-directed account(s) you wish to update the fee payment details for.

Step 5:

Complete the fee payment specific details including:

Bank Account: Update bank branch, institution and account details.

or

Credit Card: Update card number and expiry details.

Your **Fee Payment Source** must be a **Canadian Bank Account** or **VISA / MasterCard**.

Fee Payment Method

Credit Card



Card Holder First Name: JOHN

Card Holder Last Name: SMITH

Credit Card Number: Credit Card Number

Expiry Date: Month Year

Step 6:

Click **SIGN DOCUMENT** to sign the **Fee Payment Authorization form**.

Handwritten signature

< Back I understand this is a legal representation of my signature. INSERT

You're done!