AIR CANADA

1. Click on your **Initials** at the top-right corner and select **Settings,** then **Remittances.**

2. Under Settlement tab, select **Create** under the EFT/ Check remittances section. If an address already exists, you can select the address and click on **Edit.**

3. Fill all the required fields marked with *.

4. In the Remittance ID Assignment section ensure your customer is Air Canada and add the **Remittance ID** (provided by Air Canada) in the field.

5. Click **OK.**

6. When finished, click **Save.**

7. Then, select the newly created Remit-To ID from the drop-down options on the **Remit To** field when creating your invoice.

8. If you have any questions, do not hesitate to contact the Air Canada Supplier Enablement Team by completing this form.