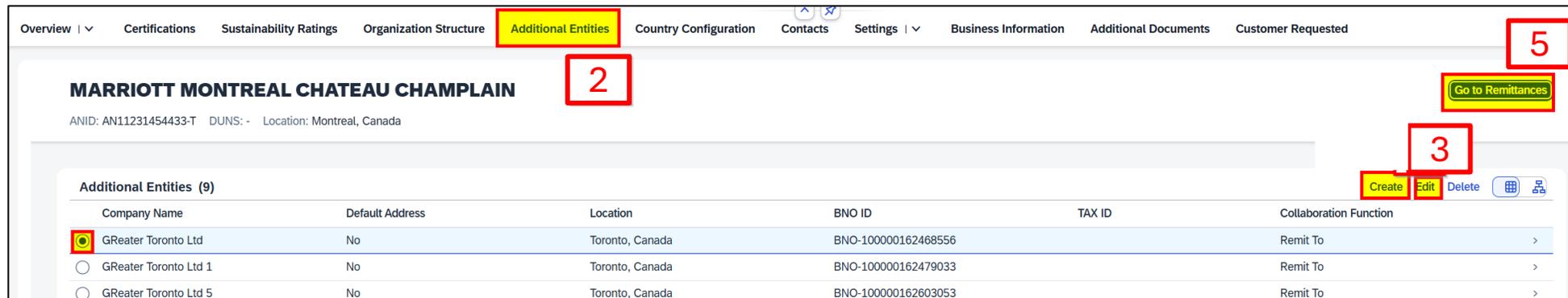
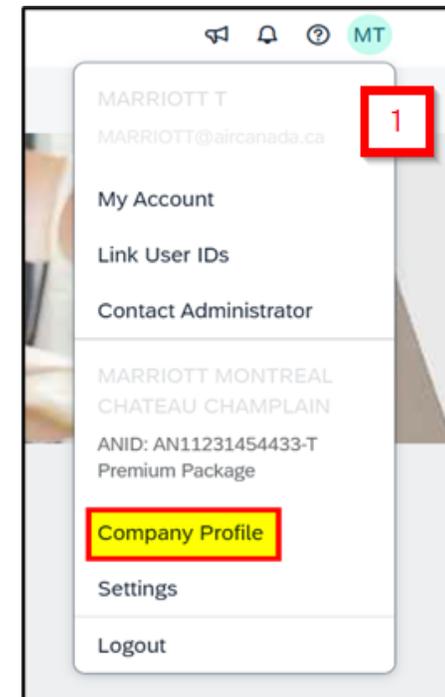


# ADD/UPDATE THE REMITTANCE ID

1. Click on your **Initials** at the top-right corner and select **Company Profile**,
2. Select **Additional Entities**.
3. If you don't have any remittance address registered, select **Create**. If one or more address already exist, select the right one and select **Edit**.



4. Complete all the required fields marked with \*. In the **Network collaboration information** field, select **Remit To**. Make sure to check the box **Make this address default**, then **Save**.
5. Select the remittance address again and **Go to Remittance** button in blue on the right side of your screen.
6. Select the remittance address again, go to **Edit Bank details** and add the full 21 characters **Remittance ID** (provided by Air Canada) next to **AIR CANADA** as Customer.

