OLYMPIA ONLINE

Client Support

📞 1.877.565.0001

✉ myaccount@olympiatrust.com

Monday - Friday
8:00 a.m. - 4:30 p.m. (Mountain Time)

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.

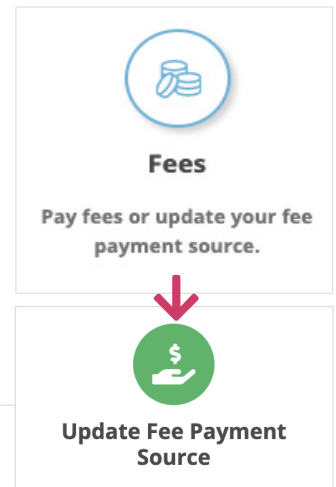If you haven't created your portal account, please contact our Client Support Team.

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   Card Holder Last Name

JOHN   SMITH

Credit Card Number   Expiry Date

Credit Card Number   Month   Year

Step 6:

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

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

You're done!

For more information go to www.olympiaonline.ca

Available on the **App Store**

GET IT ON **Google Play**

Portal Account Upgrade is available on both Web Portal and Mobile App!