



## INSTRUCTIONS FOR USING AUTISM FUNDING FOR CAN MEMBERSHIP

Participants wishing to use their Autism Funding to pay their membership fee must complete these steps:

1. **IDENTIFY THROUGH YOUR CANUCKS AUTISM NETWORK ONLINE ACCOUNT THAT YOU ARE PLANNING ON USING AUTISM FUNDING TO PAY YOUR MEMBERSHIP FEE.**
2. **COMPLETE AND SUBMIT A REQUEST TO PAY FORM TO AUTISM FUNDING.**

### 1. IDENTIFY THROUGH YOUR CANUCKS AUTISM NETWORK ONLINE ACCOUNT THAT YOU ARE PLANNING ON USING AUTISM FUNDING

1. Log into your account at [www.canucksautismprograms.ca](http://www.canucksautismprograms.ca),
2. Select the tab *My Account*,
3. Select the *View/Pay* button next to your membership invoice,
4. Under the section *How would you like to pay*, select *Autism Funding*,
5. Read through the terms and agree by selecting the box next to *I understand and agree to...*,
6. Save your agreement by selecting the green *Save* button at the bottom of the screen.
  - a. Once your Request to Pay has been approved, Autism Funding will provide you with the Authorization number required
  - b. When you receive the authorization number enter it to the *Auth # box*

### 2. COMPLETE AND SUBMIT A REQUEST TO PAY FORM TO AUTISM FUNDING FOR MEMBERSHIP FEE

If submitting your Request to Pay to Autism Funding through email or mail [click here](#) for the form.

Below is an example of how to complete the service section of the form:

#### PART A SERVICES

Complete this section to authorize payment to a service provider who is providing autism intervention for the child.

SERVICE PROVIDER NAME <i>Canucks Autism Network</i>		PAYMENT TO BE PROVIDED TO (Check one): <input checked="" type="checkbox"/> SERVICE PROVIDER <input type="checkbox"/> AGENCY	
AGENCY NAME (if Applicable)			
ADDRESS <i>1788 W 8th Ave</i>	CITY/TOWN <i>Vancouver</i>	POSTAL CODE <i>V6J 1V6</i>	PHONE NUMBER <i>(604) 685-4049</i>
TYPE OF SERVICE(S) <i>Annual Membership Fee</i>		START: YYYY/MM/DD <i>Funding Year Start Date</i>	END: YYYY/MM/DD <i>Funding Year End Date</i>
		FEE (include PST) \$ <i>[redacted]</i>	PER (HR./DAY) <i>[redacted]</i>
		TOTAL AMOUNT \$ <i>[redacted]</i>	



**Note:** If you are using the Online Portal to manage your Autism Funding, a Canucks Autism Network annual membership fee is classified as *Equipment*.

Once Canucks Autism Network receives a copy of authorization letter from Autism Funding, a copy of your membership invoice will be sent to Autism Funding to collect payment. This process typically takes between 6-8 weeks.

**If you have any questions regarding your membership fee, please contact Canucks Autism Network at [info@canucksautism.ca](mailto:info@canucksautism.ca).**

**If you have any questions regarding your Autism Funding, please contact the Autism Funding Branch at [mcf.autismfundingunit@gov.bc.ca](mailto:mcf.autismfundingunit@gov.bc.ca).**