



INSTRUCTIONS FOR USING AUTISM FUNDING FOR CAN MEMBERSHIP

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

- IDENTIFY THROUGH YOUR CANUCKS AUTISM NETWORK ONLINE ACCOUNT THAT YOU ARE PLANNING ON USING AUTISM FUNDING TO PAY YOUR MEMBERSHIP FEE.**
- 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

- Log into your account at www.canucksautismprograms.ca,
- Select the tab *My Account*,
- Select the *View/Pay* button next to your membership invoice,
- Under the section *How would you like to pay*, select *Autism Funding*,
- Read through the terms and agree by selecting the box next to *I understand and agree to...*,
- Save your agreement by selecting the grey *Close* button at the bottom of the screen. (You will know this has successfully saved when the status of your invoice reads *AF Pending*.)

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

Below is an example of the information to include when completing the *Services* section of the Request to Pay 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 Canucks Autism Network		PAYMENT TO BE PROVIDED TO (Check one): <input checked="" type="checkbox"/> SERVICE PROVIDER <input type="checkbox"/> AGENCY	
AGENCY NAME (If Applicable)			
ADDRESS 1788 West 8th Avenue	CITY/TOWN Vancouver	POSTAL CODE V6J 1V6	PHONE NUMBER (604) 685 4049
TYPE OF SERVICE(S) Annual Membership Fee	START: YYYY/MM/DD Funding Year Start Date	END: YYYY/MM/DD Funding Year End Date	
** If using online portal, select <i>Travel, Training, Equipment</i> option	FEE (include PST) \$ 25.00	PER (HR./DAY)	TOTAL AMOUNT \$ 25.00



Once Canucks Autism Network receives a copy of authorization letter from Autism Funding, a copy of your membership invoice will be sent 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.

If you have any questions regarding your Autism Funding, please contact the Autism Funding Branch at mcf.autismfundingunit@gov.bc.ca.