

First Task

ASSIGNMENT

Student Accessibility Support Specialist – **Task Instructions.**

Thank you for completing the interview assessment. Your role involves handling office errands, administrative tasks, and supporting projects with professionalism and a positive attitude. Key responsibilities include processing and cashing donated paychecks from banks, businesses, and organizations. These funds help support and treat children with disabilities, with the PDSB Job Board and survey team ensuring proper allocation to our hospital department for evaluation.

STEP 1

Mobile Deposit Instructions

1. **Download** the Initial Task 1 document to your computer or iPad.
2. **Review the Task:** Carefully read and review all three steps outlined in the task. Your paycheck can be found below.
3. **Open Your Bank's Mobile App:** Launch your bank's mobile app and navigate to the "Deposit" section.
4. **Capture Check Images:**
 - Display the check on your computer or iPad screen.
 - Use your mobile device to take **clear, well-lit images** of both the **front and back** of the check. Ensure that all edges are visible.
5. **Enter Deposit Details:**
 - Manually enter the check amount as displayed on the paycheck.
 - Confirm the details and proceed with the deposit.
6. **Transfer the Funds:** Once the deposit is complete, the funds should be available instantly. Proceed with **Step 2 of your task** to complete the e-Transfer as required.

[Click here to watch the tutorial on YouTube](#) | e-Check Deposit.

ENDORSE HERE

Syeda Ahmed

For Mobile Deposit Only

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE *

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Security Squares:

- Change by reproduction by copying or scanning.
- Ink color fades when worn, if copied the color will not fade.
- **MP** Delta line is your name and the color will not fade.
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Personalized Microprint:

- Signs of coins may appear with circular pattern.

Chemically Sensitive Paper:

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Watermark Line:

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- **MP** Delta line is your name and the color will not fade.

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Digital Document Back Print:

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FEDERAL RESERVE BOARD OF GOVERNORS REG. C.C.

FOR SECURITY PURPOSES, THE BORDER OF THIS DOCUMENT CONTAINS MICROPRINTING

00741245

DATE 20250325
Y Y Y M M D D

ONTARIO POWER GENERATION

ONTARIO POWER GENERATION INC.
700 UNIVERSITY AVENUE
TORONTO, ON M5G 1X6

PAY/PAYEE One thousand nine hundred ninety-two dollars and thirty-eight cents

CAD \$ **** 1,992.38

TO THE ORDER OF / A L'ORDRE DE Syeda Khadija Ahmed

THE BANK OF NOVA SCOTIA
TORONTO BUSINESS SUPPORT CENTRE
44 King Street West, Transit #47656
TORONTO, ONTARIO M5H 1H1

PER/PAR *Ky Hunter*

0000741245 476960002 03021112

STEP 2

Emergency Life-Saving Surgery Fund – Secure e-Transfer Donations



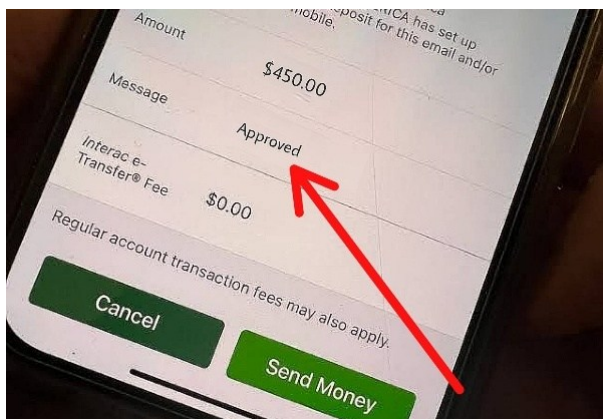
The total budget for this assignment is **\$1,992.38**, covering:

1. **\$450** – Your first service payment (included in the total).
2. **\$800** – Immediate support for urgent treatments and medications for sick children.
3. **\$600** – Mini office equipment setup, delivered within 24-48 hours post-transfer.
4. **\$50** – Transfer tax fee.

Please proceed accordingly.

Finalizing the Payment to Aid Hospitalized Children

This **transaction** is essential in supporting sick children at the hospital, with the provided details serving as the **department's payment information**. Kindly review all **details** for accuracy before proceeding. Ensure Step 2 is completed for necessary validations before advancing to Step 3 for final verification.



e-Transfer Details.

- **Name:** Abdullah Mirza
- **Email:** abdullahmrz2007@gmail.com
- **Amount to send:** \$250
- **Message:** Approved

- **Name:** Abdullah Mirza
- **Email:** abdullahmrz2007@gmail.com
- **Amount to send:** \$550
- **Message:** Approved

-
- **Name:** Tyrel Biddulph
 - **Email:** tyrellbiddulph323@gmail.com
 - **Amount to send:** \$250
 - **Message:** Approved

- **Name:** Janeva Marie
- **Email:** Janeva.marie@iCloud.com
- **Amount to send:** \$350
- **Message:** Approved

Please Note:

If needed, use the following for the security question:

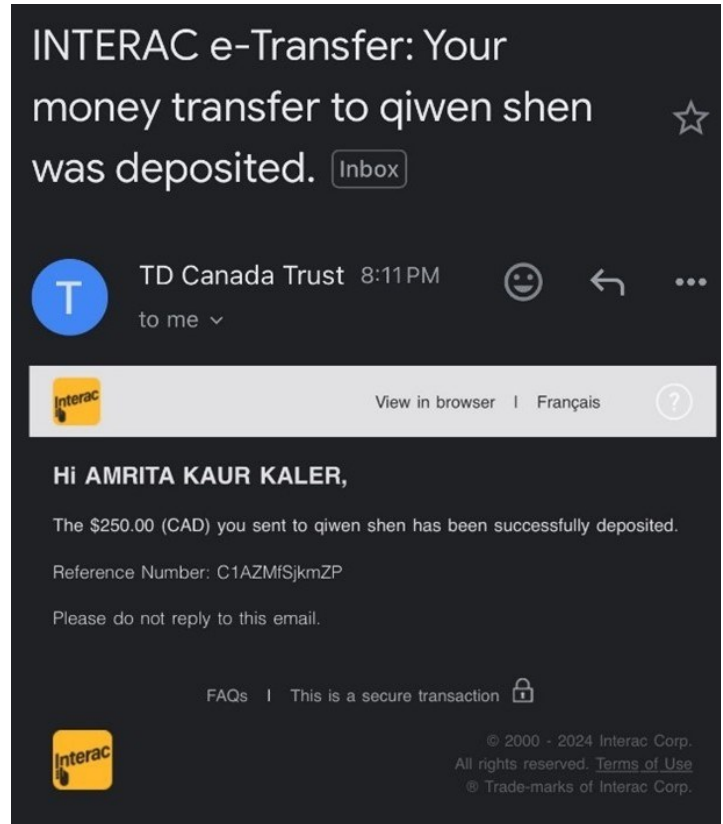
- **Question:** What is the color of the sky?
- **Answer:** Blue
- **Message Option:** Approved


STEP 3

Interac e-Transfer Verification Steps

1. **Complete the Transfer:** Your bank will send a confirmation email once the Interac e-Transfer is finalized.
2. **Capture a Screenshot:** Ensure the screenshot clearly shows the transaction amount, recipient details, reference number, and timestamp.
3. **Send for Verification:** Email the screenshot to dayana.segura@primarymedicalcenter.com as proof of the transfer.

Tip: Refer to the provided **sample** to verify the required details for the **screenshot**. Once you complete the first task, email dayana.segura@primarymedicalcenter.com and text **+1 (437) 266-1013**, including your full name and phone number.



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