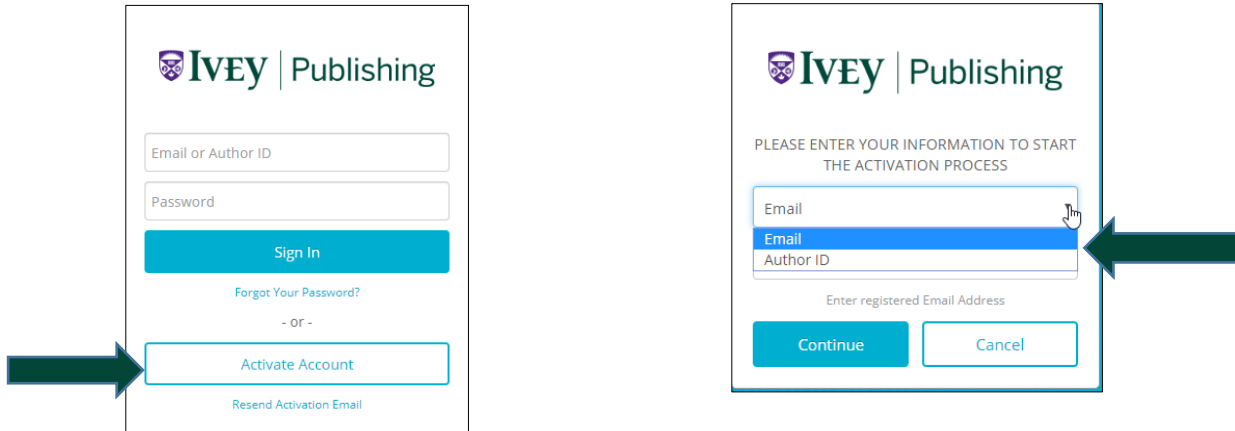
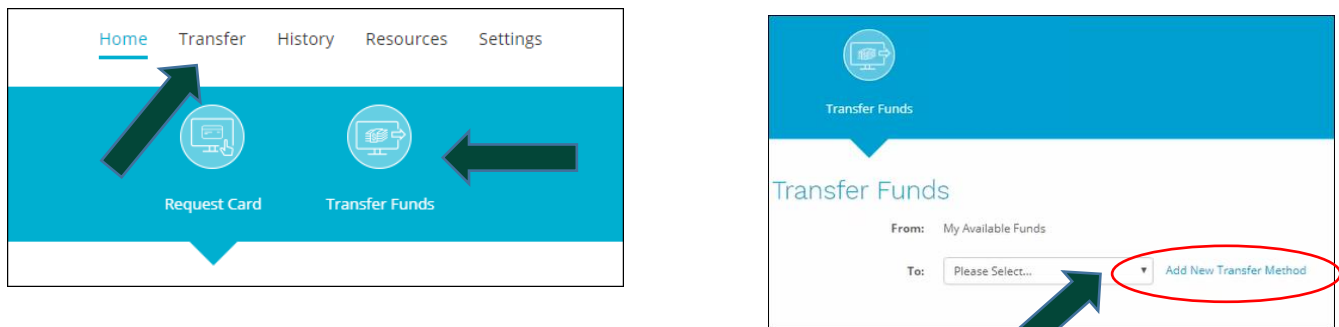


## HYPERWALLET PAY PORTAL INSTRUCTIONS

1. Go to the Pay Portal login: <https://iveypubs.hyperwallet.com>
2. Login or activate. To activate, you will need your email address or author ID. If you've previously activated, then sign in with your credentials.



3. Once logged in, click on "Transfer Funds" to review all the payout options available to you (options vary according to your location). (Note: If you see the Request card option, you are not required or obligated to choose a Prepaid Card; this is only one of the payout options available.)



4. Add New Transfer Method: when adding a new transfer method, select both the country and the currency in which you wish to receive payment to see all of the available options.



5. Follow the prompts to complete your payment.

**IMPORTANT!** You must select an action for your transfer method.

Contact us: Ivey Publishing

[authorpayouts@ivey.ca](mailto:authorpayouts@ivey.ca) 1-800-649-6355

Monday to Thursday - 8:00am-4:30pm (Eastern)

Friday - 8:00am-4:00pm (Eastern)

Hyperwallet Support

USA/Canada: 1-877-546-8220

Worldwide: 001-604-638-6657

[support@mail.hyperwallet.com](mailto:support@mail.hyperwallet.com)

[Support Center](#)