

Getting Started – Scotia Bill Payment Remittance Reporting Service

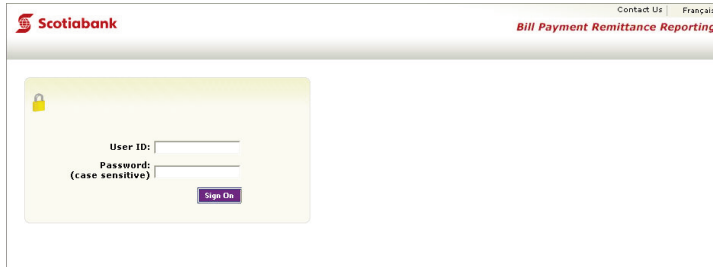


Table of Contents

1 Registration & Login	3
a. Your First Login as Company Administrator	4
b. Subsequent Login(s) for 'Accept' Selection	6
c. Company Administrator adding other Company Users	7
2 Available Documents Page	9
3 Need More Information or Help?	10

1. Registration & Login

Go to **www.scotiaremit.scotiabank.com** and the **login page** below will be displayed.

A screenshot of the Scotiabank login page. At the top, there is a header with the Scotiabank logo on the left and 'Contact Us | Français' on the right. Below the header, there is a navigation bar with 'Bill Payment Remittance Reporting'. The main content area features a yellow box with a lock icon and the text 'User ID:' and 'Password: (case sensitive)' with corresponding input fields. A 'Sign On' button is located below the password field.

Enter your **User ID**:

Enter your **Password**:

Note: This is only a temporary password and will expire after your first login.

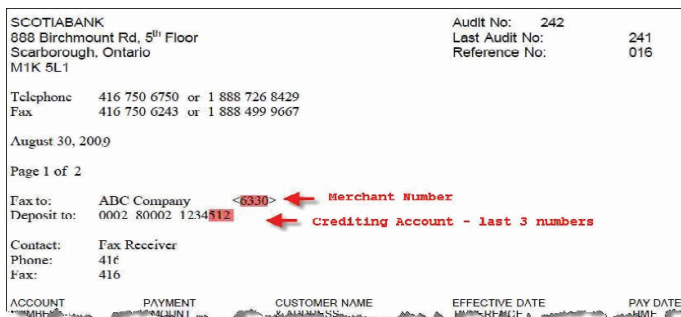
You will be required to create a new personal password before your second login.

Important:

If you are a **new Scotia Bill Payment merchant**, your User ID and Password information was provided to you on the Welcome / Service Confirmation letter faxed from the Scotiabank Electronic Bill Payment department.

If you are an **existing merchant** that previously received your Scotiabank remittance reports by fax or email, please review the following instructions on how to derive your User ID and Password from your current report:

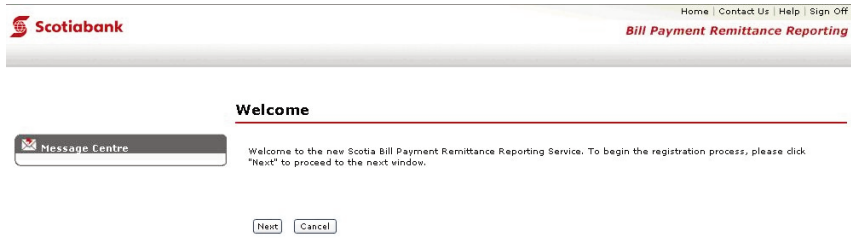
- To derive your **User ID**: Your current Scotiabank Bill Payment 4-digit merchant number + 000 (Example: 1234000) **Note:** '000' indicates Company Administrator.
- To derive your **Password**: Your current Scotiabank Bill Payment 4-digit merchant number + last 3 numbers of your current Bill Payment Service 'Crediting Account' (Example: 1234778)

A screenshot of a Scotiabank remittance report. The header includes the Scotiabank logo and address: 'SCOTIABANK, 888 Birchmount Rd, 5th Floor, Scarborough, Ontario, M1K 5L1'. It also lists contact information: 'Telephone: 416 750 6750 or 1 888 726 8429, Fax: 416 750 6243 or 1 888 499 9667'. The date is 'August 30, 2009' and it's 'Page 1 of 2'. The report details a transaction to 'ABC Company' with a 'Tax to: 0002 80002 1234512'. Red arrows point to '6330' and '512' with labels 'Merchant Number' and 'Crediting Account - last 3 numbers' respectively. The footer contains a table with columns: 'ACCOUNT', 'PAYMENT', 'CUSTOMER NAME', 'EFFECTIVE DATE', and 'PAY DATE'.

Click the **Sign On** button to access the site

Note: If you are having problems with your login, please contact Scotiabank Customer Service and Support at: 416-750-6750 (Toronto) 1-888-726-8429 (Toll Free).

You will be directed to the **Welcome** page displayed below:

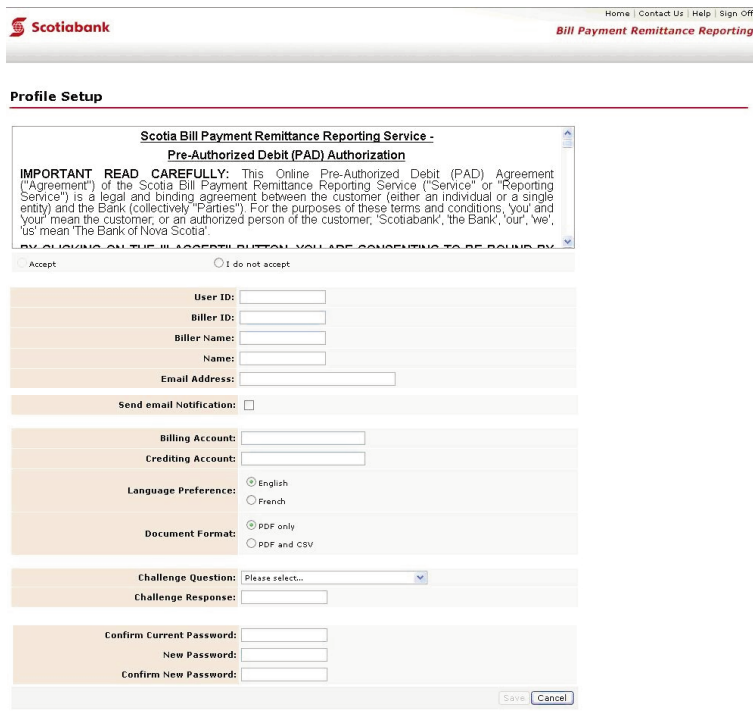


The image shows the 'Welcome' page of the Scotiabank Bill Payment Remittance Reporting service. At the top, there is a header with the Scotiabank logo on the left and navigation links (Home, Contact Us, Help, Sign Off) on the right. Below the header, the page title 'Bill Payment Remittance Reporting' is displayed. The main content area has a 'Welcome' heading. On the left, there is a 'Message Centre' button. The main text welcomes the user to the new service and instructs them to click 'Next' to proceed. At the bottom, there are 'Next' and 'Cancel' buttons.

a. Your First Login as Company Administrator

The initial welcome screen shown above will display at your first login.

Click **Next** which will direct you to the **Profile Setup** page displayed below and includes a Pre-Authorized Debit Agreement that must be reviewed & accepted respectively in order to access the service.



The image shows the 'Profile Setup' page of the Scotiabank Bill Payment Remittance Reporting service. The header is identical to the previous page. The main content area has a 'Profile Setup' heading. Below it, there is a scrollable box containing the 'Pre-Authorized Debit (PAD) Authorization' agreement. Below the agreement, there are radio buttons for 'Accept' and 'I do not accept'. The form then contains several input fields: 'User ID', 'Bill ID', 'Bill Name', 'Name', and 'Email Address'. There is a checkbox for 'Send email Notification'. Below these, there are fields for 'Billing Account' and 'Crediting Account'. A 'Language Preference' section has radio buttons for 'English' and 'French'. A 'Document Format' section has radio buttons for 'PDF only' and 'PDF and CSV'. A 'Challenge Question' dropdown menu is followed by a 'Challenge Response' input field. At the bottom, there are fields for 'Confirm Current Password', 'New Password', and 'Confirm New Password'. 'Save' and 'Cancel' buttons are at the bottom right.

On the **Profile Setup** page for Company Administrators, review the Pre-Authorized Debit (PAD) Authorization.

If you click the **Accept** button under the PAD Authorization, proceed to complete the required registration information on the Profile Setup page which will give you full access to the service. A Pre-Authorized Debit Agreement confirmation letter will be emailed to you. **Note:** You must scroll down and read the entire PAD Authorization terms before clicking the Accept button. Note: If “I do not Accept” is selected, then you will be re-directed back to the login page and unable to access the system until “Accept” is selected.

The following fields are mandatory and must be completed. **Note:** The User ID, Biller ID, Biller Name, Billing Account, Crediting Account and Language Preference fields are all system generated from your current Scotiabank Bill Payment Company profile.

- **Name** – Enter (or confirm) your name as Company Administrator
- **Email Address** – Enter your email address as Company Administrator. This email address will be used to send the following information:
 - Delivery of Pre-Authorized Debit Confirmation Letter (when ‘Accept’ button is clicked)
 - Notification that there are documents available for you to retrieve online (if you selected the ‘Send Email Notification’ service option)
- Indicate whether you want to receive Email notifications to inform you when you have files available for download, by clicking the **Send email Notification** check box. A pop-up box will display the following information:
Note: Please refer to the service pricing information available at <http://www.scotiabank.com/scotiaremit>. Click **Ok** and proceed to complete the remaining required registration information on the Profile Setup page.
- Verify that the **Billing Account** displayed is the actual account that you want monthly service charges debited from. The Billing Account displayed was pre-populated to be the same as your current Bill Payment Service Crediting Account (account Scotiabank currently credits for your Bill Payment remittances). If you prefer another Billing Account to be used for Monthly Service Fees, please contact Scotiabank Customer Service and Support at: 416-750-6750 (Toronto) 1-888-726-8429 (Toll Free) to update this information immediately. Click the **Cancel** button and re-complete the requested information on this page after the Billing Account information has been updated.
- Verify your **Language Preference** by selecting the English or French button as applicable.
- Indicate whether you choose to receive both **PDF and CSV Document Formats** for all your documents. A pop-up box will display the following information: **Note:** Please refer to the service pricing information available at <http://www.scotiabank.com/scotiaremit>. Click **Ok** and proceed to complete the remaining required registration information on the Profile Setup page.

Note: PDF format is already selected as default.

- Complete the following fields: Challenge Question, Challenge Response, Confirm Current Password, New Password, Confirm New Password.

Note: Your password must be 8 characters in length and contain at least one number and one letter (no requirement for upper and lowercase distinction). Your password will expire every 90 days.

- Click the **Save** button to save your information.

b. Subsequent Login(s) for 'Accept' Selection

You will enjoy full online access and will be directed to the **Available Documents** page (see sample page below) immediately after you login to the service.

c. Company Administrator adding other Company Users

As Company Administrator, you can add other company users via the **Add User** page displayed below under the **User Maintenance** tab (**Add User** link accessed via User Search feature in this section).

The screenshot shows the Scotiabank 'Add User' form. At the top, there's a navigation bar with 'Home', 'Contact Us', 'Help', and 'Sign Off'. Below that, a secondary bar says 'Bill Payment Remittance Reporting'. The main navigation has three tabs: 'Available Documents', 'User Maintenance' (selected), and 'My Profile'. On the left, there's a 'Message Centre' button. The 'Add User' form is the central focus. It contains several input fields: 'Biller ID', 'Biller Name', '* Name', and '* Email Address'. There's a checkbox for 'Send email Notification' which is checked. Below that, there's a 'Language Preference' section with radio buttons for 'English' (selected) and 'French'. At the bottom of the form is a 'User Type' dropdown menu set to 'Biller User'. A small note at the bottom left of the form states '* denotes a required field'. At the bottom right are 'Save' and 'Cancel' buttons.

The following fields must be completed on this page in order to create another company user. Note: The Biller ID, Biller Name and Language Preference fields are all system generated from your current Scotiabank Bill Payment Company profile.

- **Name** – Enter your new user's name
- **Email Address** – Enter your new user's email address. This email address will be used to send the following information to the user:
 - Delivery of User ID for New Users
 - Delivery of User Password for New Users
 - Notification that there are documents available for them to retrieve online (if you selected the 'Send Email Notification' service option)
- Indicate whether you want the user to receive email notifications to inform them when there are files available for download. Click the **Send Email Notification** check box if you want the user to have this service.
- Verify that the **Language Preference** displayed is the user's preference. Click the English or French button as applicable to update this information.
- Determine the company user's **User Type**. ie. **Biller User** is the default value but can be updated by the Company Administrator to **Biller Admin** to give user full Company Administrator rights.
- Click the **Save** button to save your information

Please note:

Company Biller Users will not have access to view your company **Billing Account** or **Crediting Account** information as displayed to the Company Administrator

Company Biller Users will only receive the **PDF and CSV Document Formats** if this format option was selected by the Company Administrator on their respective profile set-up, otherwise all users will receive the standard PDF document format option.

Company Biller Users will also be required to change their temporary password which expires after first login.

2. Available Documents Page

Access your Remittance Reports via the **Available Documents** tab (you will automatically be directed to this page after login).

The **Available Documents** page lists all your available Remittance Reports as well as your Monthly Service Fee Statements for download, with the most recent documents available listed at the top of the table. All documents will be available online for 90 days.

If the PDF & CSV document format option was selected by the Company Administrator, then both formats will be available in the **Download** column, otherwise reports will only be available in PDF format.

Note: If you cannot read PDF format documents, please download Adobe's Acrobat Reader via Adobe's website.

An easy, convenient and risk free online reporting solution to help manage your receivables!

Home | Contact Us | Help | Sign Off
Bill Payment Remittance Reporting

Available Documents | User Maintenance | My Profile

 Message Centre

Available Documents
Bill ID:
Bill Name:

Results (7 returned) 1 2

Source	File Number	File Date	Value	Number of Transactions	Download	Download Time	Downloaded By
Service Fee Invoice		2010/04/13	\$32.17		 PDF	** NEW **	
Service Fee Invoice		2010/04/09	\$43.46		 PDF	2010/04/09 7:00PM	
Bill Payment	1	2010/04/01	\$10.00	1	 PDF	2010/04/09 7:09PM	
Bill Payment	5	2010/03/24	\$10.00	1	 PDF	** NEW **	
Bill Payment	4	2010/03/23	\$10.00	1	 PDF	** NEW **	

1 2

3. Need More Information or Help?

Contact Scotiabank Bill Payment Customer Service & Support at 416-750-6750 or 1-888-726-8429.

* Trademark of The Bank of Nova Scotia. Trademark used under authorization and control of The Bank of Nova Scotia.
™ Trademarks of The Bank of Nova Scotia.
® Registered Trademark of The Bank of Nova Scotia.
© The Bank of Nova Scotia, 2009.

All other service and product names are trademarks or registered trademarks of their respective owners.
The display of trademarks herein does not imply that a license of any kind has been granted.
Windows is a trademark of Microsoft Corporation.
No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical,
including photocopying and recording, for any purpose without the express written permission of The Bank of Nova Scotia.