

# ScotiaConnect® Electronic Banking


## Company Permissions Quick Reference Guide

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You can choose to have no approvals or one approval. If you set an approval for a payment type, those payments will require approval from a second user prior to submitting them for processing. Please make all necessary changes then click 'Save & Close' to save your changes and return to the User & Company Permissions screen.

 **Approval levels per payment** ✕

**Set payment approval levels**

Approvals act as another layer of security for your payments. Select the number of approvals needed for each payment type at your company.

Payment Type	Number of approvals required 	
Account Transfer	<input type="radio"/> None (0)	<input checked="" type="radio"/> One (1)
Bill Payment	<input type="radio"/> None (0)	<input checked="" type="radio"/> One (1)
EFT Payments	<input type="radio"/> None (0)	<input checked="" type="radio"/> One (1)
File Delivery	<input checked="" type="radio"/> None (0)	<input type="radio"/> One (1)
Request for Transfer	<input type="radio"/> None (0)	<input checked="" type="radio"/> One (1)
Stop Payment	<input type="radio"/> None (0)	<input checked="" type="radio"/> One (1)

**Save & close**

## Company Payments Allocation

To make changes to your company's payments allocation, scroll down to the bottom of the User & Company Permissions page and select the 'Edit' icon under the Company Payments Allocation section. This will allow you to control your cash flow by changing which accounts can be used with your payment services.

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User & Company Permissions | Audit Log | My Profile | Service Information

### User & Company Permissions

**Users & Permissions**

**user 10**  
 Super User >  
 User ID: 009020user10  
 Active  
 Authorization code:  
 scotia

Recover credentials View

**user 11**  
 Viewing & Payments >  
 User ID:  
 Active

Recover credentials Edit  
 Delete

**user 111**  
 Viewing access >  
 User ID: 009020user11  
 Active  
 Authorization code:  
 88a0a503-c052-488f-b018-ec8a442f31a4

Recover credentials Edit">  
 Delete

**Add user**

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**Company Payments Allocation**

Payment types can be assigned to all or to specific accounts. Your company is set up as follows:

ACCOUNTS	PAYMENT TYPES
XXXXXX-XXXXXXX-XXXXXX	<ul style="list-style-type: none"> <li>Account Transfer</li> <li>Bill Payment</li> <li>Wire Payments</li> </ul>
XXXXXX-XXXXXXX-XXXXXX	<ul style="list-style-type: none"> <li>Account Transfer</li> <li>Bill Payment</li> <li>Wire Payments</li> </ul>
XXXXXX-XXXXXXX-XXXXXX	<ul style="list-style-type: none"> <li>Account Transfer</li> <li>Bill Payment</li> <li>Wire Payments</li> </ul>
XXXXXX-XXXXXXX-XXXXXX	<ul style="list-style-type: none"> <li>Account Transfer</li> <li>Bill Payment</li> <li>Wire Payments</li> </ul>
XXXXXX-XXXXXXX-XXXXXX	<ul style="list-style-type: none"> <li>Account Transfer</li> <li>Bill Payment</li> <li>Wire Payments</li> </ul>
XXXXXX-XXXXXXX-XXXXXX	<ul style="list-style-type: none"> <li>Account Transfer</li> <li>Bill Payment</li> <li>EFT Payments</li> <li>Wire Payments</li> </ul>

**Edit**


**Company Approvals**

Transactions can require another user's approval before it's submitted. Your company requires

Account Transfer	ONE
Bill Payment	ONE
EFT Payments	ONE
File Delivery	NONE
Request for Transfer	ONE
Stop Payment	ONE
Wire Payments	ONE

**Edit**

To expand the payment services, click the 'Show' text link. You can select the services by placing a check box beside the ones you would like. If you do not place a check box beside a service it means that no one from your company will be able to make that type of payment from the specified account. Click 'Save & Close' when complete to save your changes.

 **Assign payments to accounts**
✕

**Accounts & payments**

Choose the types of payments that can be done through each account at your company.

Account	Assign Payments <span style="font-size: 0.8em;">i</span>
[Account Name]	<input checked="" type="checkbox"/> All payments <a href="#">(Show)</a>
[Account Name]	<input checked="" type="checkbox"/> All payments <a href="#">(Show)</a>
[Account Name]	<input checked="" type="checkbox"/> All payments <a href="#">(Show)</a>
[Account Name]	<input checked="" type="checkbox"/> All payments <a href="#">(Show)</a>
[Account Name]	<input checked="" type="checkbox"/> All payments <a href="#">(Show)</a>
[Account Name]	<input checked="" type="checkbox"/> All payments <a href="#">(Hide)</a> <input checked="" type="checkbox"/> Account Transfer <input checked="" type="checkbox"/> Bill Payment <input type="checkbox"/> EFT Payments <span style="font-size: 0.8em;">i</span>

Save & close

Please Note: If you try and remove access to a payment type from an account and there are payments still pending, you will not be allowed to do so. All payments for this account must either be completed or deleted prior to performing this step.

## For Further Assistance

### Need Help?

On ScotiaConnect, you can select the “Need Help?” link at the top right of most pages in order to obtain more information about the specific page you are viewing.

[Need Help?](#)

### Online Customer Support

- You may select the Help option at the top right corner of your browser and select “Online Customer Support” – a new window will be displayed and you may type your question.



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ScotiaConnect® Electronic Banking

**Technical Support Help Desk** - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 416-288-4600 - Local Toronto area customers
- 416-701-7351 - Fax
- (800) 463-7777 - pour le service en français
- Email: [hd.ccebs@scotiabank.com](mailto:hd.ccebs@scotiabank.com). Your email will be answered within 24-48 business hours.
- To book product training, please send an email to [gtbgics.training@scotiabank.com](mailto:gtbgics.training@scotiabank.com).