

Interac e-Transfer⁺ for Business

Getting Started Guide

GETTING STARTED.....	2
CREATING A RECIPIENT	2
SENDING AN <i>INTERAC</i> E-TRANSFER ⁺ FOR BUSINESS.....	3
APPROVING AND SUBMITTING <i>INTERAC</i> E-TRANSFER ⁺ FOR BUSINESS.....	5
CHECKING THE STATUS OF YOUR <i>INTERAC</i> E-TRANSFER ⁺ FOR BUSINESS.....	7
FOR FURTHER ASSISTANCE	7

Legal Disclaimer

This reference guide has been prepared by The Bank of Nova Scotia for use and reference by its customers only. It is not to be relied upon as financial, tax or investment advice. Scotiabank makes no representation or warranties in this reference guide including about the services described in it. This reference guide is not for public use or distribution.

GETTING STARTED

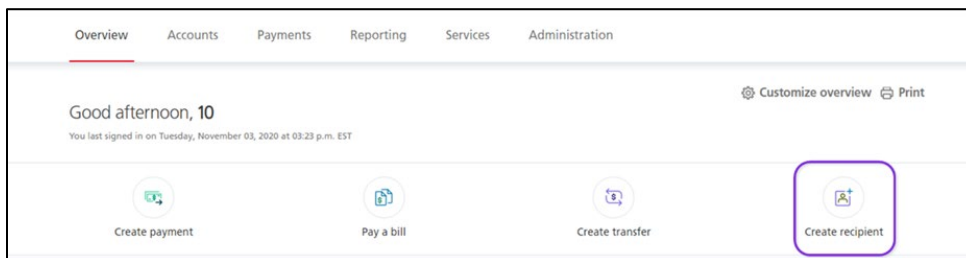
This guide will get you started on the following key steps in sending *Interac* e-Transfer⁺ for Business:

1. Creating a recipient profile
2. Sending an *Interac* e-Transfer⁺ for Business
3. Approving and Submitting *Interac* e-Transfer⁺ for Business; and
4. Checking the status of your payments

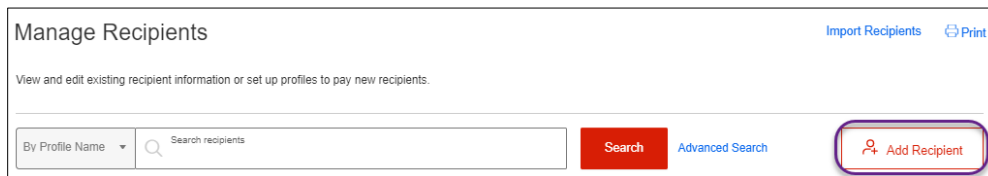
If you are unable to access any of these functions, talk to your Super User to make sure your access has been set up correctly. In addition, make sure that you have registered for the *Interac* e-Transfer⁺ for Business service. Additional resources that provide more details about *Interac* e-Transfer⁺ for Business are highlighted in the [‘For Further Assistance’](#) section at the end of this document.

CREATING A RECIPIENT

Before sending an *Interac* e-Transfer⁺ for Business, you need to set up recipients. To create a new recipient, navigate to **Payments > Integrated Payments > Manage Recipients**. Alternatively, on the **Overview** page, click **Create recipient**.



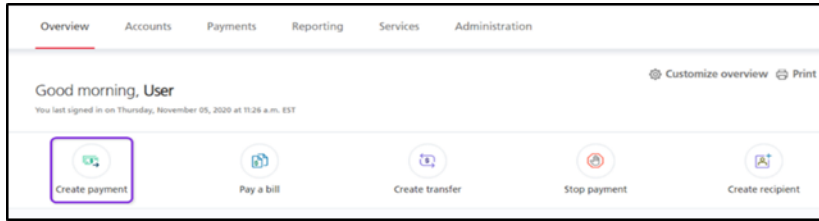
Then, click **Add Recipient**.



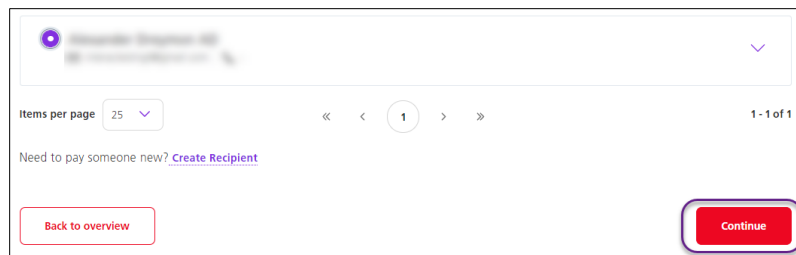
Go through the guided steps in creating a recipient, keeping in mind that an approval may be required before you can send an *Interac* e-Transfer⁺ for Business.

SENDING AN INTERAC E-TRANSFER⁺ FOR BUSINESS

To begin, click the **Create Payment** shortcut from the **Overview** page.



Select the recipient you wish to pay and click **Continue**.



Complete all the mandatory fields:

- ❶ **Payment Source** – Choose the account where the funds are coming out from.
- ❷ **Amount** – Enter the amount of the e-Transfer. Canadian funds only.
- ❸ **How would you like to transfer funds to this recipient?** – Choose the mode of payment of either using email address or Account number.
Note: If the recipient's profile was created using only an email address or account number, this option will not be available as the payment may only be sent using the available recipient information.
- ❹ **Message to recipient (optional)** – This is an optional field where you can include a **Simple memo** to the recipient or **Remittance information**. Note that additional invoice details would have to be entered if sending Remittance information.

Provide a **Security question** and **Security answer** when prompted. This will only occur when you choose Email address and the recipient is not registered for auto deposit. Click **Continue** to proceed.

From which account would you like to pay?

Payment source
DDADONTUSE (CAD) - 018000000515 **1**

Your Interac e-Transfer details

2

Amount
1.0
Currency
CAD

How would you like to transfer funds to this recipient?
 Email address **3**
 Account number

This recipient is set up for Autodeposit. You won't need to create a security question or answer to send them Interac e-Transfers.

Message to recipient (optional) **4**
 Simple memo - free-form text field
 Remittance information - structured invoice details to help you keep track of this payment

Please do not include your security question or answer in this message.
Simple memo - will accompany payment (optional)

140

Back Cancel Continue

Review the payment details for errors, and if satisfied click **Confirm**. If approval is not required, enter your **ScotiaConnect password** and **Token value**. Click **Submit** to complete the e-Transfer. A confirmation screen will appear.

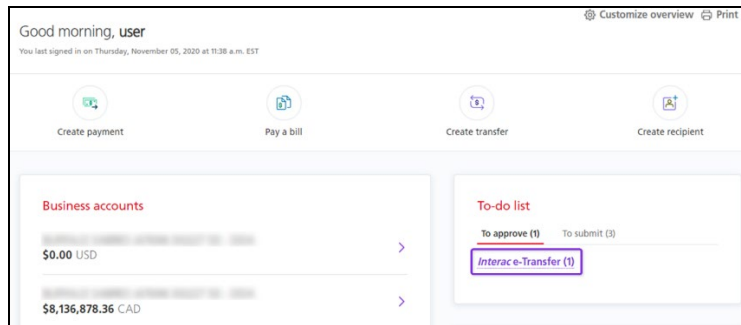
ScotiaConnect password

Token value

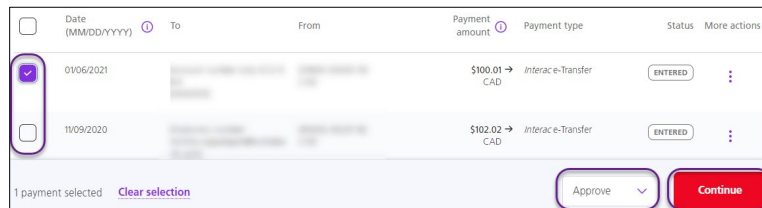
Close Submit

APPROVING AND SUBMITTING INTERAC E-TRANSFER⁺ FOR BUSINESS

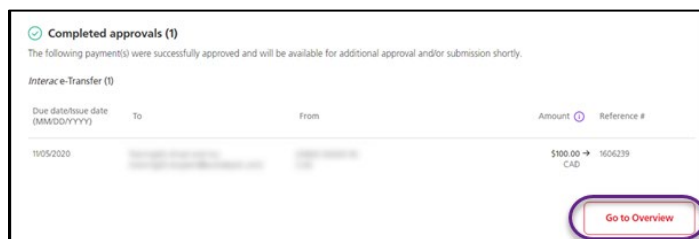
To approve payments, in the **To-do list** section of the **Overview** page, select the **To approve** option and then click the **Interac e-Transfer** link.



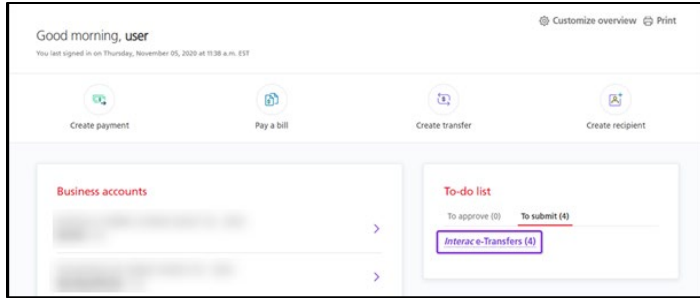
Use the check boxes to select the payment(s), ensure that **Approve** is chosen from the dropdown menu, and then click **Continue**.



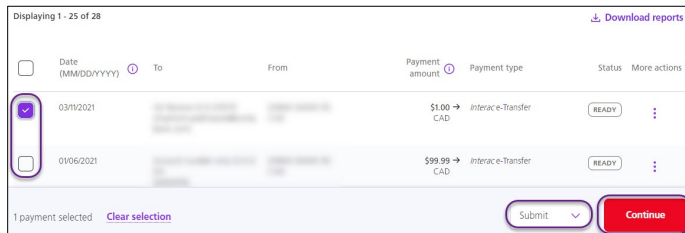
Review and confirm the payment(s), then click **Approve**. A summary page that outlines the payment(s) that have been approved will appear. Click **Go to Overview** to proceed with submitting the e-Transfer.



To submit payments from the **Overview** page, select the **To Submit** option under the **To-do list** section and then click the **Interac e-Transfer** link.



Use the check boxes to select the payment(s), ensure that **Submit** is chosen from the dropdown menu, and then click **Continue**.



Enter your **ScotiaConnect password** and **Token value** and then click **Continue**.

The form contains two input fields: "ScotiaConnect password" and "Token value". Below the fields are two buttons: "Close" and "Continue".

Review and confirm the payment, then click **Submit**. A summary page that outlines the payments that have been submitted will appear. Click **Go to Overview** to go back to the Overview page.

CHECKING THE STATUS OF YOUR *INTERAC* E-TRANSFER[†] FOR BUSINESS

To see information about an *Interac* e-Transfer[†] for Business you have previously sent, navigate to **Payments** > **Integrated Payments** and select **Payment Search**. Select ***Interac* e-Transfer** as the **Payment Type** and enter any other criteria and click **Search**.

You can click on the reference number to view the details of the payment.

Search results							
First Previous Next Last							
Item: 1 - 26 of 26							
Date	Recipient	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Service Group	Status
11/06/2020		1606330		\$8.13	Cr	Interac_All_Tiers	Accepted
11/06/2020		1606336		\$100.01	Cr	Interac_All_Tiers	Accepted
11/06/2020		1606337		\$100.02	Cr	Interac_All_Tiers	Accepted
11/06/2020		1606355		\$56.00	Cr	Default SG	Accepted
11/06/2020		1606360		\$101.00	Cr	Interac_All_Tiers	Accepted
11/06/2020		1606414		\$100.17	Cr	Interac_All_Tiers	Accepted
11/06/2020		1606424		\$1.08	Cr	Interac_All_Tiers	Accepted

FOR FURTHER ASSISTANCE

Need more information about *Interac* e-Transfer[†] for Business? Our [Interac e-Transfer[†] for Business](#) reference guide provides a complete walkthrough of the payment flow.

Want to see a walkthrough on creating, approving and submitting an *Interac* e-Transfer[†] for Business? Our [Demo](#) will show you those steps.

Global Business Payments Technical Helpdesk - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 1-416-288-4600 - Local Toronto area customers
- 1-800-463-7777 - pour le service en français
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.

If you have any questions about the content of this guide email us at:

gbp.training@scotiabank.com

® Registered trademarks of the Bank of Nova Scotia