

ScotiaConnect® Electronic Banking

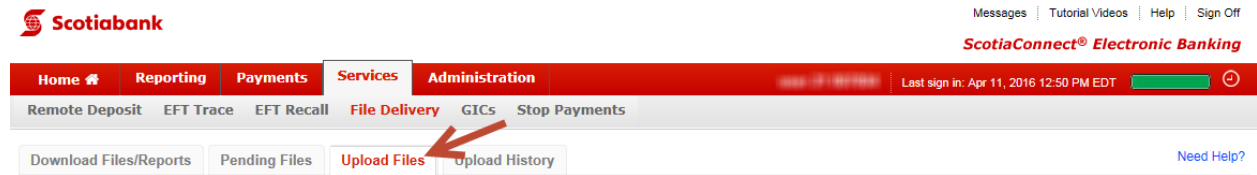
ScotiaConnect File Delivery Quick Reference Guide

Table of Contents

Upload Files.....	2
Pending Files	3
Download Files/Reports.....	5
Upload History	6
Administering File Delivery (Super Users/Admin Users only)	7
For Further Assistance	8

Upload Files

In order to upload a file so it can be submitted to Scotiabank you will need to go to the 'Services' tab then click 'File Delivery.' Next you will need to click the option that says Upload Files.



From that screen you will select your Service Agreement number which is tied to the service you're using and what kind of file you're sending. You will select the trancode which indicates the format of the file so that it can be properly processed and then you will browse to the file itself.

Upload Files Set Default Trancodes Upload

Agreement ID*	Trancode*	File Name* *Must not exceed 64 characters	
Select an Agreement ID ▼	Select a Trancode ▼		Browse... Reset
Select an Agreement ID ▼	Select a Trancode ▼		Browse... Reset
Select an Agreement ID ▼	Select a Trancode ▼		Browse... Reset
Select an Agreement ID ▼	Select a Trancode ▼		Browse... Reset
Select an Agreement ID ▼	Select a Trancode ▼		Browse... Reset

* Mandatory field

Once you've made all the selections click 'Upload' in the top right of the page.

You will get a confirmation page showing the details of the file you're uploading and asking you to confirm the upload.

Upload Files: Processed Summary

✓ Confirm: Upload Completed
Please see file summary below.
Click "Submit" to submit the Ready files for processing.

File Date	Agreement ID	Agreement Name	Trancode	Trancode Description	File Size	File Name	Ticket Number	Status	Total Count	Total Amount
08/08/2016	12345678901234567890	Scotiabank Direct Deposit	SDPAY	Scotiabank Direct EFT File	1.62 KB	example105.txt	J2GRHR40	Ready	3	1,599.99
Total Files:			1							
Total Files Uploaded:			1	View Complete Total Counts/Amounts						
Total Files Failed:			0							

If there are no approvals required then you will be able to submit the file to be processed immediately after it has been uploaded successfully, otherwise a second user will need to approve and submit the file.

Note: Files that are in 'ready' status can be submitted by clicking on the Submit button. Files that are in 'pending' status must be approved via the Pending Files screen prior to being submitted.

Pending Files

In order to approve and submit your files you will need to go into the Pending Files screen.

Once you are on the page you will need to search for your file, you can search by date range, Agreement ID, the name of the file and the status of the file.

Once you have found the file you will notice a status of either 'Ready' or 'Pending'. If a file is 'Pending' it requires approval, if a file is 'Ready' it can be submitted. To approve a file put a checkmark in the box on the left under the 'Select' column, then set the status to 'Approve' in the dropdown on the right then click 'Go'.

Select	File Date	Agreement ID	Agreement Name	Trancode	Trancode Description	File/Report Name	Ticket Number	Status
<input checked="" type="checkbox"/>	06/21/2016	100001	Scotia Direct EFT File	SDPAY	Scotia Direct EFT File	example105.txt	J2GRHR40	Ready

In order to submit a file that is ready you will instead select 'Submit' from the dropdown on the right, select your file(s) then click 'Go'

Once you click go you will be presented with a confirmation screen and you will need to click 'Submit' again. Once you do you will be prompted to enter your ScotiaConnect login password to finalize the submission of the file.

If you decide that a file that has been uploaded should not be submitted you can also delete it by selecting the file choosing 'Delete' from the dropdown and clicking the 'Go' button.

Note: Be sure that you submit your files successfully; a file that is uploaded but not submitted will not be processed.

Upload History

The Upload History is a historical record of the items that have been uploaded via File Delivery. You can see when a file was sent, who sent it and if approval is required, who approved it.

Home
Reporting
Payments
Services
Administration

Remote Deposit
EFT Trace
EFT Recall
File Delivery
GICs
Stop Payments

Download Files/Reports
Pending Files
Upload Files
Upload History

File Date
Date Range
06/06/2016 to 08/08/2016

Agreement ID:
All Agreements

Ticket Number:

File/Report Name:

Status:
All Statuses

Search
Set as Default
Reset

Item: 1 - 1 of 1

File Date	Agreement ID	Agreement Name	Trancode	Trancode Description	File Path	File/Report Name	Ticket Number	Status
06/21/2016			SDPAY	Scotia Direct EFT File		SD9130400220.zip	J1GS0B2C	Rejected

To see the audit history of a file, select the ticket number and scroll to the bottom of the page to view the file log.

File Log			
Date	User	Action	Status
06/21/2016 13:50:07		Upload	Ready
06/21/2016 13:52:11		Submit	Received
06/21/2016 13:52:12		System Process	Rejected

You will need to do a search based on a date range, you can narrow the search results by supplying information like the Agreement ID, file status and file or report name.

Home	Reporting	Payments	Services	Administration	Last sign in: Jun 21, 2016 01:47 PM EDT	
User Information	User Groups	Audit Log	My Profile	Self Administration	Service Groups	Service Information

File Delivery	00:00 - 23:59	This service provides the ability for a customer to upload and download files to and from the bank through an Internet browser.
--	---------------	---

User Group Name	Test-Lk		
Service Name	File Delivery	Hours	00:00 - 23:59 Eastern Time
Approval Authority	<input checked="" type="checkbox"/>		

Approval settings belonging to the File Delivery service

Approver:	May be the Same User	Number of Approvals:	1
-----------	----------------------	----------------------	---

Functions belonging to the File Delivery service

Assign	Function	Assign	Function
<input checked="" type="checkbox"/>	Upload Files	<input checked="" type="checkbox"/>	Download Files/Reports
<input checked="" type="checkbox"/>	Pending Files	<input checked="" type="checkbox"/>	Submit Files
<input checked="" type="checkbox"/>	Delete Files	<input checked="" type="checkbox"/>	Upload History

Agreements belonging to the File Delivery service

The agreements below are associated with this service. Place a check mark in each box to allow access to the agreement when using this service.

<input type="checkbox"/>	Agreement Number	Agreement Name	
<input checked="" type="checkbox"/>	▼ - SDA111111111111	National Post Edmonton	
Assign	Trancodes	Transfer Type	Description
<input checked="" type="checkbox"/>	CHA1464	Upload	
<input checked="" type="checkbox"/>	SDADAC1 P	Upload	
<input checked="" type="checkbox"/>	SDABBMOP	Upload	
<input checked="" type="checkbox"/>	SDABCI1P	Upload	
<input checked="" type="checkbox"/>	SDABCP1P	Upload	
<input checked="" type="checkbox"/>	SDABCP1P	Upload	

For Further Assistance

Need Help?

On ScotiaConnect, you may use the 'Need Help?' In order to obtain information about the specific menu.

[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.



[Messages](#) | [Tutorial Videos](#) | [Help](#) | [Sign Off](#)

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**. Your email will be answered within 24-48 business hours.
- To book product training, please send an email to **gtbgics.training@scotiabank.com**

® Registered trademarks of the Bank of Nova Scotia.