ScotiaConnect® Digital Banking

Simplified ScotiaConnect Quick Payments
Quick Reference Guide

Table of Contents

Version 1.0

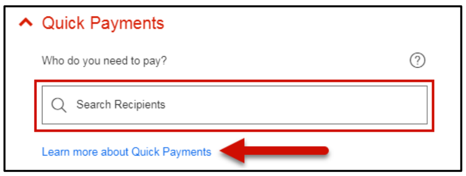
Scotiabank®

Overview

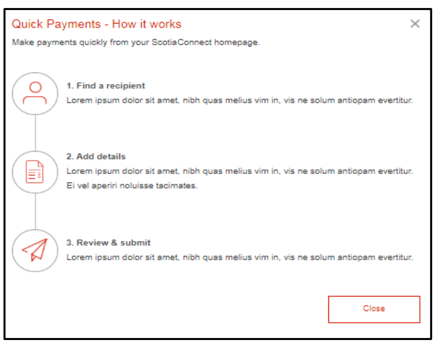
Quick Payments allows you to create payments to one of your existing recipients from your ScotiaConnect home page using the streamlined process outlined in this guide. Currently EFT and Wire Payments are the only valid payment types; other payment types will be added in the future.

Making Quick Payments

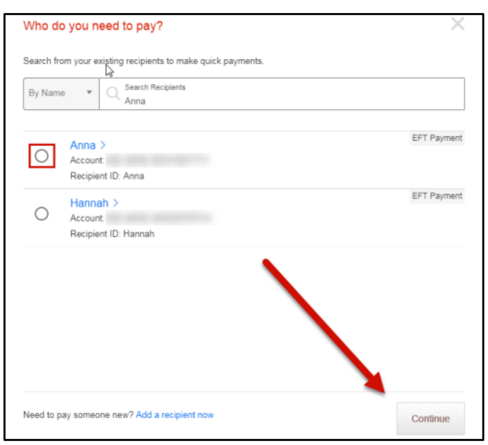
From the ScotiaConnect home page, go to the 'Search Recipient' box in the Quick Payments card. From here, you will be able to search for and pay one of your Recipients. For more information on creating Recipients, please see the Creating Recipients section of this guide.



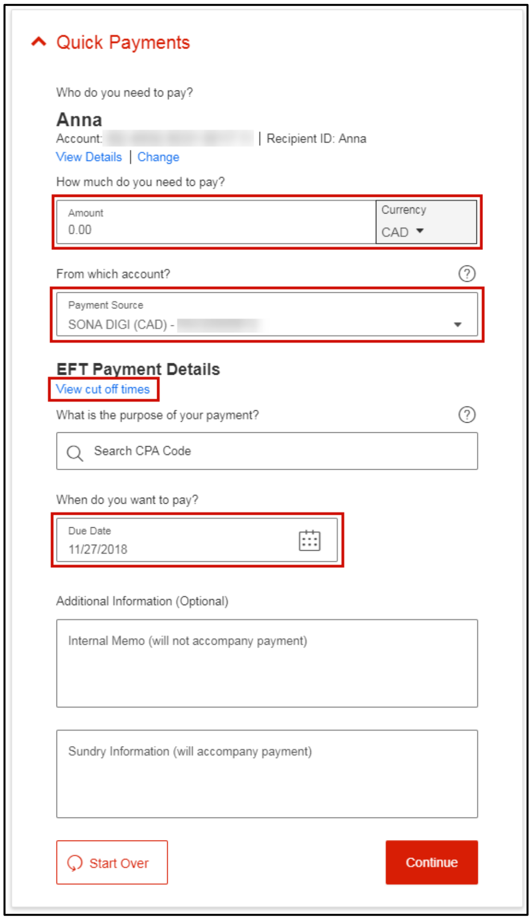
For more information about Quick Payments, click on the 'Learn more about quick payments' hyperlink.



Begin typing the name of the recipient or the Recipient ID of who you would like to pay in the 'Search Recipients' box and a list of Recipients matching that criteria will display. Select the Recipient you will be paying and click 'Continue'.

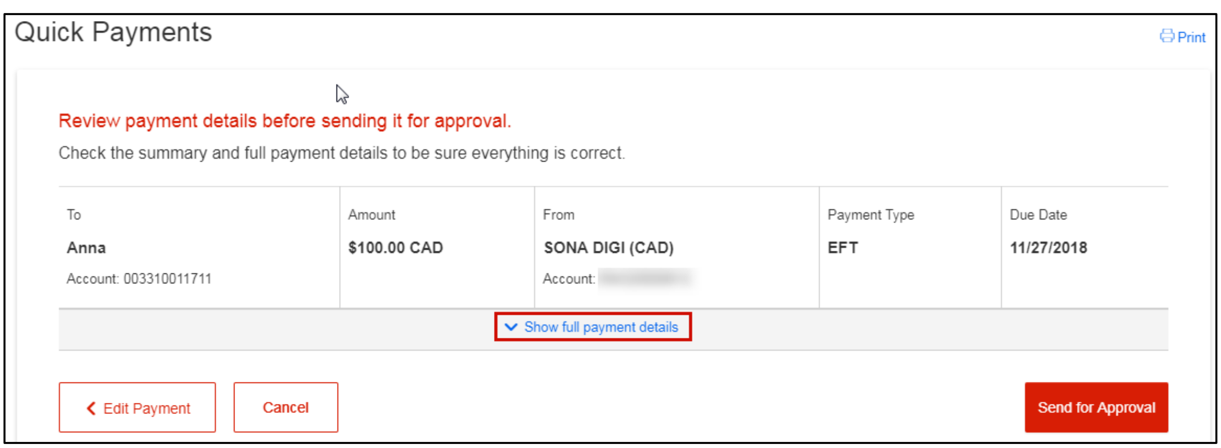


You will then need to specify the amount, date and settlement account of the payment. It is also a good idea to verify the cutoff time as they vary from payment type to payment type.

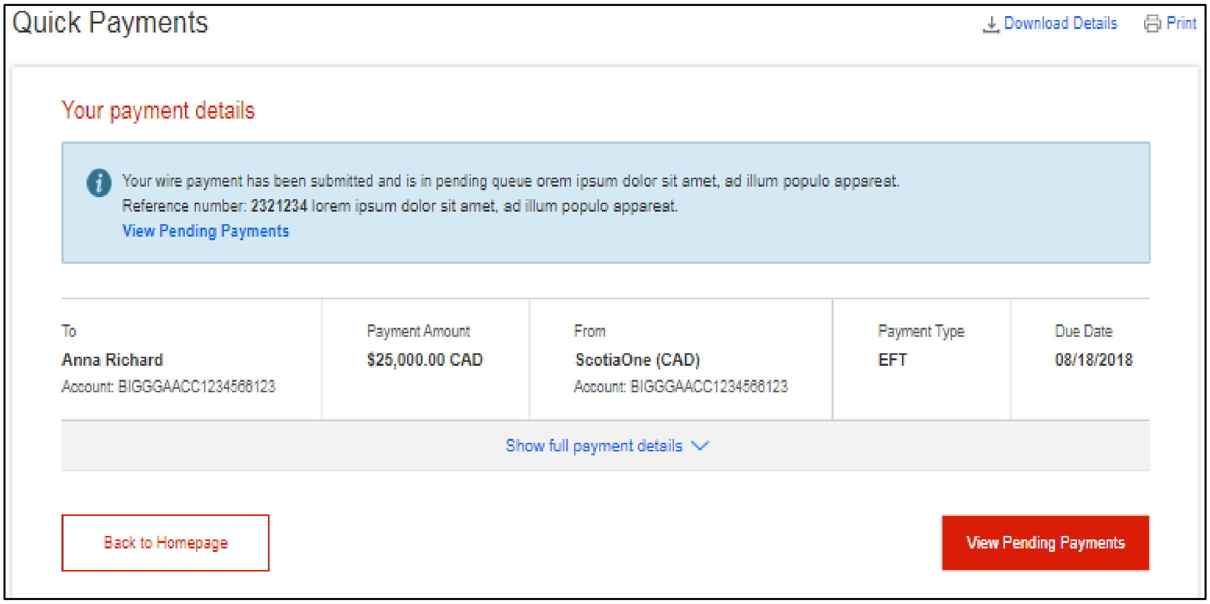


Once you have filled in the mandatory fields click 'Continue' to proceed.

You will be shown a payment summary. If you need to make any changes select 'Edit Payment'. If you want to see the payment details, select 'Show full payment details'. Otherwise, you can click 'Send for Approval'.



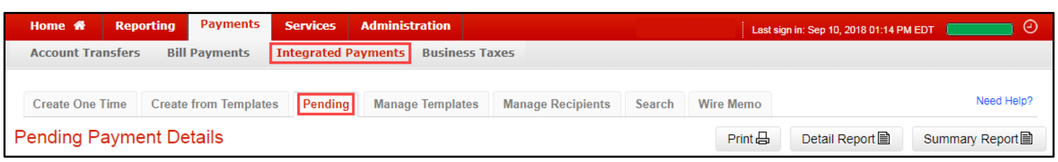
You will be shown a confirmation page indicating that the payment has been created. Please note that while the payment was created, **it has not been submitted**.



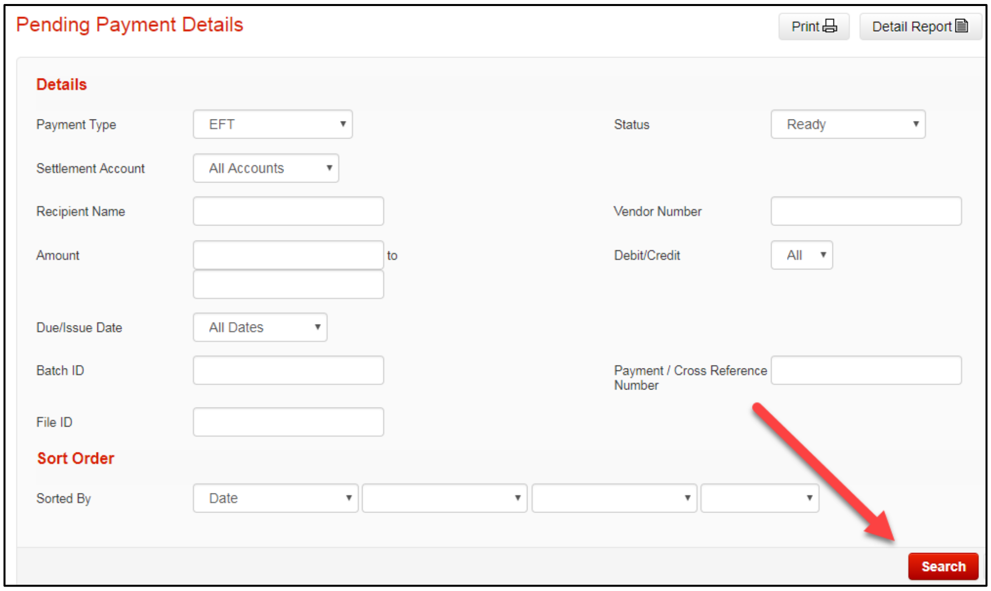
You can click 'View Pending Payments' to go to the Pending page directly or navigate there yourself using the steps outlined in the 'Approve and Submitting Payments' section below. After this point, the rest of the steps are the same as with standard payments. Approval (if required) and submission happen from the Pending Payments page.

Approving and Submitting Payments

To approve (if required) and submit Quick Payments, go to Payments > Integrated Payments > Pending.

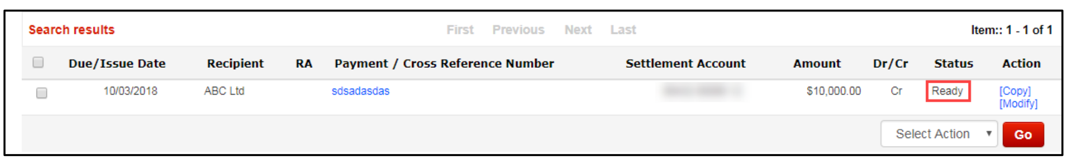


If you navigated to the Pending page directly after creating the Quick Payment, you will automatically see your payment displayed. Otherwise, you will need to search for the payment(s) by entering the payment details and clicking 'Search'.

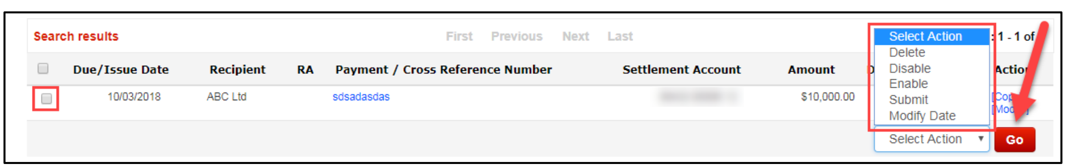


Your search results will display at the bottom of the page. Note the status of the payment:

- If the status is ‘Ready’ you can submit it.
- If the status is ‘Pending’ you will need to approve the payment before you can submit it.



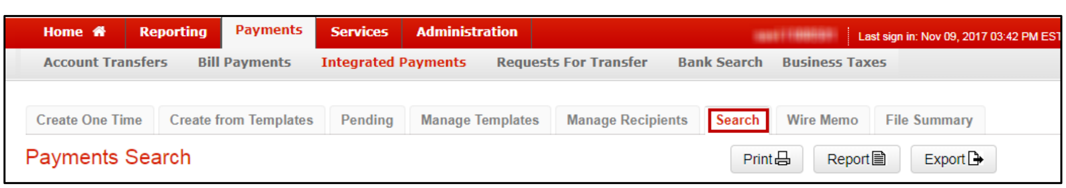
Select the payment you want to approve/submit, choose the appropriate option from the dropdown menu and click ‘Go’.



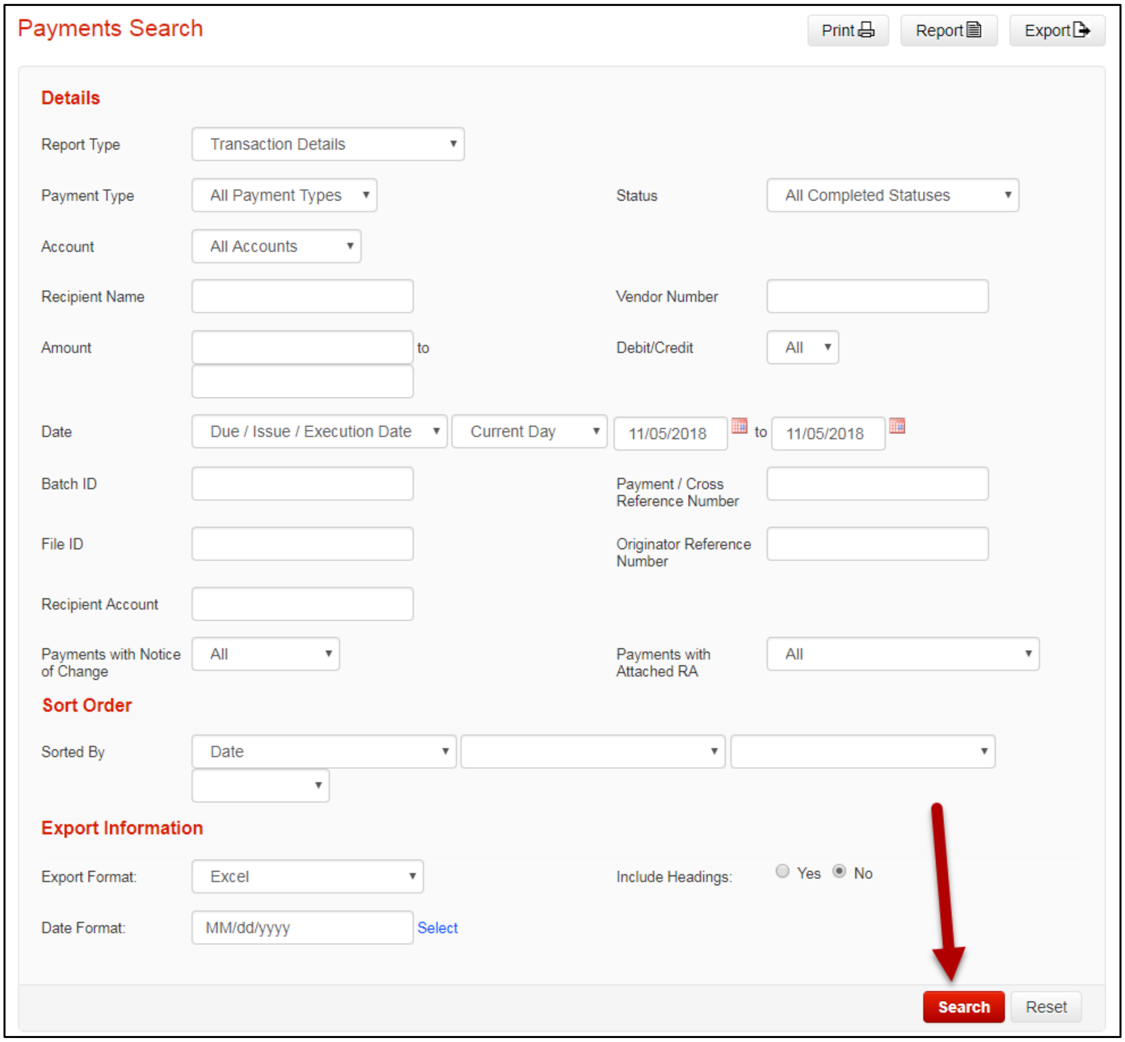
You can also delete, disable, enable, and update the date of one or more payments using these steps.

Payments Search

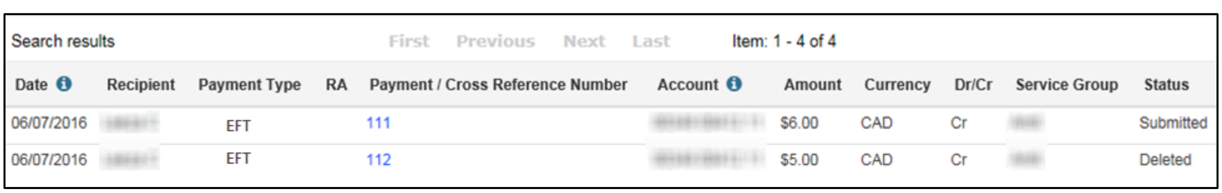
Payments Search is used to review details for Integrated Payments in ScotiaConnect. You can navigate to the Payments Search page by going to Payments > Integrated Payments > Search.



There are a wide variety of search criteria available. Enter the details needed to locate your payment(s) and click 'Search'.

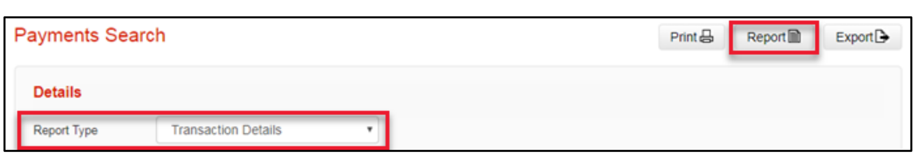


You can view the payment details for any payment on this screen by clicking the Payment/Cross Reference Number.



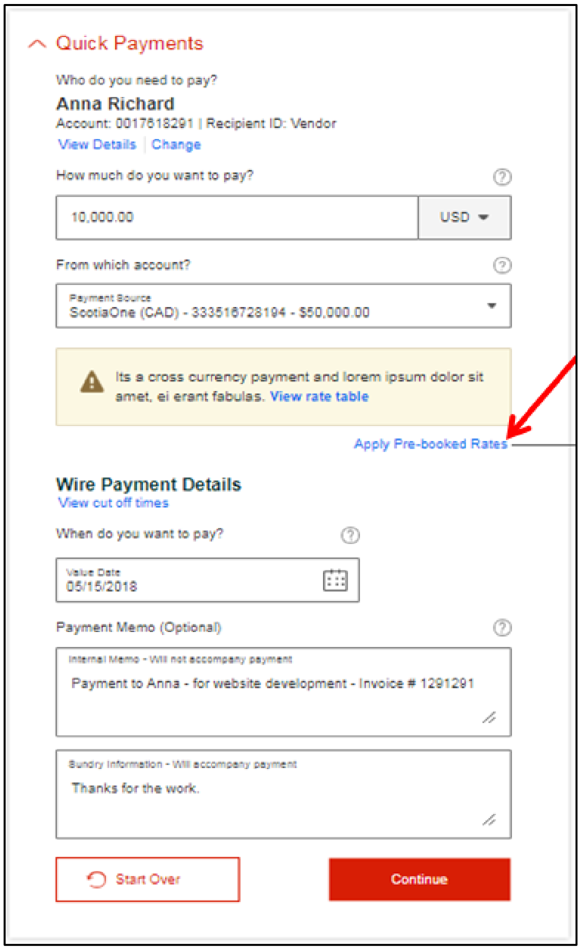
Date	Recipient	Payment Type	RA	Payment / Cross Reference Number	Account	Amount	Currency	Dr/Cr	Service Group	Status
06/07/2016	[illegible]	EFT		111	[illegible]	$6.00	CAD	Cr	[illegible]	Submitted
06/07/2016	[illegible]	EFT		112	[illegible]	$5.00	CAD	Cr	[illegible]	Deleted

You can also generate different reports that include these search results by choosing the report type from the dropdown and clicking 'Report' instead of 'Search'.

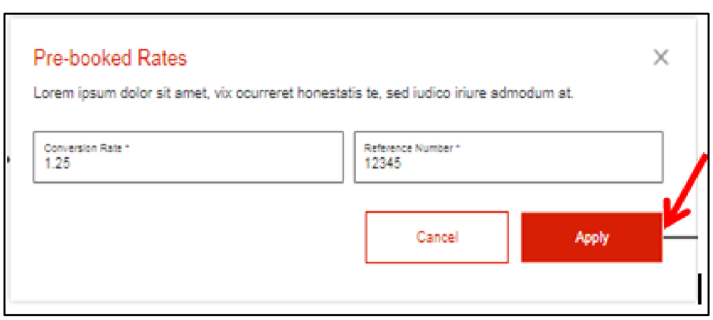


Wire Payments

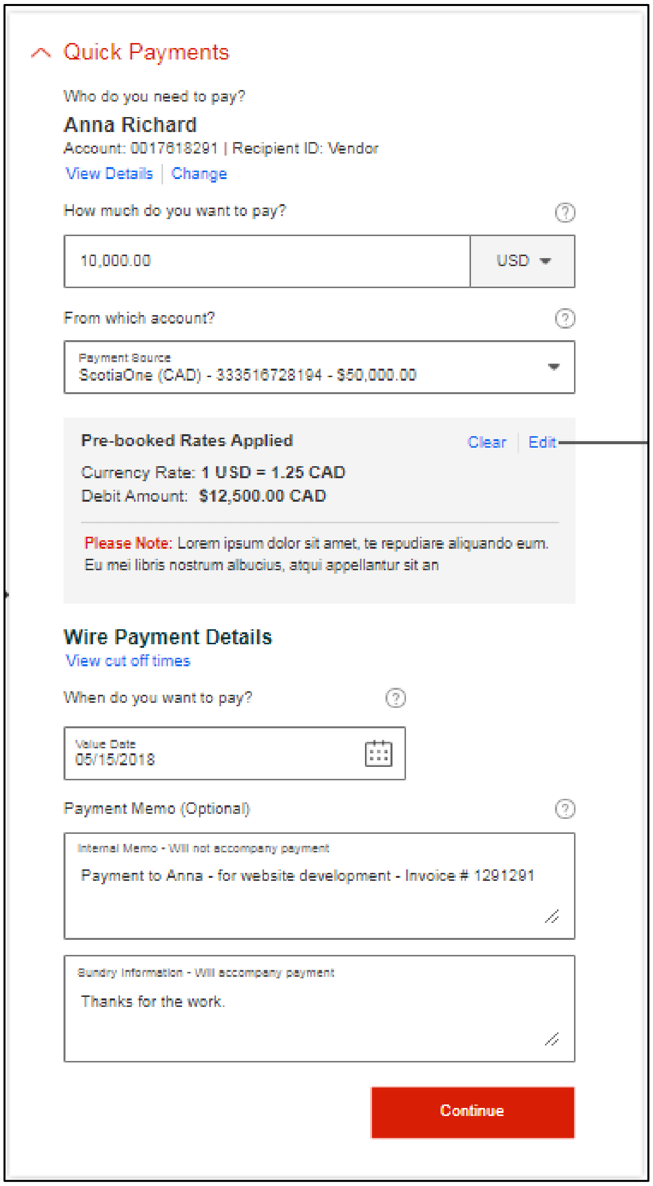
For Wire Payments, you are able to pre-book a rate when entering the payment details by clicking the 'Apply Pre-booked Rates' hyperlink.



Enter the conversion rate and reference number provided to you when you pre-booked the rate and click 'Apply'.

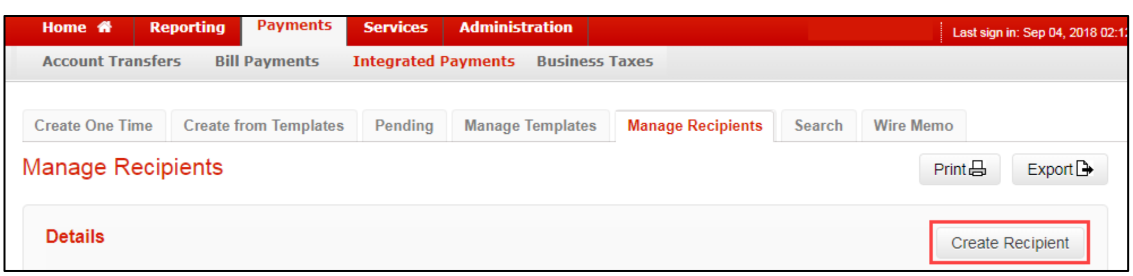


You will be returned to the Quick Payments page where you will be able to enter the rest of the payment details before clicking 'Continue'.

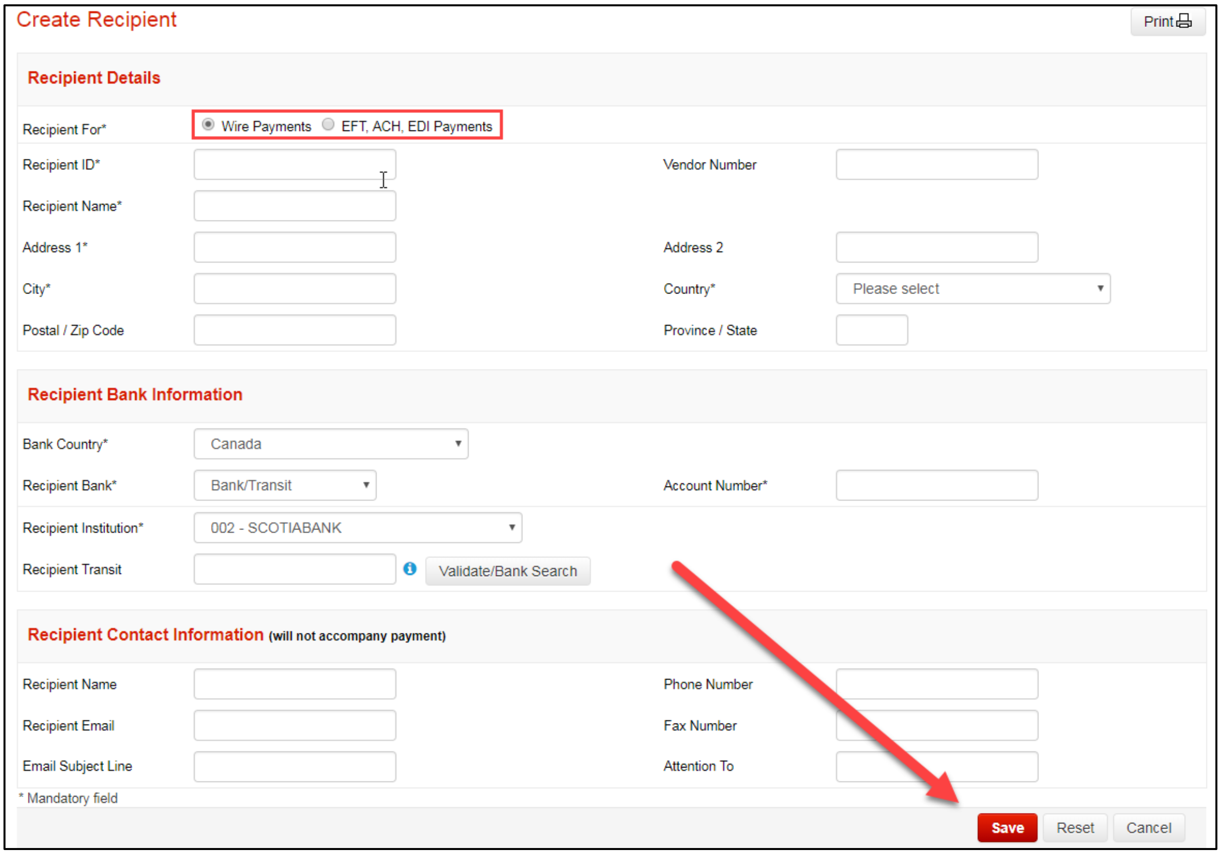


Creating a Recipient

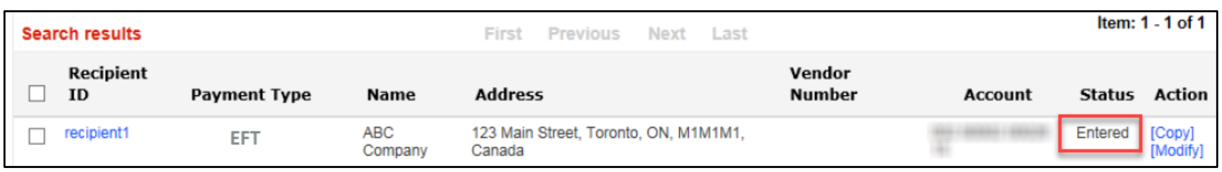
In order to make a quick payment you must start by selecting a Recipient. To create new Recipients, navigate to Payments > Integrated Payments > Manage Recipients and click 'Create Recipient'.



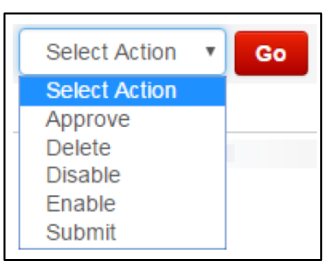
Select whether you will be paying your recipient via EFTs or Wires using the radio button. Fill in all the mandatory fields (marked with an asterisk). Click 'Save' to finish creating the recipient.



Note that if the Recipient needs to be approved, the status will be 'Entered'.



To approve the recipient, select 'Approve' from the 'Select Action' drop box found at the bottom right.



For Further Assistance

Need Help?
On any ScotiaConnect page, you will find a 'Need Help?' link. Clicking that link will provide targeted help topics relevant to the page you're currently viewing.

Need Help?

Online Customer Support
Select the 'Help' option at the top right of your browser and select to open our 'Online Customer Support' knowledge base. A new window will be displayed and you can enter your question.

Tutorial Videos
The Tutorial Video link at the top right of your screen will open the Online Resource Centre with videos, documents and more to help you find answers to your questions regarding Scotiabank's products and services.

Technical Support Helpdesk - 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
- (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 **gtb.training@scotiabank.com**