

ScotiaConnect® Digital Banking

Simplified ScotiaConnect Quick Payments Quick Reference Guide

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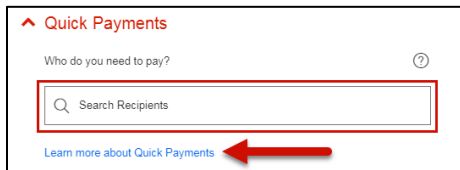
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Overview

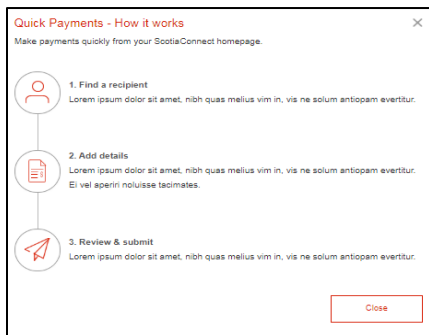
Quick Payments allows you to create payments to one of your existing recipients from your ScotiaConnect home page using the streamlined process outlined in this guide. Currently EFT and Wire Payments are the only valid payment types; other payment types will be added in the future.

Making Quick Payments

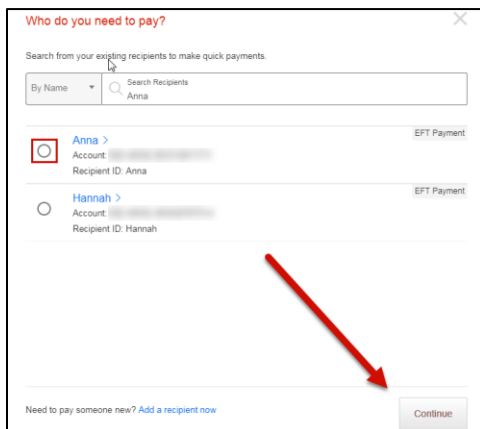
From the ScotiaConnect home page, go to the 'Search Recipient' box in the Quick Payments card. From here, you will be able to search for and pay one of your Recipients. For more information on creating Recipients, please see the Creating Recipients section of this guide.



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.

Quick Payments

Who do you need to pay?
Anna
Account: [redacted] | Recipient ID: Anna
[View Details](#) | [Change](#)

How much do you need to pay?
Amount: 0.00 | Currency: CAD

From which account?
Payment Source: SONA DIGI (CAD) - [redacted]

EFT Payment Details
[View cut off times](#)

What is the purpose of your payment?
Search CPA Code

When do you want to pay?
Due Date: 11/27/2018

Additional Information (Optional)
Internal Memo (will not accompany payment)
Sundry Information (will accompany payment)

[Start Over](#) [Continue](#)

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'.

Quick Payments [Print](#)

Review payment details before sending it for approval.
Check the summary and full payment details to be sure everything is correct.

To	Amount	From	Payment Type	Due Date
Anna Account: 003310011711	\$100.00 CAD	SONA DIGI (CAD) Account: [redacted]	EFT	11/27/2018

[Show full payment details](#)

[Edit Payment](#) [Cancel](#) [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.**

Quick Payments [Download Details](#) [Print](#)

Your payment details

i Your wire payment has been submitted and is in pending queue orem ipsum dolor sit amet, ad illum populo appareat.
Reference number: 2321234 lorem ipsum dolor sit amet, ad illum populo appareat.
[View Pending Payments](#)

To	Payment Amount	From	Payment Type	Due Date
Anna Richard Account: BIGGGAACC1234568123	\$25,000.00 CAD	ScotiaOne (CAD) Account: BIGGGAACC1234568123	EFT	08/18/2018

[Show full payment details](#) ▾

[Back to Homepage](#) [View Pending Payments](#)

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.

Home Reporting **Payments** Services Administration Last sign in: Sep 10, 2016 01:14 PM EDT

Account Transfers Bill Payments **Integrated Payments** Business Taxes

Create One Time Create from Templates **Pending** Manage Templates Manage Recipients Search Wire Memo [Need Help?](#)

Pending Payment Details [Print](#) [Detail Report](#) [Summary Report](#)

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’.

Pending Payment Details Print Detail Report

Details

Payment Type: EFT Status: Ready

Settlement Account: All Accounts

Recipient Name: Vendor Number:

Amount: to Debit/Credit: All

Due/Issue Date: All Dates

Batch ID: Payment / Cross Reference Number:

File ID:

Sort Order

Sorted By: Date

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.

Search results First Previous Next Last Item: 1 - 1 of 1

<input type="checkbox"/>	Due/Issue Date	Recipient	RA	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Status	Action
<input type="checkbox"/>	10/03/2018	ABC Ltd	sdsadasdas			\$10,000.00	Cr	Ready	[Copy] [Modify]

Select Action Go

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

Search results First Previous Next Last Item: 1 - 1 of 1

<input type="checkbox"/>	Due/Issue Date	Recipient	RA	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Status	Action
<input checked="" type="checkbox"/>	10/03/2018	ABC Ltd	sdsadasdas			\$10,000.00	Cr	Ready	[Copy] [Modify]

Select Action 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.

Home Reporting **Payments** Services Administration Last sign in: Nov 09, 2017 03:42 PM EST

Account Transfers Bill Payments **Integrated Payments** Requests For Transfer Bank Search Business Taxes

Create One Time Create from Templates Pending Manage Templates Manage Recipients **Search** Wire Memo File Summary

Payments Search Print Report Export

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

Payments Search [Print] [Report] [Export]

Details

Report Type: Transaction Details

Payment Type: All Payment Types Status: All Completed Statuses

Account: All Accounts

Recipient Name: Vendor Number:

Amount: to Debit/Credit: All

Date: Due / Issue / Execution Date Current Day 11/05/2018 to 11/05/2018

Batch ID: Payment / Cross Reference Number:

File ID: Originator Reference Number:

Recipient Account:

Payments with Notice of Change: All Payments with Attached RA: All

Sort Order

Sorted By: Date

Export Information

Export Format: Excel Include Headings: Yes No

Date Format: MM/dd/yyyy Select

Search Reset

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

Search results First Previous Next Last Item: 1 - 4 of 4

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

Payments Search [Print] **Report** [Export]

Details

Report Type: Transaction Details

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.

The screenshot shows the 'Quick Payments' section of a digital banking interface. It includes a recipient name 'Anna Richard', account details, and a payment amount of 10,000.00 USD. A yellow warning box states: 'It's a cross currency payment and lorem ipsum dolor sit amet, ei erant fabulas. View rate table'. Below this is a blue hyperlink 'Apply Pre-booked Rates' with a red arrow pointing to it. The 'Wire Payment Details' section includes a value date of 05/15/2018 and two text areas for payment memos: 'Internal Memo - Will not accompany payment' (containing 'Payment to Anna - for website development - Invoice # 1291291') and 'Sundry Information - Will accompany payment' (containing 'Thanks for the work.'). At the bottom are 'Start Over' and 'Continue' buttons.

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

The screenshot shows a 'Pre-booked Rates' dialog box. It contains two input fields: 'Conversion Rate' with the value '1.25' and 'Reference Number' with the value '12345'. At the bottom are 'Cancel' and 'Apply' buttons, with a red arrow pointing to the 'Apply' button.

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'.

Quick Payments

Who do you need to pay?
Anna Richard
Account: 0017818291 | Recipient ID: Vendor
[View Details](#) | [Change](#)

How much do you want to pay? ?
10,000.00 USD

From which account? ?
Payment Source
ScotiaOne (CAD) - 333516728194 - \$50,000.00

Pre-booked Rates Applied [Clear](#) [Edit](#)
Currency Rate: 1 USD = 1.25 CAD
Debit Amount: \$12,500.00 CAD

Please Note: Lorem ipsum dolor sit amet, te repudiare aliquando eum. Eu mei libris nostrum albuolus, atqui appellatur sit an

Wire Payment Details
[View cut off times](#)

When do you want to pay? ?
Value Date
05/15/2018

Payment Memo (Optional) ?
Internal Memo - Will not accompany payment
Payment to Anna - for website development - Invoice # 1291291

Sundry Information - Will accompany payment
Thanks for the work.

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'.

Home Reporting Payments Services Administration Last sign in: Sep 04, 2018 02:1

Account Transfers Bill Payments **Integrated Payments** Business Taxes

Create One Time Create from Templates Pending Manage Templates **Manage Recipients** Search Wire Memo

Manage Recipients [Print](#) [Export](#)

Details [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.

Create Recipient Print

Recipient Details

Recipient For* Wire Payments EFT, ACH, EDI Payments

Recipient ID* Vendor Number

Recipient Name*

Address 1* Address 2

City* Country*

Postal / Zip Code Province / State

Recipient Bank Information

Bank Country*

Recipient Bank* Account Number*

Recipient Institution*

Recipient Transit

Recipient Contact Information (will not accompany payment)

Recipient Name Phone Number

Recipient Email Fax Number

Email Subject Line Attention To

* Mandatory field

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

Search results First Previous Next Last Item: 1 - 1 of 1

<input type="checkbox"/>	Recipient ID	Payment Type	Name	Address	Vendor Number	Account	Status	Action
<input type="checkbox"/>	recipient1	EFT	ABC Company	123 Main Street, Toronto, ON, M1M1M1, Canada			Entered	[Copy] [Modify]

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

Select Action

- Select Action
- Approve
- Delete
- Disable
- Enable
- Submit

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