International Money Transfer

Reference Guide

OVERVIEW	2
CREATE AN INTERNATIONAL MONEY TRANSFER RECIPIENT Creating a New Recipient Profile	3
Editing a Recipient	6
Adding IMT Details to an Existing Recipient's Profile	
Deleting a Recipient	
SENDING AN INTERNATIONAL MONEY TRANSFER	14
Overview	14
Payment Creation Process: IMT Set Up with Approvals	14
Payment Creation Process: IMT Set Up without Approvals	14
Step 1: Creating the Payment	14
Select a Recipient	
Enter Payment Details	
Review Payment	
Payment Summary	ا ∠
Step 2. Approving an IMT	
Step 5. Submitting an intra-	20
VIEWING OR DELETING NON-SUBMITTED PAYMENTS	
Viewing a Payment that is Not Approved or Submitted	
Delete a Created or Approved Payment	
SEARCHING FOR A SENT INTERNATIONAL MONEY TRANSFER	
FOR FURTHER ASSISTANCE	

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OVERVIEW

The International Money Transfer (IMT) service allows you to send low-value (up to \$50,000), cross-currency payments from your Canadian Dollar account to 20 countries in 10 currencies.

These 20 destination countries and currencies are:

Destination Country	Currency Code
Australia	AUD
Austria	EUR
Belgium	EUR
China	CNY
Cyprus	EUR
Dominican Republic	DOP
France	EUR
Germany	EUR
Greece	EUR
India	INR
Ireland	EUR
Italy	EUR
Jamaica	JMD
Mexico	MXN
Netherlands	EUR
Portugal	EUR
Spain	EUR
The Philippines	PHP
United Kingdom	GBP
USA	USD

Important:

- IMTs can only be created from your **Canadian Dollar** account.
- During the IMT creation process, CAD can only be converted to the currency of the destination country (as listed in the table above). For example, a transfer to China can only be converted to CNY.
- The time required for an IMT payment to reach its recipient depends on the destination country and can vary from one to five days.
- Before sending an IMT, you need to create a recipient profile with IMT details.

CREATE AN INTERNATIONAL MONEY TRANSFER RECIPIENT

CREATING A NEW RECIPIENT PROFILE

Note: This section covers the steps to create a new recipient profile. Alternatively, you can add IMT details to an existing recipient's profile. These steps are covered in the <u>Adding IMT</u> <u>Details to an Existing Recipient's Profile</u> section.

To create a new recipient profile, navigate to **Payments > Payment Services > Integrated Payments > Add and manage Recipients**. Alternatively, on the **Overview** page, click **Create recipient**.

Scotia	Connect® Di	igital Banking					↓ 💁 🖉 ∨
Overview	Accounts	Payments	Reporting	Services	Administration		
Good morn You last signed in on	ing, Richard Wednesday, Decemi	ber 16, 2020 at 08:00 a	.m. EST			٥	Customize overview 🛱 Print
Create paymen	t	Pay a bill		Create tran	Isfer	Stop payment	Create recipient

Then, click **Add Recipient**.

ScotiaConnect® Digital Banking	♤│ष्⁴│⊘、
Overview Accounts Payments Reporting Services Administration	
Account Transfers Integrated Payments Business Taxes	
Create One Time Create from Templates Pending Manage Templates Manage Recipients Payments Search Wire Memo	
Manage Recipients View and edit existing recipient information or set up profiles to pay new recipients.	🖨 Print
By Profile Name	Add Recipient

Step 1: Add recipient information

Select whether the recipient profile is for an individual or a business, enter a name for the recipient's profile and then click **Continue**.

Create One Time	Create from Templates	Pending	Manage Templates	Manage Recipients	Payments Search	Wire Memo	
Manage Re	ecipients						
Recipient I	Profile						
(1)				2			3
Add recipient	information		Set up r	ecipient for payments			Review and complete profile
What type of Busin	recipient is this? ⑦ ess dual						
Recipient Pr	ofile Name						
Email (Optio	nal)						
Phone Num	ber (Optional)						
Cancel							Continue

Step 2: Set up recipient for payments

Select the destination for the payments as **United States** or **International** (based on the recipient's destination country). If you select the destination as **International**, an additional **Select Country** drop-down list that will appear. Select the destination country from this list. Then, specify the payment type as **International Money Transfer**.

O	(2)	3
Add recipient information	Set up recipient for payments	Review and complete profile
Where will you send payments fo	or this recipient?	
Select Destination		
Select Destination United States	.	

This will display additional fields.

Note: The recipient's banking information that needs to be entered is different for each destination country. This document covers the fields that appear for a recipient in the United States of America. The fields that appear for other countries will be specific to the regulatory requirements of those countries.

Enter the **ACH Number**, **Account Number** and select if the account is a **Chequing** or **Saving** account. Then, enter the **Recipient Name**.

Important: In the **ACH Number** field, ensure that you enter the ABA number for ACH payments and **not the ABA number for wire payments**.

ACH Number 000000001	0	
Bank Details BANK ONE NEW YORK, NY,NEW YORK, United States ACH Number: 000000001		
Account Number 123450001		
Account Type: Chequing Saving		
Recipient Information		

Next, enter the recipient's address, specify an Account Nickname and click Continue.

Paciniant Addrage	
Disease enter the full street address that does not include D.O. Pay	
Please enter the full street address that does not include P.O. box.	
Country United States	
United States	
Address Line 1	
1 NY Lane	
Address Line 2 (Optional)	
City	
New York	
Province / State	
New York 👻	
Postal Code	
75342	
Please give this account a nickname for your future reference.	
Account Nickname	
John Doe IMT	
Back Cancel	Continue

Step 3: Review and complete profile

This displays a confirmation message that states that the recipient was created successfully.

Manage Recipients			⇔ Print
Recipient Profile - John Do	e		
Add recipient information		Set up recipient for payments	Review and complete profile
Vou have added a new payment r	ecipient.		
John Doe Business profile			
Payment Accounts			
Canada(0)	United States(1)	International(0)	
John Doe IMT 123450001	Bank : BANK ONE	Payment Type : International Money Transfer	READY
			Add Account

EDITING A RECIPIENT

To edit a recipient, navigate to **Payments > Payment Services > Integrated Payments > Add and manage Recipients**. Then, search and select the recipient to edit.

ScotiaConnect® Digital Banking	↓ ⊠ ❷ ~
Overview Accounts Payments Reporting Services Administration	
Bill Payments Integrated Payments Business Taxes	
Create One Time Create from Templates Pending Manage Templates Manage Recipients Payments Search File Summary	
Manage Recipients View and edit existing recipient information or set up profiles to pay new recipients.	Import Recipients 🛛 🖨 Print
By Profile Name	Add Recipient

Next, click the **Actions** menu.

Recipient Profile			🛱 Print
Back to Manage Recipients			
Business profile Payment Accounts	& -		: Actions
Canada (0)	United States (1)	International (0)	
John Doe IMT 1234567890	Bank : BANK NAME	Payment Type : International Money Transfer	: Actions
			Add Account

Now, select **Modify**.

Canada (0)	United States (1)	International (0)	
John Doe IMT 1234567890	Bank : BANK NAME	Payment Type : International Money Transfer	× Actions
		TUNNU	View Details
			Delete
			/ Modify

Make the required changes to the recipient's details and click **Save**.

Editing Payment Account Lilohn Doe IMT	
	Payment Type International Money Transfer READY
This is a business recipient profile. Be sure any recipient information you add is for business-related products and services.	
Please give this account a nickname for your future reference ?	_
Account Nickname John Doe IMT	
International Money Transfer Details	
ACH routing number 000000001	0
Bank Details BANK NAME NEW YORK,NY,NEW YORK, NY, United States ACH routing number: 000000001	
Account Number 1234567890	
Chequing O Saving	
Recipient Information	
Recipient Name John Doe	
Recipient Address (7) Please enter the full street address that does not include P.O. Box.	
Country	
United States	
Address Line 1	
Address Line 2 (Optional)	
City	
New York	
Province / State New York	
Postal Code 12345	
	Cancel

After the recipient's details are saved, the following message will appear:



ADDING IMT DETAILS TO AN EXISTING RECIPIENT'S PROFILE

To add IMT details to an existing recipient's profile, navigate to **Payments > Payment** Services > Integrated Payments > Add and manage Recipients. Then, search and select the recipient.

Verview Account Account Transfers Inte Create One Time Create	ts Payments Rep grated Payments Business T a from Templates Pending	porting Services Adm axes Manage Templates Manage Recipi	ninistration	
Account Transfers Inte	grated Payments Business T • from Templates Pending	axes Manage Templates Manage Recipi		
Create One Time Creat	e from Templates Pending	Manage Templates Manage Recipi		
			ients Payments Search Wire Memo	
fiew and edit existing recipien By Profile Name	t information or set up profiles to pa Search recipients Jane Doe	iy new recipients.	Search Advanced Search	Add Recipient

This displays the **Recipient Profile** page. Click **Add Account**.

Recipient Profile			🖨 Print
Back to Manage Recipients			
Business profile	& -		: Actions
Payment Accounts			
Canada (0)	United States (1)	International (0)	
Jane Doe Wire 123400001	Bank : Bank One	Payment Type : Wire	: Actions
			Add Account

The subsequent steps to add IMT details to an existing recipient's profile are identical to the steps covered in the <u>Creating a New Recipient Profile</u> section.

After the IMT details are added to an existing recipient's profile, the profile page for the recipient will display **International Money Transfer** as an available payment type.

Mar	nage Recipients			🕀 Print
•	Done! You've added a new pay	ment account to this recipient pr	ofile.	
	Business profile	o -		
	Payment Accounts	United States(2)	International(0)	
	Jane Doe Wire 123400001	Bank : Bank One	Payment Type : Wire	READY
	Jane Doe IMT 123400002	Bank : Bank One	Payment Type : International Money Transfer	READY
				Add Account

DELETING A RECIPIENT

To delete a recipient, navigate to **Payments > Payment Services > Integrated Payments > Add and manage Recipients**. Then, search and select the recipient to delete.

ScotiaConnect® Digital Banking	↓ □ @ ~
Overview Accounts Payments Reporting Services Administration	
Bill Payments Integrated Payments Business Taxes	
Create One Time Create from Templates Pending Manage Templates Manage Recipients Payments Search File Summary	
Manage Recipients	Import Recipients 🛛 🖨 Print
View and edit existing recipient information or set up profiles to pay new recipients.	
By Profile Name Q Search recipients Advanced Search	Add Recipient

Next, click the **Actions** menu.

Recipient Profile			🛱 Print
Back to Manage Recipients			
Business profile Payment Accounts	& -		: Actions
Canada (0)	United States (1)	International (0)	
John Doe IMT 1234567890	Bank : BANK NAME	Payment Type : International Money Transfer	: Actions
			Add Account

Now, select **Delete**.

Canada (0)	United States (1)	International (0)	
John Doe IMT 1234567890	Bank : BANK NAME	Payment Type : International Money Transfer	X Actions
			Delete
			/ Modify

This displays a confirmation box. To complete deleting the recipient, click **Confirm Deletion**.



Now, the following message will appear:

Recipient Profile
Kerte Back to Manage Recipients
Confirmation: Deletion Successful Done! You've deleted this payment account.

SENDING AN INTERNATIONAL MONEY TRANSFER

OVERVIEW

After creating a recipient profile with IMT details, you can send IMTs.

PAYMENT CREATION PROCESS: IMT SET UP WITH APPROVALS

If your organization's ScotiaConnect set up includes approvals for IMTs, sending a payment consist of three steps:

- **Step 1:** Creating the payment
- **Step 2:** Approving the payment
- Step 3: Submitting the payment

PAYMENT CREATION PROCESS: IMT SET UP WITHOUT APPROVALS

If your organization's ScotiaConnect set up does **not** include approvals for IMTs, sending an IMT consist of the single step of creating the payment.

STEP 1: CREATING THE PAYMENT

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

Alternatively, you can also initiate the steps to create a payment from the recipient's profile: **Payments > Payment Services > Integrated Payments > Add and manage Recipients > Search and select the recipient > Actions > Pay this account**



SELECT A RECIPIENT

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

Important: To send an IMT, ensure that you are selecting a recipient profile with IMT details. Selecting a recipient profile for another payment type (such as wire payments) will initiate the steps for the selected payment type.

Create payment				
—				
0—	2	3	4	
	Step 1 of 4:	Select a recipient		
Who do you need to pay?				
Learn more about payments				
Search and select from existing recipients	to make a payment.			
E Profile name	Search recipients			Apply
24 results found				
 Jane Doe ☑ - & - 				~
○ John Doe ⊠ - & -				~
○ Mark T ⊠ - & -				~
○ Emma B ⊠ - & -				~
○ Anna D ⊠ - & -				~
				v
Need to pay someone new? Create Recipie	ent			
Back to overview				Continue

If the recipient's profile has more than one payment account, select the required IMT account and click **Continue**.

Create payment					
	\bigcirc	2	3	4	
		Step 2 of 4: Add	l payment details		
How would you like to	nav this recinient?				
You can choose from avai	able accounts and payr	nent types.			
Learn more about payment	types 🗹				
Jane Doe					
Recipient account					
Jane Doe IMT (12340	0002) (International M	loney Transfer)			~
Back				Cancel	Continue
				N	ext: Add payment details

ENTER PAYMENT DETAILS

In the **Payment source** field, select the account from which the payment will be sent.

	\bigcirc	2	3	(4)	
		Step 2 of 4: Add	l payment details		
Nhat are the details of	this payment?				
e sure to fill all required fi	elds so this payment o	can be efficiently proce	ssed.		
the second state to be a second state of the	ould you like to pay	v?			
-rom which account we	,	, -			
Payment source	,	, -			

Next, select the **Purpose** for sending the IMT. Then, in the **You send** field, specify the amount you want to send in CAD <u>or</u> in the **They receive** filed, specify the amount the recipient needs to receive.

Important:

- Do not specify the amount in the **You send** field and the **They receive** field. Specify the amount in only one field.
- If you specify the amount in the **You send** field, the amount the recipient receives will depend on the exchange rate.
- If you specify the amount in the **They receive** field, the amount deducted from your account will depend on the exchange rate.

After specifying the amount, click **Get rate**.

Purpose (i)		
Rent	\sim	
inter the amount to send (CAD) or i	the amount the recipient will receive	
Ther the amount to send (CAD) or You send (CAD) - min \$200	They receive (USD)	

This displays the exchange rate and the amount that the recipient will receive or the amount that will be deducted from your account.

Note: If your organization's IMT set up includes approvals, this rate needs to be confirmed and accepted when the payment is being submitted.

Next, click **Continue**.

You send (CAD) - min \$200	They receive (USD)	Get rate
	200000 UCD This such as as to is to deal in	for the second sec
S Exchange rate: 1 CAD = 0.73	300000 USD This exchange rate is locked in	for 10 minutes
S Exchange rate: 1 CAD = 0.73	300000 USD This exchange rate is locked in	n for 10 minutes
S Exchange rate: 1 CAD = 0.73	300000 USD This exchange rate is locked in	for 10 minutes
S Exchange rate: 1 CAD = 0.73	300000 USD This exchange rate is locked in	for 10 minutes

REVIEW PAYMENT

Now, you can review the payment details and click **Confirm** to create the payment.

Note: If you need to modify the payment details, click Edit payment before clicking Confirm.

Crea	ate payment		
—			
	Ø		(4)
		Step 3 of 4: Review payment	
Revi	ew payment details		
Chec	k the summary and full payment details to	be sure everything is correct.	
Payn	nent details		
	Profile and account	Date	Debit account
0	Jane Doe Jane Doe IMT 123400002	01/04/2021	Account 1 123400005
	Recipient name	Jane Doe	
	You send	\$250.00 CAD	
	They receive	\$183.25 USD This exchange rate will expire in 10 minutes	
	Exchange rate	1 CAD = 0.73300000 USD	
	Payment type	International Money Transfer	
	Purpose	Rent	
	Estimated delivery time	1 to 5 business days	
	Edit payment		Cancel
			Next: Payment Summary

If your organization's ScotiaConnect set up does <u>not</u> include approvals for IMT, creating a payment will also result in submitting the payment. In such scenarios, you will receive the following additional screen, which asks you to enter your **ScotiaConnect password** and **Token value**. After specifying this information, click **Submit**.

To securely submit payments	please provide the following credentials:
ScotiaConnect password	
•••••	0
Token value	
•••••	۲

PAYMENT SUMMARY

After the payment is created, the **Payment summary** page will display a confirmation message along with the payment details.

		\bigcirc	
		International Money Transfe	r successfully created
	It will be a	vailable for additional approval and/or submissio	on shortly. Save the payment reference number.
		Reference num	ber: 1701494
D			
Payr	nent details		
	Profile and account	Date	Debit account
	John Doe John Doe IMT 0011100011	07/21/2021	Account 1 123400005
	Recipient name	John Doe	
	Recipient name You send	John Doe \$250.00 CAD	
	Recipient name You send They receive	John Doe \$250.00 CAD est. \$183.25 USD	
	Recipient name You send They receive	John Doe \$250.00 CAD est. \$183.25 USD est. 1 CAD = 0.73300000 USD	
	Recipient name You send They receive Exchange rate	John Doe \$250.00 CAD est. \$183.25 USD est. 1 CAD = 0.73300000 USD ① This is an estimated excha	nge rate. Actual rates will be provided when payment is submitted.
	Recipient name You send They receive Exchange rate Payment type	John Doe \$250.00 CAD est. \$183.25 USD est. 1 CAD = 0.73300000 USD This is an estimated excha International Money Transfer	nge rate. Actual rates will be provided when payment is submitted.
	Recipient name You send They receive Exchange rate Payment type Purpose	John Doe \$250.00 CAD est. \$183.25 USD est. 1 CAD = 0.73300000 USD This is an estimated excha International Money Transfer Rent	nge rate. Actual rates will be provided when payment is submitted.

STEP 2: APPROVING AN IMT

Important: To approve a payment, the ScotiaConnect user who approves the payment needs to be different from the ScotiaConnect user who created the payment.

To approve payments, in the **To-do list** section of the **Overview** page, ensure that the **To approve** option is selected and then click the **International Money Transfers** link.

ScotiaConnect®	Digital Banking			↓ 🔊 🖉 ∨
Overview Accounts	Payments Reporting	Services Administra	ation	
Good afternoon, Joh i You last signed in on Wednesday, July	1 21, 2021 at 01:22 p.m. EDT		ණු Ci	ustomize overview B Print
	B	(5)	۲	
Create payment	Pay a bill	Create transfer	Stop payment	Create recipient
Business accounts			To-do list	
Account 01 (12345 000 \$194,000.00 CAD	00 01) - DDA	>	To approve (5) To submit	(203)
Account 02 (12345 000	00 02) - DDA	>		

This displays the **To approve** page for IMT, which lists the payments that need to be approved. Use the check boxes to select the payment(s) to approve and then click **Continue**.

Note: If required, you can use the options at the top of this page to filter the payments.

Deel	iniant ()		Deumentiture		From occount	
Sea	rch by recipient na	ime or email	International Money Transfer	~	All accounts	~
Clea	r filters				Advanced filters	Apply filters
Displavi						
, spin, s	ng 1 - 2 of 2					🕁 Download repo
	Date (MM/DD/YYYY)	То	From	Payment amount	Payment type	لع Download report ولع Download report
	Date (MM/DD/YYYY) ①	To Jane Doe (0022200022)	From (12345 00000 01) CAD	Payment amount (i) \$183.25 → USD	Payment type International Money Transfer	Download report Status More actio ENTERED

Now, the **Approve payments** page appears. Click **Approve** to approve the payment(s).

9	ScotiaConnect® Digital Banking			
Арр	prove payments			🕓 Cut-off times 🕜 Help 🛱 Print
Revie	w and confirm the approval of the follo	wing payment(s).		
0	1 International Money Transfer View details	Total amount to be debited	CAD (1)	\$250.00
				Approve
2	Payment approval summary			
	Cancel			

This displays the **Payment approval summary** page that confirms that the payment(s) have been approved. Now, the payment(s) need to be submitted.

ayment ap	proval summary			() Cut-off times	ि Help 🛱 Prin
		(\supset		
		The payment approv	val has been completed		
	Review the de	tails of the completed approval(s) below. A summary report will also	be available	
		in your Messa	ge centre shortiy.		
⊘ Completed	d approvals (1)				
Completed The following payr nternational More	d approvals (1) nent(s) were successfully a ney Transfer (1)	pproved and will be available for add	itional approval and/or submission shortly	ı.	
Completer The following payr nternational Mon Date (MM/DD/YYYY)	d approvals (1) nent(s) were successfully a ney Transfer (1) To	pproved and will be available for add From	itional approval and/or submission shortly Estimated exchange rate	Amount ①	Reference #
Completer The following payr The rollowing payr Thernational Mor Date (MM//DD/YYYY) 07/21/2021	d approvals (1) nent(s) were successfully a ney Transfer (1) To John Doe (0011100011)	pproved and will be available for add From (12345 00000 02) CAD	itional approval and/or submission shortly Estimated exchange rate 1 CAD= 0.733 USD	Amount ① You Send \$250.00 CAD	Reference # 1701531

STEP 3: SUBMITTING AN IMT

To submit payments, in the **To-do list** section of the **Overview** page, select the **To submit** option and then click the **International Money Transfers** link.

ScotiaConnec	t [®] Digital Banking				↓ № ⊗ ~
Overview Account	ts Payments	Reporting Services	Administration	1	
Good afternoon, Jc You last signed in on Wednesday,	5hn July 21, 2021 at 01:10 p.m. EDT			@ C	Customize overview 🛱 Print
Create payment	Bay a bill	Create	s) transfer	Stop payment	Create recipient
Create payment	Pay a bill	Create	transfer	Stop payment	Create recipient
Business account	S			To-do list	
Account 01 (12345 0 \$194,000.00 CAD	00000 01) - DDA		· (To approve (4) To submit	sfers (204)
Account 02 (12345 0 \$74,000.00 CAD	00000 02) - DDA		>		

This displays the **To submit** page for IMT, which lists the payments that need to be submitted. Use the check boxes to select the payment(s) to submit and then click **Continue**.

Note: If required, you can use the options at the top of this page to filter the payments.

Rec	pient 🕕		Payment type		From account		
Sea	rch by recipient na	me or email	International Money Transfer	~	All accounts		~
Clea	r filters				Advanced filters	Apply	filters
Displavi	4 2 (2						
sispidyi	ng 1 - 2 of 2					🛃 Dow	nload repo
	Date (MM/DD/YYYY)	То	From	Payment amount	Payment type	⊥ Dow Status	nload repo More actio
	Date (MM/DD/YYYY) ① 07/21/2021	To Jane Doe (0022200022)	From (12345 00000 01) CAD	Payment amount st. \$183.25 → USD	Payment type International Money Transfer	Status	nload repo More actio

Now, the **Additional authentication required** pop-up box appears. Enter your ScotiaConnect password and Token value and then click **Continue**.

Additional authentication rec	quired		~
Before reviewing and submitting the se following security credentials:	elected paymer	nts, please p	rovide the
ScotiaConnect password			
Token value			
	Clo	ise	Continue

Sub	mit payments			() Cut-off times (?) Help
	1 International Money Transfer View details	Total amount to be debited	CAD (1)	\$250.00
				Get Rate
2	Payment submission summary			

Next, the **Submit payments** page appears. Click **Get Rate**.

Now, click the **Get rate** link on the **Get rates for International Money Transfers** page.

ScotiaCon	nect [®] Digital Banking			
Get rates for Ir	nternational Money Transfers			🕐 Help 🛱 Print
Get foreign exchang	ge rates for the selected International Mc	oney Transfers.		
То	From	You Send	They Receive	Rate
John Doe (0011100011)	(12345000002) CAD	\$250.00 CAD	- USD	Get rate
				Continue
				Next: Review payments

This displays the Exchange rate pop-up box. If the rate is fine, click **Accept rate and submit**.

Next, click **Continue**.

ScotiaCon	nect [®] Digital Banking			
Get rates for In Get foreign exchang	nternational Money Transfers	oney Transfers.		3 Help 🖶 Print
То	From	You Send	They Receive	Rate
John Doe (0011100011)	(12345000002) CAD	\$250.00 CAD	\$183.25 USD	1 CAD= 0.73300000 USD
				Continue
				Next: Review payments

This displays the **Payment submission summary** page that confirms that the payment(s) have been submitted.

	bmission summai	ry		① Cut-off times	🕐 Help 🛱 Prin
		(\checkmark		
		The payment submissi	ion has been completed		
	Review the	e details of the completed submi available in your Mi	ssion(s) below. A summary report essage Centre shortly.	will also be	
⊘ Complete	d submissions (1)				
Completed	d submissions (1) ment(s) were successfully s	ubmitted. Check the status of submitt	ted payment(s) in Payment search.		
Completed The following payr International Mod	d submissions (1) ment(s) were successfully s ney Transfer (1)	ubmitted. Check the status of submitt	ted payment(s) in Payment search.		
Completed The following payr International Mor Date (MM/DD/YYYY)	d submissions (1) ment(s) were successfully s ney Transfer (1) To	ubmitted. Check the status of submitt From	ted payment(s) in Payment search. Rate	Amount	Reference #
Completed The following payr International Mol Date (MM/DD/YYYY) 07/21/2021	d submissions (1) ment(s) were successfully s ney Transfer (1) To John Doe (0011100011)	ubmitted. Check the status of submitt From (12345 00000 02) CAD	ted payment(s) in Payment search. Rate 1 CAD= 0.733 USD	Amount You Send \$250.00	Reference # 1701494

VIEWING OR DELETING NON-SUBMITTED PAYMENTS

VIEWING A PAYMENT THAT IS NOT APPROVED OR SUBMITTED

To view a payment that has been created or approved, access the **To approve** or **To submit** page by clicking the **International Money Transfers** link in the **To-do list** section of the **Overview** page.

ScotiaConnect® Digita	al Banking			↓ ⊠ ⊗ v
Overview Accounts Pa	ayments Reporting	Services Adn	ninistration	
Good morning, Ashley				@ Customize overview B Prin
You last signed in on Thursday, September 23, 2	:021 at 10:55 a.m. EDT			
	(a)		(ق)	(R)
Create payment	Pay a bill		Create transfer	Create recipient
Business accounts			To-do list	
Account 01 (12345 00000 01) - \$194,000.00 CAD	- DDA	>	To approve (41)	To submit (185) Iey Transfers (41)
Account 02 (12345 00000 02)	- DDA	>		

Then, identify the payment you need to view and click the menu icon for the payment. Then, click **View Details**.

To ap	prove				() Cut-	off times 🕜 Help 🖨 Print
Se <mark>l</mark> ect p	payments from the lis	st to act on. You c	an also use filters to narrow down th	e list results.		
Reci	pient 🕡		Payment type		From account	
Sear	rch by recipient nar	me or email	International Money Transfer	~	All accounts	~
Clear	r filters				Advanced filters	Apply filters
Disp l ayin	ng 1 - 25 of 49					. → Download reports
	Date (MM/DD/YYYY)	То	From	Payment amount	Payment type	Status More actions
	10/14/2021	John Doe (1234567890)	(98765 00000 01) CAD	\$10,000.00 → USD	International Money Transfer	ENTERED
	10/01/2021	John Doe (1234567890)	(98765 00000 01) CAD	est. \$154.66 → USD	International Money Transfer	<u>View details</u>

This displays the International Money Transfer payment details page.

nternational Money Tra 	ansfer payment details		
John Doe John Doe IMT (1234567890)			
You send est. \$13,642.56 CAD	Date 10/14/2021		
They receive \$10,000.00 USD	Estimated exchange r 1 CAD = 0.733000	ate ① 00 USD	
ENTERED	Reference number 1711485		
ayment details			
Payment type	International Money Transfer	Purpose	Bill Payment
You send	est. \$13,642.56 CAD	Reference number	1711485
They receive	\$10,000.00 USD		
Estimated exchange rate 🛈	1 CAD = 0.73300000 USD		
Date	10/14/2021		
Status	Entered		

DELETE A CREATED OR APPROVED PAYMENT

Important: You can delete a created payment only if your organization's ScotiaConnect set up includes approvals for International Money Transfer.

To delete a payment that has been created or approved, access the **To approve** or **To submit** page by clicking the **International Money Transfers** link in the **To-do list** section of the **Overview** page.

ScotiaConnect® Digital Bar	hking			↓ ⊠ @ ~
Overview Accounts Paymen	ts Reporting	Services Adr	ministration	
Good morning, Ashley You last signed in on Thursday, September 23, 2021 at 1	9:55 a.m. EDT			@ Customize overview 🖨 Prin
	(B)		(ق)	
Create payment	Pay a bill		Create transfer	Create recipient
Business accounts			To-do list	
Account 01 (12345 00000 01) - DDA \$194,000.00 CAD		>	To approve (41)	To submit (185) ney Transfers (41)
Account 02 (12345 00000 02) - DDA \$74,000.00 CAD		>		

Then, use the check boxes to select the payment(s) to delete and select **Delete** from the dropdown list at the bottom of the page. Then, click **Continue**.

cipient (i)		Payment type		From account		
earch by recipient nan	me or email	International Money Transfer	~	All accounts		~
ear filters				Advanced filters	Apply	filters
ying 1 - 25 of 49					上 Dow	nload repor
Date (MM/DD/YYYY)	То	From	Payment amount ①	Payment type	ک Down Status	nload repor
Date (MM/DD/YYYY) ① 10/14/2021 ①	To John Doe (1234567890)	From (98765 00000 01) CAD	Payment amount \$10,000.00 → USD	Payment type International Money Transfer	L Down Status	nload repor
ving 1 - 25 of 49 Date (MM/DD/YYYY) ① 10/14/2021	To John Doe (1234567890)	From (98765 00000 01) CAD	Payment amount ① \$10,000.00 → USD	Payment type International Money Transfer	L Down Status	nlo M

This displays the **Delete payments** page. Click **Delete** to proceed.

lete payments			() Cut-o	off times Help 🛱 P
ew and confirm the deletion of the follo	wing payment(s).			
1 International Money Transfer View details	Total amount to be debited	CAD (1)	est. \$13,642.56	6
Some amounts may be estimated	. Actual amounts display whe	n exchange rates are accep	oted.	
Some amounts may be estimated	. Actual amounts display whe	n exchange rates are accep	Delete	

Now, the **Payment deletion summary** page appears, which confirms that the payment(s) have been deleted and provides the details of the payment(s) that were deleted.

Payment del 	letion summary			() Cut-off times	🕐 Help 🛱 Print			
		(\odot					
		The payment deleti	on has been completed					
	Review the details of the completed deletion(s) below. A summary report will also be available in your Message Centre shortly.							
 Completed The following payn International Mor Date 	d deletions (1) nent(s) were successfully deleted. ney Transfer (1)	From	Estimated exchange rate	Amount O	Reference #			
(MM/DD/YYYY) 10/14/2021	John Doe (1234567890)	(98765 00000 01) CAD	1 CAD= 0.733 USD	You send \$13,642.56 CAD They receive \$10,000.00 USD	1711485			

SEARCHING FOR A SENT INTERNATIONAL MONEY TRANSFER

To search for an International Money Transfer that you have sent, navigate to **Payments > Payments Search**. This displays the **Integrated Payments** screen with the **Payments Search** tab selected.

Ensure that the **Report Type** is set as **Transaction Details** and select the **Payment Type** as **International Money Transfer**. Then, enter the required search criteria and click **Search**.

Details						
Report Type	Transaction Details	~				
	•					
	Reports are not ava	ilable for International	Money Trans	er.		
Payment Type	International Money Tr	ransfer 🗸		Status	All Completed Statuses 🗸	
Debit Account	All Accounts		~			
Recipient Name						
Amount		to		Debit/Credit	Cr 🗸	
Date	Due / Issue Date 🗸	Date Range	♥ 05/01/2	2021 to 05/10/2	2021	
Batch ID				Payment / Cross Reference Number		
File ID				Originator Reference		
Recipient Account				Number		
Payments with Notice	All V			Payments with	All	~
of Change Sort Order				Attached RA		
Sorted By	Date	~	~		~ ~	
Export Informatio	on					
Export mormatio						

Your search results will now appear in the bottom section of the screen. To view the details of an IMT, click the **Reference Number** link for the payment.

Search result	ts	First Previ	ous Next Last			ltem: 1 - 6 of 6
Date	Recipient	Reference Number	Debit Account	Amount	Currency	Status
05/07/2021	Recipient One	1669040	12345 00000 01	¥1,072.51	CNY	Submitted
05/07/2021	Recipient Two	1669052	12345 00000 02	Rs10,433.91	INR	Submitted
05/06/2021	Recipient Three	1668933	12345 00000 03	¥1,072.51	CNY	Submitted
05/06/2021	Recipient Four	1668985	12345 00000 04	¥32,856.51	CNY	Submitted
05/06/2021	Recipient Five	1668987	12345 00000 05	Rs28,810.05	INR	Submitted
05/03/2021	Recipient Six	1665491	12345 00000 06	¥1,072.51	CNY	Rejected

The details screen displays the **Payment Details**, **Originator Details**, **Recipient Information**, **Recipient Bank Information** and **History Information**.

International Money	Fransfer				Print 🖨
Payment Details					
Payment Type	International Money Transfer				
You Send	\$211.00 CAD				
They Receive	¥1072.51 CNY				
Rate	1 CAD = 5.08300000 CNY				
Due Date	05/06/2021				
Purpose	Rent				
Reference Number	1669040				
Originator Details					
Debit Account	123450000001				
Currency	CAD				
Originator Name	InternationalTransfers				
Originator Address	1 Street Ajax, ON, M3K3J3 Canada				
Recipient Informati	on				
Recipient Name	Recipient One				
Account Nickname/Recipient ID	RecOne				
Phone Number	1234567890				
Street Name	Blue Street		Building Number	5	
City	shangai		Country	China	
Postal / Zip Code	987654		Province / State	Shanghai Municipality	
Recipient Bank Info	ormation				
SWIFT/BIC	BankOneXXXX		Account Number	123450000009	
Bank Details	BANK ONE LTD. ONE ROAD SHANGHAI SHANGHAI China				
History Information	I				
	Date	Status		Changed By	
	05/07/2021 10:19:24	Ready		User 01	
	05/07/2021 10:19:29	Submitte	ed .	User 02	
					Back to Top
					Cancel

FOR FURTHER ASSISTANCE

For assistance, please contact **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: <u>hd.ccebs@scotiabank.com</u>. Your email will be answered within 24-48 business hours.

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