

# ScotiaConnect® – Registration Checklist

Before you begin the registration steps, contact your organization's ScotiaConnect Super User (or a user with Administration entitlement) to:

1. Obtain your **secret word** or **authorization code**

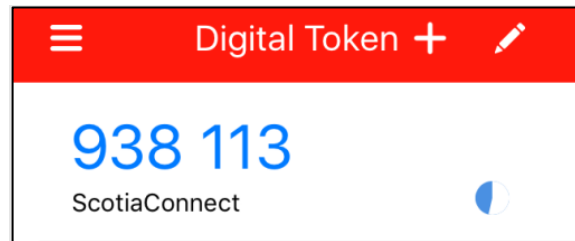
**Important:**

- If you are the first ScotiaConnect user for your organization, you are a Super User and need the secret word to register. You need to obtain your secret word from your Scotiabank Relationship Manager.
  - If you are a Super User, you need the secret word to register.
  - If you are not a Super User, you need the authorization code to register.
2. Confirm that your user ID has been given the required entitlements
  3. Identify if you will be using a physical or digital token to log into ScotiaConnect

A physical token is a dedicated device that provides token values.



A digital token is an application installed on your mobile phone.



The steps to register for ScotiaConnect depend on whether you will be using a physical or digital token.

Click the link for the token that you will use to view the associated registration steps:

- [Physical token](#)
- [Digital token](#)

**Legal Disclaimer**

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## Physical Token

#	Task	Status
1.	Note your <b>reference number</b> from the ScotiaConnect registration email.	
2.	Access the registration website by clicking the link in the ScotiaConnect registration email.	
3.	Complete the steps on the registration website. This includes specifying your: <ul style="list-style-type: none"> <li>• Reference number</li> <li>• Secret word/authorization code</li> <li>• User ID</li> <li>• Password</li> <li>• Serial number of your physical token</li> <li>• Security questions and answers</li> </ul>	
4.	After completing the registration, access the ScotiaConnect <a href="#">Login Page</a> to start using the service.	

For details on these steps, please refer to the [ScotiaConnect Registration quick reference guide](#).

## Digital Token

#	Task	Status
1.	<p>Download the <b>Scotiabank Digital Token</b> app from the Apple App Store or Google Play Store.</p> <p><b>Note:</b> You will be configuring this app while completing the registration (step 4).</p>	
2.	Note your <b>reference number</b> from the ScotiaConnect registration email.	
3.	Access the registration website by clicking the link in the ScotiaConnect registration email.	
4.	<p>Complete the steps on the registration website. This includes specifying your:</p> <ul style="list-style-type: none"> <li>• Reference number</li> <li>• Secret word/authorization code</li> <li>• User ID</li> <li>• Password</li> <li>• Security questions and answers</li> </ul> <p>Additionally, you will configure the Scotiabank Digital Token app while completing the registration steps.</p>	
5.	After completing the registration, access the ScotiaConnect <a href="#">Login Page</a> to start using the service.	

For details on these steps, please refer to the [ScotiaConnect Registration quick reference guide](#).