Bulk File Upload Trust Beneficiaries

Quick Reference Guide

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OVERVIEW

ScotiaConnect customers can upload a file that contains trust beneficiary information (i.e., legal name, full address, interest in the deposit expressed as a percentage or dollar amount for each trust beneficiary) for their trust account that is designated as a General Trust.

UPLOADING A FILE

Start by clicking the **Administration** tab.



Choose Upload bulk file trust beneficiaries under the Other administrative tasks section.



Next, read the Important information about your trust beneficiaries' file and click the **Upload** button. If you need more information about this service and file specification requirements, click the **Learn more about this service and file specification requirements** link.

Administration → Upload bulk file trust beneficiaries	
Upload bulk file trust beneficiaries	🖨 Print
Deposits held in General Trust accounts may be eligible for Canada Deposit Insurance Corporation (CDIC) insurance coverage of up to \$100,000 per ber provided the deposits are held in trust and each beneficiary's name, address and interest in the deposit are provided to Scotiabank. You can upload a file provide trust beneficiaries for a trust account and submit it to Scotiabank.	neficiary e to
Learn more about CDIC insurance coverage by referring to the Companion Booklet (e.g. Investment Companion Booklet, Day-to-Day Banking Companio Booklet, and Your Guide to Fees and Interest Schedules – Business Accounts).	on
Important information about your trust beneficiaries file:	
Must be in CSV UTF-8 format.	
File name must be Account type_account number_YYYYMMDD.	
 One file must be uploaded per account if you have multiple trust accounts. 	
• Only the most recent file uploaded for the trust account will be processed. Previous files uploaded for a particular trust account on the same day will not be processed. Yo will receive an email indicating the processing status of your successfully uploaded file within 2 business days from scotiabank@email.scotiabank.com	pu
Files uploaded after 8pm (EST) will be transmitted for processing on the next business day.	
Learn more about this service and file specification requirements.	
① Upload No file selected	

A file selector window will open and allow you to choose the file you would like to upload. Choose the file and click the **Open** button.

Open				×
← → × ↑ 🖡 « Doc	:u → Trust Beneficiaries	~ Č	Search Trust Beneficiaries	Ą
Organize 🔻 New folder	r			•
🗢 This PC 🔷	Name		Date modified	
늘 Desktop	List of Beneficiaries.xlsx		2022-02-02 2:19	PM I
📑 Documents				
📜 Downloads				
🐌 Music				
🔚 Pictures				
📕 Videos				
👟 (C:) SystemDrive				
🥪 (N:) GTBShared (
👡 (U:) USERDATA (
🥩 Network				
¥	<			>
File na	me: List of Beneficiaries.xlsx	~	All Files (*.*)	\sim
			Open Can	cel

The file will be listed under Uploaded file. Click **Submit** to continue.

1 Upload		
-	\ominus Remove	
You're about to u	pload the file for this account:	
		Submit

A confirmation will appear when a file upload is successful. You can choose to upload another file or go back to Administration.

Upload bulk file trust be	ieficiaries	🖯 Print
	\odot	
	Trust beneficiary file successfully submitted	
Trust beneficiary file f	or account 000590063517 successfully submitted for processing. You v	vill receive a notification from
scotiabanko	remail.scotiabank.com within 2 business days indicating the processing	g status of your file.
Account name		
Account number		
Account type	DDA	
File name		
Submitted on	01/19/2022	
	Go to Administ	ration Upload another file

SETTING UP ACCESS

ScotiaConnect has two versions of the Administration page. To provide your users with access to the Upload Bulk File Trust Beneficiaries service, please ensure to follow the correct steps based on your version of Administration.

Version A

When you are logged in to ScotiaConnect, under the **Administration** tab select **User Groups**, and follow the steps under Version A.

Version B

When you are logged in to ScotiaConnect, under the **Administration** tab select **Users** and company permissions and follow steps under Version B.

ScotiaConnect® Digital Banking	ScotiaConnect® Digital Banking
Overview Accounts Payments Reporting Services Administration	Overview Accounts Payments Reporting Services Administra
Administration	Administration
Users and services User information User groups Audit log	Users and services Users and company permissions Audit log Service information
Service groups Service information	

VERSION A

Click the **Group Name** that the user belongs to. The user group's information and privileges will be displayed. Note that this functionality has already been added to Super Users.

User Group Inforn	nation			Entitlement Repor	t 🖹 🛛 Add Group
Group Name *	Users Belonging to each Group	Pending Services	Setup Date	Last Updated Date	Action
Admin	User 71	File Delivery Batch Account Statements EFT Payments - S0085010(V	08/16/2017	07/28/2020	Approve Delete
AdminOnly	Admin User	· · ·	12/12/2018	11/22/2019	Delete

Under the Service Privileges, place a check mark beside Administration and click the hyperlink.

Se	Services assigned to the AdminOnly group:				
Th not	The users above have access to the privileges listed below. Remember, when adding a service to a group, all functions applicable to the selected service will automatically be enabled. If you do not want this group to have access to any particular functions within a service, you must deactivate these functions on the "User Group Information - Service Privilege" Details screen.				
Cli	ck on any Service Privilege bel	ow, to view/update the	underlying Service Privilege Details.		
	Service Privileges	Hours of Operation	Description of Privilege		
	Balance and Transactions	00:00 - 23:59	View real-time account balance and transaction information.		
	Account Transfer	07:30 - 20:00	Do same-currency and cross-currency transfers between your CAD and USD accounts.		
	Bill Payment	07:30 - 20:00	Pay bills from your Scotiabank accounts to registered utility companies.		
	Administration	00:00 - 23:59	Give each of your ScotiaConnect users access to the functions and accounts they need.		
	Business Taxes	00:00 - 23:59	Pay and file your Federal and Provincial business taxes online.		

Check **My Accounts** and click **Continue**, then **Save**. A confirmation on top of the page will be displayed.

Functions	belonging to the Adr	ninistration service	w access	
Assign	Function	Assign	Function	
	My Accounts		My Global Accounts	
	Audit Logs		User Group Information	
	My Services		User Information	
				Cancel Continue

VERSION B

Locate the user and click the **Edit** icon to make changes to their details and/or permissions. Note that this functionality has already been added to Super Users.

Users & Permissio	ons			
NAME	USER ID	♦ LAST SIGN IN	STATUS 🖨	ACTIONS
test 401			Incomplete	C Edit Delete

Click **Continue** to move to the next screen. Under **Permission**, check **Admin access** then click **Save & Close**.

Permission ()	Details
Super User	A Super User will have full access to viewing, payment, and administration privileges, plus the ability to manage company and account details
Payments access (Show)	Create, manage and submit payment transactions
Viewing access (Show)	View balances and transaction details, run reports and download statements
Admin access (Show)	
Custom: ACH Custom (Show)	
Back	Save & clo

FOR FURTHER ASSISTANCE

Need Help?

In the footer of any page in ScotiaConnect, you will find a **Help Centre** link.



Clicking that link will take you to a resource page with documents, videos, webinars and guided tutorials. There is also a knowledge base of Frequently Asked Questions.

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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