

Bulk File Upload Trust Beneficiaries

Quick Reference Guide

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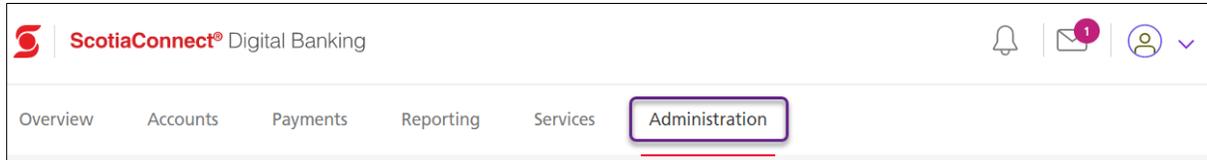
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OVERVIEW

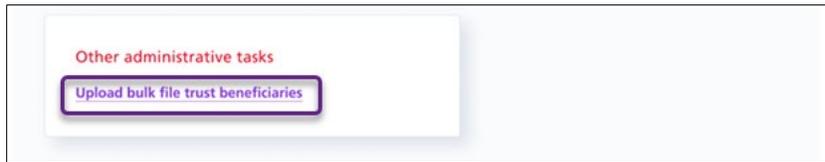
ScotiaConnect customers can upload a file that contains trust beneficiary information (i.e., legal name, full address, interest in the deposit expressed as a percentage or dollar amount for each trust beneficiary) for their trust account that is designated as a General Trust.

UPLOADING A FILE

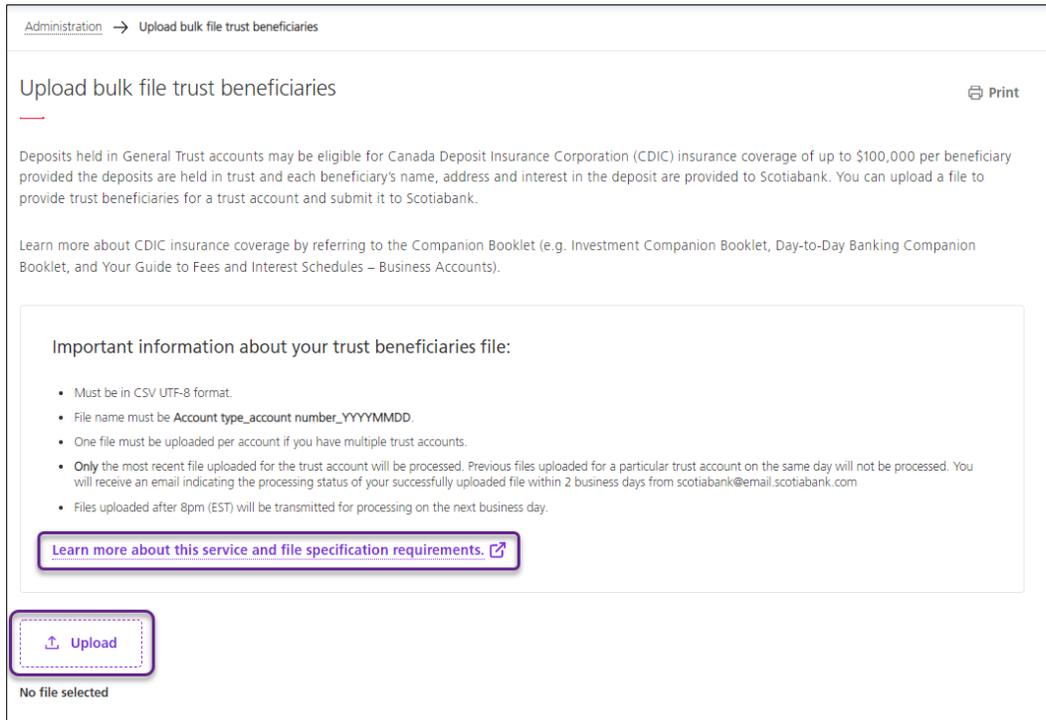
Start by clicking the **Administration** tab.



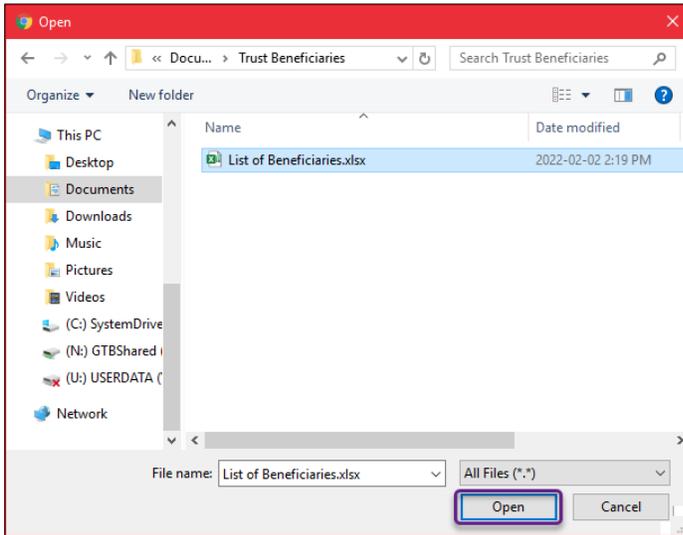
Choose **Upload bulk file trust beneficiaries** under the Other administrative tasks section.



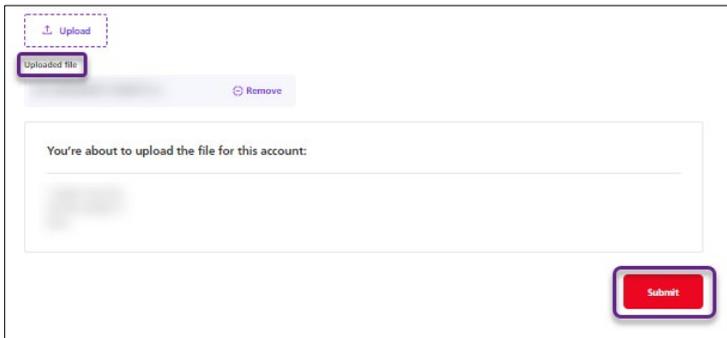
Next, read the Important information about your trust beneficiaries' file and click the **Upload** button. If you need more information about this service and file specification requirements, click the **Learn more about this service and file specification requirements** link.



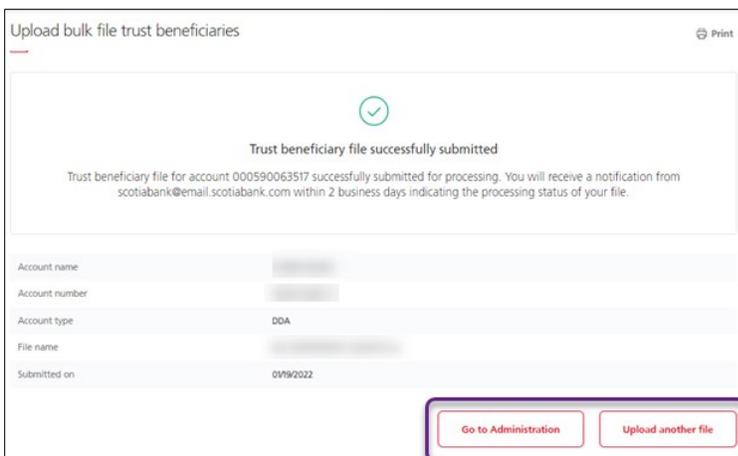
A file selector window will open and allow you to choose the file you would like to upload. Choose the file and click the **Open** button.



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



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

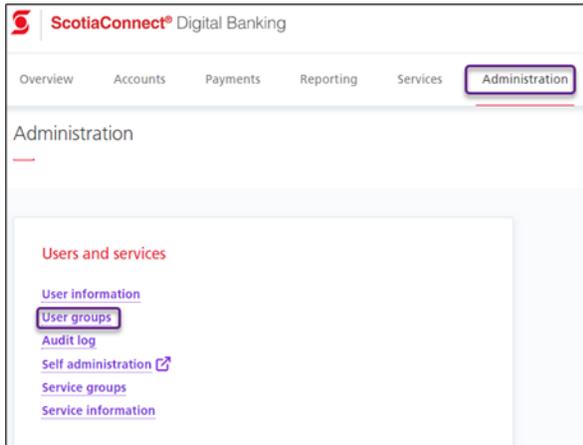


SETTING UP ACCESS

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.

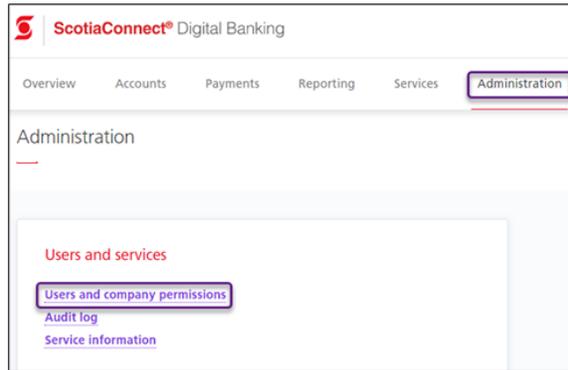
Version A

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](#).



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.

The screenshot shows the 'User Group Information' page. At the top right, there are links for 'Entitlement Report' and 'Add Group'. The table below lists user groups with columns for Group Name, Users Belonging to each Group, Pending Services, Setup Date, Last Updated Date, and Action.

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 - S00850100	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.

Services assigned to the AdminOnly group:

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.

Click on any Service Privilege below, to view/update the underlying Service Privilege Details.

<input type="checkbox"/>	Service Privileges	Hours of Operation	Description of Privilege
<input type="checkbox"/>	Balance and Transactions	00:00 - 23:59	View real-time account balance and transaction information.
<input type="checkbox"/>	Account Transfer	07:30 - 20:00	Do same-currency and cross-currency transfers between your CAD and USD accounts.
<input type="checkbox"/>	Bill Payment	07:30 - 20:00	Pay bills from your Scotiabank accounts to registered utility companies.
<input checked="" type="checkbox"/>	Administration	00:00 - 23:59	Give each of your ScotiaConnect users access to the functions and accounts they need.
<input type="checkbox"/>	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 Administration service

The functions below are associated with this service. Place a check mark in each box to allow access.

Assign	Function	Assign	Function
<input checked="" type="checkbox"/>	My Accounts	<input checked="" type="checkbox"/>	My Global Accounts
<input checked="" type="checkbox"/>	Audit Logs	<input checked="" type="checkbox"/>	User Group Information
<input checked="" type="checkbox"/>	My Services	<input checked="" type="checkbox"/>	User Information

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 & Permissions					
NAME	USER ID	PERMISSION	LAST SIGN IN	STATUS	ACTIONS
test 401				Incomplete	Edit Delete

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

Permission ⓘ	Details
<input type="checkbox"/> Super User	A Super User will have full access to viewing, payment, and administration privileges, plus the ability to manage company and account details
<input checked="" type="checkbox"/> Payments access (Show)	Create, manage and submit payment transactions
<input type="checkbox"/> Viewing access (Show)	View balances and transaction details, run reports and download statements
<input checked="" type="checkbox"/> Admin access (Show)	
<input type="checkbox"/> Custom: ACH Custom (Show)	

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: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.

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