

ScotiaConnect Group Administration

Quick Reference Guide

CREATING & MODIFYING USER GROUPS	2
APPROVING SERVICES	3
CREATING/MODIFYING A SERVICE GROUP	3
ASSIGNING A SERVICE GROUP	5
FOR FURTHER ASSISTANCE	6

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CREATING & MODIFYING USER GROUPS

To create a new User Group, go to 'Administration' then 'User Groups' and click the 'Add Group' button.



Enter a name for the group, and then select the service privileges you want it to be able to access by placing a checkmark next to them.

To refine the permissions further click on the name of the service privilege. All the functions for the service will be listed and you can check the ones the group will use.

User Group Information - Service Privilege Details

User Group Name	Group Name		
Service Name	Bill Payment	Hours	07:30 - 20:00 Eastern Time
Approval Authority	<input checked="" type="checkbox"/>		

Cancel **Continue**

Approval settings belonging to the Bill Payment service

Approver: Must be a Different User Number of Approvals:

Approval Limit per Day per User: \$

Approval Limit per Transaction per User: \$

Functions belonging to the Bill Payment service

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

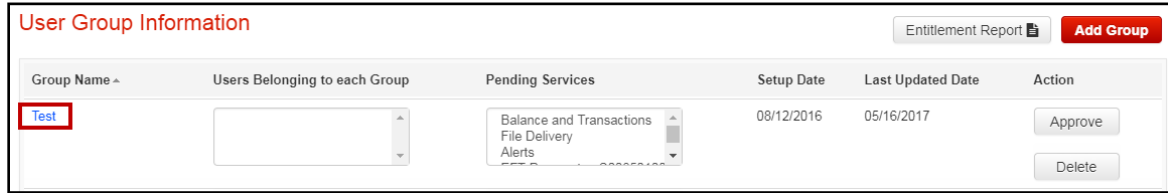
Assign	Function	Assign	Function
<input checked="" type="checkbox"/>	Business Taxes	<input checked="" type="checkbox"/>	Bill Payment History
<input checked="" type="checkbox"/>	Bill Payment Maintenance	<input checked="" type="checkbox"/>	Bill Payment One Time
<input checked="" type="checkbox"/>	Bill Payment Transaction	<input checked="" type="checkbox"/>	Bill Payment Import

Accounts belonging to the Bill Payment service

The accounts below are associated with this service. Place a check mark in each box to allow access to the account when using this service.

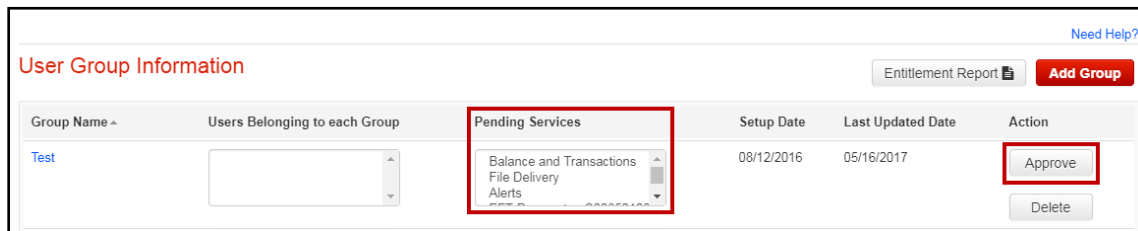
<input checked="" type="checkbox"/>	Account Number	Account Name	Currency	Account Type
<input checked="" type="checkbox"/>	0000-0000-1	000000	CAD	DDA

To modify an existing group, click on the name of that group and change the permissions like you would if you were making a new group.



APPROVING SERVICES

To approve pending services for a group, go to 'Administration' then 'User Groups' you will see the services listed under the 'Pending Services' column for that group. Click the 'Approve' button to approve the services.



CREATING/MODIFYING A SERVICE GROUP

Go to 'Administration' then 'Service Groups' and click 'Add Service Group' button.



Name the group, indicate the Payment Service Types you want assigned and then click 'Continue'

Assign a Service Group Name and select Payment Service Types:

Service Group Status: Inactive

Service Group Name*:

Payment Service Types* [Check All](#) [Uncheck All](#)

- EFT Payments
- Wire Payments
- EDI Payments
- Remittance Advice

Unique Payment Number: Yes No

Used for Special Vendors: Yes No

* Mandatory field

Continue

Once you've set all the payment service parameters you will be presented with a final confirmation screen. You can review the basic parameters of the Service Group you've created go back to modify any selections and once you are satisfied click 'Save'.

To modify a service group, you've already created from the Service Group screen you will need to **deactivate the Service Group first**. If you have pending payments within that service group, you must complete those payments (submit or delete) prior to deactivating the service group.

▼ + New EFT Service	S0070040006	Active	Select Action Deactivate Modify	Go
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Once it has been deactivated you can select the 'Modify' option from the drop-down menu. You will then be taken back to the same screens you see when creating a Service Group and can make whatever alterations you require.

ASSIGNING A SERVICE GROUP

To assign a Service Groups to a User Groups go to 'Administration' then 'User Groups' and click the Group Name.

Group Name	Users Belonging to each Group	Pending Services	Setup Date	Last Updated Date	Action
CORPORATE 2	User 3		04/25/2017	05/25/2017	Delete

Check the box next to the Service Group to assign it to the User Group. You will also configure how Payment Services are setup within each Service Group for that User Group. To do this, click on the service privilege type (example 'EFT Payments'). It is important to setup the service privileges for each payment type to add important features such as approval levels and service functions to the users that will be in this user group.

Service Groups assigned to the test group:

Click on a Service Group Name to view the Service Privileges. Click on a Service Privileges to view or edit the details.

<input type="checkbox"/>	Service Group Name	Service Group ID
<input checked="" type="checkbox"/>	+ EFT Payments	S0070040001
<input checked="" type="checkbox"/>	- Wire	S0070040002

Assign	Scotiabank Service	Hours of Operation	Description Privilege
<input checked="" type="checkbox"/>	EFT Payments	02:00 - 23:59	This service allows users to do EFT Payments.
<input type="checkbox"/>	Wire Payments	00:00 - 23:59	This service provides the ability to send wire payment instructions directly to the bank from your PC. Please note applicable wire payment cut-off times in the User Guide.
<input type="checkbox"/>	EDI Payments	02:00 - 23:59	This service allows user to do EDI Payments

Once you have selected the service groups and configured all the services within each one you will need to save the User Group to finalize the changes.

FOR FURTHER ASSISTANCE

Need Help?

In the footer of any page in ScotiaConnect, you will find a 'Help Center' 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.

If you have any questions about the content of this guide email us at:

gbp.training@scotiabank.com

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