ScotiaConnect® Digital Banking

ScotiaConnect Mobile Account Transfers Quick Reference Guide

Table of Contents

| Creating Transfers | 2 |
|------------------------------|---|
| Viewing Transfers | 4 |
| Approving Transfers | 5 |
| Submitting Account Transfers | 7 |
| Contact Us | 8 |
| | |



Note: Access to the ScotiaConnect Mobile Banking application can be restricted in ScotiaConnect, see the User Administration guide for more details.

Creating Transfers

To create a transfer, you may tap on the 'Create Transfer' icon at the top of the homepage or select the 'Move Money' icon at the bottom of the screen.

| ••• 🗢 | 9:41 A | М | | 100% 🗖 |
|---|---|--------------------------------|-------------------------------------|----------------|
| Scotia | Connect® [| Digital | Banking | |
| Crea | te Transfer | S Pay a | Bill | |
| | | | | |
| My Activitie | S | | | |
| | To Approve | | To Submit | t |
| Wire | 43 | > | 390 | > |
| EFT | 68 | > | 3742 | > |
| Transfers Same Currency | 7 | > | 1 | > |
| Transfers Cross Currency | 14 | > | - | |
| Bill Pavments | 3 | > | 120 | > |
| Canadian Bu 12345 67890 01 | isiness | \$10, | 500.99 c | > AD |
| Canadian loa 56789 09876 02 | ans | \$5, | 200.99 c | > AD |
| To view the rema | aining account | s, pleas | e go to Acci | ounts. |
| DEPOSIT PROTECT reposits are elig ct only if they a f 5 years or less | ible to be ins ire in Canadia s and are pay | sured u an curr vable in | nder the C ency, have Canada. | CDIC a term |
| A | := | | anev. | ••• |

If you chose 'Move Money', select 'Account Transfers' on the next screen.

| •••• ፡ ፡ ? | 9:41 AM | 100% 🛄 · |
|-------------|-------------------|----------|
| | Move Money | |
| 1 27 | Account Transfers | > |
| | Payments | > |

Next, select 'Create Transfer'.



Specify the From Account, To Account, Amount, and Transfer Date then tap 'Continue'. Optionally, you can include a reference number to assist with reconciliation.

| Create Transfer | |
|--------------------------------------|---|
| From | |
| Select account | > |
| То | |
| Please select the From account first | |
| Amount | |
| Enter amount | |
| Transfer Date | |
| 09/09/2018 | |
| Reference (Optional) | |
| | |
| Continue | |

If both a Canadian and USD account are selected, the transfer will be considered 'Cross Currency', otherwise it is a 'Same Currency' transfer. Cross Currency account transfers cannot be future dated.

Review the details and tap 'Confirm' to finalize creating the transfer. You will receive a confirmation message telling you the creation was successful. **Note** that this will also submit the payment if no

approvals are required (a message will be displayed advising you that the transfer will be submitted). This differs from the account transfer process on the desktop version of ScotiaConnect where entering and submitting transfers are separate steps.

| Transfer Details | You've successfully created a transfer. It will be submitted upon approval. |
|---|---|
| Canadian Account 001 12345 12345 001 CAD | |
| To Canadian Account 002 12345 12345 002 | Transfer Details From Canadian Account 001 |
| Amount \$2,500.00 CAD Transfer Date 09/09/2018 | 12345 12345 001 CAD To Canadian Account 002 12345 12345 002 CAD |
| Reference | Amount \$2,500.00 CAD Transfer Date 09/09/2018 Reference |
| Cancel Confirm | Create another transfer Back to Move Money |

Viewing Transfers

The My Activities section on the homepage of ScotiaConnect Mobile will show how many transfers there are to approve and/or submit. You can view those transfers by tapping the numbers under either the To Approve or To Submit columns.

| ••••• 🗢 | 9:41 AI | M | 1 | 00% 💻 |
|-----------------------------|-----------------|---------|------------|---------------|
| Sco | tiaConnect® [| Digital | Banking | |
| | Create Transfer | Pay a | a Bill | |
| My Activi | ties | | To Submit | |
| | TO Approve | | TO SUDITIL | |
| Wire | 43 | > | 390 | \rightarrow |
| EFT | 68 | > | 3742 | > |
| Transfers Same Currency | 7 | > | 1 | \rightarrow |
| Transfers Cross Currency | 14 | > | - | |
| Bill Payments | 3 | > | 120 | > |

Alternatively, tap 'Move Money' at the bottom of the screen and then select 'Account Transfers' on the next page.

| | | | •••••• 🔶 | 9:41 AM | 100% 📖 |
|--------------|-----------|-------------|----------|-------------------|--------|
| Account Sur | nmary | | | Move Money | |
| Canadian Ac | count 001 | > | | | |
| | \$10,5 | 500.99 CAD | ¥Ж | Account Transfers | > |
| Canadian Act | count 002 | | | | |
| Home A | | eee More | <u> </u> | Payments | > |

Finally, select whether you want to view your same currency or cross currency transfers.

| •••• ?? | 9:41 AM | 100% 📖 |
|---------|---------------------------------|--------|
| < | Account Transfers | |
| - | | |
| | | |
| | Create Transfers | |
| | | |
| | | |
| | Pending Same Currency Transfer | 5 |
| | | |
| | | |
| | Pending Cross Currency Transfer | s |
| | | |

Approving Transfers

If there is a number under the To Approve column you can tap it to view the account transfers that are waiting to be approved.

| 00 🛜 | 9:41 AN | Л | 1 | 00% 🗆 |
|--|-----------------------------------|------------------|------------------------------------|-------|
| Scot | iaConnect® D | igital | Banking | |
| | | <u>ا</u> ه | | |
| c | reate Transfer | Pay a | Bill | |
| | | | | |
| My Activit | ties | | | |
| - | | | | |
| - | To Approve | | To Submit | |
| Wire | To Approve | > | To Submit | > |
| Wire | To Approve 43 68 | > | To Submit 390 3742 | > |
| Wire EFT Transfers Same Currency | To Approve 43 68 7 | > > > | To Submit 390 3742 1 | > |
| Wire EFT Transfers Same Currency Transfers Cross Currency | To Approve 43 68 7 14 | > > > > | To Submit 390 3742 1 - | > |

Alternatively, select the 'Move Money' icon at the bottom of the screen then select 'Account Transfers' on the next screen.

| Canadian Account 001 12345 12345 001 > \$10,500.99 cAD | యాల లు:41 AM Move Money | 100% 📩 |
|---|----------------------------|--------|
| Canadian Account 002 | ⊮# Account Transfers | > |
| Image: Home Image: Home Image: Home Image: Home Home Accounts Move Money More | R Payments | > |

Select either 'Pending Same Currency Transfers' or 'Pending Cross Currency Transfers'.



Select the transfer(s) you would like to approve and tap the 'Approve' button. Review the details and select 'Confirm approval'. **Note** that this will submit the transfer, if you are not ready to submit you should not confirm the approval.



Submitting Account Transfers

In the browser-based ScotiaConnect, creating, submitting and approving are all separate steps. In the mobile app, the final 2 steps (submitting and approving) have been combined for additional convenience. This means that for transfers requiring approval, *Approval and Submission* is one step and for transfers that do not require approval, *Create and Submit* is one step as well. As such, only transfers that were entered through the browser-based version of ScotiaConnect and are ready to be submitted will be listed in the To Submit column.

To submit a transfer, tap on the number in the To Submit column.

| •••••• | 9:41 A | M | | 100% 💻 |
|-----------------------------|-------------------------|---------|-----------------|--------|
| Scotia | aConnect® [| Digital | Banking Bill | |
| My Activiti | es To Approve | | To Submit | t |
| Wire | 43 | > | 390 | > |
| EFT | 68 | > | 3742 | > |
| Transfers Same Currency | 7 | > | 1 | > |
| Transfers Cross Currency | 14 | > | Ŀ | |
| Bill Payments | 3 | > | 120 | > |

Select the transfer you would like to submit, review the details and tap 'Confirm'.



Contact Us

Technical Support Helpdesk - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 Toll-free number within North America
- 416-288-4600 Local Toronto area customers
- (800) 463-7777 pour le service en français
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.
- To book product training, please send an email to gbp.training@scotiabank.com

[®] Registered trademarks of the Bank of Nova Scotia.