

ScotiaConnect® Digital Banking

ScotiaConnect Mobile Account Transfers Quick Reference Guide

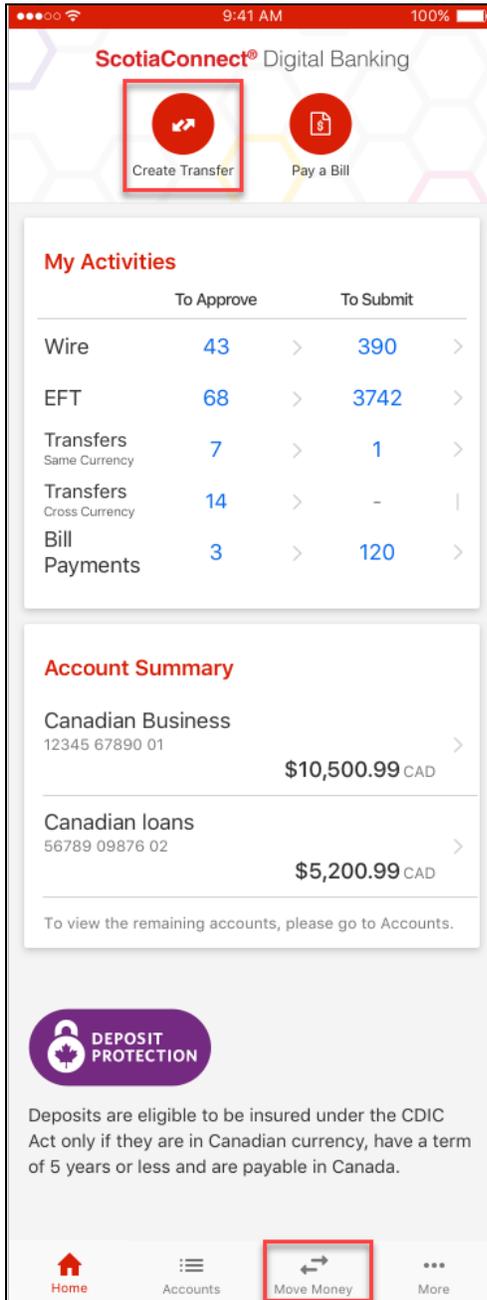
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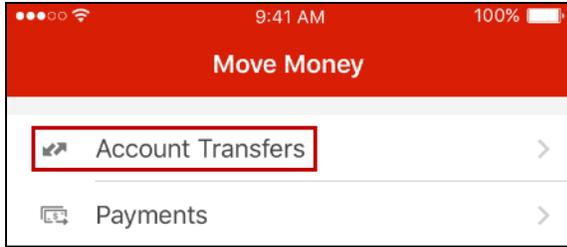
Note: Access to the ScotiaConnect Mobile Banking application can be restricted in ScotiaConnect, see the User Administration guide for more details.

Creating Transfers

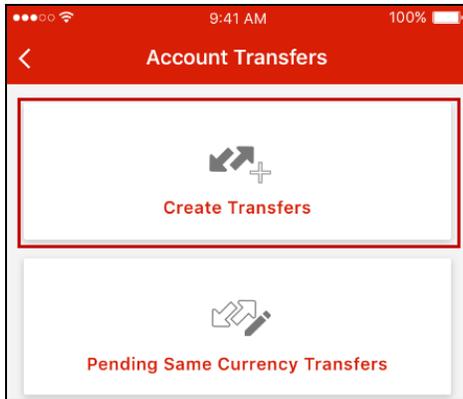
To create a transfer, you may tap on the ‘Create Transfer’ icon at the top of the homepage or select the ‘Move Money’ icon at the bottom of the screen.



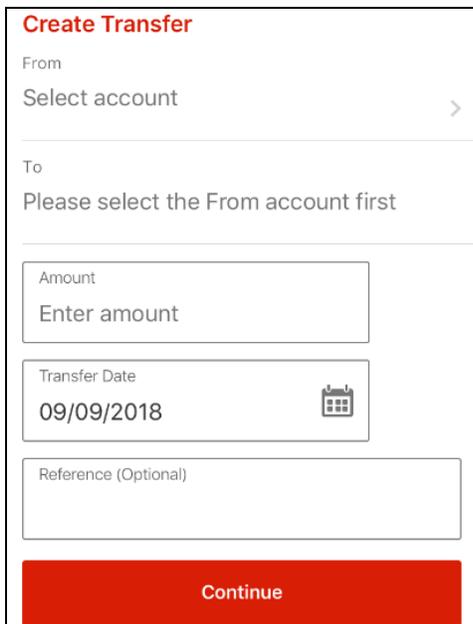
If you chose ‘Move Money’, select ‘Account Transfers’ on the next screen.



Next, select 'Create Transfer'.



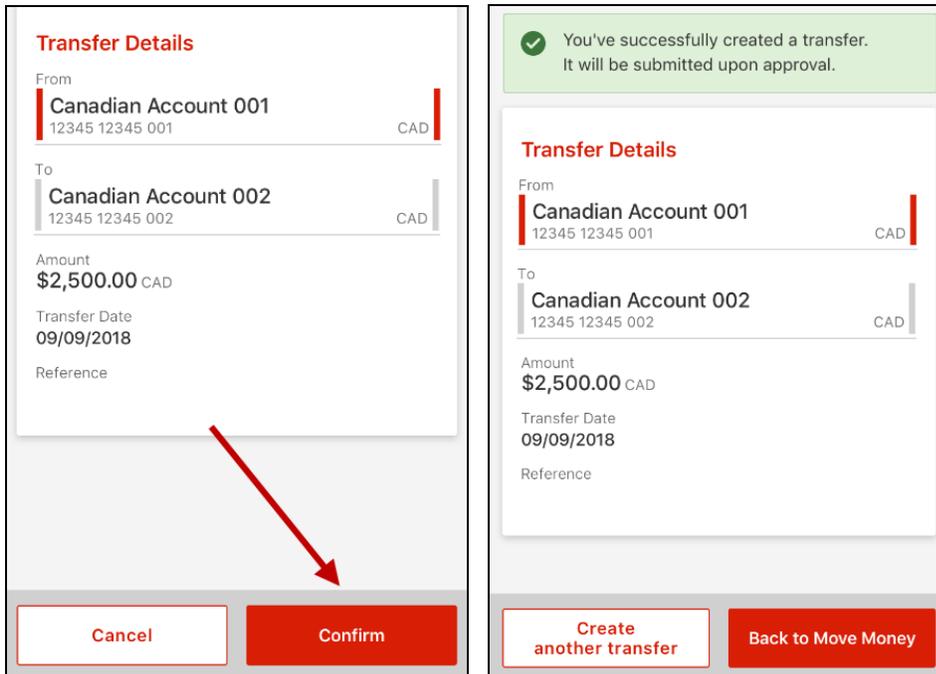
Specify the From Account, To Account, Amount, and Transfer Date then tap 'Continue'. Optionally, you can include a reference number to assist with reconciliation.



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.

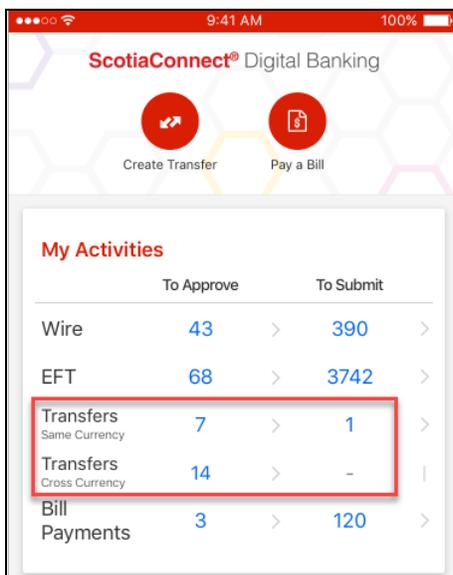
Review the details and tap 'Confirm' to finalize creating the transfer. You will receive a confirmation message telling you the creation was successful. **Note** that this will also submit the payment if no

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.

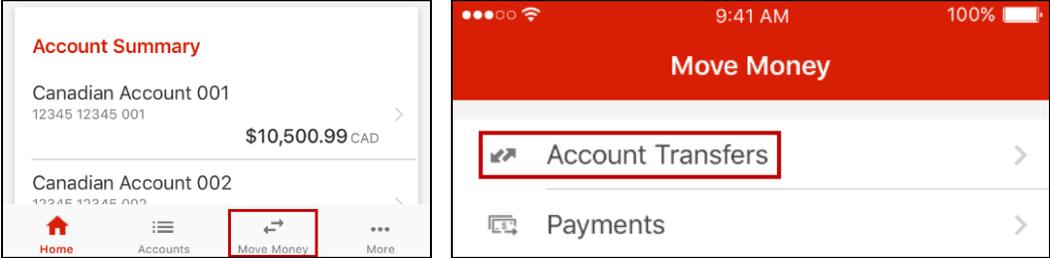


Viewing Transfers

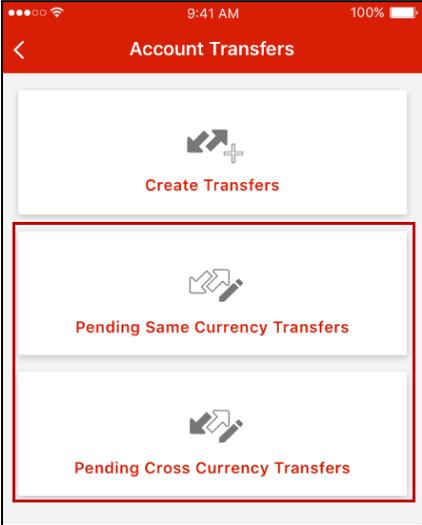
The My Activities section on the homepage of ScotiaConnect Mobile will show how many transfers there are to approve and/or submit. You can view those transfers by tapping the numbers under either the To Approve or To Submit columns.



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

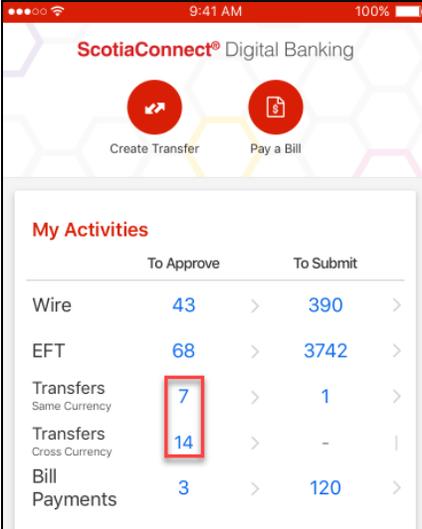


Finally, select whether you want to view your same currency or cross currency transfers.

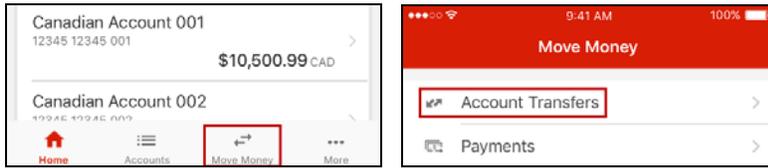


Approving Transfers

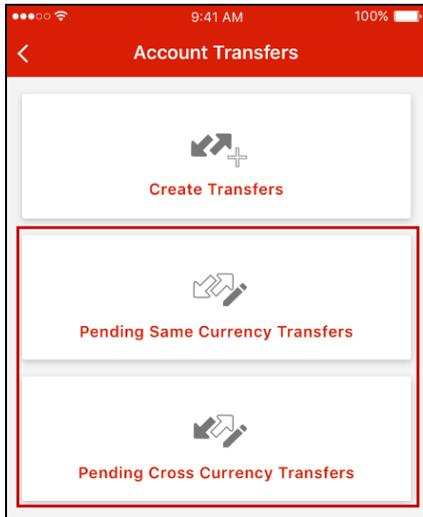
If there is a number under the To Approve column you can tap it to view the account transfers that are waiting to be approved.



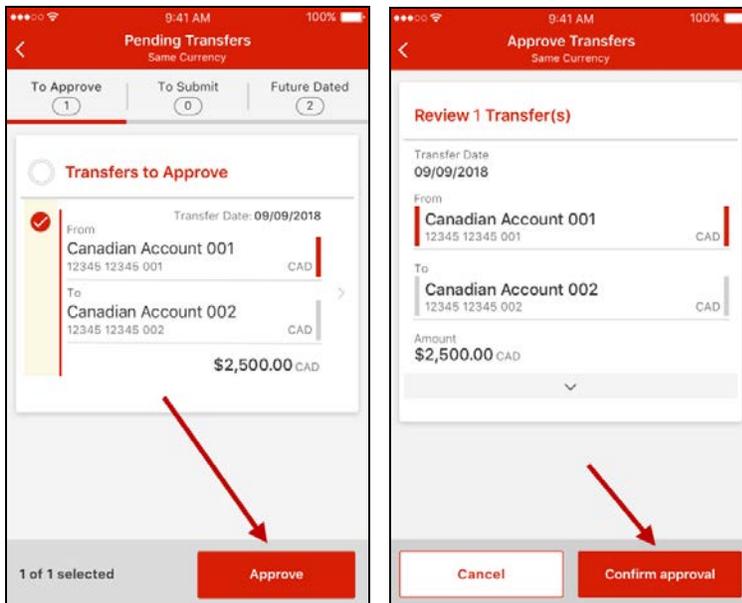
Alternatively, select the 'Move Money' icon at the bottom of the screen then select 'Account Transfers' on the next screen.



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



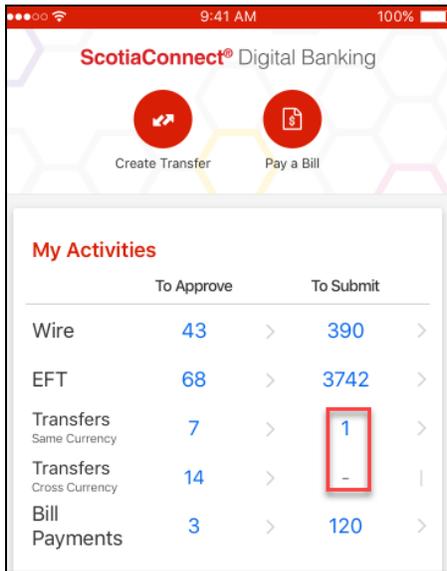
Select the transfer(s) you would like to approve and tap the 'Approve' button. Review the details and select 'Confirm approval'. **Note** that this will submit the transfer, if you are not ready to submit you should not confirm the approval.



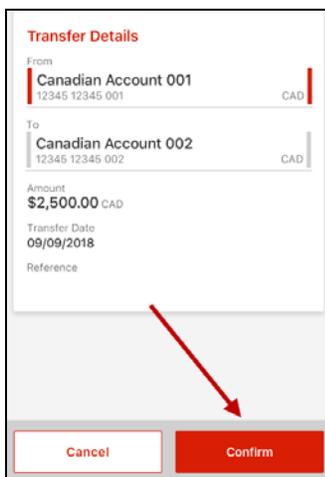
Submitting Account Transfers

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.



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

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