ScotiaConnect® Digital Banking

ScotiaConnect Mobile Bill Payments 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 Bill Payments

To create a Bill Payment, you may tap on the 'Pay Bill' icon on the top of the home page or select the 'Move Money' icon at the bottom of the screen.

••••• ?	9:41 A	М	1	00% 🔲					
Scotia	ScotiaConnect® Digital Banking								
Crea	ate Transfer	Pay a	Bill	X					
My Activitie	es								
	To Approve		To Submit						
Transfers Same Currency	7	>	1	>					
Transfers Cross Currency	14	>	-	I.					
Bill Payments	3	>	120	>					
Canadian B	usiness	\$10,	5 00.99 c/	> \D					
Deposits are eli Act only if they of 5 years or les	gible to be ins are in Canadia is and are pay	sured u an curre vable in	nder the CI ency, have Canada.	DIC a term					
ff Home	: Accounts	→ ave Mo	mey	••• More					

If you chose 'Move Money, select 'Bill Payments' on the next screen.



Next, select 'Pay Bills'.



Enter the payment details and click 'Continue'. You will be able to review the details and click 'Confirm' to submit. If there are no approvals required, **entering and submitting happens as one step.** A confirmation message will display advising that the Bill Payment was submitted successfully.

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<	Create Bill Pay		<	Create	Bill Pay			Create	Bill Pay	
Create Bill To Payee ABC Compa	Payment any 001	5	Bill Pay To Payee	ment Details	npany 001		You'n	ve successfully nent.	y completed a bil	1
9991111234567 From Canadian A 12345 12345 0	ccount 001	CAD >	From Canac 12345 1	999111 lian Account 2345 001	001	CAD	Bill Payr	nent Details	Status: Ticket Number: A	Accepted ABC98765
Amount 9500		CAD	Amount \$9,500 Payment [08/15/20	.00 CAD Date 18			From	ABC Con 999111	npany 001 11234567	
Payment Date 08/15/201	8	1	Comment: Some ad	s ditonal input by	user		Canadi 12345 123 Amount	an Account	001	CAD
Comments (Op Some add	^{otional)} litonal input by user						Payment Da 08/15/201 Comments	ate 8		
	Continue		When you cl and submitte	ck Confirm, the b d.	ill payment will be	approved	Some add	itonal input by	user	
			c	ancel	Confi	rm	Creanothe	eate r bill pay	Back to Mov	ve Money
A Home	i≡ +→ Accounts Move Mone	y More	A Home	i Accounts	, Move Money	 More	Home	i Accounts		••• More

Viewing Bill Payments

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

	-	R		
Cre	ate Transfer	Pay a	BAN	
My Activitie	To Approve		To Submit	
My Activitie	To Approve	2	To Submit	5
My Activitie	es To Approve 7 14	2	To Submit 1 -	5

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

Account Summary	••••∞
Canadian Account 001 12345 12345 001 \$10,500.99 CAD	Account Transfers
Canadian Account 002	Bill Payments
Image: Home Image: Home Image: Home Image: Home Home Accounts Move Money More	CQ Payments >

From this screen, you can pay a bill (Pay Bills); review, approve and submit payments (Pending Bill Payments); or add a new payee.

••••	9:41 AM	100% 💻
<	Bill Payments	
	ر چ≣ئ_ Pay Bills	
	Pending Bill Payments	
	+ Add Payee	

Approving and Submitting Bill Payments

If there is a number under the To Approve or To Submit column you can tap it to view the payments that are waiting to be approved/submitted.

	0	6		
Cre	ate Transf <mark>e</mark> r	Pay a	Bill	
My Activiti	es			
My Activiti	es To Approve		To Submit	
My Activiti Transfers Same Currency	To Approve	>	To Submit]
My Activitie Transfers Same Currency Transfers Cross Currency	To Approve 7 14	>	To Submit 1]

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



Select 'Pending Bill Payments'.



You will be able to approve and submit payments by selecting the payment(s) and clicking 'Approve' or 'Submit'. Please note that **approving the payment will also submit it**.

••••	9:41 AM	100% 🚃
<	Pending Bill Pa	iy
To Approve	To Submit	Future Dated
Bill Pa	yments to Appro	ve
ABC C 99911112 08/15/20	ompany 001 234567 118	
	\$9	,500.00 CAD
XYZ C 88811112 08/15/20	ompany 234567 118	
	\$25	,500.00 CAD
ABC C 99911112 09/15/20	ompany 001 234567 118	3
		\$10.99 CAD
2 of 3 selected	d 📃	Approve
÷.	-	•
Home	Accounts Move M	Money More

You also have the opportunity to review details such as the entered date and the user who created the payment by tapping on the chevron below the payment.

	9:41 AM	100%		9:41 AM	
	Approve Bill Pay		<	Approve Bill Pay	
Review 2	Bill Payment(s)		Review	2 Bill Payment(s)	
Payment Date 08/15/2018	0 '. E		Payment Di 08/15/201	40 8	
To	ABC Company 001 9991111234567	1	To	ABC Company 001 9991111234567	
From Canadia 12345 1234	In Account 001	CAD	From Canadi 12345 123	an Account 001	CAD
Amount \$9,500.0	OCAD		Ampunt \$9,500.0	00 CAD	
	~			^	
Payment Dat			Comments Some add	itonal input by user	
08/15/2018 To	1		Entered Da 06/11/201	te B	
	XYZ Company 8881111234567		Entered By User Nam	ePart1 Part2	
Canadia	n Account 001	CAD	Payment Di 08/15/201	te 8	
Amount \$25,500.0	00 CAD		ľ	XYZ Company 8881111234567	
	~		From Canadi 12346 123	an Account 001 345 001	CAD
			Amount \$25,500	.00 CAD	
				~	
Can	cel Con	ıfirm	Ca	ncel Co	onfirm

Adding a Payee

To add a Payee, click 'Add Payee' from the Move Money screen.

Carrier 🗢	5:51 PM Bill Payments
	ि <u>।</u> Pay Bills
	Pending Bill Payments
	+ Add Payees

You can search for a specific payee by typing the name of the Payee into the search bar. Once a payee has been selected, enter the account number and nickname (if applicable) and click 'Add'.

Carrier 🗢 5:51 PM		Carrier 🗢	5:1	51 PM	
< Add Payee		<	Add	Payee	
Payee Search Payee Name Merchant	٩	Payee I Payee Nar MERCHA	Details ne .NT 1112 IN	UAT INC.	
		54654	4654675	68	
MERCHANT 1112 IN UAT INC.	>	Nicknan	e (Optional) navee nic	kname	
MERCHANT 1113 IN UAT INC. (RECEIVER B)	>	Enter	payee ne	A name	
MERCHANT 1114 IN UAT INC.	>	Ca	incel	Add	
MERCHANT 1115 IN UAT INC.	>				
MERCHANT 1116 IN UAT INC.	>				
MERCHANT 1117 IN UAT INC.	>				
Home Accounts Move Money	More	A Home	IE Accounts	++ Move Money	•••

Once the payee has been successfully added, you will have the option to pay the newly added payee immediately.



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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