

ScotiaConnect® Digital Banking

ScotiaConnect Mobile Bill Payments Quick Reference Guide

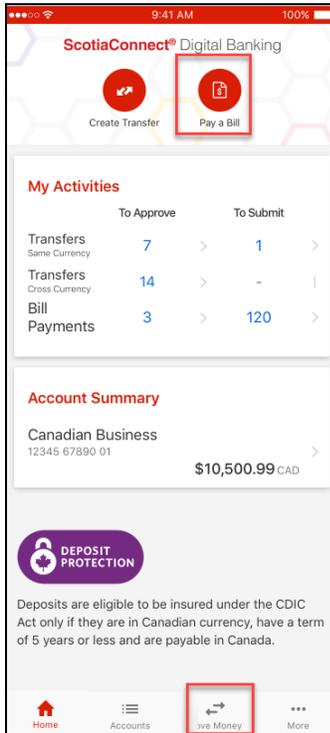
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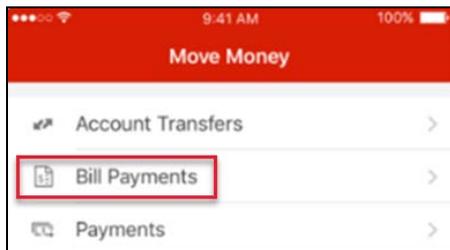
Note: Access to the ScotiaConnect Mobile Banking application can be restricted in ScotiaConnect, see the User Administration guide for more details.

Creating Bill Payments

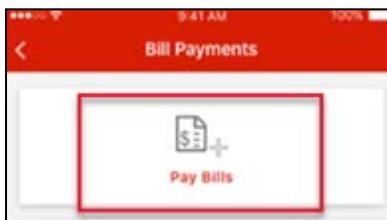
To create a Bill Payment, you may tap on the 'Pay Bill' icon on the top of the home page or select the 'Move Money' icon at the bottom of the screen.



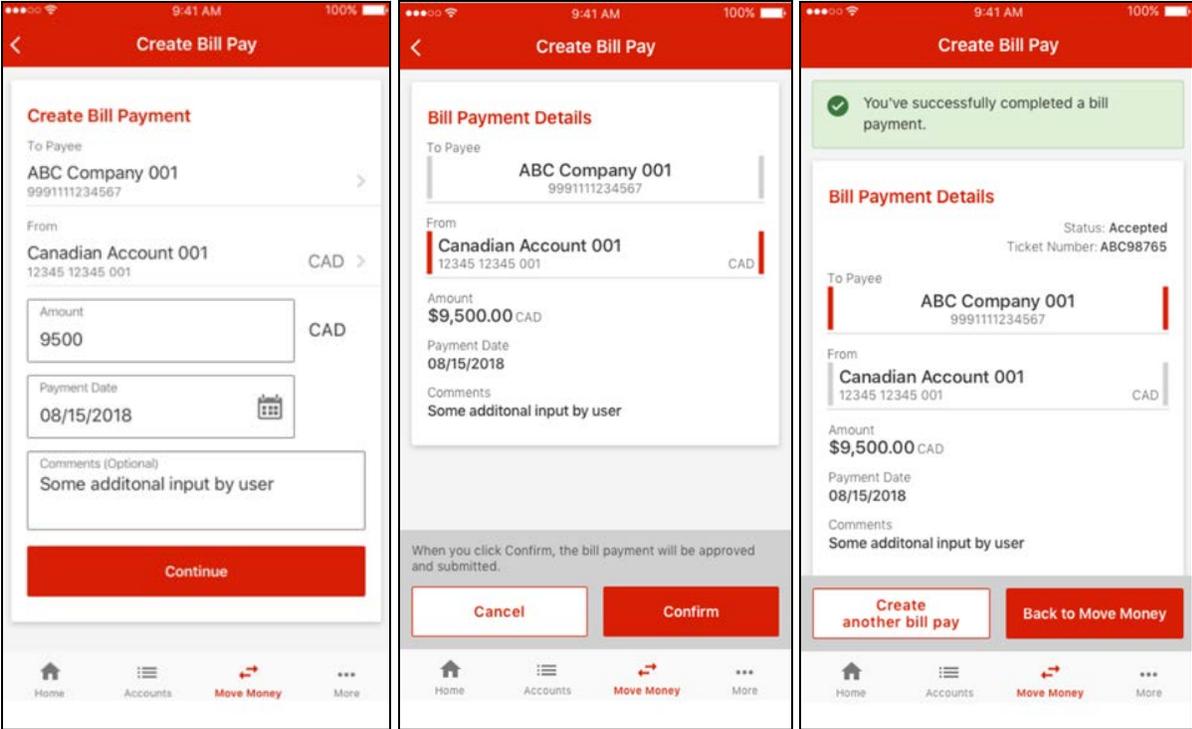
If you chose 'Move Money, select 'Bill Payments' on the next screen.



Next, select 'Pay Bills'.

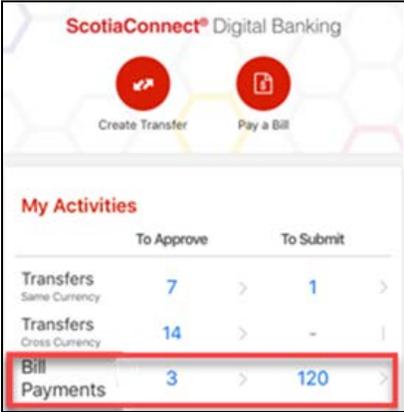


Enter the payment details and click 'Continue'. You will be able to review the details and click 'Confirm' to submit. If there are no approvals required, **entering and submitting happens as one step**. A confirmation message will display advising that the Bill Payment was submitted successfully.

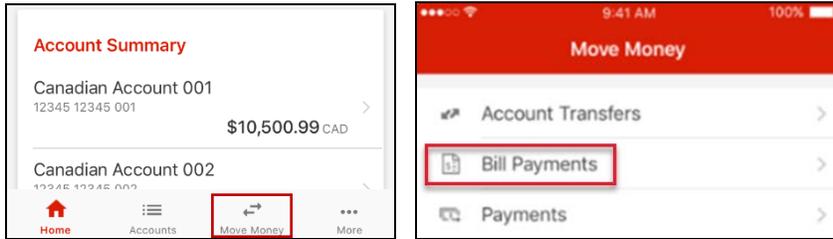


Viewing Bill Payments

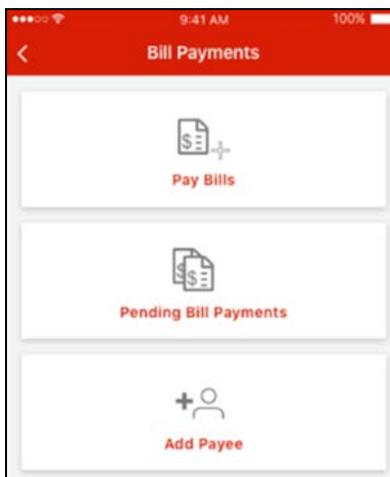
The My Activities section on the homepage of ScotiaConnect Mobile will show how many Bill Payments there are to approve and/or submit. You can view those Bill Payments by tapping the numbers under either the To Approve or To Submit columns.



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

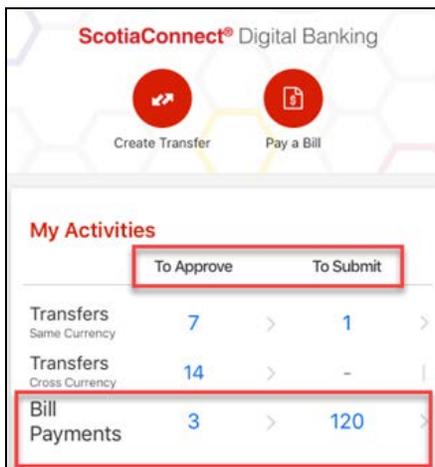


From this screen, you can pay a bill (Pay Bills); review, approve and submit payments (Pending Bill Payments); or add a new payee.

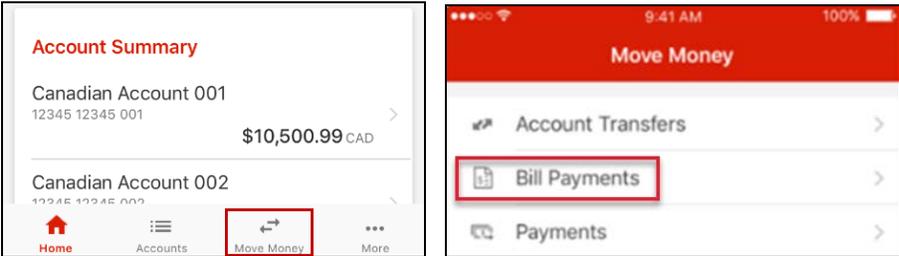


Approving and Submitting Bill Payments

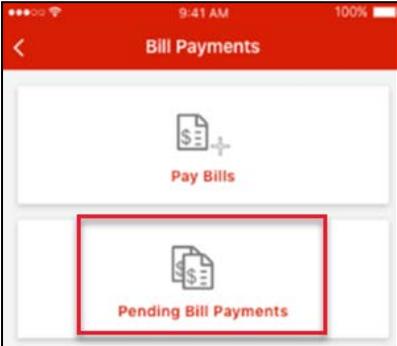
If there is a number under the To Approve or To Submit column you can tap it to view the payments that are waiting to be approved/submitted.



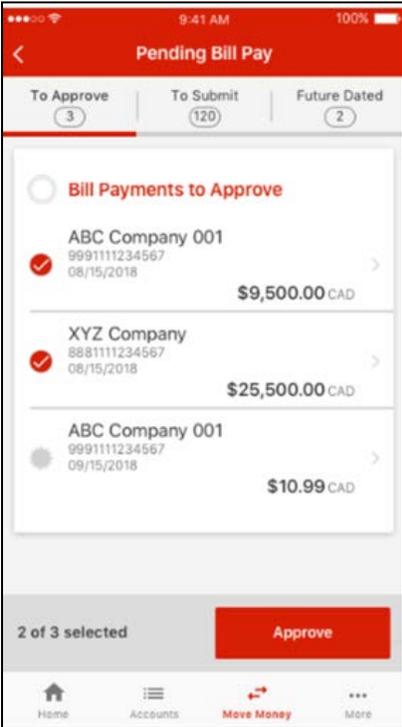
Alternatively, select the 'Move Money' icon at the bottom of the screen then select 'Bill Payments' on the next screen.



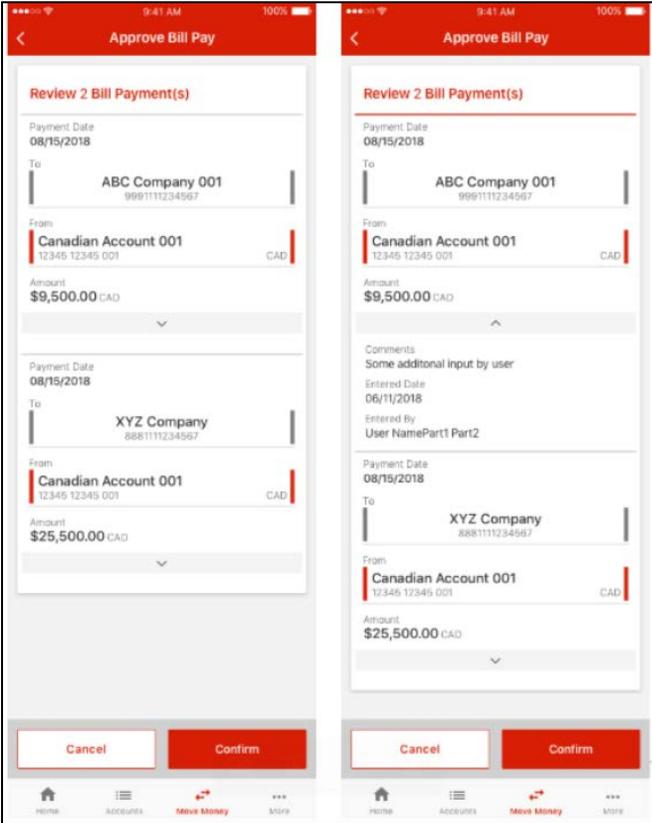
Select 'Pending Bill Payments'.



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.**

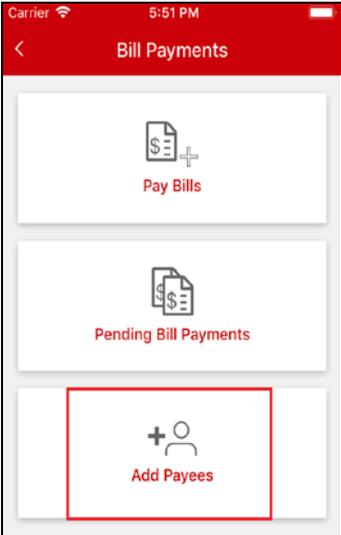


You also have the opportunity to review details such as the entered date and the user who created the payment by tapping on the chevron below the payment.

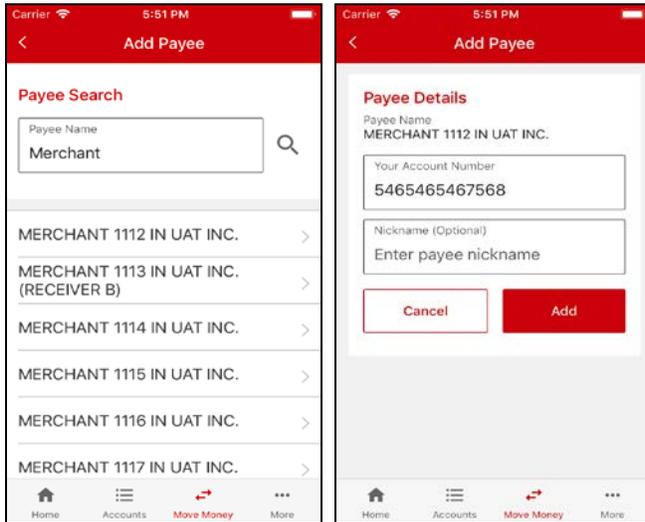


Adding a Payee

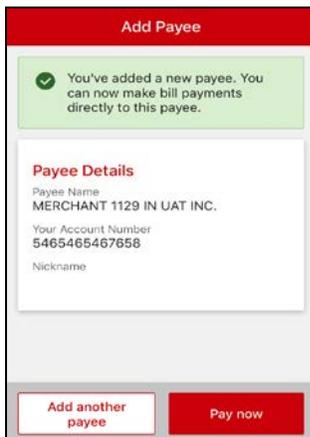
To add a Payee, click 'Add Payee' from the Move Money screen.



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'.



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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