

Scotia Visa Business Card

Scotia Visa Business Card in ScotiaConnect

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Overview

This guide will outline your options for reviewing your Scotia Visa Business Card information in ScotiaConnect, including reviewing your balance, card details and credit limit.

Credit Card Administration

Super Users or users with Administration access must provide access to users for them to be able to view their Scotia Visa Business Card balance on ScotiaConnect. They can do this by navigating to Administration > User Groups > clicking on the Group name > putting a checkmark next to 'Balance and Transactions' and clicking 'Balance and Transactions'.

Services assigned to the Admin User group:

The users above have access to the privileges listed below. Remember, when adding a service to a group, all functions applicable to the selected service will automatically be enabled. If you do not want this group to have access to any particular functions within a service, you must deactivate these functions on the "User Group Information - Service Privilege" Details screen.

Click on any Service Privilege below, to view/update the underlying Service Privilege Details.

<input type="checkbox"/> Service Privileges	Hours of Operation	Description of Privilege
<input checked="" type="checkbox"/> Balance and Transactions	00:00 - 23:59	View real-time account balance and transaction information.
<input type="checkbox"/> Account Transfer	07:30 - 14:00	Do same-currency and cross-currency transfers between your CAD and USD accounts.
<input type="checkbox"/> Bill Payment	07:30 - 20:00	Pay bills from your Scotiabank accounts to registered utility companies.

Next, put a checkmark next to 'Credit Cards' in the Functions section and ensure that the Scotiabank Visa Business Account number is selected in the Accounts section.

Functions belonging to the Balance and Transactions 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"/>	Transaction Lookup	<input checked="" type="checkbox"/>	Account Export
<input checked="" type="checkbox"/>	View Cheque Images	<input checked="" type="checkbox"/>	Investments
<input checked="" type="checkbox"/>	Credit Cards		

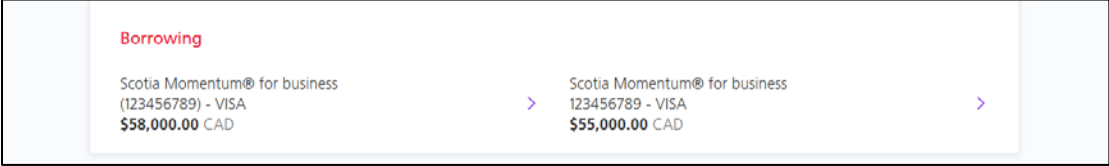
Accounts belonging to the Balance and Transactions service

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.

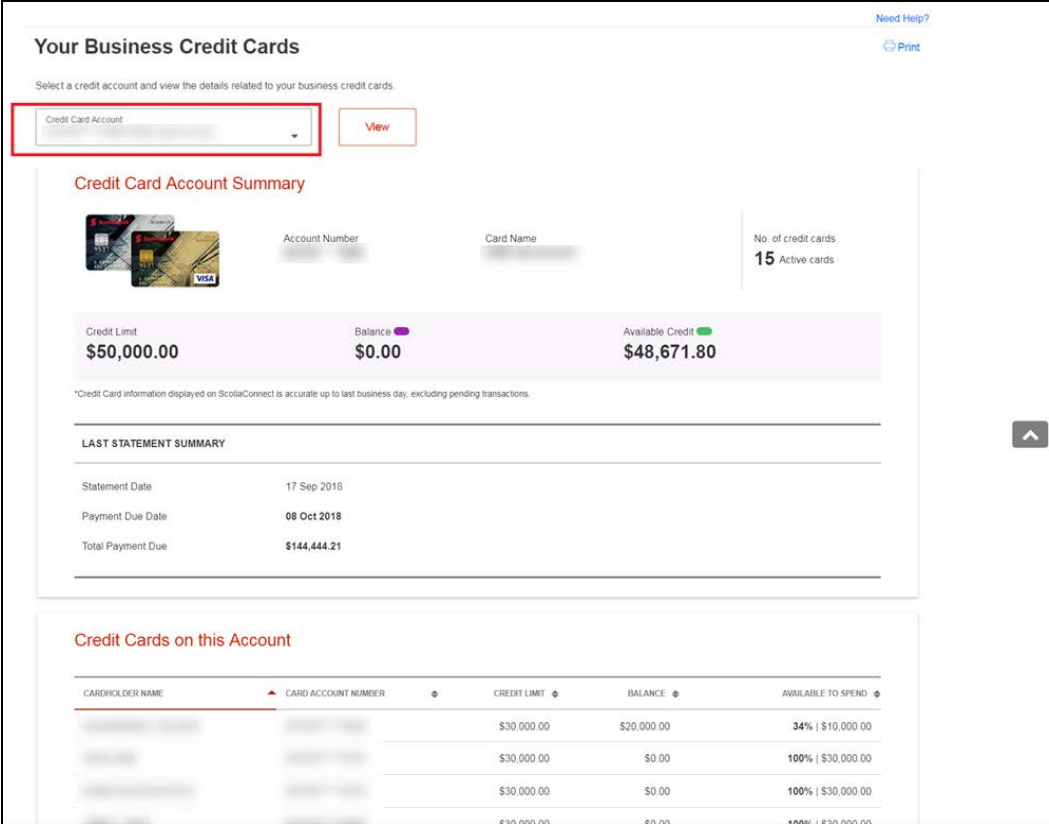
<input type="checkbox"/>	Account Number ^	Account Name	Currency	Account Type
<input type="checkbox"/>	[Redacted]	Ravi edit test	CAD	CRC
<input checked="" type="checkbox"/>	[Redacted]	Scotiabank VISA Busi	CAD	CRC

Viewing the Credit Cards Report

To view additional details, navigate to the Account page. Any cards setup will be listed under the Borrowing heading.



Click on a card to see more details. From this page, you will be able to see individual card details, your credit limit, the previous day's balance and the remaining available credit. You will also be able to see a summary of your last statement by clicking 'View'.



If you'd like to see additional transaction details or perform any card maintenance, please log in to CentreSuite.

Contact Us

Customer Contact Centre

- 1-888-823-9657 - Toll-free number within North America – available 24 hours a day
- Email: hd.ccebs@scotiabank.com and 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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