

# Interac e-Transfer<sup>+</sup> for Business

## Reference Guide

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This reference guide is not for public use or distribution. This guide is for information purposes only. Usage of this service is subject to the terms set out in its enrollment documentation.

## REGISTERING FOR THE SERVICE

### Important:

To use the *Interac e-Transfer<sup>†</sup>* service, you must first sign up and then register for the service.

- If you see the **Register for *Interac*** option on your ScotiaConnect **Overview** page, you have already signed up for the service. Please complete the registration steps to begin using the service.
- If you do not see the **Register for *Interac*** option on your ScotiaConnect **Overview** page, please contact your Scotiabank Relationship Manager to sign up for the service. Once the service is activated, you will receive an email from Scotiabank. Then, you must complete the registration steps to begin using the service.

### Note:

- Registering for the service involves specifying your business email address and deposit account to set up Autodeposit.
- At this time, only ScotiaConnect Super Users can register for this service and edit the registration details for the service.

To register for the service, click **Register for *Interac e-Transfer*** on the **Overview** page.

**Note:** The **Register for *Interac e-Transfer*** option will appear only after you have signed up for the *Interac e-Transfer<sup>†</sup>* service.


The screenshot shows the ScotiaConnect Overview page for user Sudha. At the top, it says "Good evening, Sudha" and "You last signed in on Wednesday, May 06, 2020 at 08:16 p.m. EDT". There are links for "Customize overview" and "Print". Below this is a navigation bar with five icons: "Create payment", "Pay a bill", "Create transfer", "Stop payment", and "Create recipient". The main content area is divided into two columns. The left column is titled "Business accounts" and shows two accounts: one with a balance of \$(6,097.30) CAD and another with a balance of \$530,627.64 CAD. The right column is titled "To-do list" and shows "To approve (3)" and "To submit (1)". Under "To approve (3)", there are three items: "Bill Payment (1)", "EFT Payment (1)", and "Wire Payment (1)". At the bottom right, there is a button labeled "Register for *Interac e-Transfer*" with a right-pointing arrow, which is highlighted with a purple border.

## Step 1: Enter and verify registration details

Next, enter the business email address and language preference and click **Continue**. This email address will be used to receive *Interac* notifications.

### Register for *Interac* e-Transfer<sup>†</sup> for business

Step 1 of 3: Enter and verify registration details



Send and receive money quickly and securely *Interac* e-Transfer<sup>†</sup> for business  
Send and receive funds to and from anyone with an email address and a bank account in Canada.

---

Legal business name  
[Redacted]

Business email address ⓘ

Language preference ⓘ

English ▼

[Cancel](#) [Continue](#)

Next: Set up Autodeposit

## Step 2: Set up Autodeposit



All payments you accept through the *Interac* e-Transfer<sup>†</sup> service will be Autodeposited to your preferred account.

In the next step of the registration process, you will set up Autodeposit by specifying your preferred email address that will accept the transfers.

**Note:** Following initial registration, you can set up Autodeposit with up to 500 additional email addresses by editing the registration details (after the registration is complete).

### Register for *Interac* e-Transfer<sup>†</sup> for business


Step 2 of 3: Set up Autodeposit

Receive money directly into your account with Autodeposit  
 Money sent to you by *Interac* e-Transfer will be deposited directly into your bank account – without having to answer a security question.

---

Autodeposit email address


 You'll need to verify this email address in order to set up Autodeposit

Receive payment notifications at

This Autodeposit email address

The registered business email address  
 (businessname@scotiabank.com)

*This can be updated in your Autodeposit settings*

Deposit funds to 

Select account ▼

---

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

Back

Cancel


Continue

**Important:** If your business email address is already registered for Autodeposit and you want to register the same email address to a ScotiaConnect business banking account instead, the Autodeposit registration will be overridden by the ScotiaConnect Autodeposit registration.

In such scenarios, you will receive an email from *Interac* to confirm that you want to override the existing registration with the ScotiaConnect registration.

Next, select if you want to receive payment notifications on the Autodeposit email address or the registered business email address.

**Autodeposit email address**  
autodepositemail@scotiabank.com

 You'll need to verify this email address in order to set up Autodeposit

**Receive payment notifications at**

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

*This can be updated in your Autodeposit settings*


**Deposit funds to** ⓘ  
Select account ▼

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

**Back** **Cancel** **Continue**

Now, select a deposit account that will receive the funds sent to the specified email address.

**Autodeposit email address**  
autodepositemail@scotiabank.com

 You'll need to verify this email address in order to set up Autodeposit

**Receive payment notifications at**

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

*This can be updated in your Autodeposit settings*

**Deposit funds to** ⓘ  
Select account ▼

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

**Back** **Cancel** **Continue**

If the account selected is associated with a related company, you will receive the option to select the **Autodeposit display name**—this is the name that will appear when individuals or businesses send payments to your Autodeposit email address. You can select this

**Autodeposit display name** as:

- The business legal name, or
- The related company's name associated with the account that you selected to deposit funds into

The screenshot shows a form titled "Deposit funds to" with a dropdown menu set to "Account 01 (12345 00000 01) CAD". Below this is a section for "Autodeposit display name" with two radio button options: "Company Name 01" and "Company Name 02". A checkbox below the options is unchecked, with the text "I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected." At the bottom, there are three buttons: "Back", "Cancel", and "Continue". The "Continue" button is highlighted in light blue. A footer note says "Next: Review and confirm details".

Then, check the box to acknowledge that you understand that an *Interac* e-Transfer<sup>†</sup> sent to the specified email address will be deposited to the specified account and click **Continue** to proceed to the next step.

This screenshot is identical to the one above, but with the "Autodeposit display name" section updated. The "Company Name 01" radio button is now selected. The acknowledgment checkbox is checked, and the text "I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected." is highlighted with a purple border. The "Continue" button is now highlighted in red, indicating it is the next step.

### Step 3: Review and confirm your details

Next, review your information to ensure your registration details are correct, and click **Confirm** to proceed.

**ScotiaConnect**® Digital Banking

Overview Accounts Payments Reporting Services **Administration**

Administration → User & Company Permissions → Interac e-Transfer Settings

## Register for *Interac* e-Transfer<sup>†</sup> for business

**Step 3 of 3:** Review and confirm your details

### Registration details

Legal business name  
**Company Name 01**

Business email address  
**businessname@scotiabank.com**

Language preference  
**English**

---

### Autodeposit details

Autodeposit email address  
**autodepositemail@scotiabank.com**

Receive payment notifications at  
**autodepositemail@scotiabank.com**  
This can be updated in your Autodeposit settings

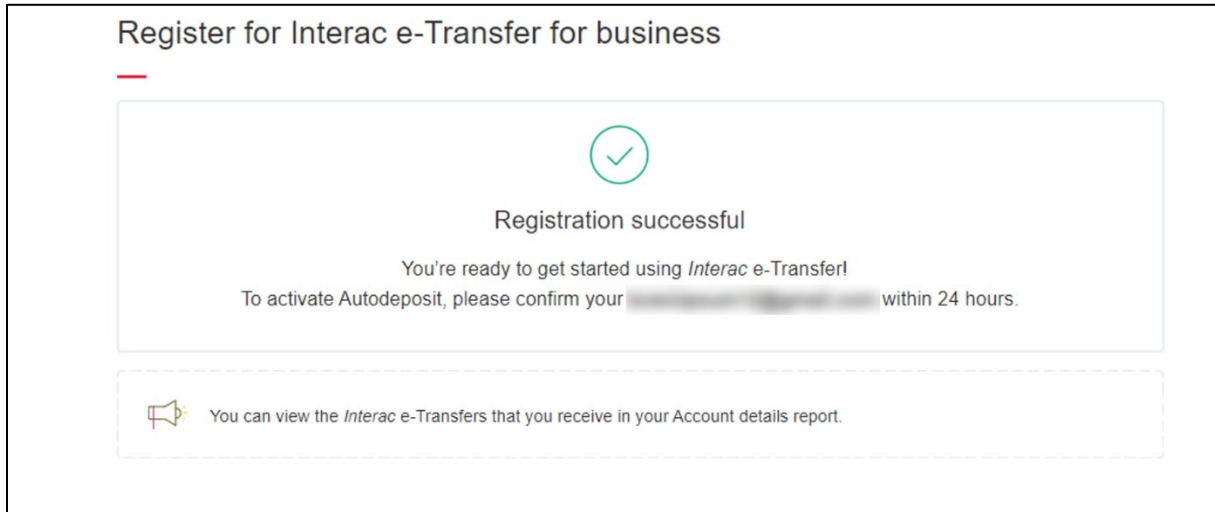
Deposit funds to  
**Account 01 (12345 00000 01) CAD**

Autodeposit display name  
**Company Name 01**

**Edit details** **Cancel** **Confirm**



This displays the registration successful page.



Now, you will receive an email from *Interac* asking you to confirm your registration. **If you do not complete this step within 24 hours, the registration will expire, and you will need to repeat the steps outlined above.**

**Note:** After a Super User registers for the service, all ScotiaConnect users of your organization, who are permitted to use *Interac e-Transfer*<sup>†</sup>, will have access to the service.

## EDITING REGISTRATION DETAILS

After you successfully register for the *Interac e-Transfer<sup>+</sup>* service, on the **Overview** page, the **Register for *Interac e-Transfer*** option will be replaced by the **Manage *Interac e-Transfer*** option. If you need to edit your registration details, click **Manage *Interac e-Transfer***.

Good afternoon, **Teresa**  
You last signed in on Thursday, August 13, 2020 at 04:16 p.m. EDT

Customize overview Print

Create payment Pay a bill Create transfer Stop payment Create recipient

**Business accounts**

- ██████████ - DDA  
\$(565.52) CAD
- ██████████ - DDA  
\$0.00 USD
- ██████████ - DDA  
\$0.00 USD

**To-do list**


To approve (5) To submit (8)

[Interac e-Transfers \(5\)](#)

Manage *Interac e-Transfer<sup>+</sup>* for business

This displays the **Manage Interac e-Transfer<sup>†</sup> for business settings** page. In the **Registration details** section, you can click the **Edit** icon and update your **Business email address** and **Language preference**.

### Manage Interac e-Transfer<sup>†</sup> for business settings



#### Registration details

Legal business name [Edit](#)

Business email address: [redacted]@scotia.com      Language preference: English

---

#### Autodeposit details

Add and manage the emails you use to receive funds by Autodeposit, including updating deposit and notification settings.

[Search](#) | [+ Add Autodeposit account](#)

Autodeposit email address: [redacted]@scotia.com	Deposit funds to: C [redacted] 5)	PENDING ⋮
Autodeposit email address: [redacted]@scotia.com	Deposit funds to: C [redacted] 5)	PENDING ⋮

ⓘ Notifications will be sent to registered business email

## SEARCHING FOR AUTODEPOSIT EMAIL ADDRESSES AND DEPOSIT ACCOUNTS

The **Autodeposit details** section displays the Autodeposit email addresses and the corresponding deposit accounts to which funds are deposited. These email addresses are displayed in the following order:

- First, the email addresses with the **Account Closed** status are displayed.
  - Email addresses with the **Account Closed** status are linked to deposit accounts that are no longer available in ScotiaConnect. These email addresses cannot receive payments and should be [deleted](#) or [edited](#) to change the deposit account.
- Then, the email addresses with the **Pending** status are displayed.
  - Email addresses with the **Pending** status have been registered for *Interac e-Transfer<sup>+</sup>* within ScotiaConnect but the steps in the *Interac* email to confirm the registration have not been completed. These email addresses cannot receive payments until the details are confirmed with *Interac*.
- Finally, the email addresses with the **Active** status are displayed.
  - Email addresses with the **Active** status are registered and validated for the *Interac e-Transfer<sup>+</sup>* service and can receive payments.

To search for Autodeposit details enter your search keywords in the **Search Autodeposit accounts** field and click **Search**. Search keywords include Autodeposit email address, account number(s) or account nickname.

**Autodeposit details**  
Add and manage the emails you use to receive funds by Autodeposit, including updating deposit and notification settings.

Search
[+ Add Autodeposit account](#)

Autodeposit email address [redacted]@scotia.com	Deposit funds to C [redacted] 5)	PENDING <span style="font-size: 0.8em;">⋮</span>
Autodeposit email address [redacted]@scotia.com	Deposit funds to C [redacted] 5)	PENDING <span style="font-size: 0.8em;">⋮</span>

ⓘ Notifications will be sent to registered business email

Search results display the email addresses and deposit accounts for the keywords.

### Autodeposit details

Add and manage the emails you use to receive funds by Autodeposit, including updating deposit and notification settings.

interac Search

Autodeposit email address <b>interac</b>	Deposit funds to S [redacted] 9)	PENDING <span>⋮</span>
Autodeposit email address <b>interac</b> <small>ⓘ Notifications will be sent to registered business email</small>	Deposit funds to C [redacted] 5)	PENDING <span>⋮</span>
Autodeposit email address <b>interac</b>	Deposit funds to S [redacted] 9)	PENDING <span>⋮</span>

## ADDING AUTODEPOSIT EMAIL ADDRESSES AND DEPOSIT ACCOUNTS

In the **Autodeposit details** section, you may add additional Autodeposit accounts and register up to 500 email addresses to Autodeposit funds into your accounts.

To add a new Autodeposit account, in the **Autodeposit details** section, click the **Add Autodeposit account** button.

The screenshot shows the 'Autodeposit details' section. At the top, there is a search bar with the placeholder text 'Search Autodeposit accounts' and a 'Search' button. To the right of the search bar is a purple button with a plus sign and the text 'Add Autodeposit account'. Below the search bar, there are two rows of account information. Each row contains an 'Autodeposit email address' field with a blurred email address ending in '@scotia.com', a 'Deposit funds to' field with a blurred account number ending in '5)', a 'PENDING' status button, and a vertical ellipsis menu icon. A small information icon and text 'Notifications will be sent to registered business email' are located at the bottom left of the second row.

**Note:** If you do not have any Autodeposit accounts, the **Add Autodeposit account** button will appear at the bottom of the page.


The screenshot shows the 'Autodeposit details' section. At the top, there is a search bar with the placeholder text 'Search Autodeposit accounts' and a 'Search' button. To the right of the search bar is a purple button with a plus sign and the text 'Add Autodeposit account'. Below the search bar, there is a large, light gray diamond-shaped graphic with a dashed outline of a folder icon inside. Below the graphic, the text reads: 'It looks like you haven't added any Autodeposit accounts yet' and 'Add an account to begin receiving Interac e-Transfers by Autodeposit.' At the bottom center, there is a purple button with a plus sign and the text 'Add Autodeposit account'.

This displays the **Add Autodeposit account** box. In the **Autodeposit email address** field, specify the new email address that will accept transfers.

×

Add Autodeposit account

Autodeposit email address


 You'll need to verify this email address in order to set up Autodeposit

Receive payment notifications at

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

Deposit funds to ⓘ

Select account 

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

Cancel Add account

Next, select if you want to receive payment notifications on the Autodeposit email address or the registered business email address.


✕

### Add Autodeposit account

---

**Autodeposit email address**

autodepositemail@scotiabank.com

 You'll need to verify this email address in order to set up Autodeposit

**Receive payment notifications at**

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

**Deposit funds to** ⓘ

Select account

---

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

**Cancel**

Add account



In the **Deposit funds to** drop-down list, select a deposit account.


**Note:** The **Deposit funds to** drop-down list will only display Canadian (CAD) Business Accounts that were specified while signing up for the *Interac e-Transfer<sup>+</sup>* service. If a required account does not appear in this drop-down list, please contact your Scotiabank Relationship Manager to add this account to the service.

×

### Add Autodeposit account

---

**Autodeposit email address**  
autodepositemail@scotiabank.com

 You'll need to verify this email address in order to set up Autodeposit

**Receive payment notifications at**

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

**Deposit funds to** ⓘ  
Select account ▼

---

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

Cancel Add account

If the account selected is associated with a related company, you will receive the option to select the **Autodeposit display name**—this is the name that will appear when individuals or businesses send payments to your Autodeposit email address. You can select this

**Autodeposit display name** as:

- The business legal name, or
- The related company's name associated with the account that you selected to deposit funds into

Deposit funds to ⓘ

Account 01 (12345 00000 01) CAD ▼

---

**Autodeposit display name** ⓘ

Company Name 01

Company Name 02


Then, check the box to acknowledge that you understand that an *Interac* e-Transfer<sup>†</sup> sent to the specified email address will be deposited to the specified account and click **Add account**.

✕

### Add Autodeposit account

---

**Autodeposit email address**  
autodepositemail@scotiabank.com

 You'll need to verify this email address in order to set up Autodeposit

**Receive payment notifications at**

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

**Deposit funds to** ⓘ

Account 01 (12345 00000 01) CAD ▼

**Autodeposit display name** ⓘ

Company Name 01

Company Name 02

I understand that Interac e-Transfers sent to the email address I entered will be deposited to the account I selected.

Cancel

Add account

This will display the new email address and deposit account in the **Autodeposit details** section of the **Manage *Interac* e-Transfer<sup>†</sup> for business settings** page.

After you complete these steps, the status of the Autodeposit email address and deposit account will be **Pending** and you will receive an email from *Interac* asking you to confirm the Autodeposit details. If you do not complete this step within 24 hours, the registration will expire, and you will need to repeat the steps to add the Autodeposit email address and deposit account (in ScotiaConnect). After you confirm the Autodeposit details with *Interac*, the status of the email address and deposit account will change to **Active** and the email address can start receiving payments.

## EDITING AUTODEPOSIT DETAILS

To edit the Autodeposit details for an email address, in the **Autodeposit details** section, click the menu icon (three dots icon) for the email address and then select **Edit**.

The screenshot shows the 'Autodeposit details' section of a web interface. At the top, there is a search bar with the placeholder text 'Search Autodeposit accounts' and a 'Search' button. To the right of the search bar is a '+ Add Autodeposit account' button. Below the search bar is a table with one row of data. The table has two columns: 'Autodeposit email address' and 'Deposit funds to'. The first row contains '@scotiabank.com' and 'D [REDACTED] 5)'. To the right of the table, there is a 'PENDING' status indicator and a three-dot menu icon. A dropdown menu is open from the three-dot icon, showing 'Edit' and 'Delete' options. The 'Edit' option is highlighted with a purple border. At the bottom of the page, there are links for 'Privacy', 'Legal', 'Security', 'Contact Us', and 'Help Centre', along with the copyright notice '© Scotiabank. A.' and a 'Delete' button.

This displays the **Edit Autodeposit account** box. As required, you can change the deposit account in the **Deposit funds to** drop-down list and change the notification email address to **This Autodeposit email address** or **The registered business email address**.

After making the changes, click **Save changes**.

Edit Autodeposit account

Autodeposit email address  
autodepositemail@scotiabank.com

Receive payment notifications at

This Autodeposit email address

The registered business email address  
(businessname@scotiabank.com)

Deposit funds to ⓘ  
Account 01 (12345 00000 01) CAD

Autodeposit display name ⓘ

Company Name 01

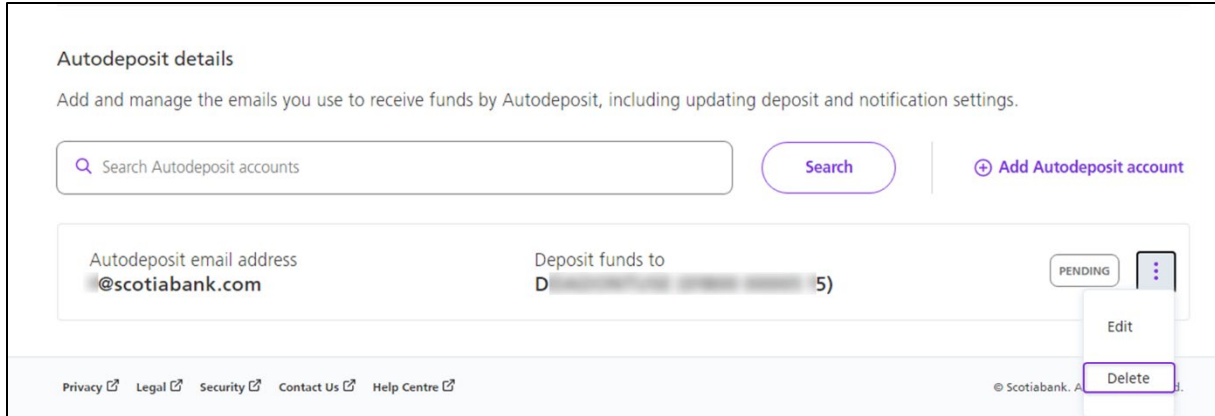
Company Name 02

Cancel Save changes

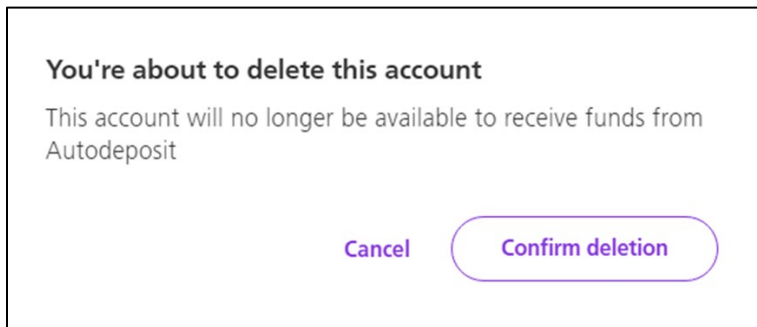
After you complete these steps, the status of the edited Autodeposit email address and deposit account will be **Pending** and you will receive an email from *Interac* asking you to confirm the edits. If you do not complete this step within 24 hours, the edits will expire, and you will need to repeat the steps to edit the Autodeposit details (in ScotiaConnect). After you confirm the edits with *Interac*, the status of the email address and deposit account will change to **Active** and the email address can start receiving payments.

## DELETING AUTODEPOSIT EMAIL ADDRESSES AND DEPOSIT ACCOUNTS

To delete the Autodeposit details for an email address, in the **Autodeposit details** section, click the menu icon (three dots icon) for the email address and then select **Delete**.



This displays a confirmation box, to complete deleting the email address and associated deposit account, click **Confirm deletion**.

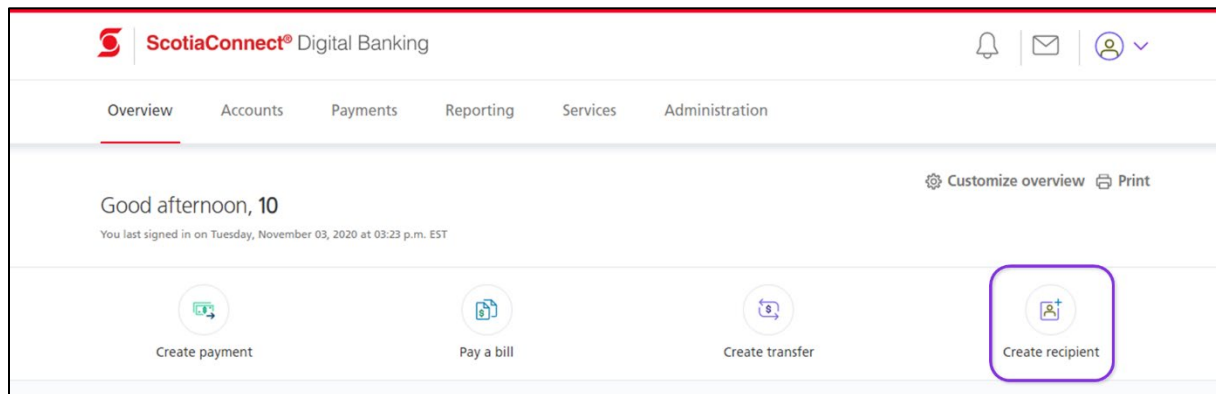


## CREATING AN INTERAC E-TRANSFER<sup>†</sup> RECIPIENT

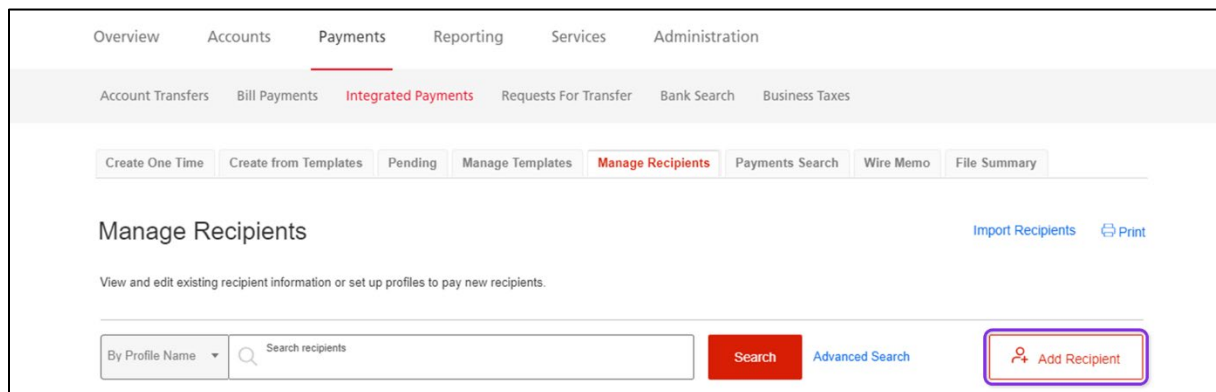
### CREATING A NEW RECIPIENT PROFILE

**Note:** This section lists the steps to create a recipient profile using ScotiaConnect's new recipient creation process. If you have created recipients in the past, they will be migrated to the new recipient list. However, to send an *Interac* e-Transfer<sup>†</sup>, you should first add *Interac* e-Transfer<sup>†</sup> details to the existing profile. These steps are covered in the [Adding Interac e-Transfer<sup>†</sup> Details to an Existing Recipient's Profile](#) section.

Before sending an *Interac* e-Transfer<sup>†</sup>, you need to set up recipients. To create a new recipient, navigate to **Payments > Integrated Payments > Manage Recipients**. Alternatively, on the **Overview** page, click **Create recipient**.



Then, click **Add Recipient**.



## Step 1: Add recipient information

Select whether the recipient profile is for an individual or a business and enter the **Recipient Profile Name**.

The screenshot shows the 'Manage Recipients' interface with a navigation bar at the top containing tabs: 'Create One Time', 'Create from Templates', 'Pending', 'Manage Templates', 'Manage Recipients' (highlighted), 'Payments Search', 'Wire Memo', and 'File Summary'. Below the navigation bar is the 'Manage Recipients' title and a progress indicator with three steps: 1. Add recipient information (highlighted), 2. Set up recipient for payments, and 3. Review and complete profile. The main form area is titled 'Recipient Profile' and contains a question: 'What type of recipient is this?' with a help icon. There are two radio button options: 'Business' (selected) and 'Individual'. Below the radio buttons is a text input field for 'Recipient Profile Name', followed by optional fields for 'Email (Optional)' and 'Phone Number (Optional)'. A purple box highlights the radio buttons and the 'Recipient Profile Name' field.

Next, select if you want all service groups to have access to the recipient.

The screenshot shows a dialog box with the question: 'Would you like to assign this recipient to a service group to restrict your users' access?'. There are two radio button options: 'No, the users of any service group can view this profile' (selected) and 'Yes, only users in a selected service group can view this profile'. Below the radio buttons are 'Cancel' and 'Continue' buttons. A purple box highlights the radio buttons.

If you select the **Yes, only users in a selected service group can view this profile** option, the **Service Group** drop-down list will appear. Select the required service group from this drop-down list. Then, click **Continue**.

The screenshot shows the same dialog box as above, but with the 'Yes, only users in a selected service group can view this profile' option selected. A drop-down menu for 'Service Group' is now visible, showing 'Please select' and a downward arrow. Below the drop-down menu is a red note: 'PLEASE NOTE: To change this service group assignment, you would need to delete the recipient's profile, create it again, change the service group option, and save the new profile.' The 'Continue' button is highlighted in red. A purple box highlights the drop-down menu.



## Step 2: Set up recipient for payments

Select the destination for the payments (**must be Canada**), and **Interac e-Transfer** as the payment type.

Recipient Profile - [REDACTED]

1 Add recipient information 2 Set up recipient for payments 3 Review and complete profile

Where will you send payments for this recipient?

Select Destination  
Canada

Which payment type would you like to use for this recipient? [Learn More about Payment Type](#)

Choose Payment Type  
Please select

Back Cancel Continue

This will display additional fields. An *Interac e-Transfer<sup>+</sup>* recipient can be created by providing:

- Only the recipient's email address
- Only the recipient's account number
- The recipient's email address and account number

When the **Email Address** option is selected, you need to enter the recipient's name, email address, notification language and then give the account a nickname. The nickname is used to easily locate your recipient when performing a search.

How would you like to transfer funds to this recipient?  
You can choose based on the information the recipient has provided. This may be an email address, an account number, or both.

Email Address  
 Account Number  
 Email Address and Account Number

**Recipient Information** ?

Recipient Name

Recipient Email Address

Notification Language  
English

Please give this account a nickname for your future reference. ?

Account Nickname

When the **Account Number** option is selected, you need to specify the recipient's banking details, which consists of the **Bank / Institution**, the **Transit Number** and the **Account Number**. Next, enter the recipient's name, email address (this is optional), notification language and then give the account a nickname. **Note:** If you specify an email address, when an *Interac e-Transfer<sup>†</sup>* is sent, the recipient will receive a notification on this email address.

Email Address  
 Account Number  
 Email Address and Account Number

**Recipient Banking Details**

Bank / Institution  
002 - THE BANK OF NOVA SCOTIA

Transit Number

Account Number

**Recipient Information** ?

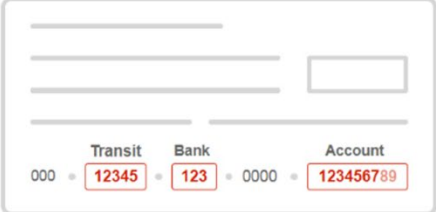
Recipient Name

Notification Email Address (Optional)

Notification Language  
English

Please give this account a nickname for your future reference. ?

Account Nickname



Financial institution's bank, transit, and account number can be found on the bottom of cheques. Be sure to include all digits of the account number, as the number of digits may vary depending on the financial institution

When the **Email Address and Account Number** option is selected, you need to specify the recipient's banking details, which consists of the **Bank / Institution**, the **Transit Number** and the **Account Number**. Next, enter the recipient's name, email address, notification language and then give the account a nickname. **Note:** When an *Interac* e-Transfer<sup>†</sup> is sent using the recipient's account number, the recipient will receive a notification on the email address specified.

After adding the required information for the recipient, click **Continue**.

How would you like to transfer funds to this recipient?  
You can choose based on the information the recipient has provided. This may be an email address, an account number, or both.

Email Address  
 Account Number  
 Email Address and Account Number

**Recipient Banking Details**

Bank / Institution  
002 - THE BANK OF NOVA SCOTIA

Transit Number

Account Number

**Recipient Information** ?

Recipient Name

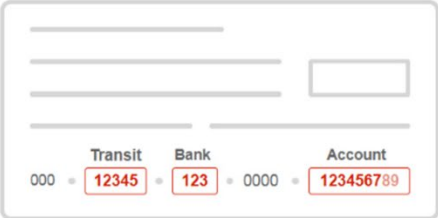
Recipient Email Address

\*Email address provided above will be used to notify the recipient if paid by account number.

Notification Language  
English

Please give this account a nickname for your future reference. ?

Account Nickname



Financial institution's bank, transit, and account number can be found on the bottom of cheques. Be sure to include all digits of the account number, as the number of digits may vary depending on the financial institution

### Step 3: Review and complete profile

This displays a confirmation message that states that the recipient was created successfully.

**Note:** If your organization's ScotiaConnect set up requires approvals for a new recipient, the recipient's status will show as **ENTERED**. To send an *Interac e-Transfer<sup>+</sup>* to this recipient, another ScotiaConnect user needs to first approve the new recipient. These steps are covered in the [Approving a Recipient](#) section.

The screenshot displays the 'Manage Recipients' interface. At the top, there is a 'Print' button. Below it, a progress bar for 'Recipient Profile - Training01--Only email' shows three steps: 'Add recipient information', 'Set up recipient for payments', and 'Review and complete profile'. The 'Review and complete profile' step is highlighted in red, indicating it is the current step. Below the progress bar, a green confirmation message states: 'You have added a new payment recipient.' Below this, there is a section for the recipient's details, including a business profile icon, a redacted name, an email address, a phone number, and a service group of 'unassigned'. Underneath, there is a 'Payment Accounts' section with three tabs: 'Canada(1)', 'United States(0)', and 'International(0)'. The 'Canada(1)' tab is selected, showing a payment type of 'Interac e-Transfer' and a status of 'ENTERED' highlighted with a purple box. An 'Add Account' button is visible at the bottom right of the payment accounts section.

## APPROVING A RECIPIENT

To approve a recipient, navigate to **Payments > Integrated Payments > Manage Recipients**. Then, search and select the recipient to approve.

ScotiaConnect® Digital Banking

Overview Accounts **Payments** Reporting Services Administration

Account Transfers **Integrated Payments** Business Taxes

Manage Recipients Payments Search File Summary

### Manage Recipients

Import Recipients Print

View and edit existing recipient information or set up profiles to pay new recipients.

By Profile Name Search recipients Search Advanced Search Add Recipient

1 results found

Business profile training01.recipient@scotiabank.cm Service group : unassigned Actions

This displays the **Recipient Profile** page. Click **Actions**.

### Recipient Profile

Print

[Back to Manage Recipients](#)

Business profile training01.recipient@scotiabank.cm Service group : unassigned

#### Payment Accounts

Canada (1) United States (0) International (0)

Account Name	Payment Type	Status	Actions
Training--EmailOnly training01.recipient@scotiabank.cm	Interac e-Transfer	ENTERED	Actions

[Add Account](#)

Now, select **Approve**.

The screenshot shows the 'Recipient Profile' page for a recipient named 'Training01--Only email'. The page includes a 'Back to Manage Recipients' link, a 'Print' icon, and a 'Business profile' section with contact information and 'Service group : unassigned'. Below this is the 'Payment Accounts' section, which has tabs for 'Canada (1)', 'United States (0)', and 'International (0)'. The 'Canada (1)' tab is active, showing a payment account with 'Payment Type : Interac e-Transfer' and a status of 'ENTERED'. An 'Actions' menu is open over the 'ENTERED' status, with the 'Approve' option highlighted in a purple box. Other options in the menu include 'View Details', 'Deactivate', 'Delete', and 'Modify'. At the bottom, there is a 'Recipient History Information' section with a 'View All Recipients' button.

This displays a message that confirms that the recipient has been approved. Additionally, the status of the recipient is no longer **ENTERED**.

The screenshot shows the 'Recipient Profile' page after the approval action. A green confirmation message at the top reads: 'Confirmation: Approve Successful. Done! You've approved this payment account.' The recipient name is now 'Training01--Only email'. The 'Payment Accounts' section is the same, but the status of the payment account is no longer 'ENTERED'. An 'Actions' menu is visible next to the payment account, and an 'Add Account' button is at the bottom right.

## EDITING A RECIPIENT

To edit a recipient, navigate to **Payments > Integrated Payments > Manage Recipients**. Then, search and select the recipient to edit.

The screenshot displays the ScotiaConnect Digital Banking interface. At the top, the ScotiaConnect logo and 'Digital Banking' text are visible, along with notification, email, and user profile icons. A navigation menu includes 'Overview', 'Accounts', 'Payments', 'Reporting', 'Services', and 'Administration'. Under 'Payments', there are sub-menus for 'Account Transfers', 'Integrated Payments', and 'Business Taxes'. The 'Manage Recipients' section is active, showing a search bar with a dropdown for 'By Profile Name', a search input field, a 'Search' button, and an 'Advanced Search' link. A 'Add Recipient' button is also present. Below the search bar, it indicates '1 results found'. A single recipient profile is shown with a red checkmark, a business profile icon, a blurred name, an email icon, and the text 'Business profile'. To the right of the profile is an 'Actions' menu. The 'Service group' is listed as 'unassigned'.



This displays the **Recipient Profile** page. Click **Actions**.

Recipient Profile Print

[Back to Manage Recipients](#)

**Business profile** | | - | Service group : unassigned

**Payment Accounts**

Canada ( 1 ) | United States ( 0 ) | International ( 0 )

| Payment Type : Interac e-Transfer Actions

[Add Account](#)

**Recipient History Information**

[View All Recipients](#)

Now, select **Modify**.

**Payment Accounts**

Canada ( 1 ) | United States ( 0 ) | International ( 0 )

| Payment Type : Interac e-Transfer

**Actions**

- View Details
- Deactivate
- Delete
- Modify**
- Pay this account

**Recipient History Information**

Make the required changes to the recipient's details and click **Save**.

**Editing Payment Account | Training01--EmailOnly**

Payment Type: Interac e-Transfer **READY**

Please give this account a nickname for your future reference [?](#)

Account Nickname

---

How would you like to transfer funds to this recipient?  
You can choose based on the information the recipient has provided. This may be an email address, an account number, or both.

Email Address  
 Account Number  
 Email Address and Account Number

---

Recipient Information [?](#)

Recipient Name

Recipient Email Address

Notification Language  
English

Now, you will receive a message that confirms that the recipient's details were updated.

**Note:** If your organization's ScotiaConnect set up requires approvals for a modified recipient, the recipient's status will show as **ENTERED**. To send an *Interac* e-Transfer<sup>+</sup> to this recipient, another ScotiaConnect user needs to first approve the modified recipient. These steps are covered in the [Approving a Recipient](#) section.

The screenshot displays the 'Payment Account' page. At the top right is a 'Print' icon. Below the title is a link to '< Back to Recipient Profile'. A green confirmation banner reads: 'Confirmation: Update Successful. Done! You've edited the recipient's payment account.' Below this is a card for the recipient 'Training01--EmailOnly', showing a business profile icon, an email icon, a phone icon, and the text 'Service group : unassigned'. A second card shows the recipient's name 'Training01--EmailOnly' and 'Payment Type Interac e-Transfer'. The status 'ENTERED' is highlighted with a purple box, followed by an 'Actions' menu. Under 'Recipient Information', the fields are: 'Recipient Name' (redacted), 'Recipient Email Address' (redacted), and 'Notification Language' (English). A red 'Back' button is at the bottom left.

## ADDING *INTERAC E-TRANSFER<sup>+</sup>* DETAILS TO AN EXISTING RECIPIENT'S PROFILE

To add *Interac e-Transfer<sup>+</sup>* details to an existing recipient's profile, navigate to **Payments > Integrated Payments > Manage Recipients**. Then, search and select the recipient.

The screenshot displays the ScotiaConnect Digital Banking interface. At the top, the navigation menu includes Overview, Accounts, Payments (selected), Reporting, Services, and Administration. Under Payments, there are sub-menus for Account Transfers, Integrated Payments (selected), and Business Taxes. The main content area is titled 'Manage Recipients' and includes a search bar with a dropdown menu set to 'By Profile Name'. A search button and an 'Add Recipient' button are also visible. Below the search bar, a message states '1 results found'. A single recipient profile is listed, with its name field highlighted by a blue box. The profile details include a business profile icon, an email icon, a phone icon, and the text 'Service group : unassigned'. An 'Actions' link is located to the right of the profile.

This displays the **Recipient Profile** page. Click **Add Account**.

The screenshot shows the 'Recipient Profile' page. At the top right is a 'Print' icon. Below the title is a link to '< Back to Manage Recipients'. The main content area features a recipient's business profile with a logo, name, email, phone, and 'Service group : unassigned'. Below this is a section for 'Payment Accounts' with tabs for 'Canada (1)', 'United States (0)', and 'International (0)'. The 'Canada (1)' tab is active, showing a single account with 'Bank : THE BANK OF NOVA SCOTIA' and 'Payment Type : EFT'. An 'Add Account' button is highlighted with a purple box. At the bottom, there is a 'Recipient History Information' section with a 'View All Recipients' button.

The subsequent steps to add *Interac e-Transfer<sup>+</sup>* details to an existing recipient's profile are identical to steps covered in the [Creating a New Recipient Profile](#) section. After the *Interac e-Transfer<sup>+</sup>* details are added to an existing recipient's profile, the profile page for the recipient will display *Interac e-Transfer<sup>+</sup>* as an available payment type.

This screenshot shows the 'Recipient Profile' page after adding an *Interac e-Transfer<sup>+</sup>* account. The 'Canada (2)' tab is now active, showing two accounts. The first account is the same as in the previous screenshot: 'Bank : THE BANK OF NOVA SCOTIA' and 'Payment Type : EFT'. The second account has 'Payment Type : Interac e-Transfer'. The 'Add Account' button is still visible at the bottom.

## DELETING A RECIPIENT

To delete a recipient, navigate to **Payments > Integrated Payments > Manage Recipients**. Then, search and select the recipient to delete.

The screenshot displays the ScotiaConnect Digital Banking interface. At the top, the ScotiaConnect logo and 'Digital Banking' text are visible, along with notification, email, and user profile icons. A navigation menu includes 'Overview', 'Accounts', 'Payments', 'Reporting', 'Services', and 'Administration'. Under 'Payments', there are sub-menus for 'Account Transfers', 'Integrated Payments', and 'Business Taxes'. The 'Manage Recipients' sub-menu is active. Below this, there are buttons for 'Manage Recipients', 'Payments Search', and 'File Summary'. The main heading is 'Manage Recipients', with links for 'Import Recipients' and 'Print'. A description states: 'View and edit existing recipient information or set up profiles to pay new recipients.' A search bar is present with a dropdown menu set to 'By Profile Name', a search input field, a 'Search' button, and an 'Advanced Search' link. An 'Add Recipient' button is also visible. Below the search bar, it indicates '1 results found'. A single recipient profile is shown in a table-like format, with a red checkmark, a profile icon, a redacted name, a 'Business profile' label, an email icon, a phone icon, and the text 'Service group : unassigned'. An 'Actions' menu is located to the right of the profile.

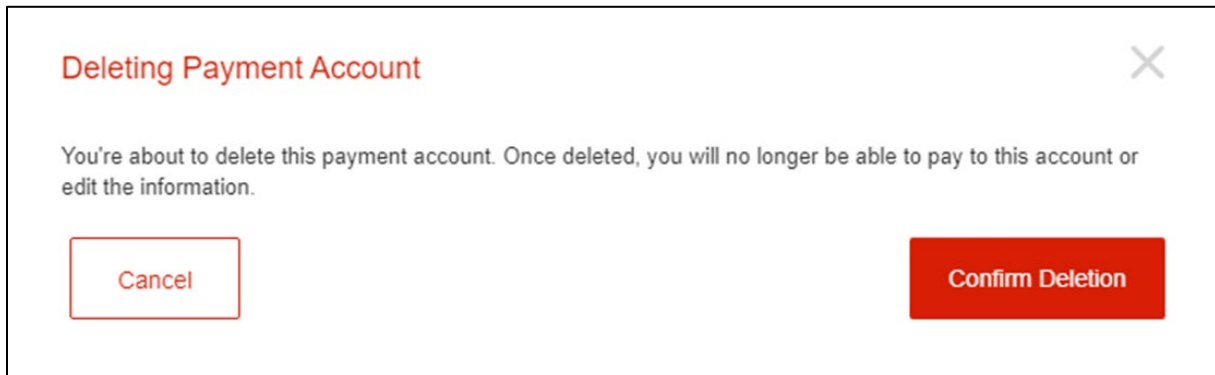
This displays the **Recipient Profile** page. Click **Actions**.

The screenshot shows the 'Recipient Profile' page. At the top right is a 'Print' icon. Below the title is a 'Back to Manage Recipients' link. The main content area features a recipient card with a business profile icon, a blurred name, and an 'Actions' button. Below the card are contact icons for email and phone, and the text 'Service group : unassigned'. A section titled 'Payment Accounts' contains three tabs: 'Canada (1)', 'United States (0)', and 'International (0)'. The 'Canada (1)' tab is active, showing a blurred account name, 'Payment Type : Interac e-Transfer', and an 'Actions' button. An 'Add Account' link is at the bottom right of this section. Below the payment accounts is a 'Recipient History Information' section with a dropdown arrow and a 'View All Recipients' button.

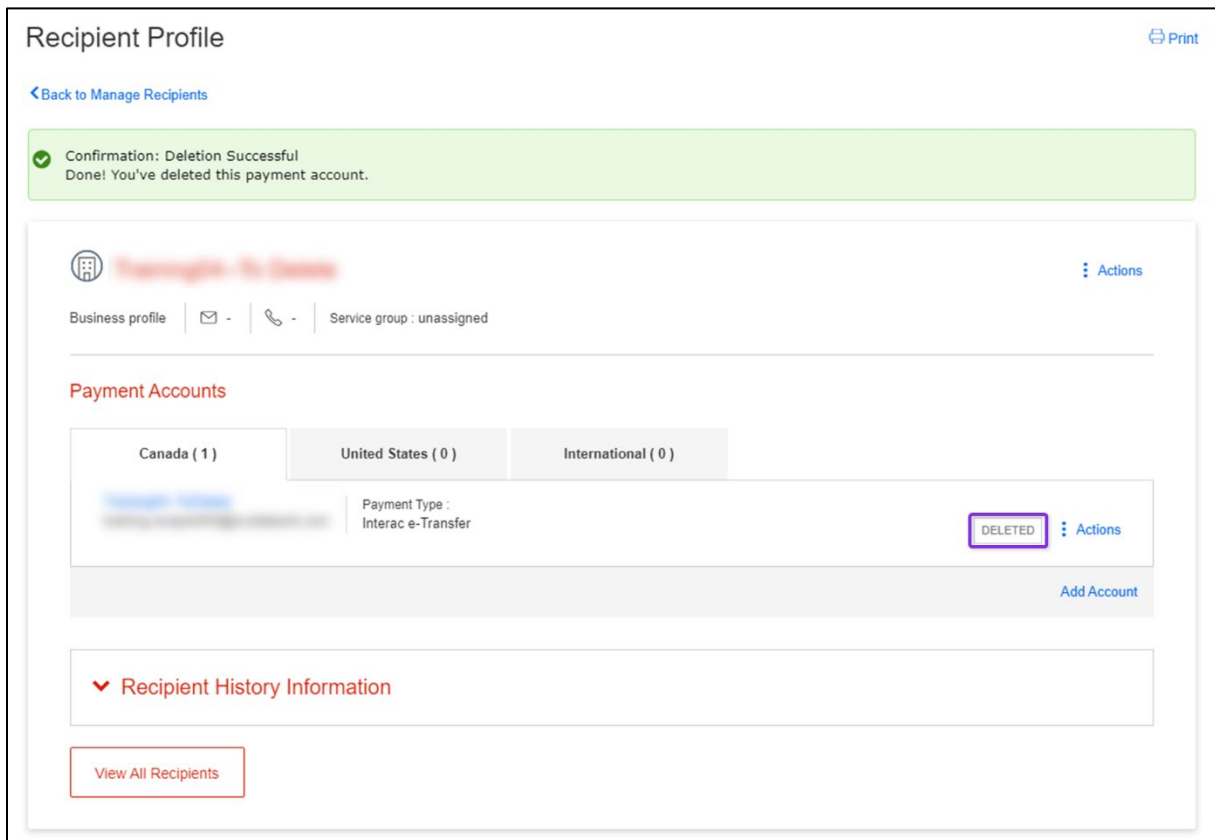
Now, select **Delete**.

This screenshot is identical to the previous one, but the 'Actions' button for the payment account is now open, displaying a dropdown menu. The menu items are: 'View Details', 'Deactivate', 'Delete', 'Modify', and 'Pay this account'. The 'Delete' option is highlighted with a purple border.

This displays a confirmation box. To complete deleting the recipient, click **Confirm Deletion**.



Now, you will receive a message that confirms that the recipient was deleted. Additionally, the recipient's status will be **DELETED**.





## SENDING AN INTERAC E-TRANSFER<sup>†</sup>

### OVERVIEW

If your organization's ScotiaConnect set up includes approvals for *Interac* e-Transfer<sup>†</sup> payments, sending an *Interac* e-Transfer<sup>†</sup> consist of three steps:

- **Step 1:** Creating the payment
- **Step 2:** Approving the payment
- **Step 3:** Submitting the payment

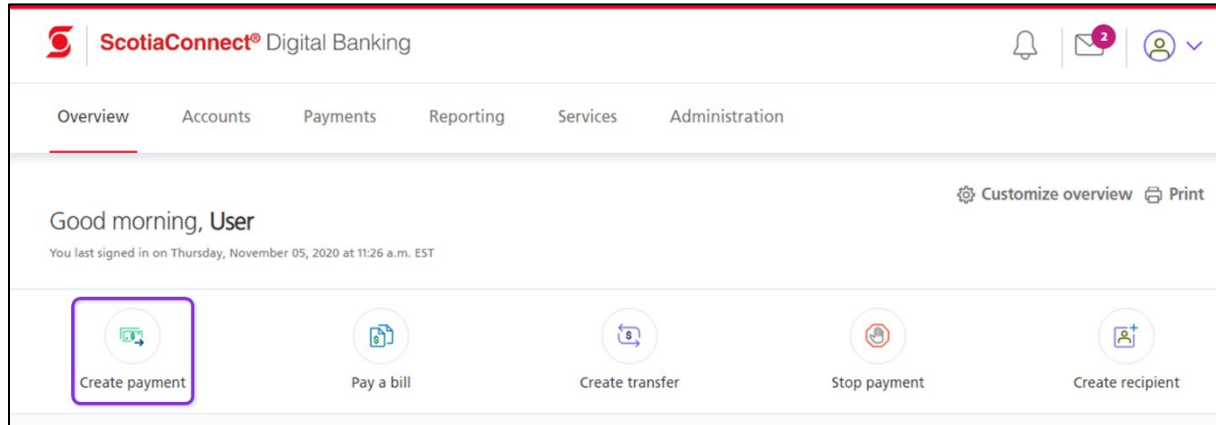
If your organization's ScotiaConnect set up does **not** include approvals for payments, sending an *Interac* e-Transfer<sup>†</sup> consist of the single step of creating the payment.

### STEP 1: CREATING AN INTERAC E-TRANSFER<sup>†</sup>

After creating a recipient, you may now send them *Interac* e-Transfer<sup>†</sup> payments.

To begin, click the **Create Payment** shortcut from the **Overview** page.

**Note:** You may also initiate the steps to create a payment from the recipient's profile:  
**Payments > Integrated Payments > Manage Recipients > Select the Recipient > Actions > Pay this account**



Now, the **Create One Time Payment** screen appears. This screen is used to create payments other than *Inter* e-Transfers<sup>†</sup>. Click the **Interac e-Transfer** link to proceed.

## SELECT A RECIPIENT

Select the recipient you wish to pay and click **Continue**.

## ENTER PAYMENT DETAILS

If the recipient's profile includes more than one payment option, select the required *Interac e-Transfer<sup>†</sup>* payment option from the **Recipient account** drop-down list. Then, if the recipient is not assigned to a service group and you have access to multiple service groups, select the required service group from the **Service group** drop-down list. Next, click **Continue**.

### Create payment

Step 2 of 4: Choose payment type

How would you like to pay this recipient?  
You can choose from available accounts and payment types.

[Learn more about payment types](#)

**Recipient account**  
[Recipient Name] @scotiabank.com) (Interac e-Transfer) ▼

**Service group**  
Default SG ▼

**i** You are only permitted to select from service groups that are eligible for the selected payment type

[Back](#) [Cancel](#) [Continue](#)

Next: Add payment details

Now, in the **Payment source** field, select the account from which the payment will be sent.

Create payment

Step 2 of 4: Add payment details

What are the details of this payment?  
Be sure to fill all required fields so this payment can be efficiently processed.

From which account would you like to pay?

<p><b>Payment source</b></p> <p>Select option </p>	<p>Your Interac e-Transfer details</p> <p></p>
--	--

Next, in the **Amount** field, enter the amount for the payment.

@scotiabank.com (Interac e-Transfer) [View Details](#)

---

<b>Amount</b>	<b>Currency</b>
Enter amount <input type="text"/>	CAD

If the recipient's profile includes an email address and an account number, you need to select how you want to send the payment.

**Note:** If the recipient's profile was created using only an **email address** or **account number**, the payment may only be sent using the available recipient information.

How would you like to transfer funds to this recipient?

Email address

Account number

When the **Email address** option is selected and the recipient is **not** registered for Autodeposit, you will need to provide a security question and answer in the **Security question** and **Security answer** fields. These fields will not appear if the recipient is registered for Autodeposit.



How would you like to transfer funds to this recipient?

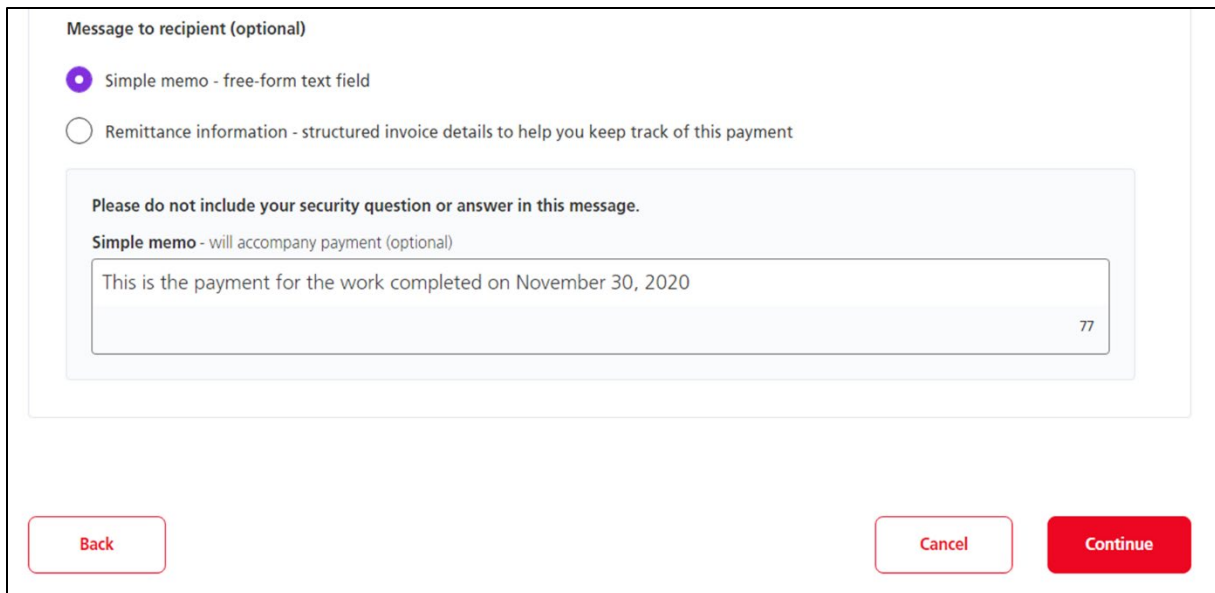
Email address

Account number

Security question ⓘ

Security answer ⓘ

If you would like to include additional information to help you keep track of your payments, you have the option to do so through the **Simple memo** or **Remittance information** options. The **Simple memo** option is selected by default and it provides an optional free-text field with a 140-character limit.



Message to recipient (optional)

Simple memo - free-form text field

Remittance information - structured invoice details to help you keep track of this payment

Please do not include your security question or answer in this message.

Simple memo - will accompany payment (optional)

This is the payment for the work completed on November 30, 2020

77

Back Cancel Continue

To add invoice details, select **Remittance information** and then click **Add invoice details**.

Message to recipient (optional)

Simple memo - free-form text field

Remittance information - structured invoice details to help you keep track of this payment

**Remittance information** - will accompany payment (optional)

Add up to 5 invoices to help you keep track of this payment

[+ Add invoice details](#)

[Back](#) [Cancel](#) [Continue](#)

Next: Review payment

This displays the **Remittance information** pop-up box. Enter the **Invoice number**, **Invoice date** and **Invoice amount**. The other fields in this pop-up box are optional. After inputting the required information, click **Add**.

Remittance information ×

Enter any details that will help you when referring to this payment and its invoice.

Invoice number

Invoice date (MM/DD/YYYY)

Invoice amount

Discount amount (optional)

Amount paid (optional)

Remark (optional)

140

[Close](#) [Add](#)

Now, the invoice details appear under the **Remittance information** option.

**Note:** You can use the **Remittance information** option to add up to 5 different invoice details.

After adding the required payment details, click **Continue**.

**Message to recipient (optional)**

Simple memo - free-form text field

Remittance information - structured invoice details to help you keep track of this payment

**Remittance information** - will accompany payment (optional)

Add up to 5 invoices to help you keep track of this payment

Invoice number	Invoice date	Invoice amount	Remark	
245876	11/23/2020	\$110.00	This is the payment for the work done on November 10, 2020.	⋮

[+ Add invoice details](#)

**Back** **Cancel** **Continue**

## REVIEW PAYMENT

Now, you can review the payment details and then click **Confirm** to create the payment.

**Note:** If you need to modify the payment details, you can click **Edit payment** before you click **Confirm**.


### Create payment

Step 3 of 4: Review payment

Review payment details

Check the summary and full payment details to be sure everything is correct.

Payment Details

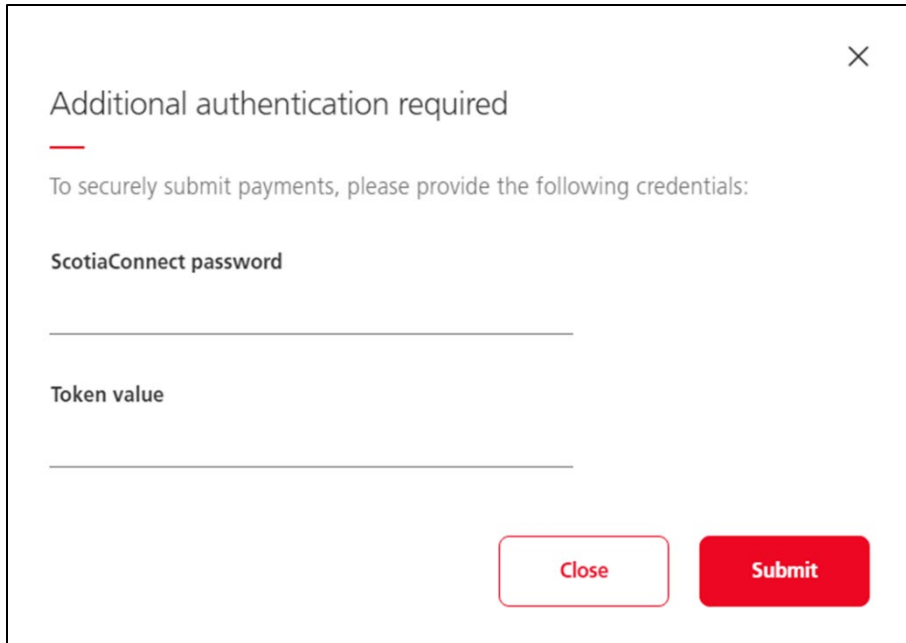
Profile and account	Amount	Date	Debit account
 [Redacted]	\$100.00 CAD	11/05/2020	[Redacted]
Payment type	Interac e-Transfer		
Type of Interac e-Transfer	Send money		
Security question	What is the code?		
Security answer	58216		
Message to recipient - will accompany payment	This is the payment for the work completed on November 30, 2020		

[Edit payment](#) [Cancel](#) [Confirm](#)

Next: Payment Summary



If your organization's ScotiaConnect set up does not include approvals for *Interac e-Transfer<sup>+</sup>*, creating a payment will also result in submitting the payment. So, you will receive the following additional screen, which asks you to enter your **ScotiaConnect password** and **Token value**. After specifying this information, click **Submit**.



Additional authentication required

To securely submit payments, please provide the following credentials:

ScotiaConnect password

Token value

Close Submit

## PAYMENT SUMMARY

After the payment is created, the **Payment summary** page will display a confirmation message along with the payment details. If your organization’s ScotiaConnect set up includes approvals for *Interac e-Transfer<sup>†</sup>*, another ScotiaConnect user will need to approve the payment and then the payment will need to be submitted.

If your organization’s ScotiaConnect set up does **not** include approvals, when you receive the confirmation message, the funds will leave your account within seconds. Additionally, when the recipient successfully deposits the funds, you will receive a notification from *Interac* on your preferred email address that was specified during the registration process.

Create payment
Print

Step 4 of 4: Payment summary

i You've created a payment. It will be available for additional approval and/or submission shortly. Save this payment reference number: 1606239

### Payment Details

Profile and account	Amount	Date	Debit account
	\$100.00 CAD	11/05/2020	
Payment type	Interac e-Transfer		
Type of Interac e-Transfer	Send money		
Security question	What is the code?		
Security answer	58216		
Message to recipient - will accompany payment	This is the payment for the work completed on November 30, 2020		

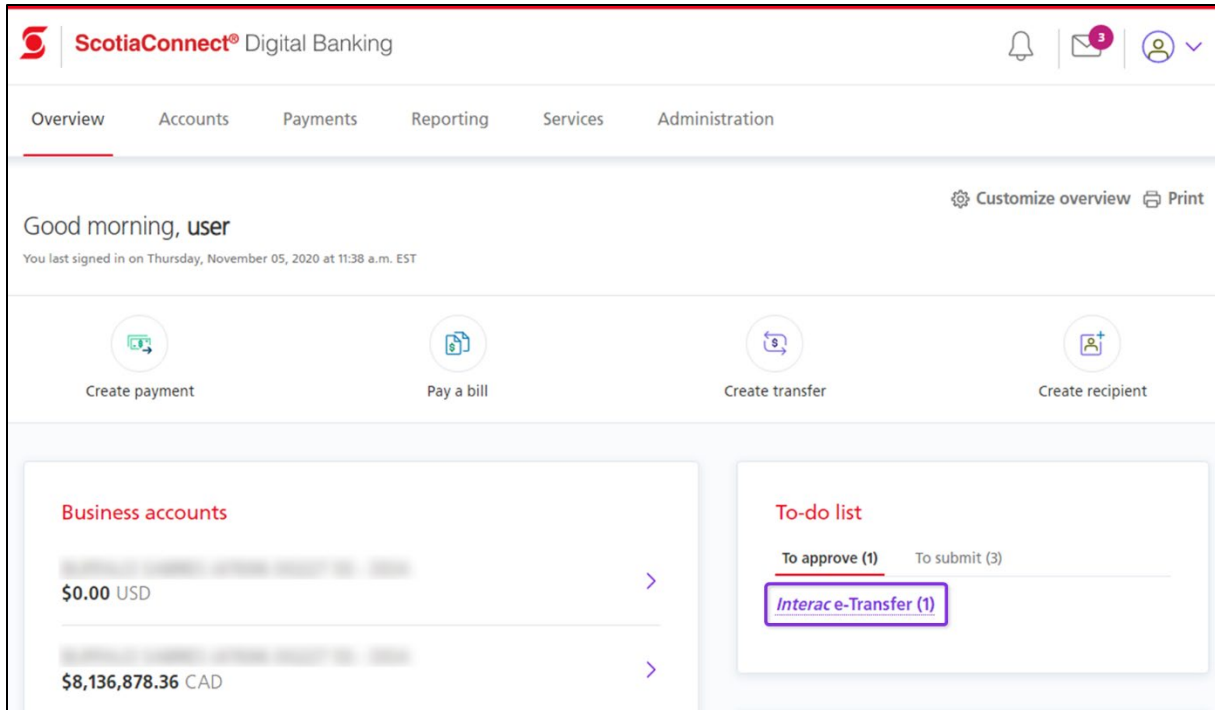
Create another payment

View pending payments

## STEP 2: APPROVING AN INTERAC E-TRANSFER<sup>+</sup>

**Important:** To approve a payment, the ScotiaConnect user who approves the payment needs to be different from the ScotiaConnect user who created the payment.

To approve payments, in the **To-do list** section of the **Overview** page, select the **To approve** option and then click the **Interac e-Transfer** link.



This displays the **To approve** page for *Interac e-Transfer<sup>†</sup>*, which lists the payments that need to be approved. Use the check boxes to select the payment(s) to approve and then click **Continue**.

**Note:** If required, you can use the options at the top of this page to filter the payments.

To approve
⌚ Cut-off times ? Help 🖨️ Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ

**Payment type**

Interac e-Transfer ▼

**From account**

All accounts ▼

Clear filters
Advanced filters
Apply filters

Displaying 1 - 1 of 1 ↓ Download reports

<input checked="" type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input checked="" type="checkbox"/>	11/05/2020			\$100.00 → CAD	Interac e-Transfer	ENTERED	⋮

Items per page 25 ▼
« < 1 > »
1 - 1 of 1

1 payment selected [Clear selection](#)

Approve ▼
Continue

Now, the **Approve payments** page appears. Click **Approve** to approve the payment(s).

ScotiaConnect<sup>®</sup> Digital Banking

Approve payments ⌚ Cut-off times ? Help 🖨️ Print

Review and confirm the approval of the following payment(s).


1	<b>1 Interac e-Transfer</b>	Payables	CAD (1)	\$100.00	<b>Approve</b>
---	-----------------------------	----------	---------	----------	----------------

2 Payment approval summary

**Cancel**

This displays the **Payment approval summary** page that confirms that the payment(s) have been approved. Now, the payment(s) need to be submitted.

Payment approval summary ⌚ Cut-off times ? Help 🖨️ Print



**The payment approval has been completed**

Review the details of the completed approval(s) below. A summary report will also be available in your [Message Centre](#) shortly.

**Completed approvals (1)**

The following payment(s) were successfully approved and will be available for additional approval and/or submission shortly.

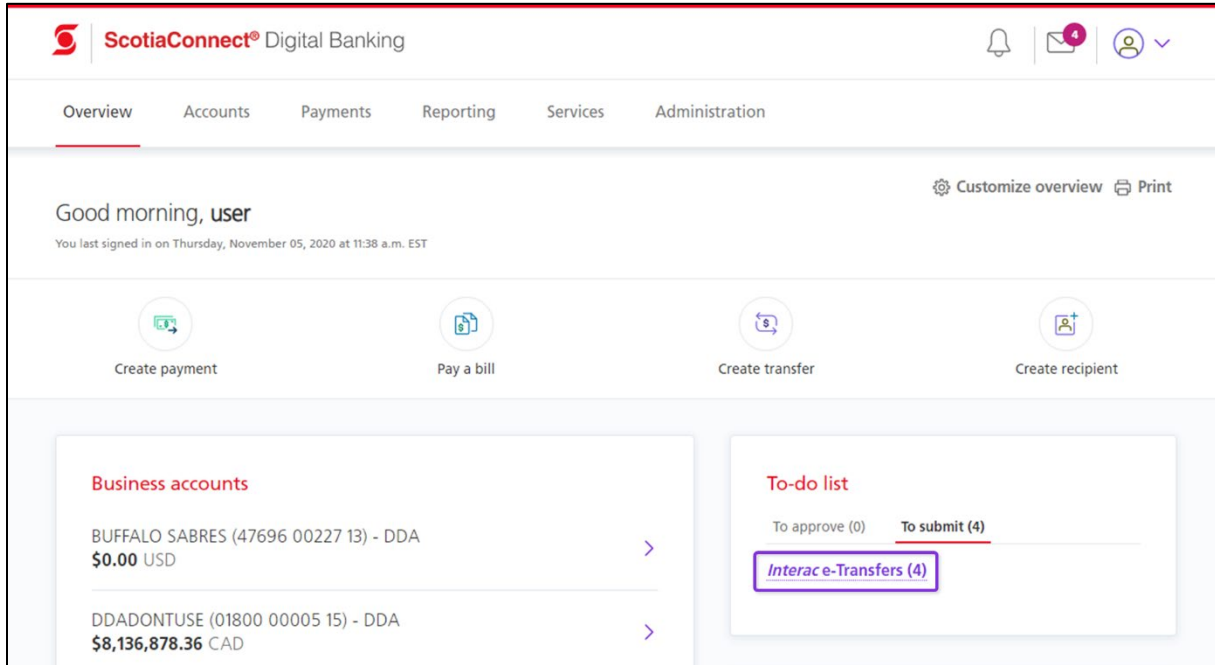
**Interac e-Transfer (1)**

Due date/issue date (MM/DD/YYYY)	To	From	Amount ⓘ	Reference #
11/05/2020	[blurred]	[blurred]	\$100.00 → CAD	1606239

**Go to Overview**

### STEP 3: SUBMITTING AN *INTERAC* E-TRANSFER<sup>+</sup>

To submit payments, in the **To-do list** section of the **Overview** page, select the **To submit** option and then click the **Interac e-Transfer** link.



This displays the **To submit** page for *Interac e-Transfer<sup>†</sup>*, which lists the payments that need to be submitted. Use the check boxes to select the payment(s) to submit and then click **Continue**.

**Note:** If required, you can use the options at the top of this page to filter the payments.

To submit
Cut-off times Help Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ

Search by recipient name or email

**Payment type**

Interac e-Transfer ▼

**From account**

All accounts ▼

Clear filters
Advanced filters
Apply filters

Displaying 1 - 1 of 1 [Download reports](#)

<input checked="" type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input checked="" type="checkbox"/>	11/05/2020	Training03--Email and Acc (training03.recipient@scotiab ank.com)	(01800 00005 15) CAD	\$100.00 → CAD	Interac e-Transfer	READY	⋮

Items per page 25 ▼
« < 1 > »
1 - 1 of 1

1 payment selected [Clear selection](#)
Submit ▼
Continue

Now, the **Additional authentication required** pop-up box appears. Enter **your ScotiaConnect password** and **Token value** and then click **Continue**.

The screenshot shows a modal window titled "Additional authentication required" with a close button (X) in the top right corner. Below the title is a red horizontal line. The main text reads: "Before reviewing and submitting the selected payments, please provide the following security credentials:". There are two input fields: "ScotiaConnect password" and "Token value". At the bottom right, there are two buttons: "Close" (outlined) and "Continue" (solid red).


Next, the **Submit payments** page appears. Click **Submit** to submit the payment(s).

The screenshot shows the "Submit payments" page. At the top left is the title "Submit payments" with a red underline. At the top right are links for "Cut-off times", "Help", and "Print". Below the title is the instruction: "Review and confirm the submission of the following payment(s)". A vertical step indicator on the left shows "1" next to the payment details and "2" next to the "Payment submission summary" box. The payment details are: "1 Interac e-Transfer", "Payables", "CAD (1)", and "\$100.00". A red "Submit" button is located to the right of the payment details. A "Cancel" button is at the bottom left.




This displays the **Payment submission summary** page that confirms that the payment(s) have been submitted.

Payment submission summary
🕒 Cut-off times 🗉 Help 🖨️ Print





**The payment submission has been completed**

Review the details of the completed submission(s) below. A summary report will also be available in your [Message Centre](#) shortly.

 **Completed submissions (1)**

The following payment(s) were successfully submitted. Check the status of submitted payment(s) in Payment search.

*Interac e-Transfer (1)*

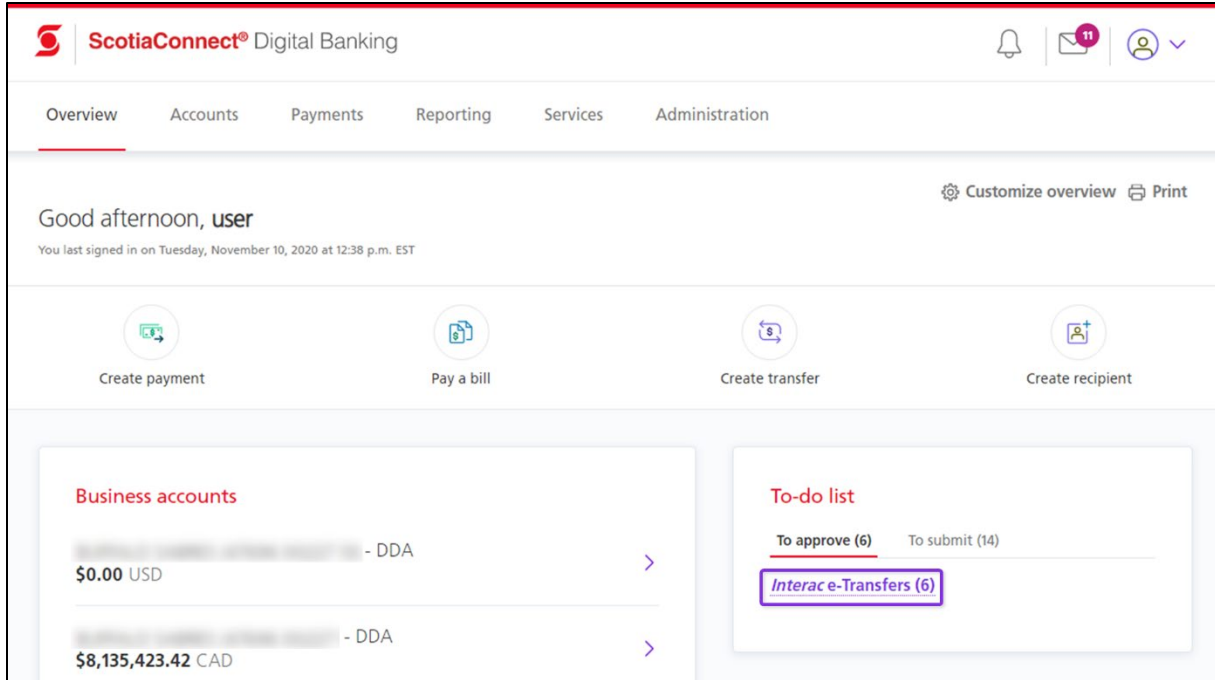
Due date/issue date (MM/DD/YYYY)	To	From	Amount ⓘ	Reference #
11/05/2020			\$100.00 → CAD	1606239

Go to Overview

## VIEWING, EDITING OR DELETING NON-SUBMITTED PAYMENTS—WHEN YOU HAVE APPROVAL RIGHTS

### VIEWING A PAYMENT THAT IS NOT APPROVED OR SUBMITTED

To view an *Interac e-Transfer*<sup>+</sup> that has been created or approved, access the **To approve** or **To submit** page by clicking the **Interac e-Transfer** link in the **To-do list** section of the **Overview** page.



Then, identify the payment you need to view and click the menu icon for the payment. Then, click **View Details**.

To approve ⌚ Cut-off times ? Help 🖨 Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ **Payment type** **From account**

Search by recipient name or email Interac e-Transfer ▼ All accounts ▼

[Clear filters](#) [Advanced filters](#) [Apply filters](#)

Displaying 1 - 5 of 5 [Download reports](#)

<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input type="checkbox"/>	11/10/2020	[REDACTED]	[REDACTED]	\$100.50 → CAD	Interac e-Transfer	ENTERED	⋮ <a href="#">View details</a> <a href="#">Edit</a>
<input type="checkbox"/>	11/09/2020	[REDACTED]	[REDACTED]	\$101.01 → CAD	Interac e-Transfer		

This displays the **Interac e-Transfer details** page.

*Interac e-Transfer details* ⌚ Help 🖨 Print

**Amount**  
**\$100.50 CAD**

**Date**  
**11/10/2020**

**Payment/cross reference number**  
**1607626**

ENTERED

**Payment actions**

Approve ▼ [Go](#)

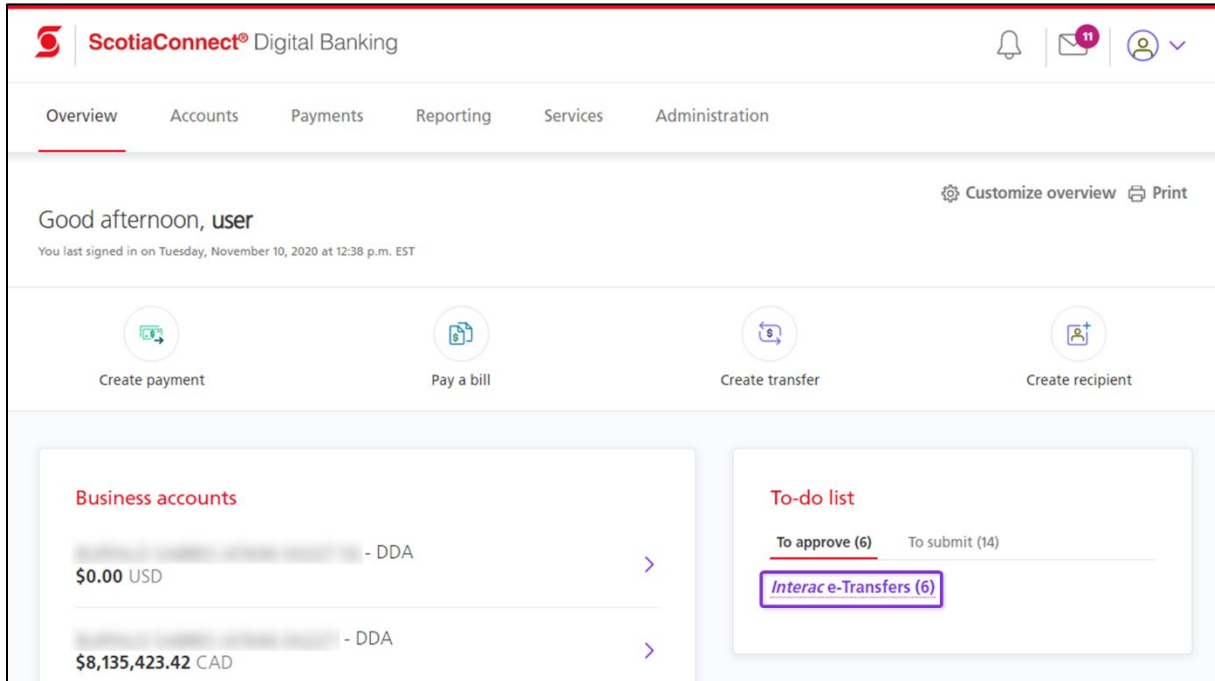
**Payment details**

Payment type	Interac e-Transfer	Payment/cross reference number	1607626
Amount	\$100.50	Interac e-Transfer status ⓘ	-
Payment currency	CAD		
Date	11/10/2020		
Debit/credit	Credit		
Status	Entered		

## EDITING A PAYMENT THAT IS NOT APPROVED OR SUBMITTED

**Important:** You can edit a created payment only if your organization's ScotiaConnect set up includes approvals for *Interac* e-Transfer<sup>+</sup>.

To edit an *Interac* e-Transfer<sup>+</sup> that has been created or approved, access the **To approve** or **To submit** page by clicking the **Interac e-Transfer** link in the **To-do list** section of the **Overview** page.



Then, identify the payment you need to edit and click the menu icon for the payment. Then, click **Edit**.

To approve 🕒 Cut-off times ? Help 🖨️ Print

---

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ **Payment type** **From account**

Search by recipient name or email Interac e-Transfer All accounts

[Clear filters](#) [Advanced filters](#) [Apply filters](#)

Displaying 1 - 5 of 5 [Download reports](#)

<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input type="checkbox"/>	11/10/2020	[REDACTED]	[REDACTED]	\$100.50 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020	[REDACTED]	[REDACTED]	\$101.01 → CAD	Interac e-Transfer		View details <b>Edit</b>

This displays the **Edit Payment** page. Make the required changes to the payment and click **Continue**.

### Edit payment

Step 1 of 3: Edit payment details

From which account would you like to pay?

Payment source	Your Interac e-Transfer details
----------------	---------------------------------

---

**Through this email** [View Details](#)

---

<b>Amount</b>	<b>Currency</b>
100.50	CAD

---

<b>Security question</b>	<b>Security answer</b>	<a href="#">Edit</a>
What is the code?	*****	

---

**Message to recipient (optional)**

Simple memo - free-form text field

Remittance information - structured invoice details to help you keep track of this payment

Please do not include your security question or answer in this message.

Simple memo - will accompany payment (optional)

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[Cancel](#) [Continue](#)

Next: Review payment details

Now, review the details of the payment and click **Save**.

### Edit payment

Step 2 of 3: Review payment details

#### Payment Details

Profile and account	Amount	Date	Debit account
[Redacted]	\$100.90 CAD	11/10/2020	[Redacted]

Payment type	Interac e-Transfer
Service group	Default SG
Type of Interac e-Transfer	Send money
Security question	What is the code?
Security answer	*****
Message to recipient - will accompany payment	

Edit payment

Cancel

Save

Next: Payment Summary

This displays a new page that confirms that the payment has been edited.

### Edit payment

Print

Your changes to the payment with reference number 1607626 have been saved. Note: This payment has not been sent to the recipient and awaits approval(s) and/or submission.

#### Payment Details

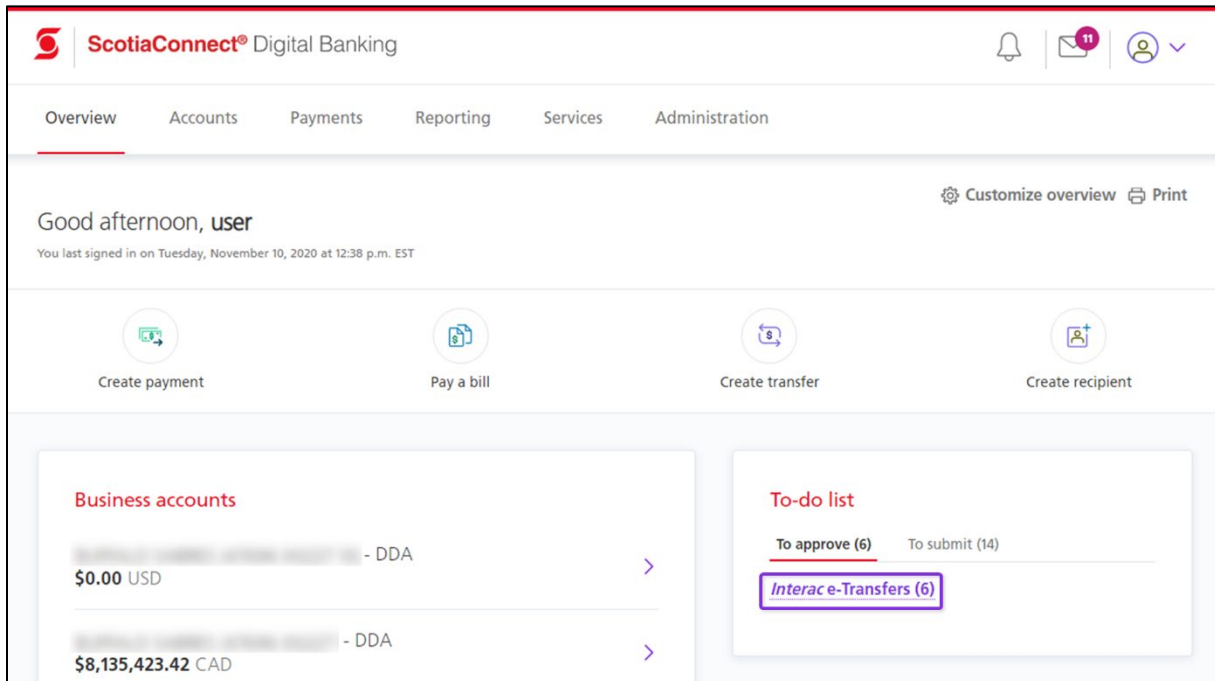
Profile and account	Amount	Date	Debit account
[Redacted]	\$100.90 CAD	11/10/2020	[Redacted]

Payment type	Interac e-Transfer
Service group	Default SG
Type of Interac e-Transfer	Send money
Security question	What is the code?
Security answer	*****
Message to recipient - will accompany payment	

## DELETE A CREATED OR APPROVED PAYMENT

**Important:** You can delete a created payment only if your organization's ScotiaConnect set up includes approvals for *Interac e-Transfer<sup>+</sup>*.

To delete an *Interac e-Transfer<sup>+</sup>* that has been created or approved, access the **To approve** or **To submit** page by clicking the **Interac e-Transfer** link in the **To-do list** section of the **Overview** page.





Then, use the check boxes to select the payment(s) to delete and select **Delete** from the drop-down list at the bottom of the page. Then, click **Continue**.

To approve 🕒 Cut-off times ? Help 🖨 Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ **Payment type** **From account**

Search by recipient name or email Interac e-Transfer All accounts

[Clear filters](#) [Advanced filters](#) [Apply filters](#)

Displaying 1 - 5 of 5 [Download reports](#)

<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input checked="" type="checkbox"/>	11/10/2020			\$100.90 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020			\$101.01 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020			\$102.02 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/06/2020			\$100.05 → CAD	Interac e-Transfer	ENTERED	⋮

1 payment selected [Clear selection](#) [Delete](#) [Continue](#)

This displays the **Delete payments** page. Click **Delete** to proceed.

Delete payments 🕒 Cut-off times ? Help 🖨 Print

Review and confirm the deletion of the following payment(s).

1 **1 Interac e-Transfer** Payables CAD (1) \$100.90


[Delete](#)

2 Payment deletion summary

[Cancel](#)


Now, the **Payment deletion summary** page appears, which confirms that the payment(s) have been deleted and provides the details of the payment(s) that were deleted.

Payment deletion summary
🕒 Cut-off times 🗉 Help 🖨️ Print





**The payment deletion has been completed**

Review the details of the completed deletion(s) below. A summary report will also be available in your [Message Centre](#) shortly.

 **Completed deletions (1)**

The following payment(s) were successfully deleted.

*Interac e-Transfer (1)*

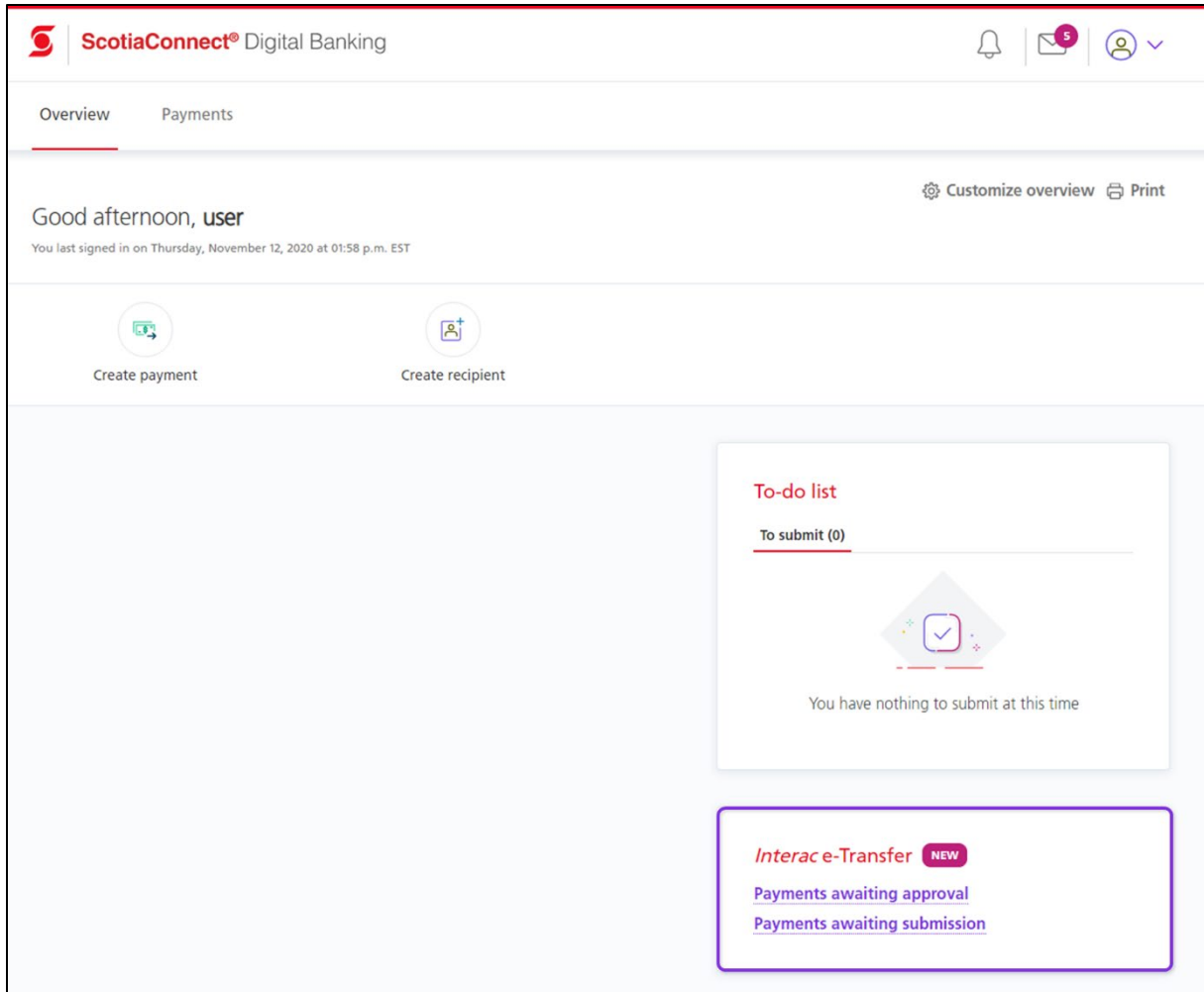
Due date/Issue date (MM/DD/YYYY)	To	From	Amount <span style="font-size: small;"> ⓘ</span>	Reference #
11/10/2020			\$100.90 → CAD	1607626

Go to Overview

## VIEWING, EDITING OR DELETING NON-SUBMITTED PAYMENTS—WHEN YOU DO NOT HAVE APPROVAL RIGHTS

### VIEWING A PAYMENT THAT IS NOT APPROVED OR SUBMITTED

To view an *Interac* e-Transfer<sup>†</sup> that has been created or approved, click the **Payments awaiting approval** or the **Payments awaiting submission** link in the **Interac e-Transfer** section of the **Overview** page.



This displays the **To approve** or **To submit** page. Identify the payment you need to view and click the menu icon for the payment. Then, click **View Details**.

To approve
⌚ Cut-off times ⓘ Help 🖨️ Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ

**Payment type**

**From account**

Clear filters
Advanced filters
Apply filters

Displaying 1 - 5 of 5 [Download reports](#)

<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input type="checkbox"/>	11/12/2020	[blurred]	[blurred]	\$110.50 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020	[blurred]	[blurred]	\$101.01 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020	[blurred]	[blurred]	\$102.02 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/06/2020	[blurred]	[blurred]	\$100.05 → CAD	Interac e-Transfer	ENTERED	⋮

0 payments selected [Clear selections](#)

Delete
Continue

Now, the **Interac e-Transfer details** page for the payment appears.

*Interac e-Transfer details* ? Help Print

---

**Amount**  
**\$110.50 CAD**

**Date**  
**11/12/2020**

---

**Payment/cross reference number**  
**1607765**

**ENTERED**

**Payment actions**

Edit Go

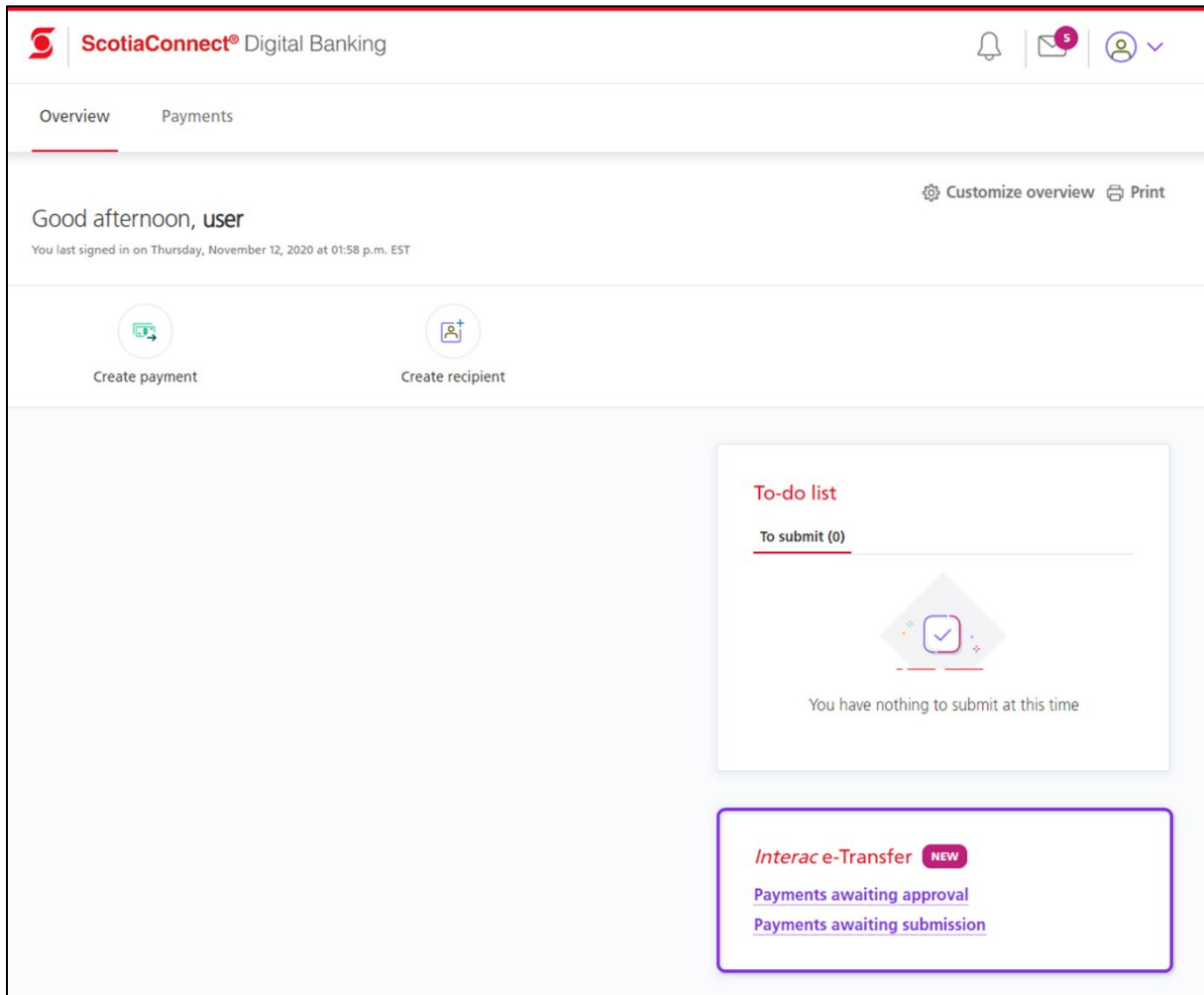
**Payment details**

Payment type	<b>Interac e-Transfer</b>	Payment/cross reference number	<b>1607765</b>
Amount	<b>\$110.50</b>	Interac e-Transfer status ⓘ	-
Payment currency	<b>CAD</b>	Simple memo	<b>Test payment</b>
Date	<b>11/12/2020</b>		
Debit/credit	<b>Credit</b>		
Status	<b>Entered</b>		

## EDITING A PAYMENT THAT IS NOT SUBMITTED OR APPROVED

**Important:** You can edit a created payment only if your organization's ScotiaConnect set up includes approvals for *Interac* e-Transfer<sup>+</sup>.

To edit an *Interac* e-Transfer<sup>+</sup> that has been created or approved, click the **Payments awaiting approval** or the **Payments awaiting submission** link in the **Interac e-Transfer** section of the **Overview** page.



This displays the **To approve** or **To submit** page. Identify the payment you need to edit and click the menu icon for the payment. Then, click **Edit**.

To approve
⌚ Cut-off times Ⓜ Help 🖨 Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ

**Payment type**

**From account**

Clear filters
Advanced filters
Apply filters

Displaying 1 - 5 of 5 Download reports

<input type="checkbox"/>	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input type="checkbox"/>	11/12/2020	[blurred]	[blurred]	\$110.50 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020	[blurred]	[blurred]	\$101.01 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020	[blurred]	[blurred]	\$102.02 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/06/2020	[blurred]	[blurred]	\$100.05 → CAD	Interac e-Transfer	ENTERED	⋮

0 payments selected [Clear selections](#)

Delete
Continue

Now, on the **Edit Payment** page, make the required changes to the payment and click **Continue**.

### Edit payment

Step 1 of 3: Edit payment details

From which account would you like to pay?

Payment source XXXXXXXXXX-XXXX-XXXXXXXXXX	Your <i>Interac</i> -Transfer details XXXXXXXXXX-XXXX-XXXXXXXXXX
--	---

XXXXXXXX-XXXX-XXXXXX [View Details](#)

Amount	Currency
110.50	CAD

Message to recipient (optional)

Simple memo - free-form text field

Remittance information - structured invoice details to help you keep track of this payment

Please do not include your security question or answer in this message.

Simple memo - will accompany payment (optional)

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[Cancel](#) [Continue](#)



Next, review the details of the payment and click **Save**.

**Edit payment**

---

Step 2 of 3: Review payment details

**Payment Details**

Profile and account	Amount	Date	Debit account
[Redacted]	\$110.60 CAD	11/12/2020	[Redacted]
Payment type		Interac e-Transfer	
Type of Interac e-Transfer		Send money	
Message to recipient - will accompany payment			

Edit payment

Cancel

Save

Next: Payment Summary

This displays a new page that confirms that the payment has been edited.

**Edit payment** Print

---

i Your changes to the payment with reference number 1607765 have been saved. Note: This payment has not been sent to the recipient and awaits approval(s) and/or submission.

**Payment Details**

Profile and account	Amount	Date	Debit account
[Redacted]	\$110.60 CAD	11/12/2020	[Redacted]
Payment type		Interac e-Transfer	
Type of Interac e-Transfer		Send money	
Message to recipient - will accompany payment			

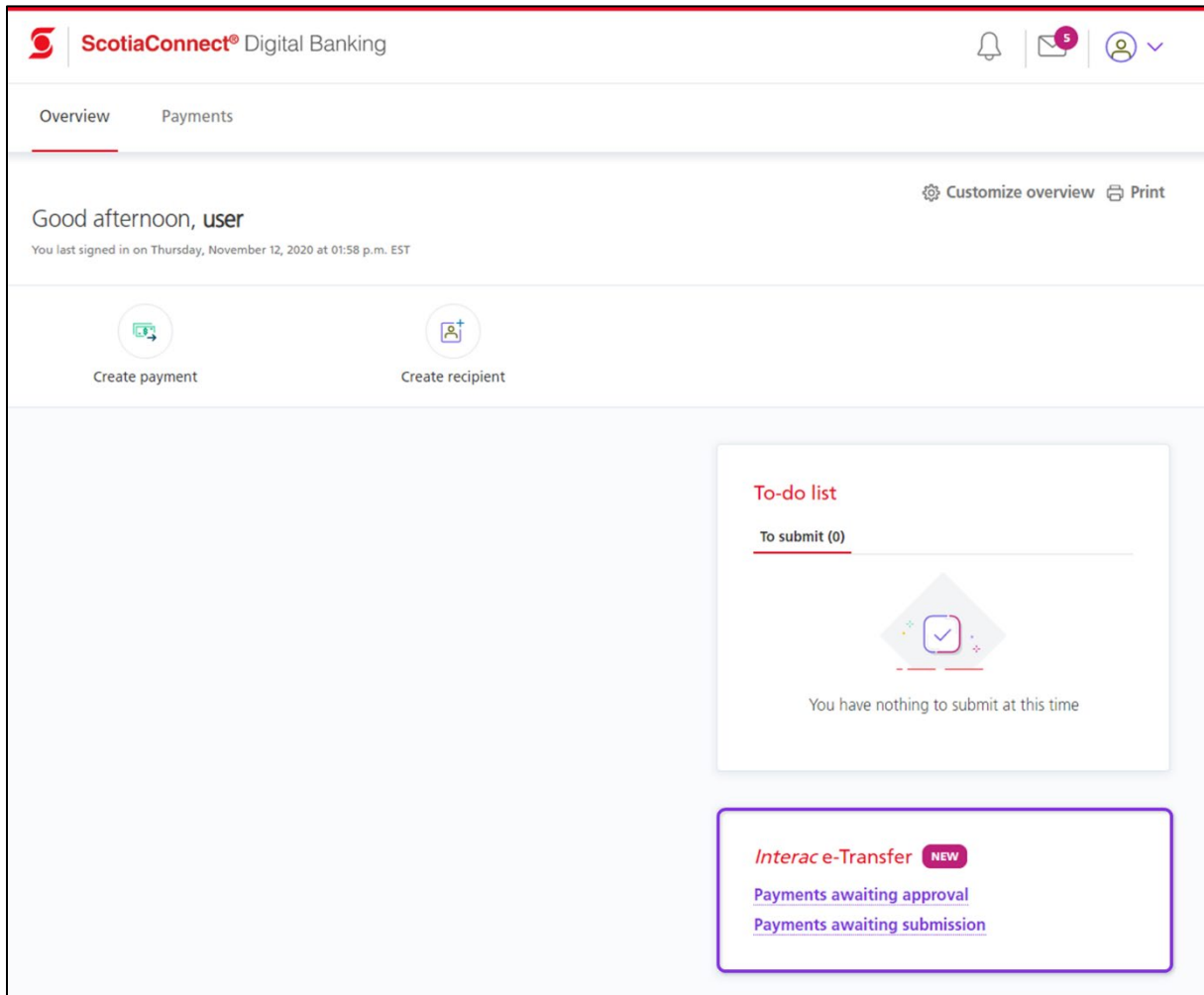
Go to Overview

View pending payments

## DELETE A CREATED OR APPROVED PAYMENT

**Important:** You can delete a created payment only if your organization's ScotiaConnect set up includes approvals for *Interac e-Transfer<sup>+</sup>*.

To delete an *Interac e-Transfer<sup>+</sup>* that has been created or approved, click the **Payments awaiting approval** or the **Payments awaiting submission** link in the **Interac e-Transfer** section of the **Overview** page.



This displays the **To approve** or **To submit** page. Use the check boxes to select the payment(s) to delete and click **Continue**.

**Note:** By default, the drop-down list next to the **Continue** button will display **Delete**.

To approve
🕒 Cut-off times 📄 Help 🖨️ Print

Select payments from the list to act on. You can also use filters to narrow down the list results.

**Recipient** ⓘ

**Payment type**

Interac e-Transfer ▼

**From account**

All accounts ▼

Clear filters
Advanced filters
Apply filters

Displaying 1 - 5 of 5 [Download reports](#)

	Date (MM/DD/YYYY) ⓘ	To	From	Payment amount ⓘ	Payment type	Status	More actions
<input checked="" type="checkbox"/>	11/12/2020			\$110.60 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020			\$101.01 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/09/2020			\$102.02 → CAD	Interac e-Transfer	ENTERED	⋮
<input type="checkbox"/>	11/06/2020			\$100.05 → CAD	Interac e-Transfer	ENTERED	⋮

1 payment selected [Clear selection](#)

Delete ▼

Continue

Now, on the **Delete payments** page, click **Delete**.

**Delete payments** 🕒 Cut-off times 🗉 Help 🖨️ Print

---

Review and confirm the deletion of the following payment(s).

1 **1 Interac e-Transfer** Payables CAD (1) \$110.60

Delete


2 Payment deletion summary

Cancel

This displays the **Payment deletion summary** page, which confirms that the payment(s) have been deleted and provides the details of the payment(s) that were deleted.

**Payment deletion summary** 🕒 Cut-off times 🗉 Help 🖨️ Print

---



**The payment deletion has been completed**

Review the details of the completed deletion(s) below. A summary report will also be available in your [Message Centre](#) shortly.

✔️ **Completed deletions (1)**

The following payment(s) were successfully deleted.

*Interac e-Transfer (1)*

Due date/issue date (MM/DD/YYYY)	To	From	Amount	Reference #
11/12/2020			\$110.60 → CAD	1607765

Go to Overview

## VIEWING PENDING PAYMENT APPROVAL OR SUBMISSION SUMMARY AND DETAILED REPORTS

To view pending payment approval or submission summary or detailed reports, access the **To approve** or **To submit** page from the **To-do list** of the **Overview** page. Then, click **Download reports**.

The screenshot shows the 'To approve' page. At the top right, there are links for 'Cut-off times', 'Help', and 'Print'. Below the header, there is a filter section with three dropdown menus: 'Recipient' (with a search input), 'Payment type' (set to 'Interac e-Transfer'), and 'From account' (set to 'All accounts'). There are also 'Clear filters', 'Advanced filters', and 'Apply filters' buttons. Below the filters, it says 'Displaying 1 - 4 of 4'. A 'Download reports' button is highlighted with a red box. Below this is a table of payments:

<input type="checkbox"/>	Date (MM/DD/YYYY)	To	From	Payment amount	Payment type	Status	More actions
<input type="checkbox"/>	11/09/2020	[REDACTED]	[REDACTED]	\$101.01 → CAD	Interac e-Transfer	ENTERED	⋮

This displays the **Download reports** pop-up box. As required, click the required **Download** link to download the summary or detailed report.

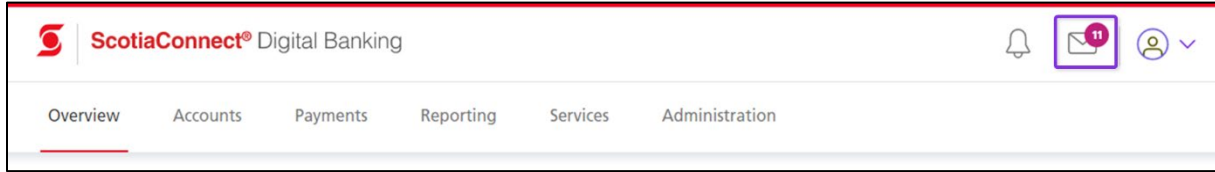
The screenshot shows the 'Download reports' pop-up box. It has a close button (X) in the top right corner. The text says 'Select report(s) to download:'. There are two options:

- Summary report**: Summary information from the selected payment approvals. A 'Download' button is next to it.
- Detailed report**: Detailed information from the selected payment approvals. A 'Download' button is next to it.

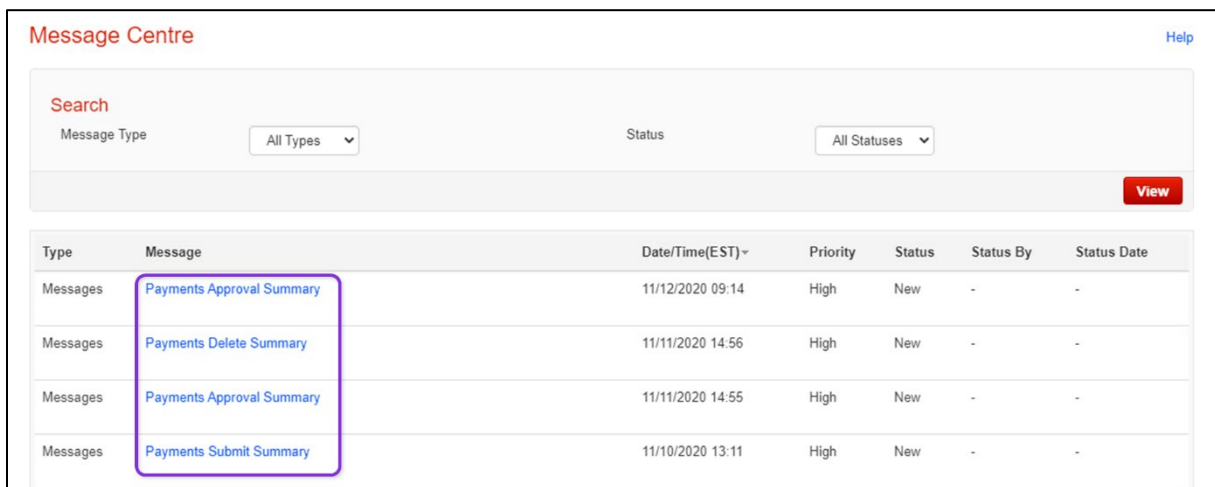
At the bottom right, there is a 'Close' button.

## VIEWING GROUP ACTION SUMMARY REPORTS

To view a group action summary report, click the envelope icon at the top of the ScotiaConnect screen.



This displays the **Message Centre**. Click the link in the **Message** column to view the required report.



## SEARCHING FOR A SENT *INTERAC* E-TRANSFER<sup>+</sup>

To search for an *Interac* e-Transfer<sup>+</sup> you have sent, navigate to **Payments > Integrated Payments** and select **Payment Search**. Set the **Report Type** to **Transaction Details**, select ***Interac* e-Transfer** as the **Payment Type** and enter any other criteria and click **Search**.

Overview Accounts **Payments** Reporting Services Administration

Account Transfers Bill Payments **Integrated Payments** Business Taxes

Manage Recipients **Payments Search** File Summary

**Payments Search** Print Report Export

**Details**

Report Type: Transaction Details

Payment Type: Interac e-Transfer Status: All Completed Statuses

Settlement Account: All Accounts Service Group: All Service Groups

Recipient Name: [Text Field]

Amount: [Text Field] to [Text Field] Debit/Credit: Cr

Date: Due / Issue Date Date Range: 11/01/2020 to 11/10/2020

Recipient Account: [Text Field] Payment / Cross Reference Number: [Text Field]

**Sort Order**

Sorted By: Date

**Export Information**

Export Format: Excel Include Headings:  Yes  No

Date Format: MM/dd/yyyy [Select](#)

**Search** Reset

Your search results will display below the criteria, click on the reference number to view the details of the payment.

Search results								First	Previous	Next	Last	Item: 1 - 26 of 26
Date	Recipient	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Service Group	Status					
11/06/2020		<a href="#">1606330</a>		\$8.13	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606336</a>		\$100.01	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606337</a>		\$100.02	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606355</a>		\$56.00	Cr	Default SG	Accepted					
11/06/2020		<a href="#">1606360</a>		\$101.00	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606414</a>		\$100.17	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606424</a>		\$1.08	Cr	Interac_All_Tiers	Accepted					

## RECALL (CANCEL) AN INTERAC E-TRANSFER<sup>†</sup>

You can only recall (cancel) an *Interac* e-Transfer<sup>†</sup> that was sent to a recipient with a security question and answer. Additionally, the recipient should not have accepted the *Interac* e-Transfer<sup>†</sup>, or the recipient should have declined the *Interac* e-Transfer<sup>†</sup> (the status is **Declined**) or the *Interac* e-Transfer<sup>†</sup> should have expired (the status is **Expired**).

### Important:

- If the recipient has accepted the *Interac* e-Transfer<sup>†</sup>, it cannot be recalled (cancelled).
- If the *Interac* e-Transfer<sup>†</sup> is sent to a recipient with Autodeposit, it cannot be recalled.

To recall an *Interac* e-Transfer<sup>†</sup>, first search for the *Interac* e-Transfer<sup>†</sup> (using the steps listed in the [Searching for a Sent Interac e-Transfer<sup>†</sup>](#) section of this document).

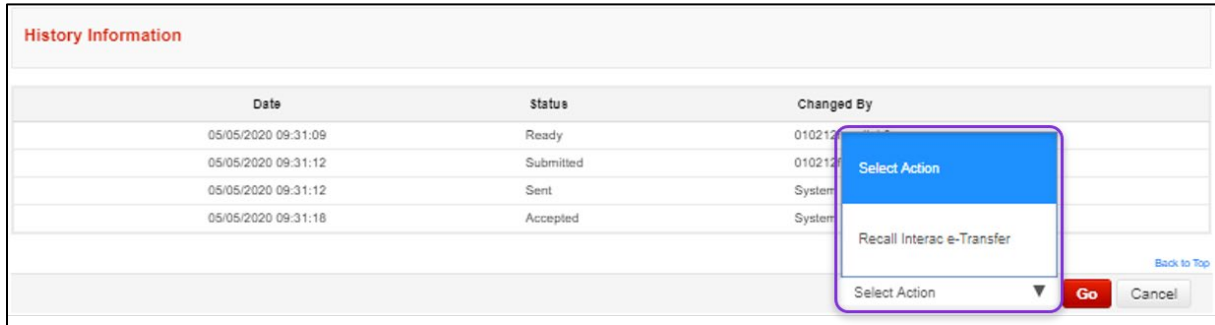
After searching for the *Interac* e-Transfer<sup>†</sup>, click the **Payment / Cross Reference Number** for the transaction you want to recall.

Search results								First	Previous	Next	Last	Item: 1 - 26 of 26
Date	Recipient	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Service Group	Status					
11/06/2020		<a href="#">1606330</a>		\$8.13	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606336</a>		\$100.01	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606337</a>		\$100.02	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606355</a>		\$56.00	Cr	Default SG	Accepted					
11/06/2020		<a href="#">1606360</a>		\$101.00	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606414</a>		\$100.17	Cr	Interac_All_Tiers	Accepted					
11/06/2020		<a href="#">1606424</a>		\$1.08	Cr	Interac_All_Tiers	Accepted					

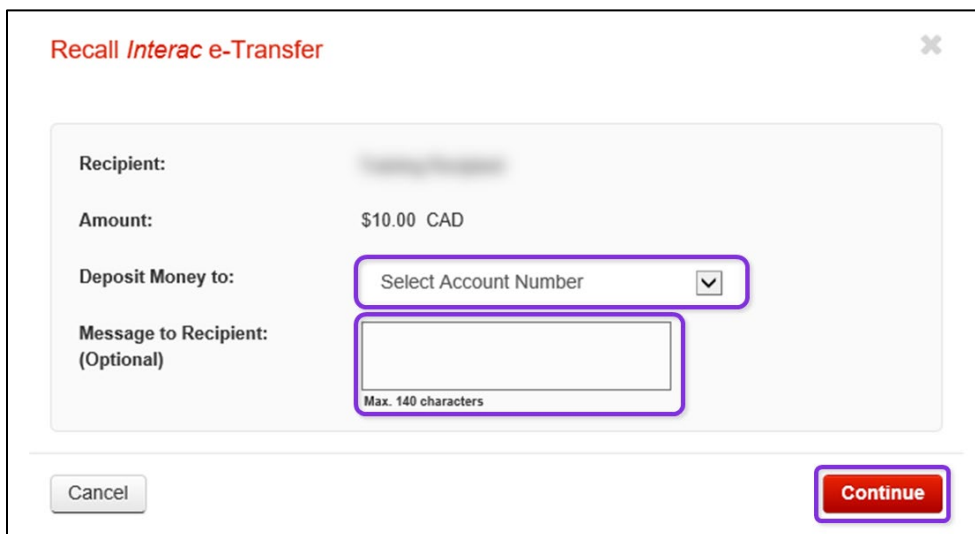


This displays the **Payment Details** page for the transaction. Scroll to the bottom of the page and click the **Select Action** drop-down arrow. To recall the payment, select **Recall Interac e-Transfer** and click **Go**.

**Note:** If a payment cannot be recalled, you will not see the **Recall Interac e-Transfer** option.



This displays the **Recall Interac e-Transfer** pop-up box. Click the **Deposit Money to** drop-down list and select an account number. Next, you have the option to enter a message in the **Message to Recipient (Optional)** box. Then, click **Continue**.



Now, a confirmation box appears. Click **Confirm** to proceed.

**Recall Interac e-Transfer** ✕

**Recipient:** [Redacted]

**Amount:** \$10.00 CAD

**Deposit Money to:** Account [Redacted]

**Message to Recipient:**  
(Optional)

Cancel
Edit **Confirm**

If the recall is successful, the **Payments Details** page will display the following message:

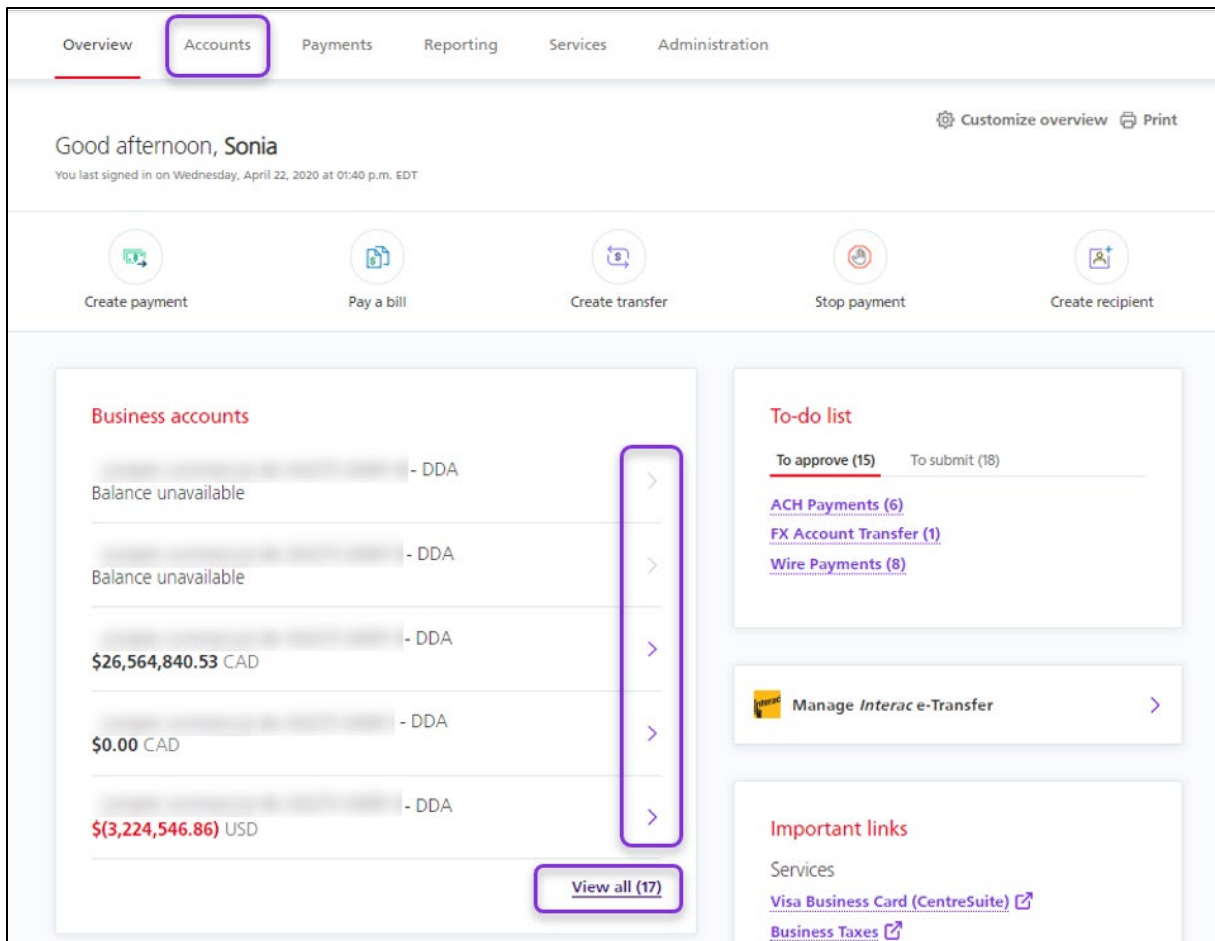


Now, in the Payments search results, the status for the Interac e-Transfer<sup>†</sup> will change to **Recall Accepted**.

Search results							Item: 1 - 20 of 20
Date	Recipient	Payment / Cross Reference Number	Settlement Account	Amount	Dr/Cr	Status	
05/05/2020	[Redacted]	1525678	[Redacted]	\$10.00	Cr	Accepted	
05/05/2020	[Redacted]	1525679	[Redacted]	\$10.00	Cr	Accepted	
05/05/2020	[Redacted]	1525688	[Redacted]	\$15.00	Cr	Accepted	
05/05/2020	[Redacted]	1525692	[Redacted]	\$11.01	Cr	Accepted	
05/05/2020	[Redacted]	1525693	[Redacted]	\$15.00	Cr	Accepted	
05/05/2020	[Redacted]	1525695	[Redacted]	\$11.48	Cr	Recall Accepted	
05/05/2020	[Redacted]	1525697	[Redacted]	\$15.00	Cr	Accepted	

## VIEWING INTERAC E-TRANSFER<sup>+</sup> PAYMENTS THAT ARE AUTODEPOSITED INTO YOUR ACCOUNT

You may view *Interac e-Transfer<sup>+</sup>* payments that were Autodeposited to your specified account by accessing the **Account Details** page for that account. If the account is listed on the **Overview** page, you can access the **Account Details** page by clicking the arrow next to the account. If the account is not listed on the **Overview** page, click the **View all** link. Alternatively, click the **Accounts** tab to see all your accounts and then click the required account to view the **Account Details** page.



The **Accounts Details** page displays the transactions for the account at the bottom section of the page—this includes transfers that have been Autodeposited to your account. To view the details of an *Interac e-Transfer<sup>†</sup>*, click the transaction from the list.

**Account Details**
Scheduled Reports
Set Default
Help

Print
Report
Export

**Account Details**

Report Id:\*  create modify

Report Date:\* Current Day  to

Description: Full Description

Sort by: Date & Time

Report Format: PDF

**Export Information**

Export Format: Excel Include Headings:  Yes  No

Date Format: MM/dd/yyyy Select

\* Mandatory field

View
Reset

Account Name	Account Number	Currency	Account Type	Balance
		CAD	DDA	\$1,634,140,840.45

Date/Time(EST)	Description	Transit	Debit	Credit (Payables)	Balance
03/01/2021 08:00	Balance Forward		-	-	\$1,634,140,479.16
03/01/2021 09:40	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$10.03	
03/01/2021 09:53	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$5.12	
03/01/2021 09:58	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$5.12	
03/01/2021 10:00	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$2.00	
03/01/2021 10:25	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$10.13	
03/01/2021 10:28	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$2.89	
03/01/2021 14:20	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$3.33	
03/01/2021 11:36	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$10.03	
03/01/2021 14:57	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$10.13	
03/01/2021 15:08	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$200.13	
03/01/2021 15:24	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$89.99	
03/01/2021 12:40	DEPOSIT- [blurred] -INTERAC E TRANSFER	57026	-	\$12.39	\$1,634,140,840.45

Clicking a transaction will display the **Transaction Details** box. To view the remittance details for the transaction, click the **view additional details** link.

**Transaction Details** ✕

[Print](#)

Account Number	Account Name
Account Type: DDA	Currency: CAD
Amount: Credit (Payables) \$89.99	
Value Date: 03/01/2021	Post Date/Time: 11/09/2020 15:24
Agent Id	Origin Transit: 57026
Description: DEPOSIT~~~ ~~~INTERAC E TRANSFER	

[View additional details](#)

[Close](#)

This displays a screen with additional details related to the payment.

Account Details
Scheduled Reports
Set Default

### Interac e-Transfer Payment Details

[Print](#)

**Inbound Transfer Information**

Date Received	11/10/2020 21:54:29	Interac Reference Number	CAEwKtfx
Amount	\$89.99	Interac Status	COMPLETED

**Ultimate Originator Details** ⓘ

Ultimate Originator Name	Ultimate Originator ID
Country of Residence	CA
Address Type	HOME - Residential Address
Address	

**Originator Details** ⓘ

Originator Name	Originator Account Holder Name
Originator Account Number	Originator Agent
Email Address	Mobile Number
Country of Residence	CA
Address Type	BIZZ - Business Address
Address	
Maintenance	

When you scroll down, you will see the remittance details for the payment. You can click each heading to view additional information.

Simple Memo			
Remittance Memo 1	Memo 1 - Payment made towards Purchase order number 1000002	Remittance Memo 2	Memo 2 - Payment made towards Invoice number 8973485
Remittance Memo 3	Memo 3 - Payment made towards Credit Note 095405940		

**▼ Remittance Document 1 - Purchase Order**

**Payor Details** ⓘ

Name	TaKf95TNRV	Contact Name	aELxlqHv
Email Address		Mobile Number	
Fax Number		Phone number	
Identification Type	CUST - Customer Number	Identification	N4Nc6PSuVT
Country of Residence	CA		
Address Type	ADDR - Postal Address	Address	

**Payee Details** ⓘ

Name	NXAVv47nTA	Contact Name	ekgEXthZhi
Email Address		Mobile Number	
Fax Number		Phone number	
Identification Type	CUST - Customer Number	Identification	v1xCUN0XbC
Country of Residence	CA		
Address Type	MLTO - MailTo Address	Address	

**Payment Remittance Details**

Document Number	5036112095	Related Date	07/20/2015
Due Payable Amount	\$10.00	Debit/Credit	Cr
Remitted Amount	\$110.00	Adjustment Amount	\$20.00
Creditor Reference Code	RPIN - Related Payment Instruction	Adjustment Reason Code	rWVA
Reference	NTMbAlEtyz	Additional Adjustment Information	E3zWzh1J5X
Additional Remittance Information	string		

**▶ Remittance Document 2 - Metered Service Invoice**

**▶ Remittance Document 3 - Commercial Invoice**

**▶ Remittance Document 4 - Credit Note**

**▶ Remittance Document 5 - Debit Note**

[Back](#)

## FAQS

### When can I start using the service?

Once you complete the registration you will receive an email notifying you that your registration was successful, at that time you will be able to use the *Interac* e-Transfer<sup>†</sup> service.

### What happens to my Scotia OnLine *Interac* e-Transfer<sup>†</sup> Autodeposit registration once I register the same email address for *Interac* e-Transfer<sup>†</sup> Autodeposit on ScotiaConnect?

If your business email address is already registered for Autodeposit to a Scotia OnLine deposit account, and you want to register the same email address to a ScotiaConnect business banking account instead, the Scotia OnLine Autodeposit registration will be overridden by the ScotiaConnect Autodeposit registration.

In such scenarios, you will receive an email from *Interac* to confirm that you want to override the existing registration with the ScotiaConnect registration.

### Can I future date or set my *Interac* e-Transfer<sup>†</sup> as a recurring payment?

No, these functions are not currently available.

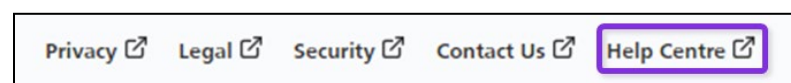
### Are there *Interac* e-Transfer<sup>†</sup> limits?

Yes, there is a \$25,000 limit per *Interac* e-Transfer<sup>†</sup> sent. However, there are no limits for accepting (receiving) an *Interac* e-Transfer<sup>†</sup>.

## FOR FURTHER ASSISTANCE

### Need Help?

In the footer of any page in ScotiaConnect, you will find a **Help Center** link.



Clicking that link will take you to a resource page with documents, videos, webinars and guided tutorials. There is also a knowledge base of Frequently Asked Questions.

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

- 1-800-265-5613 - Toll-free number within North America
- 1-416-288-4600 - Local Toronto area customers
- 1-800-463-7777 - pour le service en français
- Email: [hd.ccebs@scotiabank.com](mailto:hd.ccebs@scotiabank.com). Your email will be answered within 24-48 business hours.

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