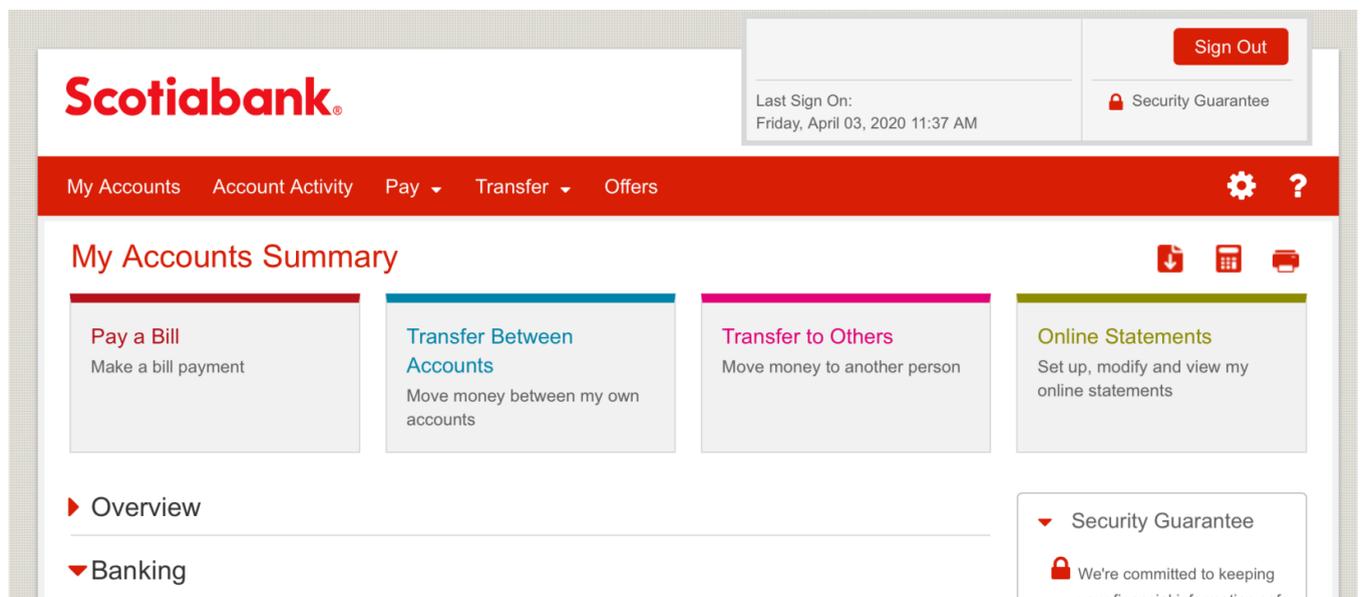


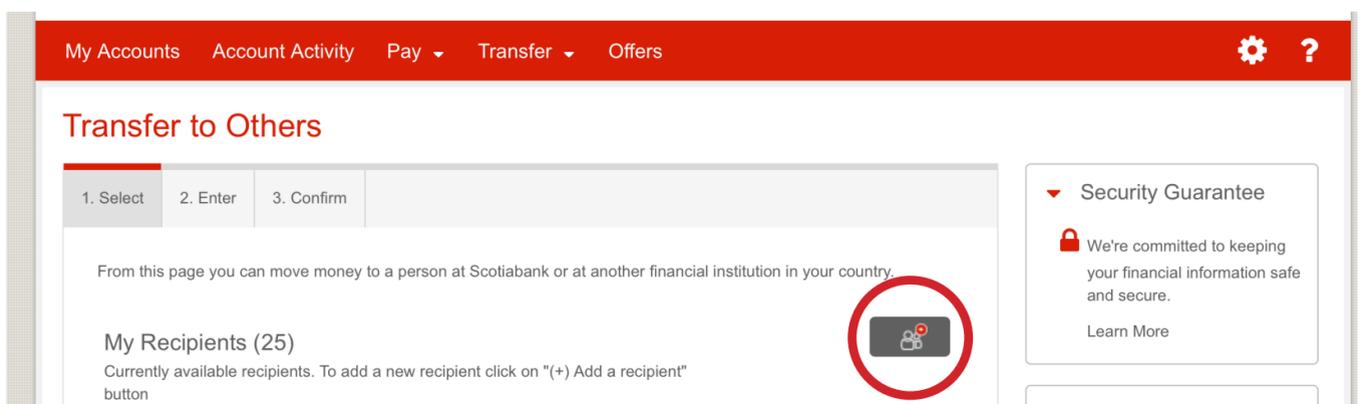
# SCOTIABANK HOW TO MAKE A PAYMENT

See below instructions for paying your policy premium online at Scotiabank using their online banking services.

## STEP 1



- Login to your Scotiabank account.
- On the home page under **My Accounts Summary**, select **Transfer to Others**.



- If Colina is not yet set up as a vendor on your account, select the grey ICON to the right side to **Add a Recipient**.

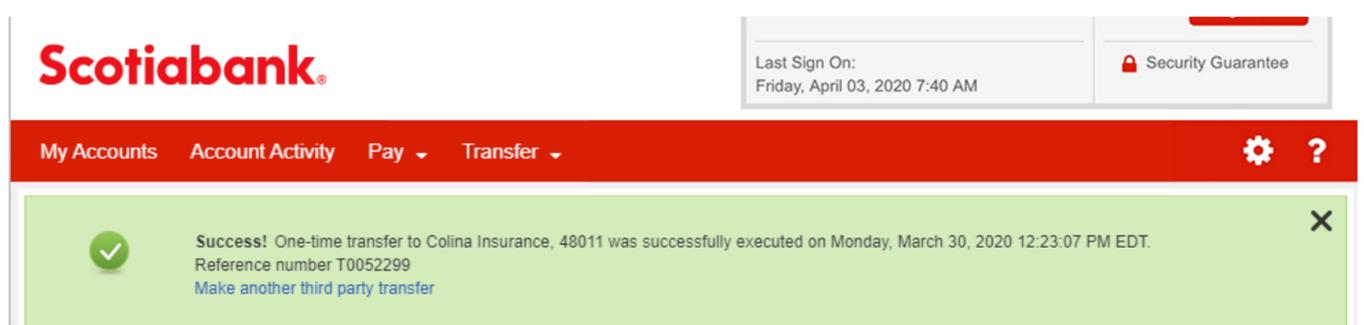
## STEP 2

- **Recipient type:** Business.
- **Recipient bank:** Scotiabank.
- **Name:** Colina Insurance Ltd.
- **Search Branch:** Bay St East 50385 (this will populate the next 3 fields once selected)
- **Account number:** 48011
- **Account Currency:** BSD
- That should complete the setup. You can then arrange for a payment transfer.

### Add a Recipient

The screenshot shows the 'Add a Recipient' form. It has two steps: '1. Enter' and '2. Confirm'. The form contains the following fields: 'Recipient type' (radio buttons for Personal and Business, with Business selected), 'Recipient bank' (radio buttons for Scotiabank and Other bank, with Scotiabank selected), a warning message: 'The recipient's account must be a Scotiabank deposit account in the same country and currency as the account you are transferring money from. The recipient's account can't be your own sole or joint account.', 'Name' (text box with 'Colina Insurance Ltd'), 'Search branch' (text box with 'Bay St East 50385'), 'Branch name' (text box with 'BAY STREET EAST BRANCH'), 'Branch city' (text box with 'NASSAU'), 'Branch transit' (text box with '50385'), 'Account number' (text box with '48011'), and 'Account currency' (dropdown menu with 'BSD' selected).

## STEP 3



- Each payment transfer will provide a confirmation number with a notification "Success" and a confirmation reference #
- Scotiabank does not provide any notes fields so as TO ENSURE that the payment is properly credited to your Colina policy, an email should be sent to [payments@colina.com](mailto:payments@colina.com).
- The email should include the following information:
  - › Date of Transfer
  - › Amount of Transfer
  - › SB reference # (in the screen shot above, it is T0052299)
  - › Policy # to be applied to
  - › Policy owner

Save time, pay online. For help, contact us at [customercare@colina.com](mailto:customercare@colina.com).

