

# 4 Steps to Accessing your ScotiaMcLeod Accounts OnLine.

## 1 Request On-line Access through your Advisor

You need to request online access through your Investment Executive before accessing your ScotiaMcLeod accounts on-line.

## 2 Obtain a Scotiabank card

If you do not have a Scotiabank card please call Heather Lyn Gray at (416) 945-4096 to request one. The card will be mailed to you.

## 3 Obtain a Password

**Do you have an existing Scotiabank bank account and Scotiabank card with an active password?**

If you currently bank with Scotia OnLine you may use your existing Scotia OnLine password for both banking and brokerage. Please go to **Step 4**.

If you have requested online access through your advisor, you will have received a welcome email with a temporary password. If this is so, please go to **Step 4**.

**If you don't currently bank online with Scotiabank but have a Scotiacard, follow the steps below to obtain a password.**

*You may obtain a password in one of two ways:*

1. Visit [www.scotiaonline.scotiabank.com](http://www.scotiaonline.scotiabank.com). Select 'New/Forgotten Password'. You will be asked to enter your ScotiaCard number, followed by 5 pieces of identification. Providing all information is on file with Scotiabank, you will be permitted to choose a password online. If Scotiabank does not have all information on file, then you will have to proceed to option #2 below, to obtain a password.
2. Call 1-800-830-3838 and follow the prompts to password related inquiries. You will need to identify yourself as a ScotiaMcLeod OnLine client, provide your ScotiaCard number, and request a new password. The Customer Service Representative will guide you through a password selection utility. You must ensure that you make note of your new password, as it will be used each time you need to login to Scotia OnLine in the future.

## **4** Internet Login Instructions

1. Visit Scotia OnLine at [www.scotiaonline.scotiabank.com](http://www.scotiaonline.scotiabank.com).
2. Enter your 16 digit ScotiaCard number without spaces.
3. Enter one of the following:

Your existing Scotia OnLine password  
Your newly obtained password  
Your temporary password provided within your welcome e-mail.

On entering your temporary password, you will be prompted to choose a new, permanent password that is 5-8 digits in length. You will need to make a note of this new password, as it will be used each time they need to login to Scotia OnLine in the future.

If you are no longer in possession of your temporary password, then you need to visit [www.scotiaonline.scotiabank.com](http://www.scotiaonline.scotiabank.com) and select 'New/Forgotten Password' and follow the new password set-up procedure as described above.

4. Click on ***Enter Scotia OnLine***.
5. Select ***Brokerage Services***.

Please note that if you are having difficulty with your password, or if you have deleted the e-mail with your temporary password, please telephone  
**1 (800) 830-3838.**

If you have lost the Scotiabank Card that was originally mailed to you, please call  
Heather Lyn Gray at (416) 945-4454.