

# Your Investing Documents Go Green. Go Paperless.

If you are registered for Scotia OnLine you can sign up to receive your investing documents electronically. Plus, 'opting out' of receiving these by mail is easy. Just follow these steps:

The screenshot shows the Scotia OnLine interface. At the top, there's a navigation bar with links like 'Accounts', 'Bill Payments', 'Transfers', 'Trade', 'Quotes & Research', and 'Planning'. Below this is the 'Manage My Accounts' section with tabs for 'Profile', 'Additional Services', 'Document Preferences', 'Security & Passwords', 'Site Settings', and 'Alerts'. The 'Document Preferences' tab is active, showing 'Investing Documents Preferences'. It includes a table for 'My Accounts' with columns for 'Document Type', 'Monthly Statements', 'Annual Trading Summaries', 'Trade Confirmations & Mutual Fund Prospectuses', and 'Last Updated'. Each of these columns has sub-columns for 'Paper' and 'Paperless' with radio buttons. Below the table, there are options to receive email notifications and a 'Confirm' button.

Document Type	Monthly Statements		Annual Trading Summaries		Trade Confirmations & Mutual Fund Prospectuses		Last Updated
	Paper	Paperless	Paper	Paperless	Paper	Paperless	
<b>Apply to All Accounts</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ScotiaMcLeod Cash - 444-00003	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Oct 22, 2010
Scotia ITRADE Margin, Margin Short - 555-99999	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Aug 01, 2012

- 1 Log into your account.
- 2 Click on the 'Manage My Accounts' link at the top of the page.
- 3 Click on the 'Document Preference' tab.
- 4 Select 'Investment Accounts' link.
- 5 On this page you will see delivery options for each document type for your accounts. Here you can select 'Paperless'.
- 6 If you are choosing Paperless for the first time, you will need to read and acknowledge the 'Terms for Electronic Delivery'.
- 7 Once you have agreed to the terms, click on the 'Submit' button.

## Benefits Include:

- View, save or print documents
- No filing or lost documents
- Archiving for a 7 year period
- Reduces paper and helps the environment
- All documents available in PDF – readily available and free
- Secure, 7-24 access for complete convenience

For technical or navigational assistance, please call 1-800-4-SCOTIA (1-800-472-6842), option 3 and then option 4 from 8 a.m. to 6 p.m. EST seven days a week.

