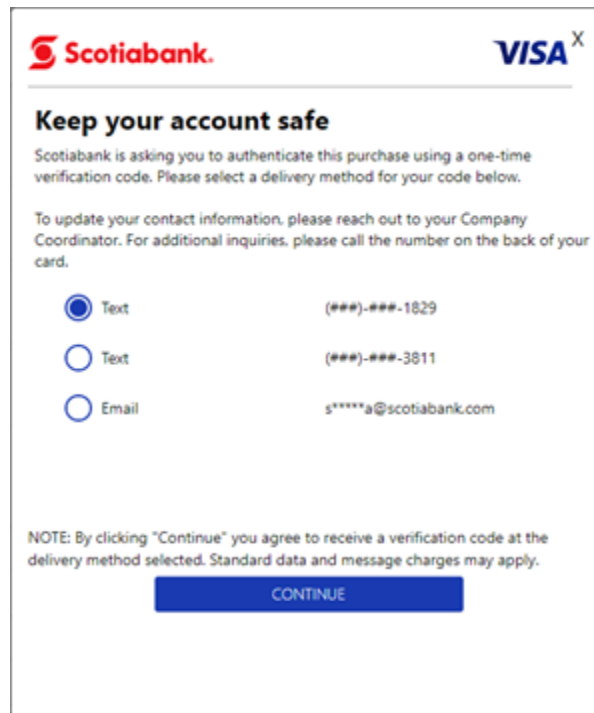


Effective July 10, 2023, Scotiabank will enable a new step-up authentication process for online purchases on your Procurement Card. This new process provides another layer of protection against fraudulent purchases.

Step-up authentication allows cardholders to verify their online purchase using a one-time verification code sent to their Carleton email.

How it works

When completing an online purchase, you may receive a prompt as seen below. **Please note, only choose the email option as cell phone numbers and office extension numbers are not provided to the bank, only your Carleton email address.**



The image shows a Scotiabank VISA X authentication screen. At the top left is the Scotiabank logo and at the top right is the VISA X logo. The main heading is "Keep your account safe". Below this, the text reads: "Scotiabank is asking you to authenticate this purchase using a one-time verification code. Please select a delivery method for your code below." A second paragraph says: "To update your contact information, please reach out to your Company Coordinator. For additional inquiries, please call the number on the back of your card." There are three radio button options: "Text" with phone number "(##)-###-1829", "Text" with phone number "(##)-###-3811", and "Email" with email address "s****a@scotiabank.com". The "Text" option with (##)-###-1829 is selected. At the bottom, there is a blue "CONTINUE" button and a note: "NOTE: By clicking 'Continue' you agree to receive a verification code at the delivery method selected. Standard data and message charges may apply."

Once the verification code is entered successfully, you can complete your purchase.

Please feel free to contact [Procurement Services](#) with any questions.