

BOOKING A SPOT DEAL

A Step-by-Step Guide

What is a Spot Deal?

Spot Deal is the terminology used to refer to a transaction intended to complete in the near-term, specifically within no more than two business days of booking. The Spot value, or date when a trade is expected to settle, is based on conventions for the specific currency pair. For example, USD/CAD for Spot value would be considered next business day settlement, while GBP/CAD would be two business day settlement typically.

Same day value can be arranged for certain currencies, with advance notice, and by taking specific steps to move the funds more quickly (usually at a cost).

Transactions that go beyond two business days, are no longer Spot deals, but rather, they become Forward deals. If you need to book a Forward deal, please speak to your Payline representative, or contact trading@paylinefx.ca.

Getting Started

To reach the login page for Payline's online system, please go to www.paylinefx.ca and click LOG IN in the upper right corner.

From here, you will be prompted for your Customer ID, your username, and your password, as well as the security code. *If you have not just arrived at the login page, please refresh it, as the security code will go stale after a period of time.*

COMMON CHALLENGES:

- If you see "Incorrect combination of Customer ID, Username and Password," the issue is with one of these items. Please re-enter your details for each item: Customer ID, Username and Password.
- If you see "Unable to login with supplied information," then the issue is with the way you've entered the security code. (Note: the security code is not case sensitive).

When you login successfully for the first time, or for the first time after Payline has reset your password, you will be prompted to type your old password (which you used to login), and then type and re-type a new password of your choosing.



When you login successfully in normal circumstances, you will be directed to the page below, which defaults to [Book a Spot Deal](#).

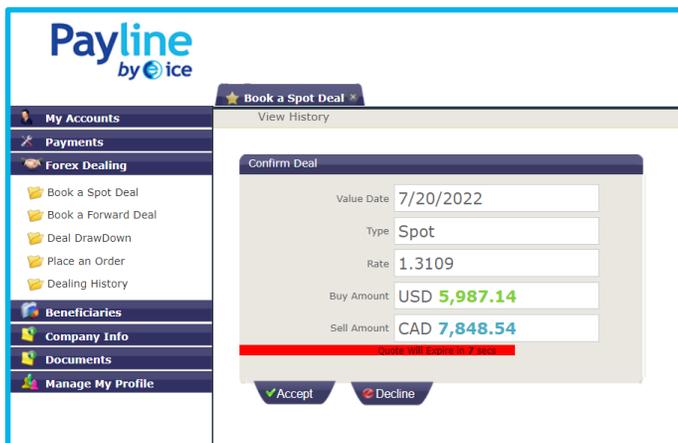
The screenshot shows the 'Book a Spot Deal' form in the Payline interface. The 'Deal Type' is set to 'Spot' and the 'Value Date' is '7/20/2022'. The 'You Buy' and 'You Sell' dropdown menus are currently set to '<Select>'. The 'Buy Amount*' and 'Sell Amount*' text boxes are empty. A 'Get Quote' button is visible at the bottom of the form. A note at the bottom of the form reads: '*Input either Buy Amount or Sell Amount.'

This screenshot shows the 'Book a Spot Deal' form with the 'You Buy' dropdown menu open. The 'Deal Type' is 'Spot' and the 'Value Date' is '7/20/2022'. The 'You Buy' dropdown is set to 'US Dollar - USD'. The 'Buy Amount*' is '5,987.14'. The 'You Sell' dropdown menu is open, showing a list of currencies including Australian Dollar - AUD, Canadian Dollars - CAD, England Pounds - GBP, Euro Dollars - EUR, Hong Kong Dollars - HKD, Japanese Yen - JPY, Mexican Peso - MXN, New Zealand Dollars - NZD, Singapore Dollar - SGD, and US Dollar - USD. The 'Get Quote' button is visible at the bottom of the form. A note at the bottom of the form reads: '*Input either Buy Amount or Sell Amount.'

You will see that the Deal Type and the Value Date are already defaulted. You would now select the **currency that you want to buy**, and also the **currency that you wish to sell**. You can shortcut to USD by clicking on the dropdown menu and pressing the “U” key twice. You will also enter the **amount** corresponding to the currency you are buying **OR** the currency you are selling – the exchange rate will populate the other amount shortly.

Click [Get Quote](#) to see the exchange rate.

This screenshot shows the 'Book a Spot Deal' form with both 'You Buy' and 'You Sell' dropdown menus selected. The 'Deal Type' is 'Spot' and the 'Value Date' is '7/20/2022'. The 'You Buy' dropdown is set to 'US Dollar - USD' and the 'Buy Amount*' is '5,987.14'. The 'You Sell' dropdown is set to 'Canadian Dollars - CAD'. The 'Sell Amount*' text box is empty. The 'Get Quote' button is visible at the bottom of the form. A note at the bottom of the form reads: '*Input either Buy Amount or Sell Amount.'



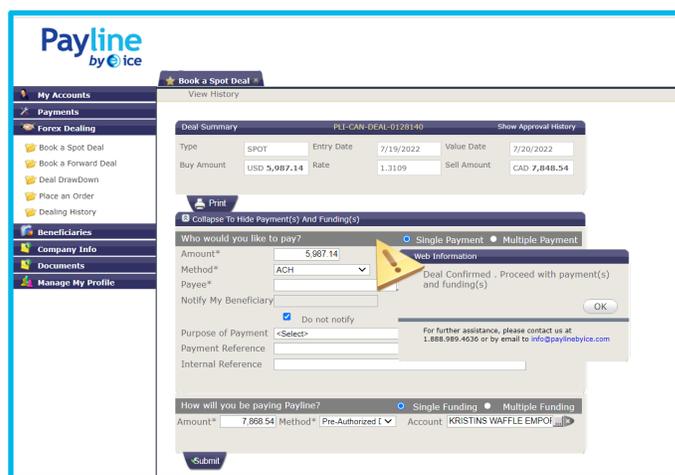
As seen here, once you get a quote, the amount in each currency will display. Please ensure that this is consistent with your intent to “Buy” a particular currency from Payline, and to pay for the transaction in the “Sell” currency.

If you click **Decline**, you will be returned to the previous page, with a chance to change the order, or to get another quote. If you choose **Accept**, your rate will be booked, and you will get confirmation of the transaction being booked successfully, as shown on the next page.

Click on **OK** to proceed with applying payment instructions for the funds you are purchasing and funding directions for how you are going to pay Payline.

In most circumstances you will choose the method as “Wire” – for the purposes of our system, this refers to all forms of electronic payments, if the system defaults to another transfer method use the one displayed.

NOTE: “Internal Transfer” is used only when you are leaving the funds on account with Payline, it does not refer to your account held with your financial institute.



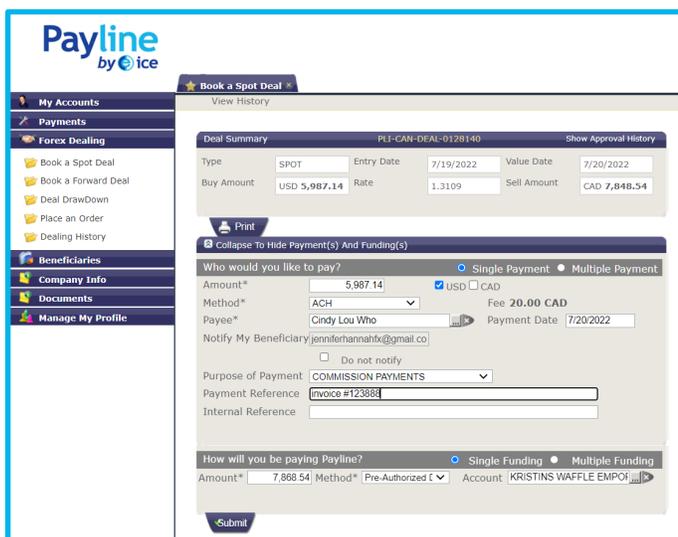
Once you have selected Wire, click on the box with the three dots, just to the right of **Payee**. This will open a list of your payment beneficiaries already set up in our system. Select the **Payee** you wish to pay, and if applicable, how you wish to pay them.

Notify My Beneficiary (optional) – if you enter an email address, they will be sent a confirmation when the payment is sent.

Purpose of Payment – choose best descriptor.

Payment Reference – for recipient (invoice, description, etc.)

Internal Reference – your reference (if applicable)



To instruct Payline how you will pay for the transaction, fill out the bottom portion. Most commonly, this will be by Pre-Authorized Debit of your bank account, which will require you to then take the step of selecting which account you'd like Payline to debit.

NOTE: Sometimes, depending on the size of your screen/monitor, the account numbers for the choices will not be easily visible, and you will have to scroll down to see them.

Other options such as paying Payline as a bill payment through BMO, RBC or a credit union or wire transferring the funds also exist.

NOTE: You can choose Multiple Payment or Multiple Funding if you wish to split the outgoing funds across multiple sources, or if the incoming funds to Payline are to be sourced from multiple accounts.

When finished, click "Submit."

The screenshot shows the 'Book a Spot Deal' form in the Payline by ice interface. The form is divided into several sections:

- Deal Summary:** Displays transaction details including Type (SPOT), Entry Date (7/19/2022), Value Date (7/20/2022), Buy Amount (USD 5,987.14), Rate (1.3109), and Sell Amount (CAD 7,848.54).
- Who would you like to pay?:** Includes fields for Amount* (5,987.14), Method* (ACH), Payee* (Cindy Lou Who), and Payment Date (7/20/2022). It also has a checkbox for 'Notify My Beneficiary' and a dropdown for 'Purpose of Payment' (COMMISSION PAYMENTS).
- How will you be paying Payline?:** Includes fields for Amount* (7,888.54), Method* (Pre-Authorized E), and Account (KRISTINS WAFFLE EMPJO).

A 'Submit' button is located at the bottom of the form.

You will then be prompted to **Accept** the payment and funding instructions summarized – see example below.

The screenshot shows the Payline by ice interface with a sidebar menu on the left containing options like 'My Accounts', 'Payments', 'Forex Dealing', 'Beneficiaries', 'Company Info', 'Documents', and 'Manage My Profile'. The main content area is titled 'Book a Spot Deal' and displays a 'Payment Summary Quote' for transaction ID 'PLI-CAN-DEAL-0128140'. The quote table includes columns for Buy Currency, Method, Amount, Rate, Sell Amount, Sell Currency, Fee, Total Amount, Payee, Reference, and Payment Date. A 'Summary' table and a 'Funding' table are also present. At the bottom, there are 'Accept' and 'Decline' buttons.

Buy Currency	Method	Amount	Rate	Sell Amount	Sell Currency	Fee	Total Amount	Payee	Reference	Payment Date
USD	ACH	5,987.14	1.3109	7,848.54	CAD	20.00	7,868.54	Cindy Lou Who	Invoice #1238 88	7/20/2022

Buy Currency	Buy Amount	Avg Rate	Sell Currency	Sell Amount	Number of Items
USD	5,987.14	1.3109	CAD	7,848.54	1

Method	Account	Sell Amount	Sell Currency
Pre-Authorized Debit	KRISTINS WAFFLE EMPORIUM-7895256	7,868.54	CAD

Once you've accepted the payment and funding instructions, click **Done** to complete the transaction, and you will be redirected back to the Book a Spot Deal page.

This screenshot is identical to the previous one, but the 'Accept' button has been replaced by a 'Done' button. Additionally, 'Print' and 'Export' buttons have appeared at the bottom of the quote section. The 'Payment Date' cell in the quote table now includes a 'Print' link.

Congratulations on completing your online transaction!

How to Print a Receipt

Receipts for your transaction will be included as attachments with your email confirmation from Payline. You can also view/print a payment receipt and/or transaction details from the [Dealing History](#) page.

Dealing History

View History Approved Unapproved Outstanding Deals

Deal No.	Entry Date	Value Date	Deal Type	Buy Ccy.	Orig. Sell Amount	Ex. Rate	Buy Balance	Sell Ccy.	Orig. Buy Amount	Sell Balance	Booker
0128034	2/28/2022	12/30/2022	WF	USD	300,000.00	1.2725	300,000.00	CAD	381,750.00	381,750.00	Ted Telpay
0128037	3/1/2022	5/31/2022	WF	EUR	50,000.00	1.4485	50,000.00	CAD	72,425.00	72,425.00	KRISTIN BLUEBIRD
0128061	5/20/2022	5/21/2022	SPOT	CAD	0.00	1.0000	0.00	CAD	20.00	0.00	KRISTIN BLUEBIRD
0128061	5/20/2022	5/21/2022	SPOT	USD	5,987.14	1.3076	5,987.14	CAD	7,828.78	7,828.78	KRISTIN BLUEBIRD
0128060	5/19/2022	5/20/2022	SPOT	CAD	0.00	1.0000	0.00	CAD	20.00	0.00	KRISTIN BLUEBIRD
0128060	5/19/2022	5/20/2022	SPOT	USD	1,000.00	1.3065	1,000.00	CAD	1,306.50	1,306.50	KRISTIN BLUEBIRD
0128059	5/19/2022	5/20/2022	SPOT	CAD	0.00	1.0000	0.00	CAD	20.00	0.00	KRISTIN BLUEBIRD
0128059	5/19/2022	5/20/2022	SPOT	USD	3,611.76	1.3050	3,611.76	CAD	4,713.35	4,713.35	KRISTIN BLUEBIRD
0128058	5/19/2022	5/20/2022	SPOT	GBP	4,916.72	1.6271	4,916.72	CAD	8,000.00	8,000.00	KRISTIN BLUEBIRD
0128057	5/12/2022	5/13/2022	SPOT	CAD	0.00	1.0000	0.00	CAD	20.00	0.00	KRISTIN BLUEBIRD

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[Payment/Funding Instruction](#)

Select the transaction you want to view/print. To print a receipt, select the [Print hyperlink](#) to the right of the Payment Summary. To print the transaction details, select the [Print button](#) at the bottom of the page.

Payments Summary PLI-CAN-DEAL-0128061

Payment Summary Quote

Buy Currency	Method	Amount	Rate	Sell Amount	Sell Currency	Fee	Total Amount	Payee	Reference	Payment Date
USD	ACH	5,987.14	1.3076	7,828.78	CAD	20.00	7,848.78	KRISTINS WAFFLE EMPORIUM		5/21/2022 Print

Summary

Buy Currency	Buy Amount	Avg Rate	Sell Currency	Sell Amount	Number of Items
USD	5,987.14	1.3076	CAD	7,828.78	1

Funding

Method	Account	Sell Amount	Sell Currency
PAD	KRISTINS WAFFLE EMPORIUM-7895256	7,848.78	CAD

[Print](#) [Export](#)