

HOW TO BOOK AN ONLINE DEAL

Login Instructions

Log in to the site by going through the Payline homepage <https://www.paylinefx.ca/>

- Click on the **LOGIN** icon located in the upper right-hand side of the screen.
- Type in your Customer ID number, username and password. You will also be asked to type in a code exactly as it is displayed.

Booking a Foreign Exchange Transaction

- In the menu select **Forex Dealing** → **Book a Spot Deal**.
- Enter the currency you wish to **BUY**.
- Enter the currency you wish to **SELL**.
- Enter an amount you wish to buy OR an amount to sell (Despite the “*/”, only one is necessary).
- Click on **GET QUOTE**.
- The exchange rate and both sides of the transaction will now be displayed, along with a 30-second timer that will be counting down.
- You can choose **ACCEPT** to book the deal and secure the rate, or **DECLINE** to restart the process.

Adding Payment(s) and Funding(s)

- Now that the deal is booked, please tell us where you will be sending the purchased currency and how you will be providing the funds sold. **CLICK** on **OK** to review the deal and apply payment and funding details.
- **Who would you like to pay?** Choose single or multiple payments. The amount field will auto-populate with the full amount of the currency purchased – this can be typed over if the payment is to be split between more than one account/payee.
- From the **METHOD** field, select payment method (most commonly *Wire*).
- From the **PAYEE** field, use the icon provided to access a list of pre-populated payees with associated payment methods. If you wish to send an email confirmation to a Payee once the transaction is completed, uncheck the “Do not notify” field, and type in the Payee’s email address. Contact Payline if you wish to have the defaults associated with a Payee changed.
- Please select a **PURPOSE OF PAYMENT** from the descriptions provided.
- Under **PAYMENT REFERENCE** please include any references that you wish to be included with the payment (i.e. invoice number).
- **How will you be paying Payline?** Please choose between a single or multiple funding source(s).
- Select the **METHOD** of funding the payment (most commonly *PAD – pre-authorized debit*). Select the account, if applicable.
- Click **SUBMIT**. You will be presented with a summary of the transaction to **ACCEPT** or **DECLINE**.
 - If you choose to **DECLINE**, it will take you back to the previous page (not cancel the transaction). If you wish to cancel the transaction, please email trading@paylinefx.ca immediately.
 - Upon clicking **ACCEPT**, a payment summary is shown. Click **DONE** to complete booking the deal. If you miss this last step, payment/funding details won’t appear for the trading desk to process your deal.
- You will receive an automated confirmation email with your deal receipt and transaction receipt. You can also obtain one under the menu **Forex Dealing** → **Dealing History**.

If at any time, you require additional payee or funding instructions added to default options, please email your request to support@paylinefx.ca.

If you have questions about the system or need assistance, please email info@paylinefx.ca and someone will respond as soon as they are able.

Thank you for choosing Payline for your foreign exchange and international payment needs. For further information please contact our support desk:

- Email: support@paylinefx.ca
- Toll Free: 1.888.989.4636