



Treasury Management Services International (FX) Wires Guide

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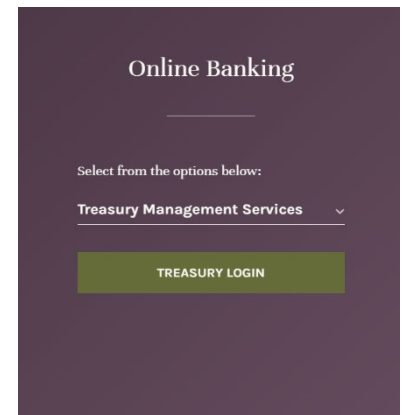
Getting Started

Welcome to Mission Bank International Wire (FX wires) Service!

This guide provides an overview of the basic features including user management, adding/editing beneficiaries, payment process, account statuses, and reports for international wires.

Treasury Management Services users can log in with a single sign-on through online banking.

The login link to our website, www.missionbank.bank.

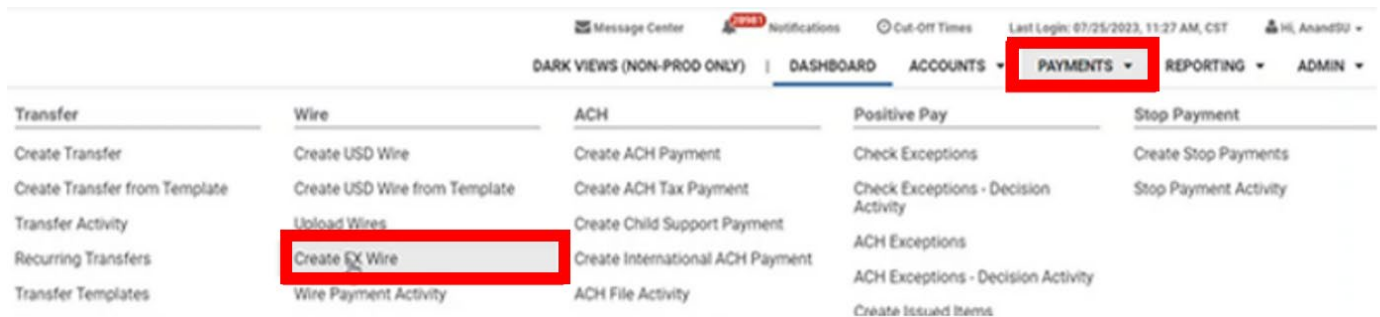


Key features and points to note:

- ✓ Wire cut-off time is 12pm PDT and is located on the dashboard screen in TMS.
- ✓ In this guide wire transfers are also referred to as deals.
- ✓ Wires going to a beneficiary in a country outside of the United States must be entered under *Create FX Wire* regardless of whether the wire is sent in US dollars or a foreign currency.
- ✓ Outgoing wires require dual control, so there must always be a user that creates the wire and another user that approves and releases the wire to the bank.
- ✓ All areas highlighted in yellow are required.
- ✓ SWIFT Confirmations can now be viewed in your payment history.
- ✓ Setting up wire templates and wire beneficiaries streamlines the process of creating and sending repeat wires. The key difference is that *Wire Templates* retain the sending account information along with the beneficiary information. Saving a *Wire Beneficiary* allows the user to choose the sending account each time the beneficiary is used.

Single Sign-On from Online Banking Services

Treasury Management users can locate the single-sign-on link by clicking Payments > Create FX Wire on the top menu bar. This will take you to the international wire dashboard where you will manage and process your foreign wires.



The Dashboard

Navigating the Dashboard

Your Dashboard is your home page. From this page, you can access the information and tools you need to perform, maintain, and manage wire activities. As you navigate through the site, you can click the **Your Dashboard** link at the top of each window to return to the home page.

Each highlighted area describes the sections of the Dashboard.



1- Menu

Select a menu option to access the appropriate window for the task you want to perform. As you hover over the tabs, the dropdown menu displays additional options.

2- Message Center

Stay up to date with news, notices, and system upgrades.

3- Account Information

Your login details appear on the top right-hand corner of each screen. For quick reference, Mission Bank contact details are displayed above your login details.

4- Account Status

Use the **Account Status** as a task list to organize your wire activities. Review the **Action Items** to identify items that may require your attention. This list may include beneficiaries, or wires requiring approval. The items on this list are unique to each user, depending on the permission level associated with the user's role.

5- Multiple Entities

If you see this blue box, it means you have multiple entities for you to perform various functions to enabling international payments.

Working with Action Items

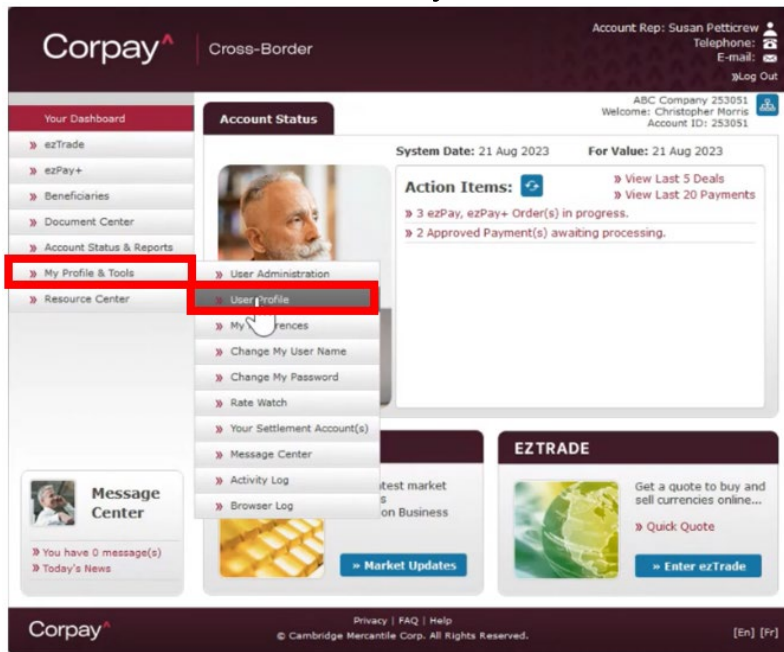
When you create a wire, but before you book it, you have the option to click **Save and Come Back Later**. This is just one of the actions that will populate the list of items to be reviewed in the **Action Items** section of **Your Dashboard**.

This list is continually updated and is unique to each user. Each time you log in, you can use the links to view and update the items in the list. You can stay up to date with beneficiaries that require approval wires in progress, and your last five wires.

Creating a New User Profile

You can group users by Profile to associate an individual with a particular role. This helps you to manage each user's access to various account management functions. For example, you might allow a user to add a beneficiary but not to approve payments. You assign a name to each profile to easily identify these functions when you set up new users. There are some preset profiles you can select from under the user profile section.

1. On **Your Dashboard**, under **My Profile & Tools**, click **User Profile**.



2. On the **User Profiles** window, click **Add New Profile**



In the **Profile Details** sections, use the radio buttons to assign permissions and capabilities for the profile.

- **Profile Name**—Enter a unique name for the profile, for example, Read Only.
- **Trade Access**—Specify the rights to book payments.
- **Administrator**—Choose whether you want to give the user permission to administer the system.
- **Beneficiary Access Rights**—Choose whether the user can add, edit, delete, or approve beneficiary templates, or import beneficiary data.

- **Payment Rights**—Choose whether to allow the user to add, edit, delete, approve, or import payment related activities.
- **Document Access Rights**—Specify the user's access to documents.

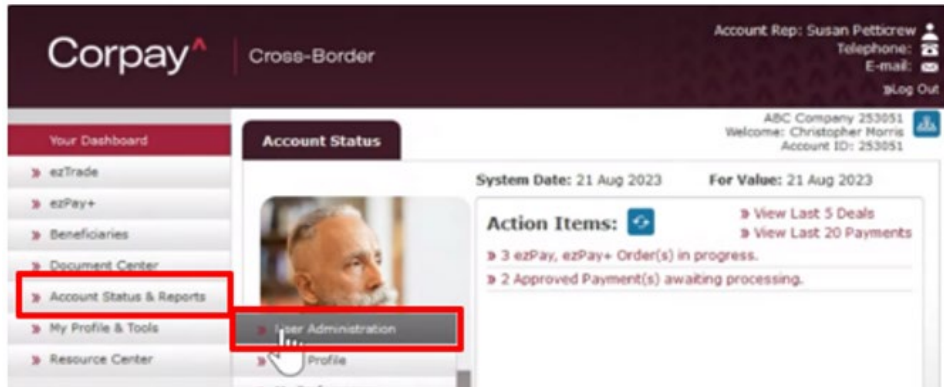
3. Click **Save** to apply these details. The new profile is now complete.

Creating and Editing Users

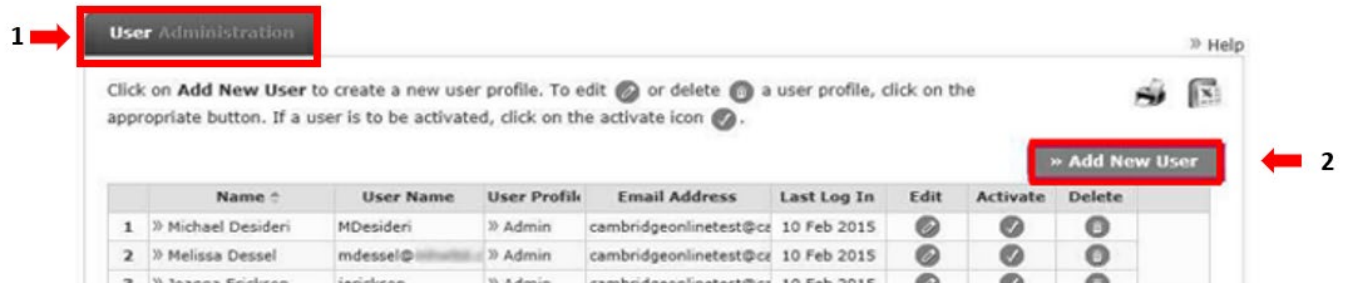
You can create user accounts to allow individuals within your organization to log in to the system. You can create login details for as many users as you require to perform account activities. Review your User List for a quick look at each user and to edit, activate, or delete existing users.

Creating a new user

1. On Your Dashboard, under My Profile & Tools, click User Administration



2. In the User Administration window, click Add New User



3. Complete the fields on the User Details window.

User Information

Complete the fields below to complete your user profile. When you have completed the details, click on **Save** to update the profile. To activate a profile, click on **Save & Activate**.

MHW Ltd.

Title: Mr. [Approval Required]

First Name: *

Middle Name:

Last Name: *

Phone Number (Work): Extension:

Mobile Phone Number:

Fax Number (Work):

Email Address: *

User Name: *

Reset password on next log in? Yes ☐ No ☒

Account locked? Yes ☐ No ☒

Primary User Profile: Admin » View Permissions

Preferred Language: English

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

<< Back >> Save >> Save & Activate


- In the **Username** field, enter a unique name that the user will use to log in to their account.
- In the **Reset password on next login** field, click **Yes** to force the user to change their password the next time they log in, or click **No** if you want them to keep their current password.
- In the **Account locked** field, click **No** to give the user access to the account. If you click **Yes**, you will block the user from logging in to the account.
- From the **Primary User Profile** dropdown list, select the profile that will apply to this user. The profile determines the user's account management functions.
- The transaction limit fields are optional. A blank field indicates that the user does not have an assigned limit.
 - **Per-transaction Entry Limit**—The maximum value that the user can book for an individual wire transfer.
 - **Daily Trade Limit**—The total value of wire transfers that can be processed by the user on a given day.
 - **Override for Today**—Increases a user's daily wire transfer limit for the current day only.

4. Click **Save and Activate** to allow the user to access the account or click **Save** to save the information you entered and come back later to activate the account. A confirmation dialog appears to let you know that your request was successfully completed.

5. Click **OK**.

Editing a user

1. In the toolbar, under **My Profile & Tools**, click **User Administration**.

2. You can scroll down the list of users, or you can enter all or part of the name in the search field, and then click the search icon. Beside the user that you want to edit, click the edit icon .
3. Make the required changes to any of the fields, and then click Save.

Setting user per-transaction entry limits and daily wire transfer limits

If you are an Administrator, you can limit the size of a single wire transfer and the value of all wire transfers that a user can book in a day.


Per-transaction Entry Limit

The **Per-transaction Entry Limit** for a user determines the maximum value of individual wire transfers that the user can book.

For example, you might assign a user a Per-transaction Entry Limit of \$100,000 USD which means that user cannot create a deal where the amount is greater than \$100,000 USD.

Note: All limit amounts are set against the account's base currency.

Setting a user's per-transaction entry limit

1. On Your Dashboard, under My Profile & Tools, click User Administration.
2. Click the edit icon  beside the user for whom you want to set a limit.
3. Enter the limit number in the Per-transaction Entry Limit field. This field should **NOT** be left blank. If you are changing an existing limit, simply highlight the existing number and enter the new limit number.
4. Note: Commas are added automatically.
5. Click Save.

Daily Trade Limit


The **Daily Trade Limit** determines the total value of wire transfers that can be processed by that user on a given day.

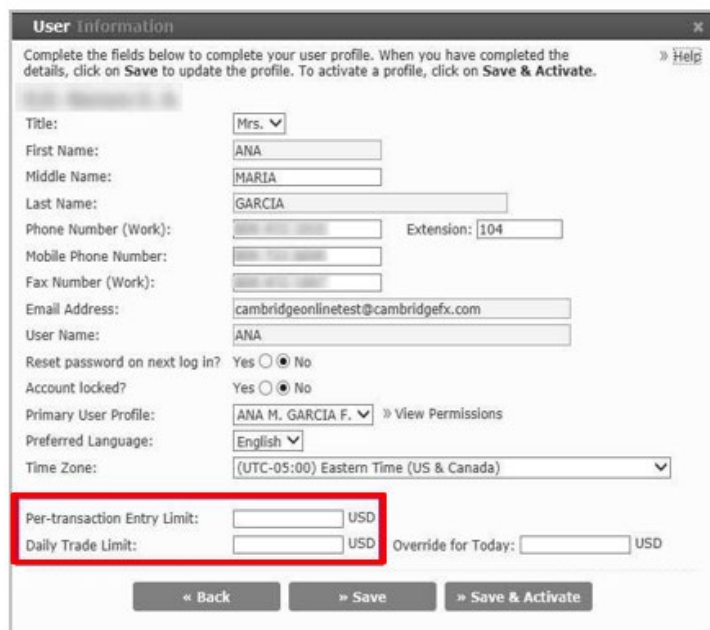
For example, suppose you assign a user a Daily Trade Limit of \$200,000 USD. That means that the user can book wire transfers for any amount if the accumulated total of their wire transfers, in a single day, does not exceed their Daily Trade Limit. Once the daily limit is reached, they cannot book any more wire transfers until the next day when their Daily Trade Limit is reset to \$200,000 USD.

If a user has both a **Per-transaction Entry Limit** and a **Daily Trade Limit**, both limit rules will apply to their wire transfers. For example, if the user has the **Per-transaction** and **Daily Trade** limits described above, the user cannot create any single wire transfers that is greater than \$100,000 USD and their deals cannot have a cumulative total of more than \$200,000 USD for a single day.

Note: All limit amounts are set against the account's base currency.

Setting a user's daily trade limit

1. On Your Dashboard, under My Profile & Tools, click User Administration.
2. Click the edit icon  for that user.
6. Enter the limit number in the Daily Trade Limit field. This field should **NOT** be left blank.
3. If you are changing an existing limit, highlight the existing number and enter the new limit number.
4. Note: Commas are added automatically.
5. Click Save.



The screenshot shows a 'User Information' form with the following fields and values:

- Title: Mrs. (dropdown)
- First Name: ANA
- Middle Name: MARIA
- Last Name: GARCIA
- Phone Number (Work): [empty] Extension: 104
- Mobile Phone Number: [empty]
- Fax Number (Work): [empty]
- Email Address: cambridgeonlinetest@cambridgefx.com
- User Name: ANA
- Reset password on next log in? Yes ☐ No ☒
- Account locked? Yes ☐ No ☒
- Primary User Profile: ANA M. GARCIA F. (dropdown) View Permissions
- Preferred Language: English (dropdown)
- Time Zone: (UTC-05:00) Eastern Time (US & Canada) (dropdown)
- Per-transaction Entry Limit: [empty] USD
- Daily Trade Limit: [empty] USD
- Override for Today: [empty] USD

At the bottom are buttons: « Back, » Save, and » Save & Activate. The 'Per-transaction Entry Limit' and 'Daily Trade Limit' fields are highlighted with a red box.


Exceeding a Per transaction Entry or Daily Trade Limit

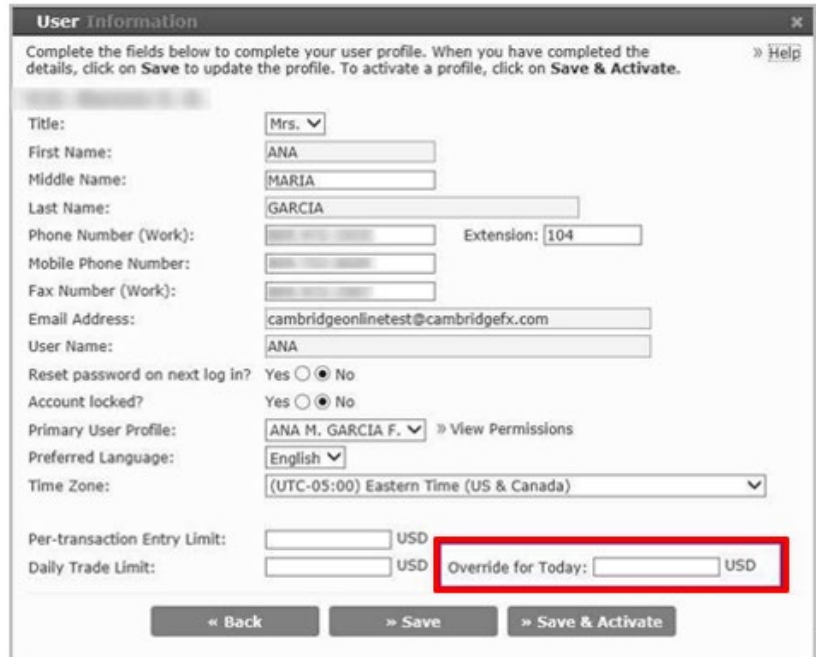
In either case, the user should contact their Administrator to determine how to proceed (for example, have the Administrator assign an Override for Today amount to the user). If a change is made to any of the user's limits, the user must log out and then log back in for the new limits to take effect.

Overriding a user's daily trade limit

The **Override for Today** option allows an Administrator to set an override for the Daily Trade Limit and will take precedence over the user's Daily Trade Limit for a single day. For the example above, an Administrator might assign the user an Override for Today limit of \$300,000 USD to permit that user, for the current day only, to create wire transfers totaling up to \$300,000 USD. The Override for Today Limit is systematically removed at the end of the current day and the user's original Daily Trade Limit is once again applied.

To assign an **Override for Today** limit

1. On **Your Dashboard**, under **My Profile & Tools**, click **User Administration**.
2. Click the edit icon  for that user.
3. Enter the new, temporary limit in the **Override for Today** field. This field should **NOT** be left blank.
4. **Note:** Commas are added automatically.
5. Click **Save**.



The screenshot shows the 'User Information' form for a user named ANA M. GARCIA F. The form includes fields for personal information, contact details, and account settings. The 'Override for Today' field, located at the bottom right, is highlighted with a red box. The form also includes buttons for 'Back', 'Save', and 'Save & Activate'.

User Information

Complete the fields below to complete your user profile. When you have completed the details, click on **Save** to update the profile. To activate a profile, click on **Save & Activate**. [» Help](#)

Title: Mrs.

First Name: ANA

Middle Name: MARIA

Last Name: GARCIA

Phone Number (Work): Extension: 104

Mobile Phone Number:

Fax Number (Work):

Email Address: cambridgeonlinetest@cambridgefx.com

User Name: ANA

Reset password on next log in? Yes ☐ No ☒

Account locked? Yes ☐ No ☒

Primary User Profile: ANA M. GARCIA F. [» View Permissions](#)

Preferred Language: English

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

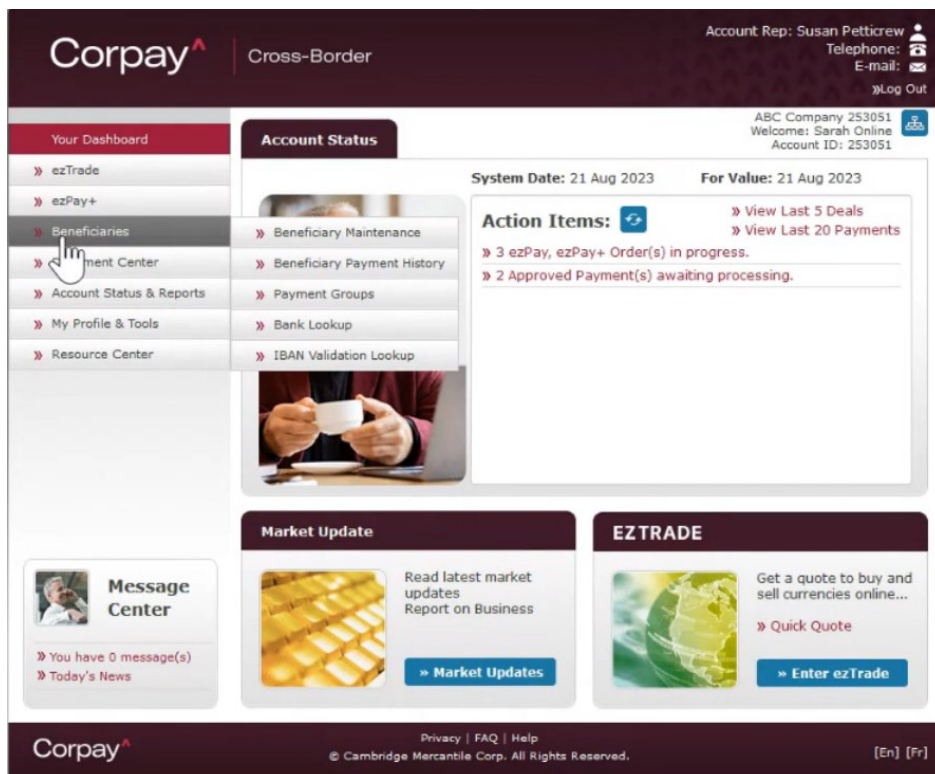
Per-transaction Entry Limit: USD

Daily Trade Limit: USD

Override for Today: USD

Creating and Editing Beneficiaries

You can add or edit beneficiaries with the tools in **Beneficiary Maintenance**. As you create a list of beneficiaries, you can search, review, and edit the details. Payment Groups help you to easily identify and group similar payments to be released at the same time, keeping you organized and saving you from having to review a lengthy list of payees.



Features

Beneficiary maintenance

- Use templates for an easy and organized way of editing or entering new beneficiary details.
- Send automatic alerts to your beneficiary via email each time a payment is released.
- Select the method of payment to fit your needs.
- Locate a beneficiary's bank using the Online banking directory.
- Create searches to filter through beneficiaries or export a customized report.
 - Review a beneficiary at-a-glance or expand for complete details.

Beneficiary payment history

- Quickly review your payment history for each beneficiary.
- Monitor and investigate the number of individual payments released with detailed search capabilities.

Payment groups

- Group like payments to be released at the same time. Review and sort through your list of payees with similar payments. Keep your groups up to date by adding or editing groups or payments.

Adding a new beneficiary

1. On Your Dashboard, under Beneficiaries, click Beneficiary Maintenance.

2. Click Create New Beneficiary.
3. The Beneficiary Information window appears.

Beneficiary Information

General Information (New) - Incomplete » [Help](#)

Fill in and select the appropriate fields to complete this section. To see what payment options are available click payment option link.

Payment Identifier:

Pay By Currency:

Method of Payment: » Payment options

Country of Beneficiary's Bank:

Beneficiary Classification:

Beneficiary Bank Account Details - Incomplete

Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Cambridge Online Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and Cambridge will validate it on your behalf.

Bank Validation Tools: **Bank Lookup**

Bank Account Number:

SWIFT BIC Code:

Secondary Routing Code:

Name of Beneficiary's Bank:

Full Beneficiary Bank Address:

City:

Province/State & Postal Code:

General beneficiary Information

In the **General Information** section of the **Beneficiary Information** window, enter basic information about the new beneficiary.

1. In the **Payment Identifier** field, enter a reference that can be used internally to identify the beneficiary, for example a client number.

General Information (New) - Incomplete

Fill in and select the appropriate fields to complete this section. To see what payment options are available click payment option link.

Payment Identifier:

Pay By Currency:

Method of Payment: » Payment options

Country of Beneficiary's Bank:

Beneficiary Classification:

Additional Classification:

2. From the **Pay by Currency** dropdown list, select the currency that will be sent to the beneficiary's financial institution.
3. From the **Method of Payment** dropdown list, select Wire as the method of payment.
4. From the **Country of Beneficiary's Bank** dropdown list, choose the country where the beneficiary's bank is located.

5. From the **Beneficiary Classification** dropdown list, choose whether the beneficiary is an
6. **Individual** or a **Business**.
7. The **Additional Classification** field appears if you selected **Business** in step 5. From the dropdown list, choose the classification that best describes the beneficiary's business.

Beneficiary Bank Details

1. In the **Beneficiary Bank Account Details** section of the **Beneficiary Information** page, click the **Bank Lookup** tool to locate the beneficiary's bank. For more information, see "Using the Bank Lookup tool" on the next page.

Beneficiary Bank Account Details - Incomplete

Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Cambridge Online Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and Cambridge Mercantile will validate it on your behalf.

Bank Validation Tools: **Bank Lookup**

Bank Account Number:

SWIFT BIC Code:

Secondary Routing Code:

Name of Beneficiary's Bank:

Full Beneficiary Bank Address:

City:

Province/State & Postal Code:

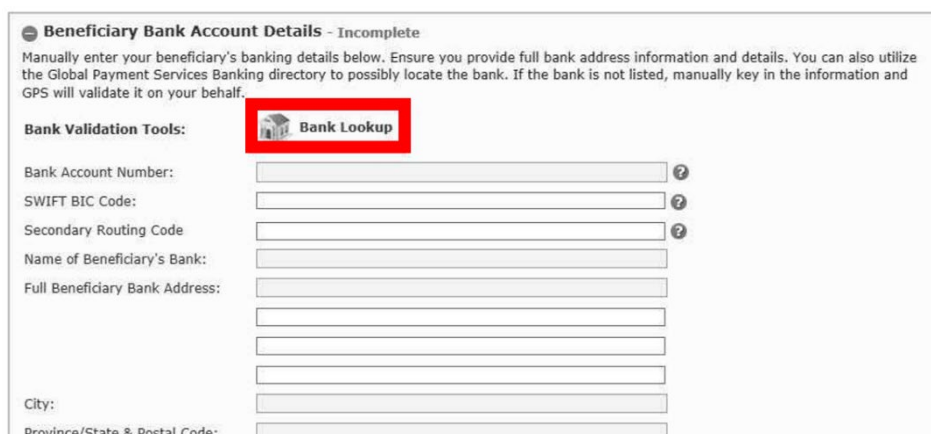
When you select the bank, most of the bank fields are automatically filled in for you.

2. If you do not want to use the **Bank Lookup**, or if you were not able to retrieve all the information via **Bank Lookup**, you can enter the bank details manually. In that case, complete the fields as follows:
 - **Bank Account Number**—Enter the beneficiary's bank account number.
 - **SWIFT BIC Code**—Enter the Bank Identifier Code (BIC) for the beneficiary's bank or financial institution.
 - **Secondary Routing Code**—Enter the routing code for the beneficiary's bank or financial institution. Depending on the country of the beneficiary's bank, this field may have a different name such as **ABA Number**, **Transit Number**, **Sort Code**, **BSB Code**, or **Branch Code**.
 - **Name of Beneficiary's Bank**—Enter the name of the beneficiary's bank or financial institution.
 - **Full Beneficiary Bank Address**—Enter the address of the beneficiary's bank or financial institution.
 - **City**—Enter the city of the beneficiary's bank or fchips, aba, swift, institution.
 - **Province/State & Postal Code**—Enter the province or state and the postal or zip code of the beneficiary's bank or financial institution.

Using the Bank Lookup tool

The bank lookup tool allows you to search for the beneficiary's financial institution by entering at least one field of information regarding the institution (for example, partial or full bank name or SWIFT number). The search returns all matching institutions based on those criteria. You can then select an institution from the results list and all the information for that institution will populate the appropriate fields on the **Beneficiary Information** screen.

1. In the Beneficiary Bank Account Details section of the Beneficiary Information window, click. Bank Lookup.



Beneficiary Bank Account Details - Incomplete

Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Global Payment Services Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and GPS will validate it on your behalf.

Bank Validation Tools: **Bank Lookup**

Bank Account Number:

SWIFT BIC Code:

Secondary Routing Code:

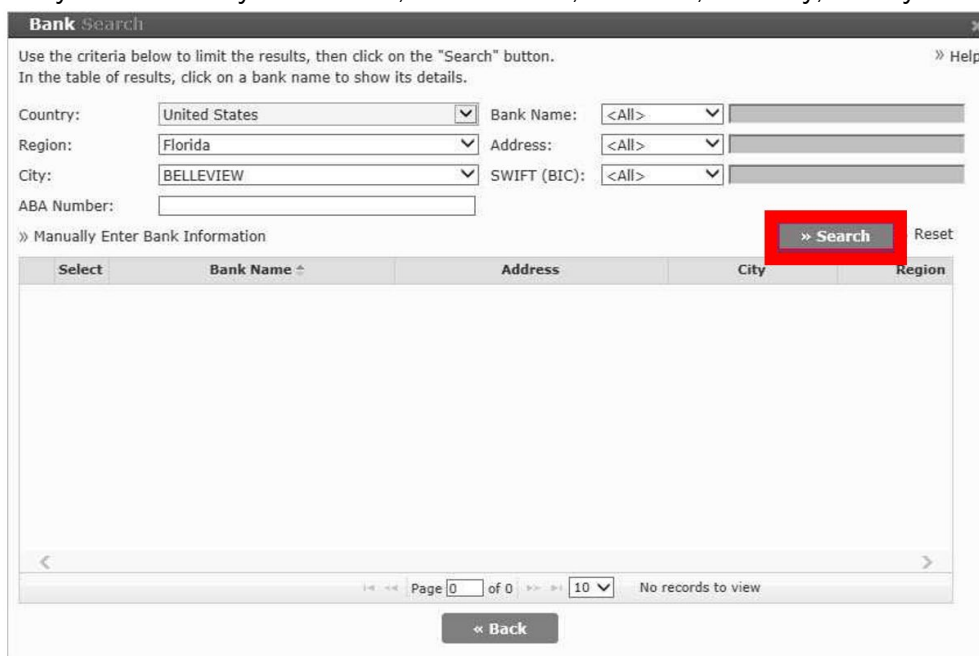
Name of Beneficiary's Bank:

Full Beneficiary Bank Address:

City:

Province/State & Postal Code:

2. In the **Bank Search window**, enter as much information as you can in the search fields to narrow your search by SWIFT BIC, Bank Name, Address, Country, or City.



Bank Search

Use the criteria below to limit the results, then click on the "Search" button.
In the table of results, click on a bank name to show its details.

Country: Bank Name:

Region: Address:

City: SWIFT (BIC):

ABA Number:

Search Reset

Select	Bank Name	Address	City	Region
--------	-----------	---------	------	--------

Page 0 of 0 10 No records to view

Back

3. Click Search. The search results are displayed.

Bank Search

Use the criteria below to limit the results, then click on the "Search" button.

In the table of results, click on a bank name to show its details.

» Help

Country:

Bank Name:

Region:

Address:

City:

SWIFT (BIC):

ABA Number:

» Manually Enter Bank Information

» Search

» Reset

Select	Bank Name	Address	City	Region
<input checked="" type="checkbox"/>	» Bank of America, National Association	5222 SE Abshier Blvd	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» Bank of America, National Association	5222 SE Abshier Blvd	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» CenterState Bank of Florida, National Ass	10990 US Hwy 441 SE	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» Community Bank and Trust of Florida	10131 S US Hwy 441	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» Regions Bank	10715 SE US Hwy 441	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» SunTrust Bank	5760 SE State Rd 484	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» Wells Fargo Bank, National Association	5407 SE 111th St	BELLEVUE	Florida
<input checked="" type="checkbox"/>	» Wells Fargo Bank, National Association	5407 SE 111th St	BELLEVUE	Florida

«

»

You are viewing record(s) 1 to 8

Page 1 of 1

10 Items per page

Total Record(s) = 8

« Back


4. To review details about a particular bank, click the link in the Bank Name column.

Bank Details	
Bank Name:	Bank of America, National Association
Address:	5222 SE Abshier Blvd
City:	BELLEVUE
Region:	Florida
Country:	United States
Postal Code:	34420
SWIFT (BIC):	BOFAUS3NXXX
Routing Code:	063100277
Office Type:	Branch
Branch Name:	Bellevue
Routing Code Type:	ABA
Phone:	(352)347 1566
Fax:	(352)245 1776

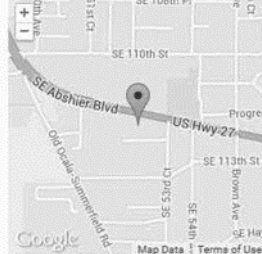
5. On the Bank Search window, beside the bank that you want to choose, click the check in the Select column. The bank's details are added to the appropriate fields in the Beneficiary Bank Account Details section.

Beneficiary Bank Account Details - Incomplete

Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Global Payment Services Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and GPS will validate it on your behalf.

Bank Validation Tools:  **Bank Lookup**

Bank Account Number:	<input type="text"/>	?
SWIFT BIC Code:	<input type="text" value="BOFAUS3MXXX"/>	?
ABA Number:	<input type="text" value="063100277"/>	?
Name of Beneficiary's Bank:	<input type="text" value="Bank of America, National Association"/>	
Full Beneficiary Bank Address:	<input type="text" value="5222 SE Abshire Blvd"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
City:	<input type="text" value="BELLEVUE"/>	
Province/State & Postal Code:	<input type="text" value="Florida, 34420"/>	



» Reset

6. Enter the beneficiary's bank account number in the Bank Account Number field.

Note: Depending on the country where the beneficiary's bank is located, an International Banking Account Number (IBAN) may be required. In that case, the field you need to complete is called IBAN Number. You can use the IBAN Lookup tool to verify that the IBAN is correct. For more information, see "Using the IBAN Lookup" below.



Using the IBAN Lookup

Depending on the country where the beneficiary's bank is located, an International Banking Account Number (IBAN) may be required for the payment. If so, a link to the IBAN Lookup tool appears on the **Beneficiary Information** page. The lookup tool is used to validate the IBAN you obtained from your member to determine if it passes the formatting requirements for that country.

1. On the Beneficiary Bank Account Details section of the Beneficiary Information window, click. IBAN Lookup.

Beneficiary Bank Account Details - Incomplete

Manually enter your beneficiary's banking details below. Ensure you provide full bank address information and details. You can also utilize the Global Payment Services Banking directory to possibly locate the bank. If the bank is not listed, manually key in the information and GPS will validate it on your behalf.

Bank Validation Tools:  **Bank Lookup**  **IBAN Lookup**

IBAN Number: ?

SWIFT BIC Code: ?

Secondary Routing Code: ?

Name of Beneficiary's Bank:

Full Beneficiary Bank Address:

City:

Province/State & Postal Code:

[» Reset](#)


2. On the IBAN Validation window, enter the IBAN number in the Enter Your IBAN Number field, and then click Lookup. If the IBAN is formatted properly, the word Passed displays in the IBAN Validation Result field.

IBAN Validation

Enter Your IBAN Number:


* IBAN Numbers for Germany are 22 characters long.

[» Lookup](#) [» Reset](#)

IBAN Validation Result:  **Passed**

Valid IBAN Structure.

Bank Associated with IBAN:	DE89370400440532013000
ISO Country Code:	DE
Bank Branch Code:	37040044
Beneficiary Account Number:	0532013000
Bank SWIFT Code:	COBADEFF
Beneficiary Bank Name:	Commerzbank Aktiengesellschaft
Bank Address:	Unter Sachsenhausen 21-27
Bank Postal Code:	50667 Cologne DE
Bank Country:	Germany



Disclaimer: Kindly note that Cambridge Mercantile may need to alter or change the above information to ensure it is processed in accordance to industry regulations and best practice.

[« Back](#) [» Save to Template](#)

If the IBAN is not a valid number, you will receive an error message.

The screenshot shows the Corpay Cross-Border interface. At the top, the header includes the Corpay logo, 'Cross-Border', and account information: 'Account Rep: Susan Petticrew', 'Telephone:', 'E-mail:', and a 'Log Out' button. Below the header, a breadcrumb trail reads 'Your Dashboard > Beneficiaries > IBAN Validation Lookup'. The main section is titled 'IBAN Validation' and contains a form with the label 'Enter Your IBAN Number:'. The input field contains the IBAN 'DE3370169541000088632', which is highlighted with a red box. Below the input field, a blue 'Lookup' button and a red 'Reset' button are visible. The validation result is displayed as 'IBAN Validation Result: X Failed'. A red arrow points to the error message: 'The national code and bank account numbers are too short (04ba)'. Below the error message, the system displays the following details: 'Bank Associated with IBAN: DE3370169541000088632', 'ISO Country Code: DE', 'Bank Branch Code:', 'Beneficiary Account Number: DE3370169541000088632', and 'Bank SWIFT Code:'.

3. Click Save to Template at the bottom of the window to populate the Beneficiary Bank Account Details fields on the Beneficiary Information screen with the details for the financial institution.

Beneficiary information continued

1. In the **Beneficiary Information** section, enter the beneficiary's name, address, and contact information.

The screenshot shows the 'Beneficiary Information' form. At the top, there is a 'Reset' button. The form contains the following fields: 'City' (Vilgertshofen), 'Province/State & Postal Code' (86946), 'Name' (Tukom Telemetry), 'Address' (12 Berliner Strasse), 'City' (Augsburg), 'Country' (Germany), 'State/Province' (dropdown), 'Postal Code' (dropdown), 'Primary Contact Number' (dropdown), 'Email Address' (christopher.morris@corpay.com), 'Alert beneficiary of payment' (checkbox checked), 'Payment Reference' (dropdown), and 'Purpose of Payment' (dropdown with '<Please Select>'). Below the form, there is a section for 'Notifications' with a field for 'Internal Payment Alert' and a button to 'Enter E-mail Address'. At the bottom, there is a section for 'Attachments' with a button to 'Attach Document'.

2. Complete the rest of the fields in this section as follows:
 - **Email Address**—Enter the beneficiary's email address.

- **Alert beneficiary of payment**—Click to put a check in the **Alert beneficiary of payment** box if you want to alert the beneficiary via email each time a payment is released.
 - **Payment Reference**—Enter a reference such as a purchase order number, an invoice number, or some other internal reference that you want to include with your payment.
Note: Information entered here becomes part of the template and will be sent with every payment.
 - **Beneficiary Classification**—From the dropdown list, choose the option that best describes the beneficiary's business.
 - **Purpose of Payment**—Enter the purpose of the wire transfer.
3. **Optionally**, click **Attach Document** to upload any related documents, such as an invoice.

Beneficiary Information
Enter beneficiary name and address details below. To avoid processing delays provide full beneficiary address information. Use of a PO Box for an address is not permitted.

Name:

Address:

City:

Country:

State/Province:

Postal Code:

Primary Contact Number:

Email Address:

Alert beneficiary of payment: ☒ ?

Payment Reference:

Purpose of Payment:

» 0 file(s) attached. **» 0 Attach Document**

Notifications

In the beneficiary tab If you would like your approver to receive an email notification advising them the payment has been sent. You can add their email under notifications.

Notifications

Internal Payment Alert: ? Enter E-mail Address

External Payment Alert: ? Enter E-mail Address

Internal Message to \$CompanyNameShort\$:

Maximum of 400 characters.

4. Check the disclosure and click save.

Cambridge is committed to helping you reduce your risk exposure to fraudulent payment scams. » [More Info](#)

☐ By clicking "I confirm", you are confirming that the beneficiary details you are about to save are authentic, accurate and appropriately authorized.

Disclaimer: Kindly note that \$CompanyNameShort\$ may need to alter or change the above information to ensure it is processed in accordance to industry regulations and best practice.

[« Back](#) [» Save](#)

*Disclaimer: Kindly note that \$CompanyNameShort\$ may need to alter or change the above information to ensure it is processed in accordance with industry regulations and best practice.

Creating a Wire in ezPay+

ezPay+ allows you to execute cross-currency wire transfers in multiple currencies.

1. On Your Dashboard, click ezPay+.



2. Click Add Payment to enter the payment details for the wire transfer you want to send.

New Order

Your ezPay+ order contains 0 payment(s). To add payments to your order, click on **Add Payment**. To load a payment group select the group you wish to load and click on **Load**. If you have entered all of your payment instruction click on **Get Rate**.

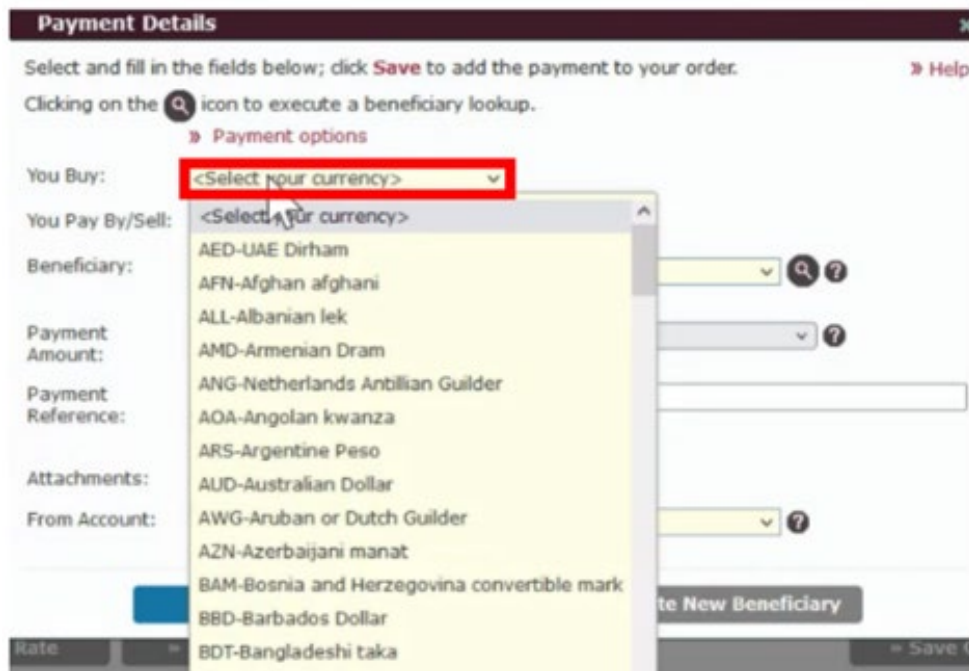
[» Add Payment](#) [» File Import](#) ?

Load from: <Select payment group for payments> [» Load](#) ?

Identifier	Beneficiary	Method	Amount	Cost	Attachments	Edit/Del
------------	-------------	--------	--------	------	-------------	----------


Page 1 of 1 10

- From the **You Buy** dropdown list, select the currency that you want to send to the beneficiary.



Payment Details



Select and fill in the fields below; click **Save** to add the payment to your order. [» Help](#)


Clicking on the  icon to execute a beneficiary lookup.

Payment options


You Buy: <Select your currency>


You Pay By/Sell: <Select your currency>

Beneficiary: <Select your currency>  

Payment Amount: <Select your currency> 

Payment Reference: <Select your currency>

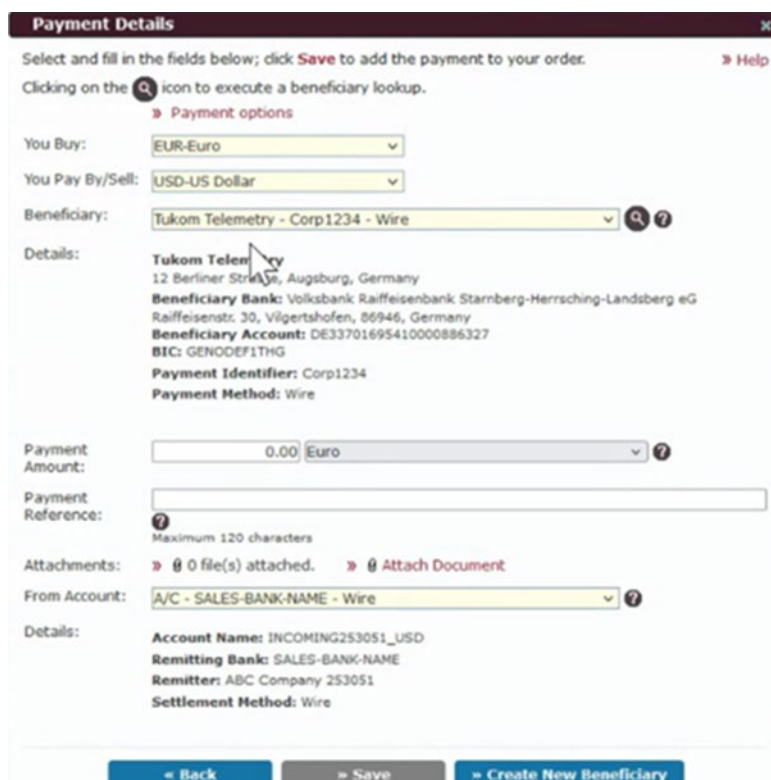
Attachments: <Select your currency> 

From Account: <Select your currency> 

Rate: <Select your currency>


Buttons: [Create New Beneficiary](#) [Save](#)

- From the **You Pay Buy /Sell** dropdown list, choose the currency you want to use to settle the wire transaction.



Payment Details



Select and fill in the fields below; click **Save** to add the payment to your order. [» Help](#)

Clicking on the  icon to execute a beneficiary lookup.

Payment options


You Buy: EUR-Euro


You Pay By/Sell: USD-US Dollar

Beneficiary: Tukom Telemetry - Corp1234 - Wire  


Details:

Tukom Telemetry
12 Berliner Strasse, Augsburg, Germany
Beneficiary Bank: Volksbank Raiffeisenbank Starnberg-Herrsching-Landsberg eG
Raiffeisenstr. 30, Vilgertshofen, 86946, Germany
Beneficiary Account: DE33701695410000886327
BIC: GENODEF1THG
Payment Identifier: Corp1234
Payment Method: Wire

Payment Amount: 0.00 Euro 

Payment Reference: <Select your currency> 

Attachments: [» 0 file\(s\) attached.](#) [» Attach Document](#)

From Account: A/C - SALES-BANK-NAME - Wire 

Details:

Account Name: INCOMING253051_USD
Remitting Bank: SALES-BANK-NAME
Remitter: ABC Company 253051
Settlement Method: Wire

Buttons: [» Back](#) [» Save](#) [» Create New Beneficiary](#)

5. Specify the Beneficiary of the wire transfer from the drop down list. If you have not yet set up the beneficiary, click **Create New Beneficiary** at the bottom of the page.
6. In the **Payment Amount** field, enter the amount of the currency you want to purchase.

***Important:** Do not press the **Enter** key.

7. Use the dropdown list in the **Payment Amount** section to select how you want your payment to be calculated.

There are two options:

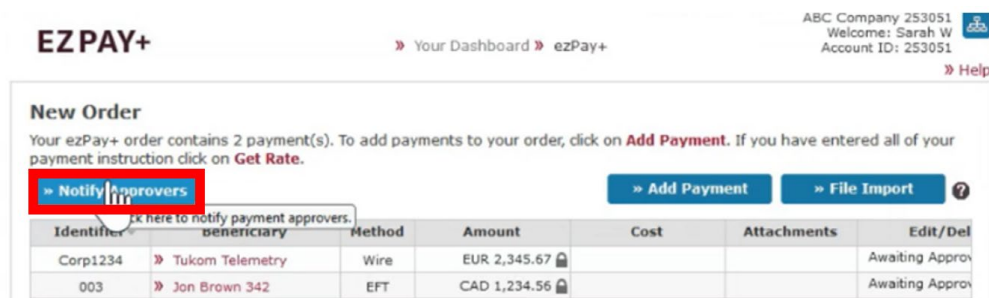
- a. The foreign currency in the **You Buy** field—The value you entered in the **Payment Amount** field is the amount of foreign currency you want to send.
- b. The **You Pay Buy/Sell** currency converted to the **You Buy** currency—The value you entered in the **Payment Amount** field will be converted to the currency in the **You Buy** field.

The screenshot shows a wire transfer form. The 'Payment Amount' field is highlighted with a red rectangle. It contains the value '2,500.00' and a dropdown menu set to 'US Dollar Converted to Euro'. Below this is the 'Payment Reference' field, which is empty and has a 'Maximum 120 characters' limit. The 'Attachments' section shows '0 file(s) attached' and an 'Attach Document' button. The 'From Account' dropdown is set to 'A/C - BANK OF AMERICA, N.A. - Wire'. The 'Details' section displays account information: 'Account Name: INCOMING: [redacted]', 'Remitting Bank: BANK OF AMERICA, N.A.', '222 BROADWAY, 10038, NEW YORK, UNITED STATES', 'Remitter: [redacted]', and 'Settlement Method: Wire'. At the bottom are three buttons: '<< Back', '>> Save', and '>> Create New Beneficiary'.

8. **Note:** To obtain a quote for a different currency, change the currency in the dropdown list. Make sure that you are sending the currency agreed upon by the beneficiary.
9. **Optionally**, in the **Payment Reference** field, enter a reference number that will be included with your payment. This might be a purchase order number, invoice number, or some other internal reference.
10. In the **From Account** dropdown list, select the account that you want to use to settle the funds. The **Details** section displays information about the settlement account that you selected.
11. Click **Save**.

Notifying approvers

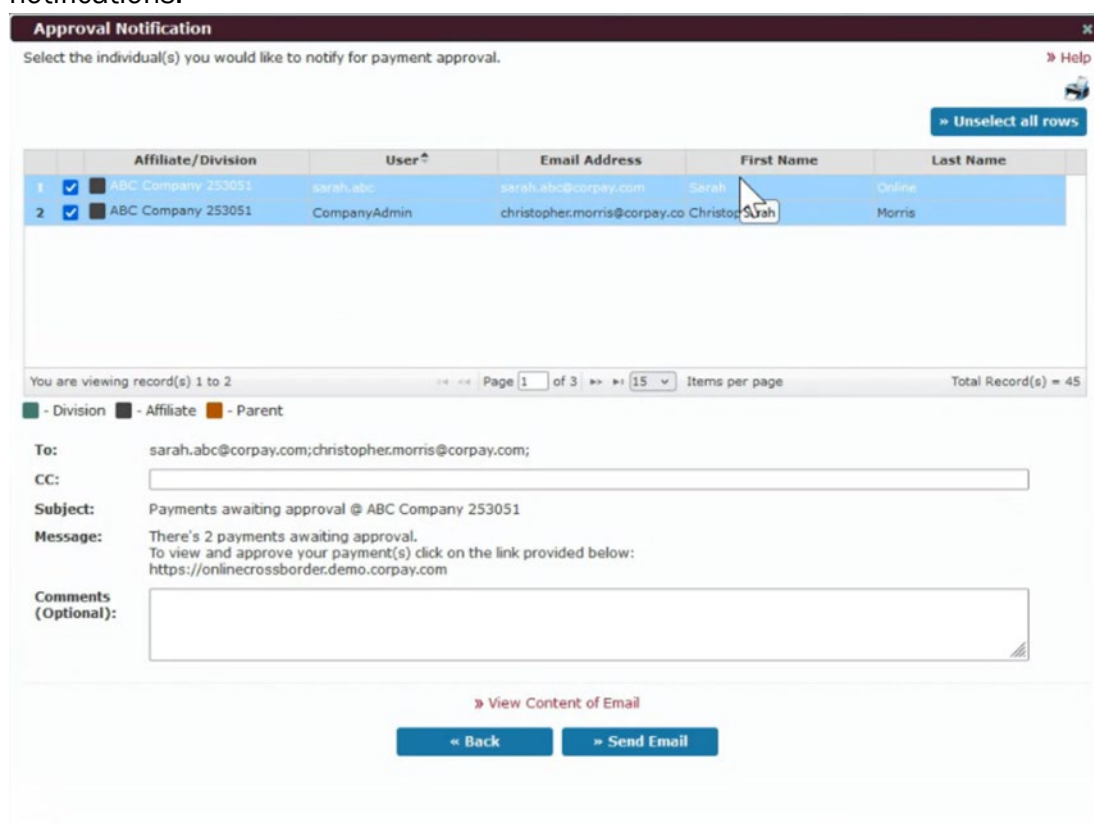
1. Click notify approvers.



The screenshot shows the EZ PAY+ 'New Order' screen. At the top, it says 'Your Dashboard » ezPay+'. On the right, it displays 'ABC Company 253051', 'Welcome: Sarah W', and 'Account ID: 253051'. Below this, there's a 'New Order' section with a message: 'Your ezPay+ order contains 2 payment(s). To add payments to your order, click on **Add Payment**. If you have entered all of your payment instruction click on **Get Rate**.' There are two buttons: '» Notify Approvers' (highlighted with a red box) and '» Add Payment'. To the right of '» Add Payment' is a '» File Import' button and a help icon. Below the buttons is a table with columns: Identifier, Beneficiary, Method, Amount, Cost, Attachments, and Edit/Del.

Identifier	Beneficiary	Method	Amount	Cost	Attachments	Edit/Del
Corp1234	» Tukom Telemetry	Wire	EUR 2,345.67			Awaiting Approv
003	» Jon Brown 342	EFT	CAD 1,234.56			Awaiting Approv

2. Click to put a check in the box next to each of the users you want to receive approval notifications.



The screenshot shows the 'Approval Notification' screen. At the top, it says 'Select the individual(s) you would like to notify for payment approval.' There's a '» Help' link and a '» Unselect all rows' button. Below this is a table with columns: Affiliate/Division, User, Email Address, First Name, and Last Name.

	Affiliate/Division	User	Email Address	First Name	Last Name
1	<input checked="" type="checkbox"/> ABC Company 253051	sarah.abc	sarah.abc@corpay.com	Sarah	Online
2	<input checked="" type="checkbox"/> ABC Company 253051	CompanyAdmin	christopher.morris@corpay.co	Christopher	Morris

Below the table, it says 'You are viewing record(s) 1 to 2'. There's a pagination control showing 'Page 1 of 3' and 'Items per page' set to 15. The total record count is 45. Below the pagination, there's a legend: '■ - Division', '■ - Affiliate', and '■ - Parent'. Then, there's a 'To:' field with the email addresses 'sarah.abc@corpay.com;christopher.morris@corpay.com;'. The 'CC:' field is empty. The 'Subject:' is 'Payments awaiting approval @ ABC Company 253051'. The 'Message:' is 'There's 2 payments awaiting approval. To view and approve your payment(s) click on the link provided below: https://onlinecrossborder.demo.corpay.com'. There's a 'Comments (Optional):' field. At the bottom, there's a '» View Content of Email' link and two buttons: '« Back' and '» Send Email'.

3. Click **Send Email**.

Once you have been brought back to the new order screen you can click save and come back later if you do not have any other wire transactions to process.

Corpay[^]
Cross-Border

Account Rep: Susan Petticrew
Telephone:
E-mail:
Log Out

EZPAY+
Your Dashboard » ezPay+
ABC Company 253051
Welcome: Sarah W
Account ID: 253051
Help

New Order

A live quote for your order has been provided below. To lock in your price click on **Book Now**.

» Notify Approvers

Identifier	Beneficiary	Method	Amount	Cost	Attachments	Edit/Del
Corp1234	» Tukom Telemetry	Wire	EUR 2,345.67	USD 2,498.58		Awaiting Approv
003	» Jon Brown 342	EFT	CAD 1,234.56	USD 977.47		Awaiting Approv

Page 1 of 1

Payment Summary

You Buy	Pay By	Rate	I. Rate	Payment Total	Count
EUR	USD	1.06519	0.93880	2,345.67	1
CAD	USD	1.26302	0.79175	1,234.56	1

Pay By Summary

Pay By	Account	Settlement Total	Fee
USD	INCOMING253051_U	3,476.05	0.00

Get Rate
Rate Expiry: 0:00
Book Now
Back

Save & Come Back Later

Corpay[^]
Privacy | FAQ | Help
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[En] [Fr]

Rate Quotes

Once your order is created and approved, click **Get Rate** to get a live quote. The **Rate Expiry** timer indicates the amount of time you must book the deal at the displayed rate.

*If rate has not been approved you can still get an indicative rate by selecting get rate. With expiry time of 10 seconds.

New Order

Your ezPay+ order contains 1 payment(s). To add payments to your order, click on **Add Payment**. If you have entered all of your payment instruction click on **Get Rate**.

» Add Payment » File Import ?

Identifier	RegE	Beneficiary	Method	Amount	Cost	Attachments	E
		» Andrian Zago	Wire	EUR 2,500.00			

Page 1 of 1

Payment Summary

You Buy	Pay By	Rate	I. Rate	Payment Total	Count
EUR	USD			2,500.00	1

Pay By Summary

Pay By	Account	Settlement Total	Fee
USD	INCOMING	0.00	0.00

Get Rate
Book Now
Save Order ?
Cancel Order ?

Approving payments in ezPay+

Approve/Decline a payment

1. On Your Dashboard, under Action Items, click Payment(s) requiring approval. The Payment Approval window appears with a list of the payments that must be approved before they can be processed.

*Lighter shaded grey boxes under the affiliate/ division section means you do not have the ability to approve those pending wires.

The screenshot shows the 'Payment Approval' window. At the top, there is a title bar with a maximize button. Below it, a message states: 'To flag your payment for approval, click on approve. To notify your approvers of items requiring attention, select your items and click on notify.' There are two dropdown menus: 'Affiliate/Division' set to '<All>' and 'File Name' set to '<All>'. To the right of these is a 'Help' icon. Below the dropdowns are three buttons: 'Select all rows', 'Approve', and 'Decline'. The main area contains a table with the following columns: 'Approve', 'Affiliate/Division', 'Identifier', 'Method', 'Amount', 'Beneficiary', 'Attachment(s)', and 'R'. The table lists five payment records. The first four records have a grey background for the 'Affiliate/Division' column, indicating they are not approvable. The fifth record has a white background. Below the table is a pagination bar showing 'You are viewing record(s) 1 to 5', 'Page 1 of 1', '15' items per page, and 'Total Record(s) = 5'. At the bottom, there are three buttons: 'Back', 'Place Order', and 'Notify Approvers'.

Approve	Affiliate/Division	Identifier	Method	Amount	Beneficiary	Attachment(s)	R
<input type="checkbox"/>	DEF Limited 2495(JOH523		Wire	EUR 2,500.00	» Arthur Hall 135		
<input type="checkbox"/>	DEF Limited 2495(PAY000-6		Wire	EUR 5,000.00	» Christopher Hashly 576		
<input type="checkbox"/>	DEF Limited 2495(IVI481		Wire	EUR 2,500.00	» Alex Finley 590		
<input type="checkbox"/>	DEF Limited 2495(ANO398		Wire	GBP 3,050.00	» Hannah Green 563		
<input type="checkbox"/>	DEF Limited 2495(JOH523		Wire	EUR 7,500.00	» Arthur Hall 135		

2. **Optionally**, use the dropdown filters at the top of the page to refine the list.
3. Open and review the details of the wire transfer(s) needing approval, ensuring all information is accurate.
4. Click to put a check in the box next to each of the payments that you want to approve, or click **Select all rows** if you want to approve all the listed payments.
5. Click **Approve/Decline**.

Payment Approval

To flag your payment for approval, click on approve. To notify your approvers of items required attention, select your items and click on notify. [» Help](#)

Affiliate/Division: <All> File Name: <All>

[» Select all rows](#) [» Approve](#) [» Decline](#)

Approve	Affiliate/Division	Identifier	Method	Amount	Beneficiary	Attachment(s)	R
<input checked="" type="checkbox"/>	ABC Company 253 Corp1234	Wire	EUR 12,345.00	Tukom Telemetry		PO 3	
<input type="checkbox"/>	ABC Company 253 Corp1234	Wire	EUR 543.21	Tukom Telemetry		PO 3	
<input type="checkbox"/>	ABC Company 253 BRI021-1038582	Wire	GBP 50,000.00	British Airways		Lice	
<input type="checkbox"/>	ABC Company 253 003	EFT	CAD 1,500.00	Jon Brown 342		Con	

When approved a confirmation window appears that asks you to confirm that you want to approve the selected payments.

Payment Approval Confirmation

Are you sure that you want to APPROVE the selected payments?

[Back](#) [Confirm](#)

- Click **Confirm** to apply these details.
- Select **Place Order** at the bottom of the **Payment Approval** screen.

< >

You are viewing record(s) 1 to 3

Page 1 of 1

15 Items per page

Total Record(s) = 3

- Division - Affiliate

There are 1 approved payment(s) waiting to be processed. Click on "Place Order" to submit payments.

[« Back](#) [» Place Order](#) [» Notify Approvers](#)

Canceling a Wire Transaction

If you have not yet submitted the wire for processing, you can cancel it.

Important: To cancel a deal that has already been submitted, you must contact your Account Representative. In some cases, they may be able to cancel the wire transaction.

- At the bottom of the **New Order** page, click **Cancel Order**.

New Order

Your e2Pay+ order contains 1 payment(s). To add payments to your order, click on **Add Payment**. To load a payment group select the group you wish to load and click on **Load**. If you have entered all of your payment instruction click on **Get Rate**.

» Add Payment » File Import ?

Load from: <Select payment group for payments> » Load ?

Identifier	Beneficiary	Method	Amount	Cost	Attachments	Edit/Del
M	» Antonio Hanson 754	Wire	USD 26,000.00			

Page 1 of 1 » 10 ?

Payment Summary

You Buy	Pay By	Rate	I. Rate	Payment Total	Count
USD	CAD			26,000.00	1

» Get Rate » Book Now

Pay By Summary

Pay By	Account	Settlement Total	Fee
CAD	INCOMING	0.00	0.00
USD	INCOMING	0.00	15.00

» Save Order ?

» Cancel Order ?

- Click **Yes** to cancel the order. A dialog box appears that asks you to confirm that you want to cancel the order.

Cancel Order X

Do you really want to cancel your order?

» No » Yes

Account status and reports

A record of each wire transfer you create is recorded in our database. With the search criteria available in **Account Status & Reports**, you can review all your account activity and create reports any time you require the information. For instance, you can view the data according to **Payment History**, **Settlement History**, **Deal History**, **Forward History**, **Account Balances**, and **Today's Trades**. In each of those categories, you can customize your view to sort and organize key information.

When you perform a search, you can add as much or as little information as you want. A more detailed search allows you to create customized reports for yourself and your team. The results are immediately displayed, and you can use the icons to print or export the results to an Excel file, which can then be used with your own accounting software.

From **Your Dashboard**, go to **Account Status & Reports**, and then choose the type of information you want to see.

Searching payment history

You can use the **Payment History** window to review your payment history and create reports based on the information you select. Results can be filtered by specifying the beneficiary, identifier, deal number, from and to dates, and affiliate/division (if applicable).

- On Your Dashboard, under Account Status & Reports, click Payment History.

- Optionally, on the Payment History window, enter search criteria in any of the displayed fields, and then click Search.

Payment History » Help

To find a specific payment(s), select a beneficiary from the dropdown list or enter their identifier in the appropriate field. If you would like to locate payments associated with a specific deal, enter the deal number. You can also search for payments utilizing the from date, to date range feature. When you are ready to execute your search, click on the Button.

Beneficiary: Identifier:

Deal Number: ?

From Date: To Date:

» Search » Reset

Date	Order #	Identifier	Amount	Swift Msg	Reference	Method	Attachment
05 Jan 2015	» OFD1212	SANTOME-TEN029	EUR 16,000.00			Wire	
05 Jan 2015	» LD7896	SANTOME-TEN029	EUR 4,500.00			Wire	
02 Feb 2012	» 1756140	SANTOME-TEN029	EUR 10,615.71	» View		Wire	
29 Dec 2011	» 1734161	SANTOME-TEN029	EUR 8,289.37	» View		Wire	
20 Dec 2011	» 1729316	SANTOME-TEN029	EUR 11,427.70	» View		Wire	
01 Dec 2011	» 1716901	SANTOME-TEN029	EUR 22,504.77	» View		Wire	
08 Nov 2011	» 1701263	SANTOME-TEN029	EUR 11,395.00	» View		Wire	
20 Oct 2011	» 1689767	SANTOME-TEN029	EUR 9,065.00	» View		Wire	
05 Oct 2011	» 1680931	SANTOME-TEN029	EUR 12,900.00	» View		Wire	
13 Sep 2011	» 1665778	SANTOME-TEN029	EUR 10,900.00	» View		Wire	

You are viewing record(s) 1 to 10 Page 1 of 3 10 Items per page Total Record(s) = 25

« Back

- In the **Swift Msg** column, click »View to view the SWIFT Confirmation.

Date	Order #	Identifier	Amount	Swift Msg	Reference	Method	Attachment
05 Jan 2015	» OFD1212	SANTOME-TEN029	EUR 16,000.00			Wire	
05 Jan 2015	» LD7896	SANTOME-TEN029	EUR 4,500.00			Wire	
02 Feb 2012	» 1756140	SANTOME-TEN029	EUR 10,615.71	» View		Wire	
29 Dec 2011	» 1734161	SANTOME-TEN029	EUR 8,289.37	» View		Wire	
20 Dec 2011	» 1729316	SANTOME-TEN029	EUR 11,427.70	» View		Wire	
01 Dec 2011	» 1716901	SANTOME-TEN029	EUR 22,504.77	» View		Wire	
08 Nov 2011	» 1701263	SANTOME-TEN029	EUR 11,395.00	» View		Wire	
20 Oct 2011	» 1689767	SANTOME-TEN029	EUR 9,065.00	» View		Wire	
05 Oct 2011	» 1680931	SANTOME-TEN029	EUR 12,900.00	» View		Wire	
13 Sep 2011	» 1665778	SANTOME-TEN029	EUR 10,900.00	» View		Wire	

- Or click the **Order #** to view the wire (Deal) Confirmation.

Searching wire transaction history

- On **Your Dashboard**, under **Account Status & Reports**, click Deal History. Optionally, on the Deal History page, enter search criteria in any of the displayed fields, and then click Search.

Deal History » Help

To locate a specific deal(s), enter the deal number. (Partial deal number can be used as wild cards.) You can also search for deal(s) utilizing the from date, to date range feature. Click on the **Search** button, once you have entered your criteria.

Deal Number:

From Date: To Date:

Deal(s) List **» Search** » Reset

Deal Date	Order #	Purchased	Rate	Inverse Rate	Cost	Attachment(s)	Source
05 Jan 2015	» 3047713	AUD 20,000.00	1.0185	0.981836	CAD 20,370.00		ezPay+
05 Jan 2015	» 3047712	AUD 20,000.00	0.9481	1.0547	USD 18,962.00		ezPay+
05 Jan 2015	» 3047711	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» 3047710	JPY 902,550	0.009923	100.7729	USD 8,956.23		ezPay+
05 Jan 2015	» 3047709	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» ESYS3729	USD 2,287.70	1.0928	0.915081	CAD 2,500.00		eTicket
05 Jan 2015	» 3047707	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezTrade
05 Jan 2015	» 3047704	CAD 50,000.00	1.0194	0.980969	USD 49,048.46		ezPay+
05 Jan 2015	» 3047700	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezPay+
05 Jan 2015	» 3047687	USD 5,000.00	1.3513	0.740028	EUR 3,700.14		ezPay+


You are viewing record(s) 1 to 10 Page 1 of 12 Items per page Total Record(s) = 112

2. Click the **Deal Number** link to review the Deal Confirmation for a specific deal.
3. On the **Deal History** window, click **Reset** to clear your results so that you can perform another search.

Reviewing today's wires

You can review your daily wires.

1. On **Your Dashboard**, under **Account Status & Reports**, click Today's Trades.

Note: Optionally, on the Today's Trades window, click the calendar icon  to search for specific dates, and then click Search. All your trades for the day are displayed.

Today's Trades » Your Dashboard » Account Status & Reports » Today's Trades » Help

Below is a list of deal(s) booked to today. To view the details of a deal, click on the hotlink provided in the deal column.

From Date: To Date:

Today's Deal(s) **» Search** » Reset

Deal Date	Order #	Purchased	Rate	Inverse Rate	Cost	Attachment(s)	Source
05 Jan 2015	» 3047713	AUD 20,000.00	1.0185	0.981836	CAD 20,370.00		ezPay+
05 Jan 2015	» 3047712	AUD 20,000.00	0.9481	1.0547	USD 18,962.00		ezPay+
05 Jan 2015	» 3047711	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» 3047710	JPY 902,550	0.009923	100.7729	USD 8,956.23		ezPay+
05 Jan 2015	» 3047709	USD 500,000.00	1	1	USD 500,000.00		ezPay
05 Jan 2015	» ESYS3729	USD 2,287.70	1.0928	0.915081	CAD 2,500.00		eTicket
05 Jan 2015	» 3047707	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezTrade
05 Jan 2015	» 3047704	CAD 50,000.00	1.0194	0.980969	USD 49,048.46		ezPay+
05 Jan 2015	» 3047700	USD 50,000.00	1.5737	0.635445	CAD 78,685.00		ezPay+
05 Jan 2015	» 3047687	USD 5,000.00	1.3513	0.740028	EUR 3,700.14		ezPay+

You are viewing record(s) 1 to 10 Page 1 of 12 Items per page Total Record(s) = 112

2. Click the link in the **Order #** column to review a specific deal. The Deal Confirmation appears.