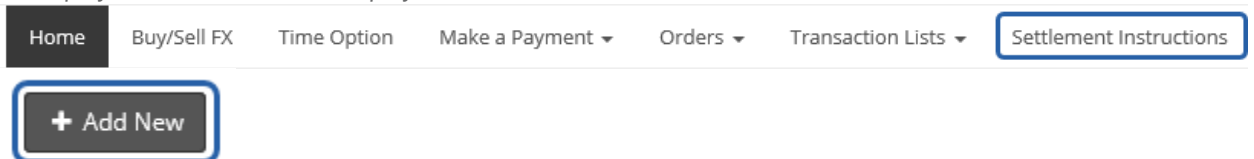


- To add a new payee to your account before booking a trade or creating a payment, select the **Settlement Instructions** tab, select the **+ Add New** button and enter the new payee information and payee wire details.




- To add a new payee to your account after booking a trade or creating a payment, select the **+ New** button under the Delivery Details section on the Transaction Details screen and enter the new payee information and payee wire details.

### Delivery Details



## New Settlement Instruction

Description*	ABC Company	Name of beneficiary
Unique name for the new settlement instruction.		
Version	1	
Status	New	
Currency Code	 USD - US Dollar	Currency being sent
Type*	WIRE	Type of payment
Relationship to Client*	Transportation of product from port to warehouse	Reason for payment

### Beneficiary/Recipient Details

Country Code*	United States of America	Country you are sending a wire to
Bank ID Type*	BIC (SWIFT)	
Bank ID*	BOFAUS65	Enter SWIFT code of receiving bank
Bank Name	Bank of The World	
Bank Account Address*	555 Cali Street	
	San Francisco	
	California	
	94158	
Account*	5555555	Enter account number of beneficiary
Account Holder Name*	ABC Company	Enter name of beneficiary
Account Holder Address*	4567 8th Street	Enter address of beneficiary
	San Francisco, California	
	94210	

### Payment Details (Commercial wires Only)

Optional: Enter any references for wires

Line 1	Line 1
Line 2	Line 2
Line 3	Line 3
Line 4	Line 4

- In the event you are required to send the wire through an intermediary bank, please complete intermediary bank fields:

### Intermediary Bank

Country Code	United States of America
Bank ID Type	BIC (SWIFT)
Bank ID	BOFAUS3N
Name	Bank of America
Address	222 Broadway Blvd.
	New York
	New York
	10038

■ Physical address is mandatory for some countries and could result in rejection or delay of wire if not specified as such, please confirm address before proceeding.

Cancel

+ Add New

- Once all of the new payee information is entered, review the information for accuracy and make any changes if required. To submit the information, select the **+ Add New** button at the bottom of the screen to add the payee. New payees will be reviewed by Olympia to ensure all required fields have been completed. Going forward, these payees will be saved as an existing payee in Settlement Instructions for future use.

Please note: You cannot edit Settlement Instructions or Payee Details once submitted.  
Should you require assistance with payees or payments please contact  
PayFX Support at: 1-888-937-0702