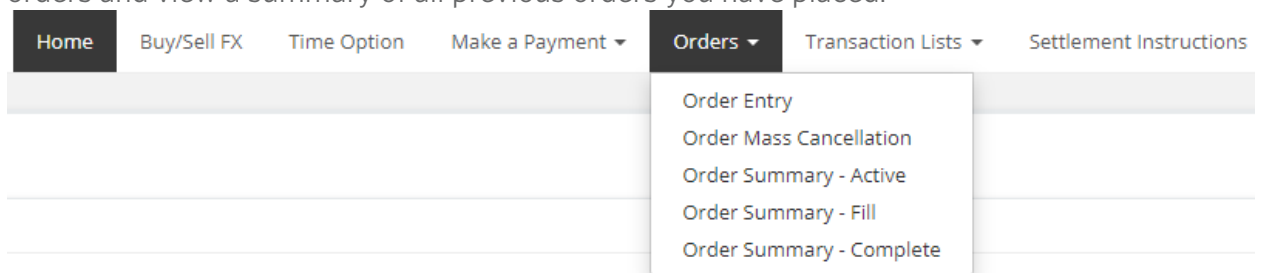
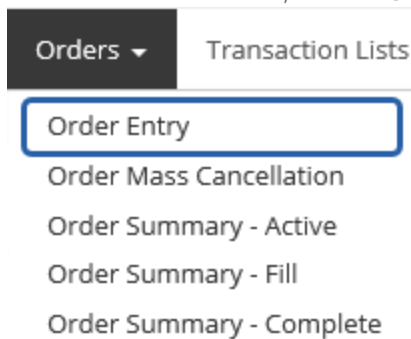


Orders allows you to use time and flexibility to your advantage. Placing and managing orders is easy, effective and allows you greater control over your currency exchange. By placing an order, you can set the rate you want to exchange your currency at. If the market hits your desired rate, a trade is automatically booked.

- Select the **Orders** tab to view the drop-down orders menu. From the drop-down menu you can enter a new order, cancel all existing orders, view active orders, see completed orders and view a summary of all previous orders you have placed.



- To enter a new order, select **Order Entry** from the drop-down.



### ORDER ENTRY - STEP 1: REQUEST QUOTE

#### STEP 1: Request Quote

Type:	<input type="text" value="Limit"/>	Action:	<input type="text" value="Buy"/>
Instrument:	<input type="text" value="-- Instrument --"/>	Amount:	<input type="text" value="Amount"/>
Duration:	<input type="text" value="GTC"/>	<input type="text" value=""/> <input type="text" value=""/>	

- From the order entry screen, you select the order type (Limit or Stop), the action to either Buy or Sell, the currency pair (Instrument) that you want to place the order for and the amount.
- Once you have selected the type, action, currency pair and amount, you select the duration of your order, GTC or GTD:

**Good to Cancellation (GTC):** Order stays open until the order fills or until you cancel the order manually.

The screenshot shows an order entry form with the following fields:
 

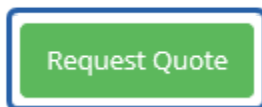
- Type: Limit
- Action: Buy
- Instrument: -- Instrument --
- Amount: Amount
- Duration: GTC (highlighted with a blue box)

 At the bottom, there is a red 'Cancel' button on the left and a green 'Request Quote' button on the right.

**Good to Date (GTD):** Allows you to set a defined date.

The screenshot shows the same order entry form as above, but with the Duration field set to GTD (highlighted with a blue box). A date picker is open, showing a calendar for May 2020. The date 2020-05-29 is selected and highlighted in blue. The time field is set to 17:00 ET. The 'Request Quote' button is visible on the right.

- Once all required information has been input for the order, select the **Request Quote** button.



## ORDER ENTRY - STEP 2: BOOK ORDER

- You will then be prompted to enter the desired order rate in the 'Resting Price' field. **Orders must be a minimum of 15 pips away from the current market rate.** You can either:
  - manually enter the desired rate directly into the 'Resting Price' field.
  - select the down arrow button beside the market rate to have the system populate the nearest available order rate.

# Order Entry

STEP 2: Book Order

Limit buy 25,000.00 USD with CAD with [redacted]

Market Rate: 1.33674 ↓

Resting Price:

Proximity to Market (min. 15 pips): 47.4

Back

Submit Order

- Once the desired order rate has been entered into the 'Resting Price' field, select the **Submit Order** button.

## ORDER ENTRY - STEP 3: ORDER CONFIRMATION

- Carefully review the details of the order you entered. Once you have reviewed and confirmed all details are accurate, select the **Acknowledge** button.

# Order Entry

STEP 3: Order Confirmation

Order Submitted Successfully.

Order ID:	64	Status:	Active
Expiry Date:	Good-Til-Canceled	Amount:	25,000.00 USD
Resting Target Rate:	1.332	Account:	[redacted]
Currency Pair:	USDCAD	Type:	Limit
User:	[redacted]	Action:	Buy

Acknowledge

## ORDER SUMMARY - VIEW OR CANCEL ACTIVE ORDERS

- To review your active orders, select **Order Summary - Active** from the drop-down menu.

Orders ▾ Transaction Lists

- Order Entry
- Order Mass Cancellation
- Order Summary - Active**
- Order Summary - Fill
- Order Summary - Complete

- All active orders will appear in the order summary section. To view additional details of an order, select the arrow tab > on the left hand side.  
Order Summary - Active

▼ID	Type	Status	Action	Pair	Target Rate	Amount
global search						
>	443	LIMIT	Pending	B	USDCAD	1.33000 1,000.00

- To cancel an order, select the red x on the right hand side in the row of the order you wish to cancel.  
Order Summary - Active

▼ID	Type	Status	Action	Pair	Target Rate	Amount
global search						
>	443	LIMIT	Pending	B	USDCAD	1.33000 1,000.00

- Confirmation will appear advising that the order has been cancelled successfully. If you receive an error message when attempting to cancel an order due to proximity, it is because your order is close to the current market rate. To discuss these orders, contact our Trade Floor at 1-866-752-7135.

Order Summary - Active

▼ID	Type	Status	Action	Pair	Target Rate	Fill Rate	Amount
global search							

Resting order 64 cancelled successfully.

## ORDER FILLED

- If your order fills, you will receive confirmation via email that a trade has been booked and the order has filled. From there, you will need to login to your PayFX account and complete the Settlement Instructions of the trade by adding the Funding Instructions and Beneficiary Delivery Details. Please refer to our How to Complete Settlement Instructions tutorial for further instructions.

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