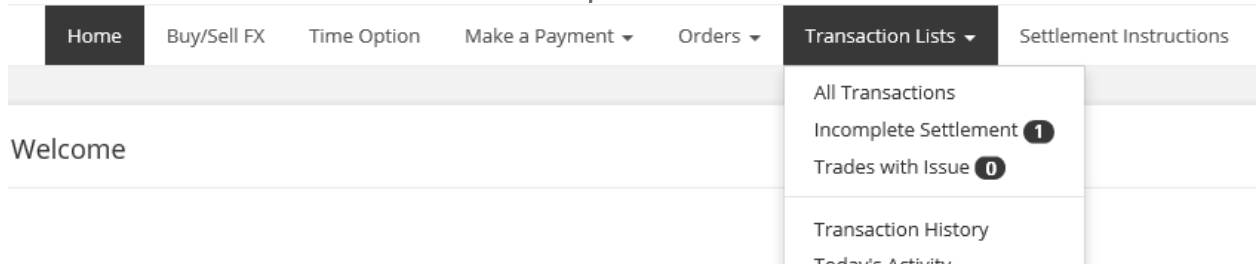


- Once you book a trade or create a payment on PayFX, Settlement Instructions are required in order to fully submit the trade or payment for processing. The Trade Confirmation screen has two options, 'Settle Later' or 'Settlement'.

Settle Later

Settlement

- If **Settle Later** is selected, Olympia requires that settlement be initiated within 24 hours of booking the transaction. To access the trade or payment at a later time, select the **Transaction Lists** tab and select **Incomplete Settlement**.



All booked trades or payments with incomplete settlements will appear. To view the Transaction Details, select the **magnifying glass icon**.



To submit the trade or payment for processing, complete the Funding Instruction and Delivery Details in the Post-Trade Settlement Instructions as per below.

- When **Settlement** is selected, the Transaction Details are shown. Complete the Funding Instruction and the Delivery Details in the Post-Trade Settlement Instructions section.
- Funding Instruction is the method in which you will be funding the transaction. As PayFX is an electronic dealing platform, funds to Olympia Trust must be received electronically. Electronic bill payment, bank transfer and wire are all acceptable funding instructions. Pre-authorized payments (PAP) is also an acceptable funding instruction for corporate accounts. To access the list of available funding instructions, select the **Select & Submit** button.

Post-Trade Settlement Instructions

Funding Instruction

Incomplete

Select & Submit

- Available funding instructions are displayed in the drop-down menu.

Existing Funding Instruction

Cancel

Funding Instruction

- Wire
- PAP
- Bank Transfer
- Bill payment
- From Funds on Account

- Select the appropriate funding instruction and click the **+ Select** button to submit your selection.



- Delivery Details is where you select the recipient of the converted funds. If you have existing beneficiaries, they will be available by selecting the **+ Existing** button. The option to leave your converted funds on account for future use is also available by selecting the **+ Existing** button. You can also choose to add a new beneficiary by selecting the **+ New** button. Please refer to our How to Add a New Beneficiary tutorial for further instructions.

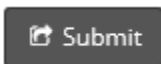
Delivery Details



- Once the beneficiary is selected, enter the purpose of the payment and the amount of the payment in either dollars or as a percentage of the total transaction.

Instructions	Purpose*	Amount	%
NEW - Leave Funds on Account - USD	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>

- Select the **Submit** button to fully submit the trade or payment for processing.



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