

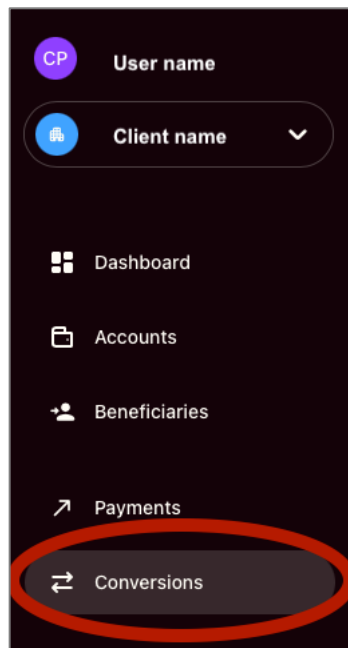
How to make a currency conversion (trade)

On the platform, you can initiate trades on your own.

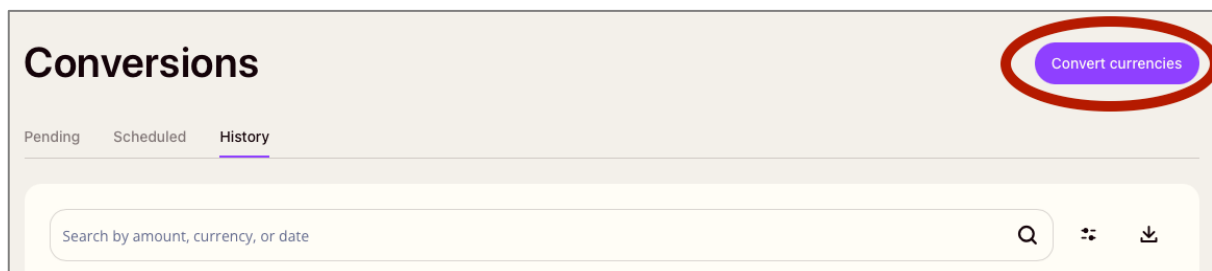
NOTE: Sometimes, a currency pair is not available for online trading. You can read what to do when this happens on page 6.

There are two ways to initiate a new trade:

1. A) Go to **'Conversions'** in the left-hand menu...



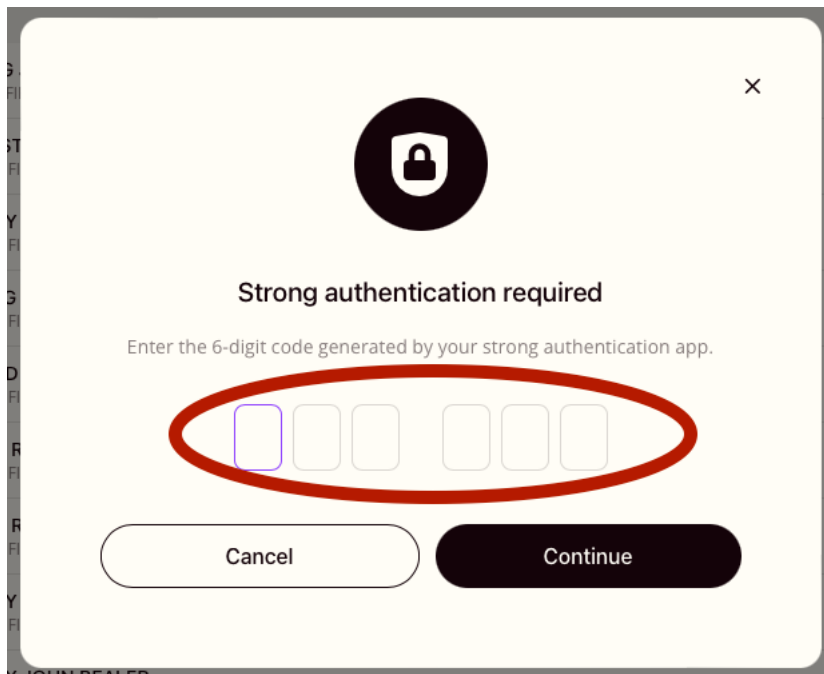
...and click **'New conversion'** in the top right-hand corner...



B) ...or click the **'Convert'** button in the top right-hand corner of the dashboard.



2. Complete the **'multi-factor authentication request'** in the popup that appears.



3. Fill out the mandatory trade details:

Creation Review Confirmation

Create a conversion

Enter the buy/sell details below. You will be able to review them before validating the conversion.

Currency to buy

Select the account to credit ▼

Currency to sell

Select the account to debit ▼

Amount

0.00 ▼

Settlement date

Execute conversion as soon as possible

Schedule conversion for later

Internal reference (optional)

Enter a reference for your iBanFirst account statement.

Cancel

Continue

- Review the conversion rate and details for the currency exchange.

Creation **Review** Confirmation

Review


Guaranteed exchange rate: **0.8569 EUR/GBP**

Buy 500.00	EUR	6	Against 428.45	GBP
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Reverse rate 1.1670 GBP/EUR • Interbank rate 0.8568 EUR/GBP

Indicative rates

ACCOUNT TO CREDIT

 Account to credit	Account balance EUR
	Balance after transfer

ACCOUNT TO DEBIT

 Account to debit	Account balance GBP
	Balance after transfer

Modify
Save for later

... **Send to dealing** **Validate**

- At this stage, you can:
 - '**Modify**' the trade if you want to change any of the details (click the ... to get this option).
 - '**Save for later**' if you don't want to make the trade straight away (click the ... to get this option).
 - '**Send to dealing**' if you want to speak to your Account Manager.
 - '**Validate**' if you want to confirm the trade.

5. Once the trade has been confirmed, you'll find it under **'Pending conversions'** menu tab.

Conversions

Convert currencies

Pending
Scheduled
History

Q
≡
↓

DATE	TYPE	STATUS	BENEFICIARY	AMOUNT
Date	Buy/sell	PENDING DEALING	Beneficiary	500.00 EUR
Date	Buy/sell	PENDING DEALING	Beneficiary	10,000.00 USD

6. And once the trade has been executed, you'll find it under the **'Historic conversions'** menu tab.

Conversions

Convert currencies

Pending
Scheduled
History

Q
≡
↓

DATE	TYPE	STATUS	BENEFICIARY	AMOUNT
Date	Buy/sell	FINALISED	Beneficiary	500.00 EUR
Date	Buy/sell	FINALISED	Beneficiary	10,000.00 USD
Date	Buy/sell	CANCELLED	Beneficiary	5,000.00 EUR


What if your currency is not available via an online quote?

If you want to trade a currency that's not available for an online trade, you'll see a different view when you're reviewing the trade (step 4).

Creation Review Confirmation


Review

Buy
250.00 6 Against
N/A

 **You want to trade a currency that is not available for online quotes.**

You can request a call back or authorise your Account Manager to validate the trade without calling you back. Call-back is immediate from Monday to Friday between 8am and 8pm CEST.


ACCOUNT TO CREDIT

**Account to credit**

Account balance EUR

Balance after transfer

ACCOUNT TO DEBIT

**Account to debit**

Account balance GBP

Balance after transfer

Modify

Send to dealing

Validate without callback

- At this stage, you can:
 - **'Modify'** the trade if you want to change any of the details.
 - **'Send to dealing'** if you want to speak to your Account Manager about it.
 - **'Validate without callback'** if you want to bypass speaking to your Account Manager (**Note:** the request will still be passed to your Account Manager, and they may contact you if they have questions regarding the trade).