# M-EXCHANGE USER GUIDE

A super handy guide to help you navigate our online FX Dealing platform



# What's covered in this guide

1. Technical Requirements
2. Logging into the M-Exchange System4
3. M-Exchange - Overview5
4. Setting up your Currency Pairs
5. Booking a FX Spot or FX Forward Transaction7
6. Booking a FX Time Option Forward Transaction11
7. Drawdown on FX Time Option Forward Transaction 13
8. Booking an FX Swap Transaction15
9. Chat Facility17
10. Watchlist
11. Checking your Transactions on FX Blotter <b>19</b>
12. Printing the Transaction ticket
13. Troubleshooting and Help24

# 1. Technical requirements

M-Exchange works with almost all browsers. Take a look at the list below for available ones.

#### Software

Google Chrome (v.83.0.4103 or above)

Mozilla Firefox (v.78.0.1 or above)

Microsoft Edge (v.44.18362 or above)

Safari (v.13.1.1 or above)

# 2. Logging into the M-Exchange System

Launch the application from M-Exchange home page <u>here</u> or bookmark the page directly: <u>https://m-exchange.fx.com/client\_VM/#!/login</u>

M&NEA U	M-Exc	hange
Username	DemoUser	
Password		
		Login
	Change Password	

If you need to change the password, click 'Change Password' at the bottom of the screen.

MONEY	
ſ	M-Exchange
Username	DemoUser
Password	
New Password	
Confirm New Password	
	Home

Forgotten your password? - No problem.

Just contact **M-Exchange Support**(<u>M-Exchange@virginmoney.com</u>/0800 028 8352) who will generate a One Time Password (OTP) for you that will be sent to the registered mobile number we hold on our systems.

# 3. M-Exchange - Overview

Meney	M-Exchange	Demonstration Client
FX TRADING		WATCHLIST 2
Click to add CCY Pair Drag CCY Pairs from the Watchilst onto here	Click to add CCY Pair Drag CCY Pairs from the Watchlist onto here Drag CCY Pairs from the Watchlist onto here	Click to add CCY ∨
Click to add CCY Pair ~ Drag CCY Pairs from the Watchilst onto here	Click to add CCY Pair Drag CCY Pairs from the Watchilst onto here Drag CCY Pairs from the Watchilst onto here	e
	< No Records Found > Blotter	~ C ✿ 🖨 🖹 📤
Deal ID V Date Time Type	Tenor CCY Pair Dir CCY Dealt Amount SPOT Rate FWD Pts All In Rate Statu	is Outs. Amount Outs. C

### 1) FX Trading Tiles

The FX Trading Tiles display up to 6 currency pairs and are the main tiles used for your FX Trading (see Section 4 Setting up your Currency Pairs on page 6)

#### 2) Watchlist

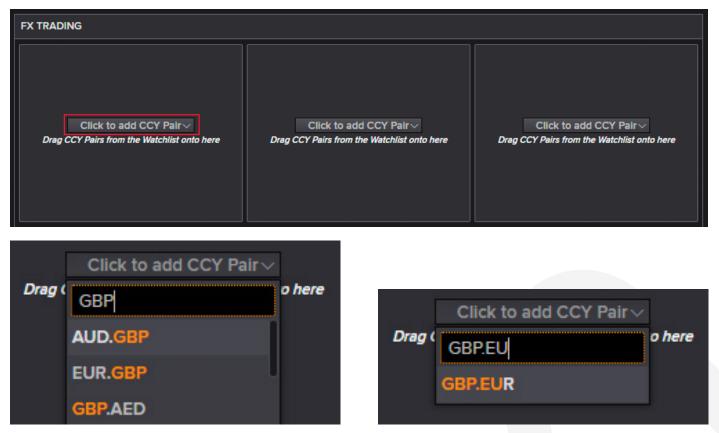
The Watchlist is used to store up to 10 additional currency pairs that you may wish to monitor the FX rates for. These can be transferred to your FX Trading Tiles when you need to trade that currency pair (see Section 8 Watchlist on page 15)

#### 3) FX Blotter

The FX Blotter is your handy record of all your FX transactions. You can use the various filters to view your trades or create custom filters to set up specific views (see Section 9 Checking your Trades on FX Blotter on page 18)

# 4. Setting up your Currency Pairs

In the **'FX Trading'** section, click on the **Click to add CCY Pair** drop down box and begin typing the currency pair you wish to be displayed, choose from the list or type in full pair e.g. GBP.EUR (Make sure each currency pair you want to select is separated by a dot i.e. ".")



The FX rates will now be displayed for the currencies you have selected.

The exchange rate you will see is permission based & restricted to either one direction or two-way display per your dealing requirements.

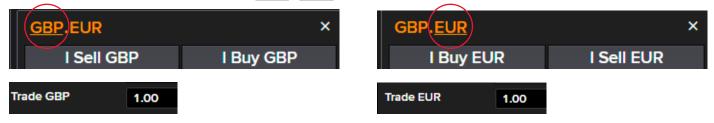
It's easy to update your permissions by speaking to your Financial Risk Solution Dealing Room contact.

FX TRADING			
GBP.EUR	×	GBP.USD	×
l Sell ( <sup>1.15</sup> 4		l Sell Gi 1.41 <b>7</b>	
SPOT: 1.1543	FWD: -1.53		

# 5. Booking a FX Spot or FX Forward Transaction

After you have set up your currency pairs, from the rate tile choose the currency pair you wish to make a trade on.

The underlined currency will determine the I Sell / I Buy display & the trade currency.



From the dropdown choose the Trade Type you are permissioned for.



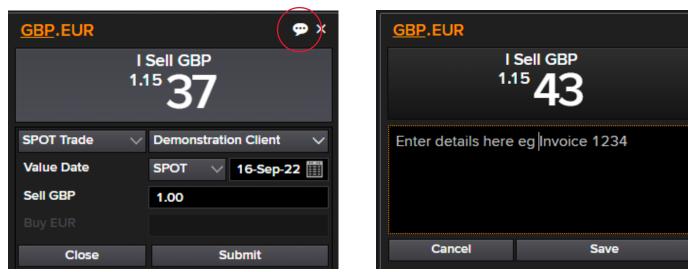
Choose the Value Date you require from the dropdown list.

Value Date	spot $\sim$
Trade GBP	BROKEN
	TODAY
	ТОМ
	SPOT
	1D
	1W
	1M

Or select **Broken** to use the date picker to select a specific date.

Value Dat	BROKEN V	BROKEN V please se								
Trade GB	P 1.00	<		Aug	ust 2	021			2	
		MON								
		26								
		02		04				08		
		09								
		16		18	19	20	21	22		
Drag	Click to add CCY F	20	24	25	26	27	28	29	d	
Diago		30	31						•	

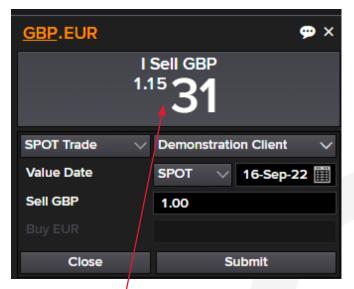
If you want, you can enter any memo details for this trade e.g. Invoice Numbers, by clicking on the speech bubble.



Don't forget to press Save or it wont be shown when you complete your trade.

FYI - This information will be displayed on you blotter under the 'Memo' column.

To request a price for your FX trade,



Click on the exchange rate section & you will now see the **Close** & **Submit** buttons appear.

When you are ready for a price, click **Submit** and the exchange rate will be returned in a yellow box.

<u>GBP</u> .EUR	ID: 506207
	Sell GBP <sup>15</sup> <b>34</b>
SPOT Trade	Demonstration Client $\checkmark$
Value Date	SPOT 16-Sep-22
Sell GBP	1.00
Buy EUR	1.15
11	Reject

Note: the timeout bar will appear, and you will have 15 seconds to **Accept** or **Reject** the price quoted.

To **Accept** the price quoted click anywhere in the yellow box.

The accepted trade details will turn **Blue**, with the option to **Close** or **Print** the trade.

GBP.EUR ID: 506211						
	1 Sold GBP					
SPOT Trade	Demonstr	ation Client 🔍 🗸				
Value Date	SPOT	16-Sep-22				
Sell GBP	1.00					
Buy EUR	1.15					
Close		Print				

Click on Close to remove the ticket from screen.

The deal will now appear on your FX Blotter, located on the bottom half of your screen.

FX	BLOTTER								<	1-5 of 6	>	Blotter		- C 💠 🖶 🛛	2
₽	Deal ID 🔻	Date	Time	Туре	Tenor	CCY Pair	Dir	CCY	Dealt Amount	SPOT Rate	FWD Pts	All In Rate	Status	Outs. Amount	Outs. C
₽	506211	14-Sep-22	11:15:18	SPOT	SPOT	GBP.EUR	Sell	GBP	1.00	1.1529	0.00	1.152900	Completed	1.00	

To Reject the trade click **Reject** and the trade will be stopped.

GBP.EUR ID: 506213						
	.15 <b>27</b>					
SPOT Trade	Demonstrati	on Client 🛛 🗸				
Value Date	SPOT	16-Sep-22				
Sell GBP	1.00					
Buy EUR	1.15					
7	R	leject				

GBP.EUR	JR ID: 506214						
	Sell GBP It Rejected Price						
SPOT Trade $\lor$	Demonstration Client 🗸 🗸						
Value Date	SPOT 🗸 16-Sep-22						
Sell GBP	1.00						
Close	Submit						

Click **Close** to remove the trade from the screen and bring you back to the live rates for your currency pair within the FX Trading section.

<u>GBP</u> .EUR		×								
	I Sell GBP 1.15 <b>28</b>									
SPOT Trade	$\sim$	Demonstration Client $\checkmark$								
Value Date		SPOT 🗸 16-Sep-22								
Trade GBP		1.00								

## 6. Booking a FX Time Option Forward Transaction

Select **Time Option** from the trade options dropdown box.

Select the length of the Time Option you require by either:

• Clicking on the options in the **Start Date** dropdown box (this will be the option window start date) & **End Date** drop down box (the final maturity date). Then depending on the selections made, the dates will automatically be populated.

<u>GBP</u> .USD		💬 ×								
I Sell GBP Click To Trade										
Time Option $~\lor~~$	Demonstrati	on Client 🔍 🗸								
Start Date	TODAY 🗸	14-Sep-22								
End Date	1M $\sim$	17-Oct-22								
Sell GBP	1.00									
Close	s	ubmit								

#### or

• Inputting your own dates using the date picker to select a specific date by selecting the **Broken** option in the dropdown box(es).

GBP.USD	<b>9</b> ×	GBP.USD	💬 X
	Sell GBP Click To Trade		Sell GBP lick To Trade
Time Option $~~ \lor~~$	Demonstration Client 🗸 🗸	Time Option $\lor$	Demonstration Client 🗸 🗸
Start Date	BROKEN V 21-Sep-22	Start Date	1W 🗸 23-Sep-22 🏢
End Date	BROKEN V 20-Oct-22	End Date	BROKEN V 20-Oct-22
Sell GBP	1.00	Sell GBP	1.00
Close	Submit	Close	Submit

With Forward Contracts you will see the breakdown of **Spot Rate** & **Forward** adjustment.

<u>GBP</u> .USD		ID: 506215		
	Sell GBP <sup>14<b>72</b>45</sup>			
SPOT: 1.1476		FWD: -3.55		
Time Option	Demonstration Client V			
Start Date		23-Sep-22		
End Date	BROKEN	20-Oct-22		
Sell GBP	1.00			
12	F	Reject		

To book a trade, follow the steps in Section 5 'Booking a new FX Trade' on page 7.

The accepted trade details will turn **Blue**, with the option to **Close** or **Print** the trade.

<u>GBP</u> .USD	ID: 506216								
I Sold GBP 1.1472 <sup>45</sup>									
SPOT: 1.1476 FWD: -3.55									
Time Option	Demonstration Client								
Start Date	1W	23-Sep-22							
End Date	BROKEN	20-Oct-22							
Sell GBP	1.00								
Close		Print							

Remember to click on Close to remove the ticket from screen.

# 7. Drawdown on FX Time Option Forward Transaction

You can search on FX blotter by Deal ID or pre-defined filter, refer to Section 11 Checking your Transaction on FX blotter.

FX BLOTTER								<	1-5 of 11	>	Blotter		~ C 🌣 🔒 🛙	2 🛋	
\$	Deal ID 🔻	Date		Туре	Tenor	CCY Pair		CCY	Dealt Amount	SPOT Rate	FWD Pts	All In Rate	Status	Outs. Amount	Outs
•	506216	14-Sep-22	11:27:20	T-OPTION	BROKEN	GBP.USD	Sell	GBP	1.00	1.1476	-3.55	1.147245	Completed	1.00	

Click on the 'cog' & select Drawdown.



Trade details will appear.

'Outs. Sell' / 'Outs. Buy' is the residual balance of the contract (funds available for drawdown).

<u>GBP</u> .US	D		💬 ×
		Sell GBP 147245	
Parent ID	506216	Trade Da	ite 14-Sep-22
Start	23-Sep-2	2 End	20-Oct-22
Outs. Sell	1.00 GBP		
Outs. Buy	1.15 USD		
TO Draw-	Down	Demonstrat	ion Client 🔍 🗸
Draw-Dow	vn Leg 🗼	1W 🗸 🗸	23-Sep-22
Sell GBP	• • • • • • • • • • • • • • • • • • •	Type amour	nt
Clo	se	s	ubmit

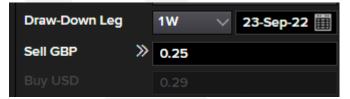
The Drawdown leg is the date that you wish to drawdown the funds.

Note: The drawdown date cannot be sooner than original Start Date of the Time Option.

 Draw-Down Leg
 1W ∨ 23-Sep-22 []]

 Sell GBP
 Image: Semiconduction of the semiconductineous of the semiconduction of the semiconduction of the semicond

#### Input drawdown amount, Click Submit



Once the Drawdown is booked the accepted trade details will turn **Blue**, with the option to **Close** or **Print** the trade.

<u>GBP</u> .USI	D		ID: 506220						
I Sold GBP 1.147245									
Parent ID Start Outs. Sell Outs. Buy	23-Sep-2 0.75 GBP	2 End	nte 14-Sep-22 20-Oct-22						
TO Draw-D	own	Demonstrati	on Client 🛛 🗸						
Draw-Dow	n Leg	1W	23-Sep-22						
Sell GBP		0.25							
Buy USD		0.29							
Clos	se		Print						

Remember to Close the ticket before performing another drawdown on the same contract.

## 8. Booking an FX Swap Transaction

Permission for this product will be given if product profile fits with your business needs.

On rate tile, from the dropdown box, choose Even Swap, populate the dates & amount.

<u>GBP</u> .USD		💬 ×							
I Buy/Sell GBP Click To Trade									
Even SWAP 🗸 🗸	Demonstrati	on Client 🛛 🗸							
Near Leg Date	SPOT 🗸 🗸	06-Jan-23 🏢							
Far Leg Date	${\rm BROKEN} \lor$	19-Jan-23 🏢							
Buy / Sell GBP	1.00								
Close	s	ubmit							

Have a double check on direction you are requesting the price for.

In this example:

Demonstration Client is Buying GBP/Selling USD on 6TH Jan -I BUY GBP

Demonstration Client is Selling GBP/Buying USD on 19th Jan -I SELL GBP

Click on the exchange rate section & you will now see the **Submit & Close** buttons appear.

When you are ready for a price, click Submit and the exchange rates will be returned in a yellow box.

GBP.USD		ID: 570511						
l Buy/Sell GBP 3.68								
1.207800	I (	1.208168						
Even SWAP	Demonstration Client 🗸 🗸							
Near Leg Date	SPOT	06-Jan-23						
Far Leg Date	BROKEN							
Buy / Sell GBP	1.00							
12	F	Reject						

Note: the timeout bar will appear, and you will have 15 seconds to Accept or Reject the price quoted.

To **Accept** the price quoted click anywhere in the yellow box.

Near leg date rate will appear on left hand side (1.207800).

Far leg date rate will appear on right hand side (1.208168).

GBP.USD	ID: 570511								
l Bought/Sold GBP 3.68									
1.207800	I C	1.208168							
Even SWAP	Demonstrat	ion Client 🛛 🗸 🗸							
Near Leg Date 🔀	SPOT	06-Jan-23							
Far Leg Date 🔀	BROKEN	19-Jan-23							
Buy / Sell GBP	1.00								
Close		Print							

The accepted trade details will turn **Blue**, with the option to **Print** or **Close** the trade.

Click on **Close** to remove the ticket from screen.

The trade will be displayed in the FX Blotter - same Deal ID for both dates.

FX BLOTTER								<	1-5 of 8	>	Blotter	```	
₽	Deal ID 🔻	Date	Time	Туре	Tenor	CCY Pair	Dir	CCY	Dealt Amount	SPOT Rate	FWD Pts	All In Rate	Status
\$	570511	04-Jan-23	09:24:04	SWAP-NEAR	SPOT	GBP.USD	Buy	GBP	1.00	1.2078	0.00	1.207800	Completed
\$	570511	04-Jan-23	09:24:04	SWAP-FAR	BROKEN	GBP.USD	Sell	GBP	1.00	1.2078	3.68	1.208168	Completed

# 9. Chat Facility

When you receive the onscreen message 'Waiting For Price' the request for quote may have gone to our Dealing Room team for further assistance.

GBP.USD	
I Sell GBP Waiting For Price	I Buy GBP
FWD Trade	Demonstration Client $\sim$

The team can chat with you & provide update on your rate request status, this chat function will begin to flash when the dealer has posted a message.

Click on the chat box, text box will open up.

<u>GBP</u> .USD	ID: 802694		
I Sell GBP Waiting For Price	I Buy GBP		
Clear Text	Hide Chat		
ID: 80	2694	GBP.USD	ID: 80269
just checking reque		I Sell GBP Waiting For Price	I Buy GBP
		Clear Text	Hide
		Test Capture Trader (11: just checking reque	
Input text and press	ENTER to send	Den	nonstration Client (11:1

You can respond back to the dealer using the chat box & hit Enter (arrow).

To close the chat, click Hide Chat.



This will take you back to the request for price ticket.

# 10. Watchlist

Your **Watchlist** has been created to add currency pairs that you wish to monitor the FX rates that you may require, in addition to the 6 tiles available on the FX Trading section

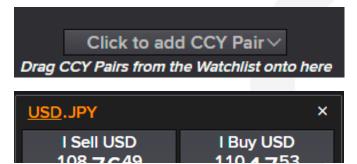
You can add up to 10 additional currency pairs to your Watchlist by clicking on the **Click to add CCY** drop down box and begin typing the currency pair you wish to be displayed or chose from list or type in full pair e.g. GBP.EUR (Make sure each currency pair you want to select is separated by a dot i.e. ".")

WATCHLIST	WATCHLIST
Click to add CCY	Click to add CCY $ \smallsetminus $
Click to add CCY USD.JPY X 108.79 1110.19	GBP
108. <b>79  </b> 110. <b>19</b>	AUD.GBP
	EUR.GBP
	GBP.AED
	GBP.AUD

If you have already chosen the currency pair you wish to add and/or the FX rates are already displayed on one of the FX Trading tiles, you will receive this message.



When you are ready to book a trade (if permissioned), you will need to drag the currency pair from your Watchlist across to your FX Trading tiles. You can drag this to am empty tile or replace a current tile with the selected currency pair.



To book a trade, follow the steps in Section 5 'Booking a FX Spot or FX Forward Transaction'.

## 11. Checking your Transactions on FX Blotter

The FX Blotter is set to default on the '**Blotter**' view and only shows the deals you have traded in the previous 24 hours. This will include ALL deal status types in real time.

Should you wish to view any historic trades or get a list of your current outstanding trades, you will need to use the '**Blotter**' search functions to search by a **Deal ID** or create a **custom filter search**.

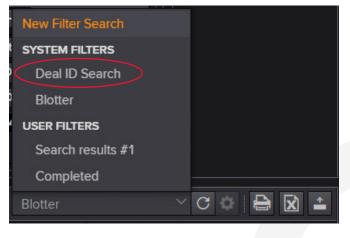
The default filters on FX Blotter are 'Deal ID Search' & 'Blotter'.

By clicking on the Blotter arrow, you will see a dropdown box with options.

				$\sim$							_			
FX BLO	OTTER								<	1-5 of 18	>		~ C 🔅 🖶 🔀	1
Ö De	eal ID 🔻	Date		Туре	Tenor	CCY Pair		CCY	Dealt Amount	SPOT Rate	FWD Pts	New Filter Search	uts. Amount	Outs.
🌣 46	65534	01-Jun-21	14:43:05	SPOT	SPOT	GBP.USD	Sell	GBP	345.00	1.4186	0.00	SYSTEM FILTERS	345.00	
🌣 46	65533	01-Jun-21	14:42:45	SPOT	SPOT	GBP.NZD	Sell	GBP	1.00	1.9562	0.00	Deal ID Search	1.00	
🌣 40	65532	01-Jun-21	14:18:10	TO-DDOWN	1W	GBP.AUD	Buy	AUD	22.33	1.8245	-2.44	Blotter	22.33	
🌣 46	65532	01-Jun-21	14:18:10	OFF-TO-DD	BROKEN	GBP.AUD	Sell	AUD	22.33	1.8245	-2.4	1.824256 Completed	22.33	
<b>0</b> 46	65531	01-Jun-21	14:15:07	TO-DDOWN	1W	GBP.AUD	Buy	AUD	22.33			Withdrawn	22.33	

### **Deal ID search**

On the **Blotter** dropdown, choose 'Deal ID Search'.



Enter the Deal Reference ID & hit search (magnifying glass icon).

Deal ID: 465530 Q Deal ID Search V (

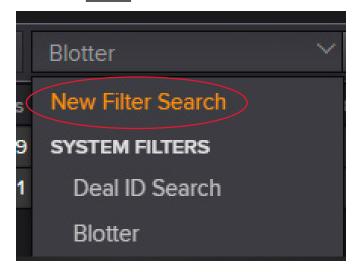
The deal information you have searched for will be populated in the FX Blotter.

FX E	X BLOTTER Deal ID: 4									465530	Q	Deal ID Sea	arch	- C 💠 🖶 🛿
\$	Deal ID 🔻	Date		Туре	Tenor	CCY Pair	Dir	CCY	Dealt Amount	SPOT Rate	FWD Pts	All In Rate	Status	Outs. Amount
\$	465530	01-Jun-21	13:56:24	T-OPTION	BROKEN	GBP.AUD	Buy	AUD	201.00	1.8245	-2.44	1.824256	Completed	201.00

### **Creating a Custom Filter Search**

You can create your own filter & customise the layout of the columns within the FX Blotter.

Click on the Blotter button and select 'New Filter Search'.



A series of dropdown boxes will appear. From the dropdown box menu, choose which criteria you wish to search on (e.g. Maturity Status) and select one of the options by removing the tick All box , and selecting the trade type you require e.g. Open trades or Matured trades.

FX BLOTTER		No Records Found	> Search results #2	- C 🏟 🖨 🕅 📤
Search: Trade Date V From V 01-Jun-21	To 🗸 01-Jun-21	🏢 Trade Type: 🛛 All	CCY Pair: All 🗸 🗸	Search Now
Status: All V Maturity Status	All 🗸	Base Direction: All		Search Now
	<ul> <li>All</li> <li>Matured</li> <li>Open</li> <li>Closed</li> <li>Cancelled</li> <li>Incomplete</li> </ul>			

FX BLOTTER	< No Records Found > Search rest	uits #2 🗸 C 🔅 📄 😭 🖆
Search: Trade Date $\checkmark$ From $\checkmark$ 01-Jun-21	To 🗸 01-Jun-21 🏢 Trade Type: All 🗸 CCY Pair: All	Search Now
Status: All 🔗 Maturity Status:	Open V Base Direction: All V	Search Now
	All Matured Open Closed Cancelled Incomplete	

#### Once selected, click on Search Now

To save the search criteria, click on the 'cog' and select 'Save As'.

~ C 🌣					
Save no Save As	ount	Save 'Search result	ts #1' Filter As		
Rename	178.6		Open trades		
Edit Delete	22.: 22.:	8 characters rema	ining	OK	Cancel

### **Custom Filter Search Example Walkthrough**

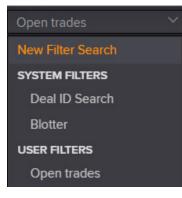
Create an Open trades (deals) filter.

In the example below, we looking to create a filter for viewing 'Open trades'

FX BLC	DTTER										1-17 of 1132	>	Ор	en Deals		≺ C 🔅		-
Search:	Trade Date	$\sim$	From	Y	30-Apr-15		0 V	16-Jun-21	🗸 Trade Type:	All	~	CCY	Pair:	All	× .			
Statue	Completed	~			Maturity St	table: 0	nen	~	Race Direction	Au	~					Sea	ch Now	

- 1) Go to 'New Filter Search' on the blotter dropdown menu.
- 2) Change date 'From' to any historical date
- 3) Click the 'To' button (make sure to click 'To' itself, not the date) then tick 'Relative'.
- 4) On the 'To' date field, select 'Today' from the dropdown menu. It should then populate today's date in orange.
- 5) Change 'Status' to only 'Completed'.
- 6) Change 'Maturity Status' to only 'Open'.
- 7) Then click the '**Options**' cog wheel (next to 'Search results') and '**Save as**'. Call the filter 'Open Deals' or whatever name is preferred.
- 8) When clicking 'Edit' (on the 'Options' cog wheel dropdown) it should look like the below. As the 'To' date is set to relative, it should keep updating to 'Today' and ensures new deals are included:

Your filter will now be saved under the User Filters, within the Blotter dropdown.



### **Editing the FX Blotter Layout**

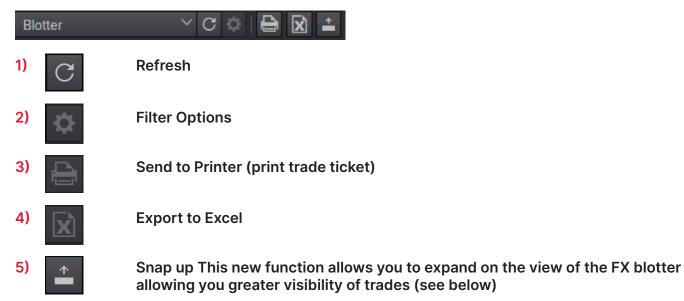
To move the layout of the columns, click on the column you want to move. The heading will turn white.



Drag across to your desired display column.



Curious about the blotter buttons?



ß	Menter M-Exchange												Demonstration (	Client	
FX B	LOTTER								<	1-4 of 4	>	Blotter		× C ✿   🖨 🛛	× +
\$	Deal ID 🔻	Date	Time	Туре	Tenor	CCY Pair	Dir	CCY	Dealt Amount	SPOT Rate	FWD Pts	All In Rate	Status	Outs. Amount	Outs. C
₽	506449	16-Sep-22	12:28:46	SPOT	SPOT	GBP.AUD	Sell	GBP	1.00	1.7026	0.00	1.702600	Completed	1.00	
\$	506448	16-Sep-22	12:28:23	FORWARD	TODAY	GBP.EUR	Sell	GBP	1.00	1.1418	1.42	1.141942	Completed	1.00	
٥	506447	16-Sep-22	12:28:12	T-OPTION	BROKEN	GBP.USD	Sell	GBP	1.00	1.1396	-6.09	1.138991	Completed	1.00	
\$	506446	16-Sep-22	12:27:52	SPOT	SPOT	GBP.EUR	Sell	GBP	1.00	1.1417	0.00	1.141700	Completed	1.00	

To return to the 'FX Trading' Rate tiles simply click again 'Snap Down'.



# 12.Printing the Trade ticket

You can print the ticket after trade has been booked on 'FX trading' tile or print the trade from 'FX blotter'.

### **Option 1**

GBP.EUR		ID: 506225
	Sold GBP	
SPOT Trade	Demonstrat	ion Client 🛛 🗸
Value Date	SPOT	16-Sep-22
Sell GBP	1.00	
Buy EUR	1.15	
Close		Print

Click on **Print** and the Deal Ticket information will be displayed on a pop-up window.

TICKET I	NFORM	ATION					
Trade Ty	/pe	> SPOT				Client	› DemoUser
Status		› Comple	eted			Captured Memo Info	
CCY Pai		› GBP.EL	JR			Printed By	Demonstration Client
Deal ID		› 50622	> 506225			Print Date & Time	› 14-Sep-22 11:52:30
Date & T	Гime	› 14-Sep	o-22 11:51:53				
LEG: Va	lue Date	16-Sep-22 Sell GBP	1.00 All in Rate 1.15	53200 ( SPOT	1.1532 , FWD F	Pts 0.00 )	
Requirer	nents						
Dir.	CCY	Dealt Amount	Contra Amount	Account	Settlement In:	structions	Other Info
Sell	GBP	1.00	1.15	Demonstrat ion Client		ive, ID: NO STP, Currency: EUR D: NO STP, Currency: GBP	

### Option 2

Call the deal up by using **Deal ID Search** filter, highlight the trade then select '**Send to Printer**' button.

					_							_	_		$ \rightarrow $	_
FX E	BLOTTER								Deal ID:	506225	Q	Deal ID Se	arch			<u>د</u> (۵
\$	Deal ID 🔻	Date		Туре	Tenor	CCY Pair	Dir	CCY	Dealt Amount	SPOT Rate	FWD Pts	All In Rate	Status	Outs. Amou	nt	Outs
\$	506225	14-Sep-22	11:51:53	SPOT	SPOT	GBP.EUR	Sell	GBP	1.00	1.1532	0.00	1.153200	Completed		1.00	
TICI	KET INFOR	MATION														
Tra	de Type		> SPO	T					Client		› [	DemoUser				
Sta	itus		> Com	pleted					Captured	Memo Info						
сс	Y Pair		> GBP	EUR					Printed By		> [	Demonstrat	ion Client			
De	al ID		<b>&gt; 506</b>	225					Print Date	& Time		14-Sep-22	11:58:05			
Dat	te & Time		› 14-S	ep-22 11:51:	:53											
LEG	: Value Da	ate 16-Sep	-22 Sell G	BP 1.00 All i	n Rate 1.15	53200 ( SPOT	1.1532	2 . FWI	) Pts 0.00 )							
	uirements															
Dir.	CCY		ealt Amoun	t Contra	a Amount	Account	Settl	ement	Instructions			Other I	nfo			
Sell	GBP		1.00	)	1.15	Demonstrat ion Client			ceive, ID: NO S y, ID: NO STP, (							
						ion Client	1. Ty	pe: Pa	y, ID: NO STP, (	Currency: GE	3P					

# 13. Troubleshooting and Help

If you are receiving an error message upon first login or when changing a password, the browser settings may need to be updated if 'Offer to save password' is highighted/ticked.

MONEY		
ſ	M-Exchange	
	Login failed: Invalid credentials or Account locked.	
Username	DemoUser	
Password	Password	
	Login	
	Change Password	

### If you are using Microsoft Edge

On browser, top right corner, click on 3 dots ••• and choose 'Settings' then select 'Profiles'.

Set	tings
Q	Search settings
8	Profiles

### Step 1

Under Profiles option, click 'Passwords'.

0	Manage account	Ø
$\Diamond$	Sync	>
	Personal info	>
P	Passwords	>
	Payment info	>
C.,	Import browser data	>

Here you will see website '**M-Exchange.fx.com**' & your User Name & password.

Website	Username	Password	
	SunnySmiles		• :

Click on the 3 dots 🚦 to delete / remove the Username and Password.

### Step 2

In 'Settings', select 'Privacy, search and services'.

Click 'Clear browsing data'.

	View the sites that we've blocked from tracking you	
Settings	Exceptions Allow all trackers on sites you choose	>
Q Search settings	Always use "Strict" tracking prevention when browsing InPrivate	
Profiles		
Privacy, search, and services	Clear browsing data	
Appearance	This includes history, passwords, cookies, and more. Only data from this profile will be deleted	. Manage vour data
🕛 On startup		
New tab page	Clear browsing data now	Choose what to clear
🖄 Share, copy, and paste	Choose what to clear every time you close the browser	>
🕞 Cookies and site permissions		
Default browser	Privacy	
$\downarrow$ Downloads	Select your privacy settings for Microsoft Edge. Learn more about these settings	
👺 Family safety		
A <sup>Pt</sup> Languages	Send "Do Not Track" requests	<u>ت</u>
Printers	Allow sites to check if you have payment methods saved	
System		

Close your browser & re-open the M-Exchange System, where you'll now be presented with M-Exchange login screen and you'll be prompted to manually enter your Username and Password or select the 'Change Password' screen.

### If you are using Chrome

On browser, top right corner, click on 3 dots 🚦 and choose 'Settings'

### Step 1

Select the the 'Autofill' option and click 'Passwords'.

Setti	ings	Q Search settings
+	You and Google	Autofill
Ê	Autofill	Passwords
٢	Safety check	Payment methods
0	Privacy and security	Addresses and more
۲	Appearance	

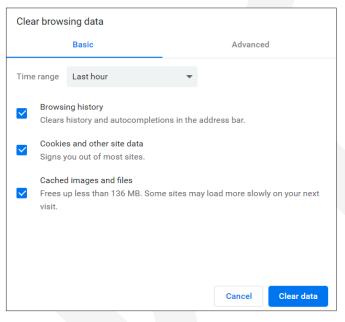
Scroll down to 'Saved Passwords'.

← Passwords		Q Search pas	swords		
Offer to save passwords			-		
	bsites using stored credentials. If fore signing in to a website.	disabled, you will be asked for	-		
Check passwords Keep your passwords safe from data breaches and other security issues					
View and manage saved pa	asswords in your Google Account				
Saved Passwords			:		
Website	Username	Password			

Click on the 3 dots to delete / remove the Username and Password.

### Step 2

Clear cache/browsing history.



Close your browser & re-open the M-Exchange System, where you will now be presented with M-Exchange login screen and you will be prompted to manually enter your Username and Password or select the '**Change Password**' screen.

# Needing help?

Should you require any assistance, you can contact our M-Exchange Support team:

By email: M-Exchange@virginmoney.com

Or by telephone on: 0800 028 8352.

Clydesdale Bank PLC (trading as Virgin Money) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No. 121873. Clydesdale Bank PLC is registered in Scotland (No. SC001111). Registered Office: 177 Bothwell Street, Glasgow G2 7ER. VM38693v2