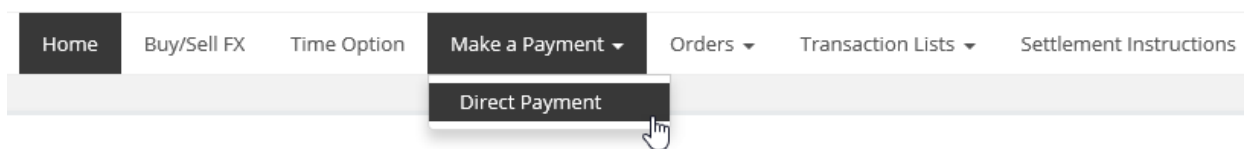


- If you select 'Leave Funds on Account' as the payee after you book a trade, the funds you purchased will remain on your Olympia account. This allows you to book a trade when the rate is favourable to you and keep the funds on your account for future use.
- Any funds that you have on account will be shown in the Currency Balance section on the PayFX platform.

Currency Balance	
AUD	
CAD	
CHF	
EUR	
GBP	
MXN	
USD	

- To send any of the funds on account to a payee, you can create a Direct Payment. To do so, select the **Make a Payment** tab and select **Direct Payment**.



- In the Payment Details section, select the **Currency** you wish to use (the available balance for the selected currency will appear) and enter the desired **Payment Amount**.

Currency	Available Balance
<input type="text" value="EUR - Euro"/>	1000.00
Payment Amount	
<input type="text" value="500.00"/>	

- Select the **Submit Payment** button. Once 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. To access the list of funding instructions, select the **Select & Submit** button.

## Post-Trade Settlement Instructions

Funding Instruction

Incomplete



- As the funds are already on your account, select **From Funds on Account** from the Funding Instruction drop-down menu.

### Existing Funding Instruction

Funding Instruction

From Funds on Account

- Select the **+ Select** button to submit your selection.



- Delivery Details is where you select the recipient of the funds. If you have existing payees, they will be available by selecting the **+ Existing** button. You can also choose to add a new payee by selecting the **+ New** button. Please refer to our How to Add a New Payee tutorial for further instructions.

## Delivery Details



- Once the payee 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	%
EUR Test Company Ltd.	<input type="text" value="Transportation of Materials"/>	<input type="text" value="500.00"/>	<input type="text" value="100.00"/>

- Select the **Submit** button to fully submit the Direct Payment for processing.



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