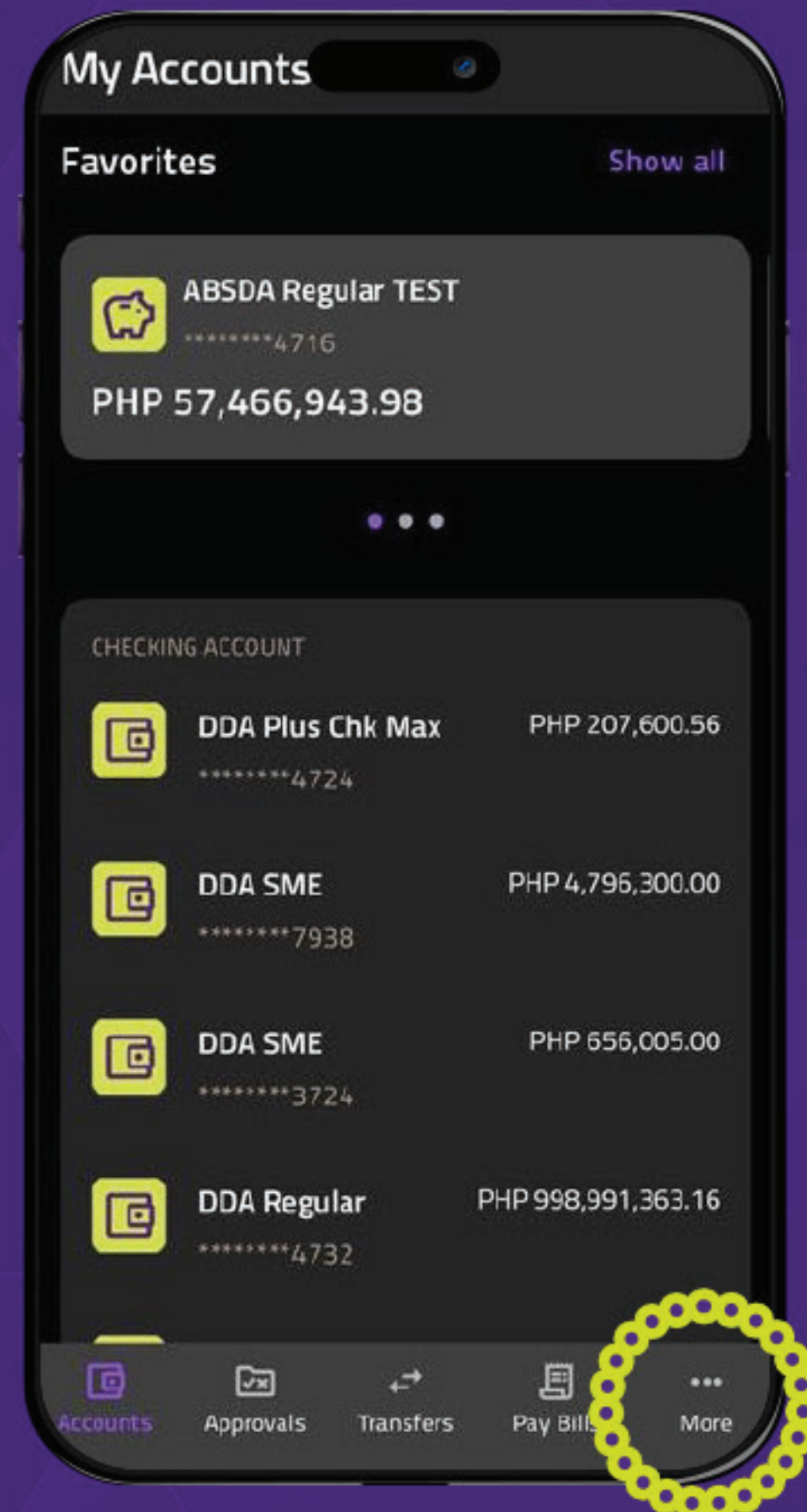


EasyBiz FX USD Sell (Mobile)

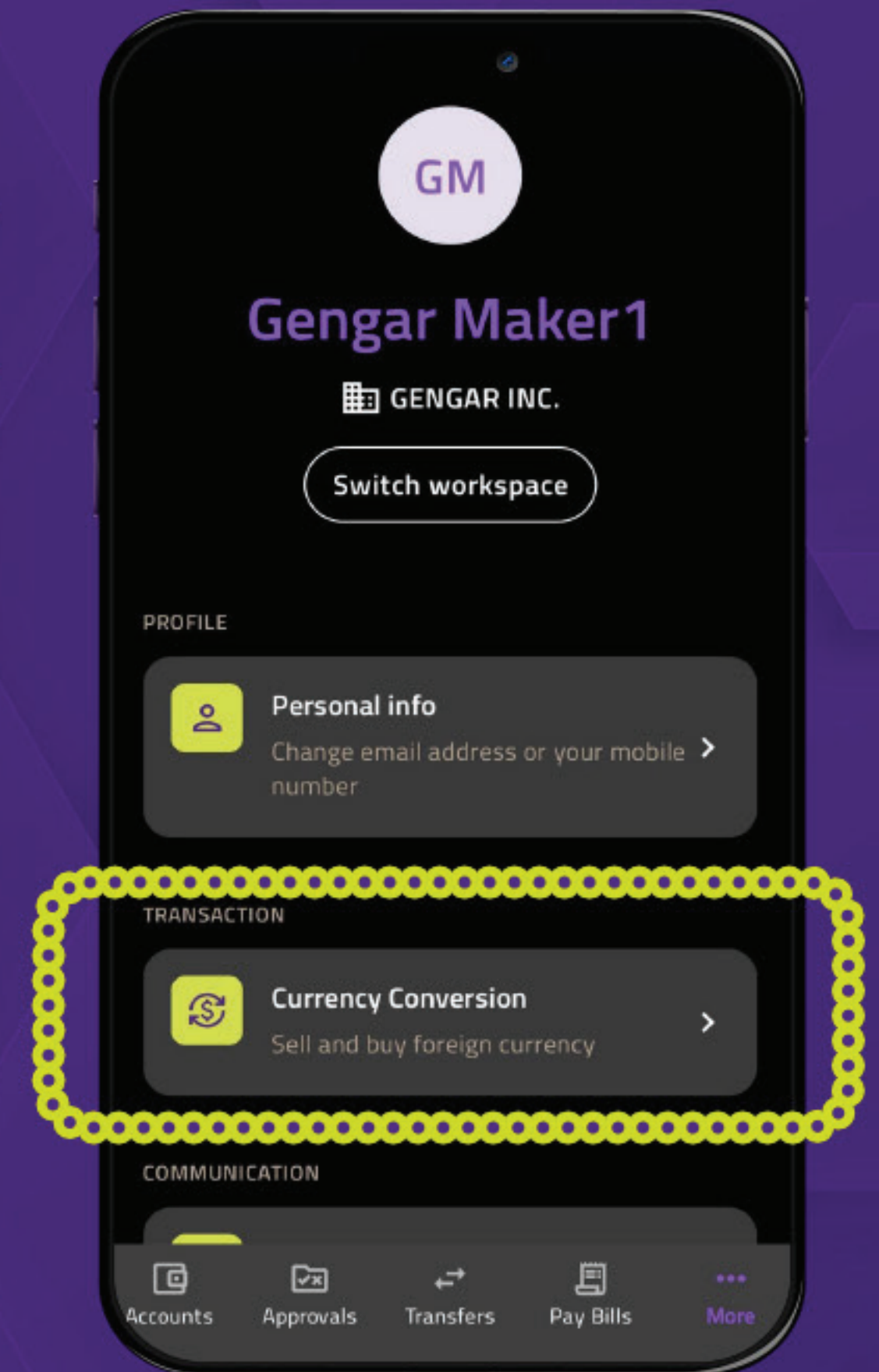
STEP 1

After logging in, on Dashboard, select **"More"** button with ellipsis **"..."** icon.



STEP 2

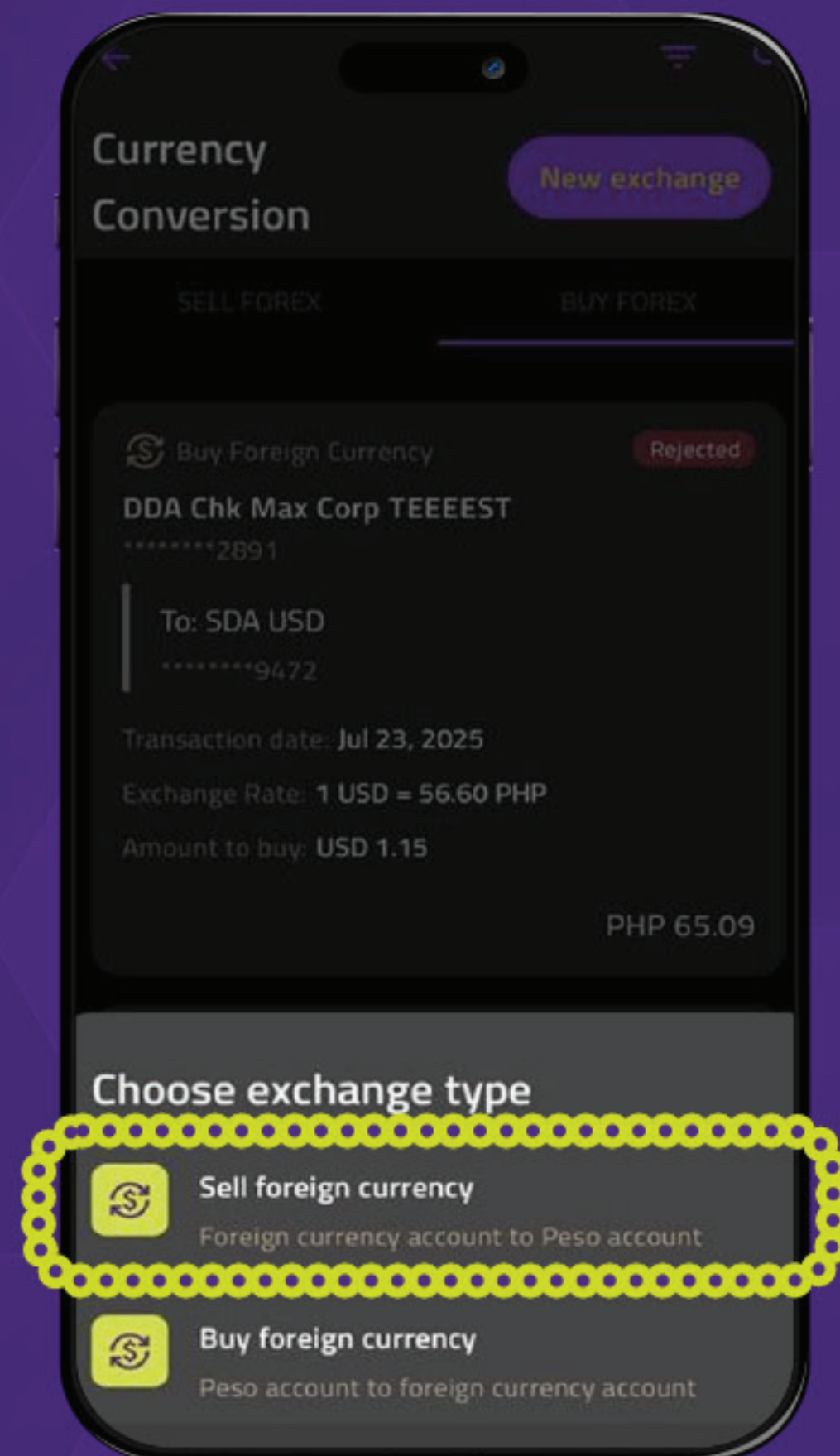
After clicking "More", select **"Currency Conversion"** service.



STEP 3

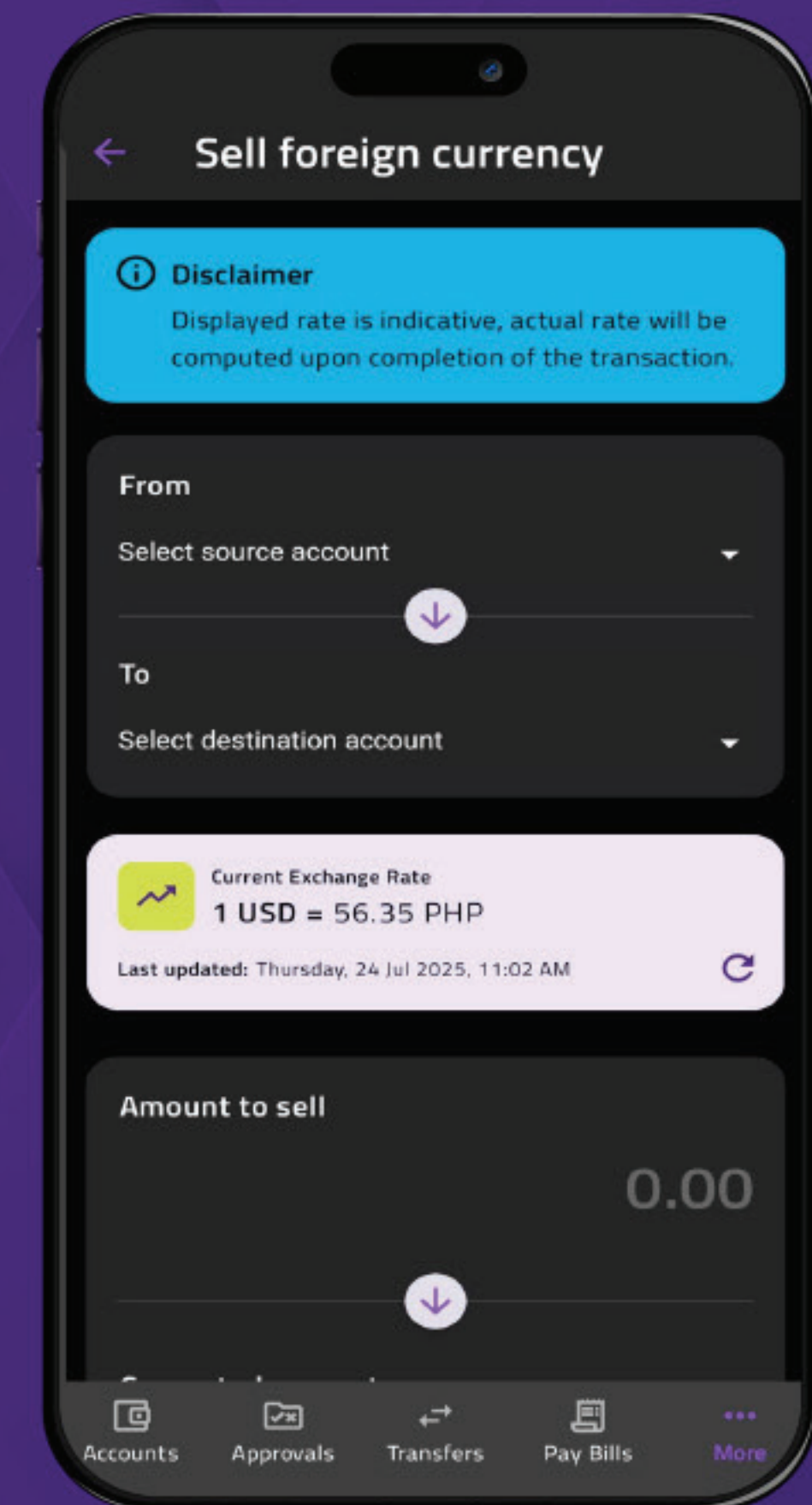
After selecting **"New Exchange"** button, a window will appear where user can select on which transaction to create.

On this guide, we'll select **Sell Forex**.



STEP 4

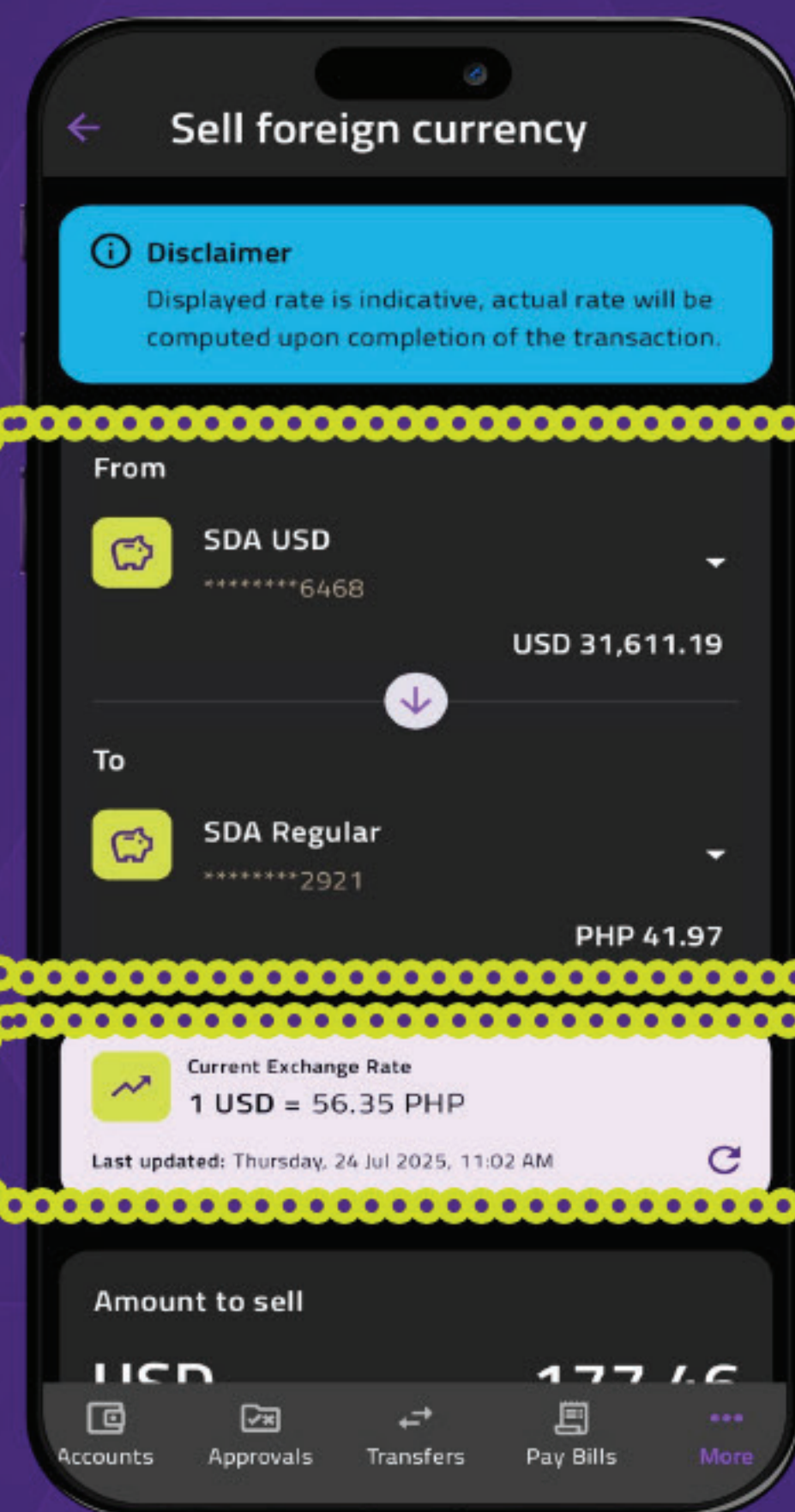
Sell Forex transaction fields.



STEP 5

Select **Source (USD)** and **Beneficiary Account (PHP)**.

Conversion Rate field. User has an option to refresh the current rate.



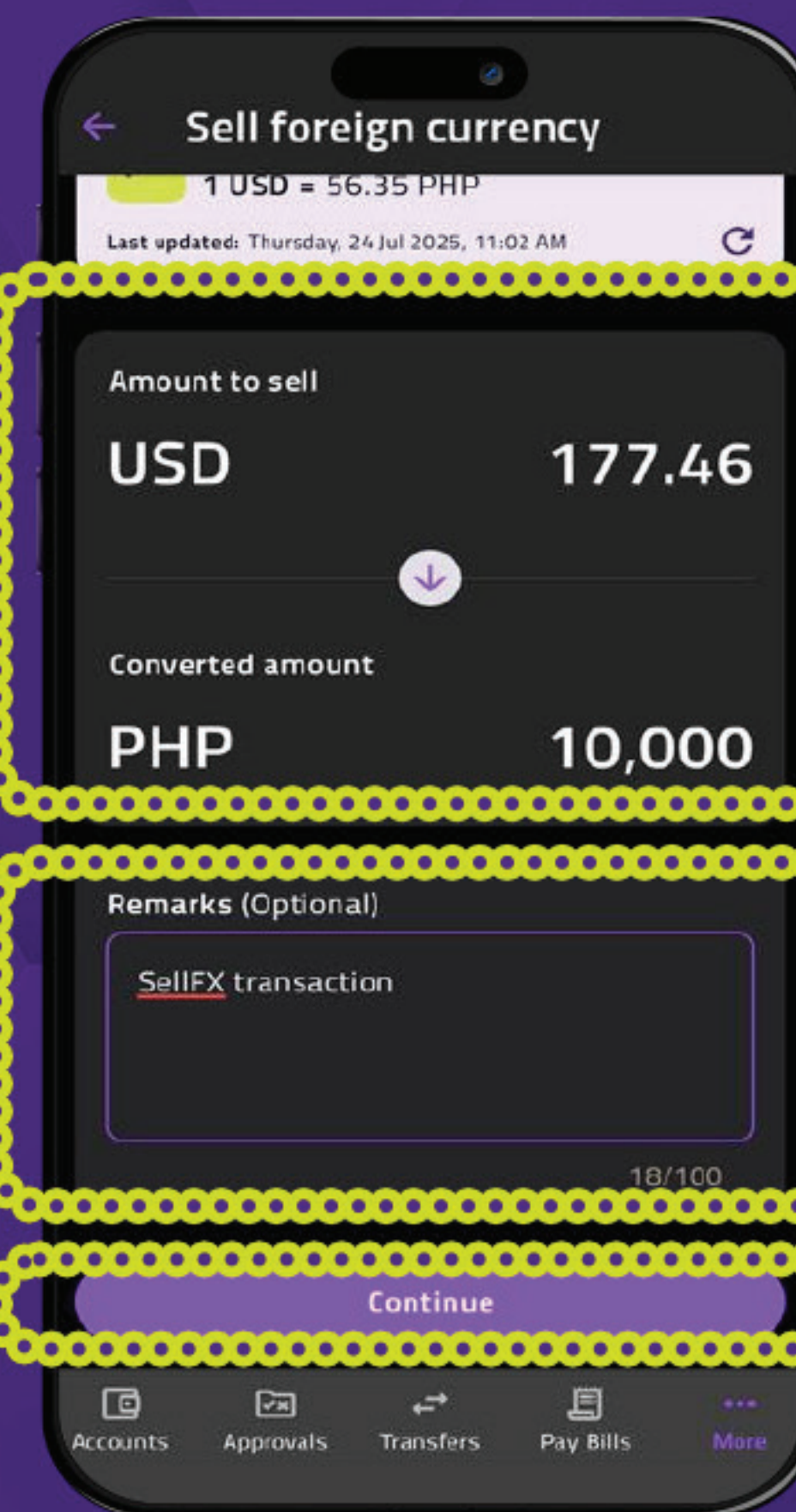
Screenshot of the 'Sell foreign currency' screen. The screen displays a disclaimer, 'From' and 'To' account selection, a 'Current Exchange Rate' section with a refresh icon, and 'Amount to sell' fields. A yellow dashed box highlights the 'From' and 'To' account selection area. Another yellow dashed box highlights the 'Current Exchange Rate' section.

STEP 6

Amount to Sell (USD) and **Converted Amount (PHP)** fields. User can enter an amount on either field and it'll automatically converted.

Remarks field.

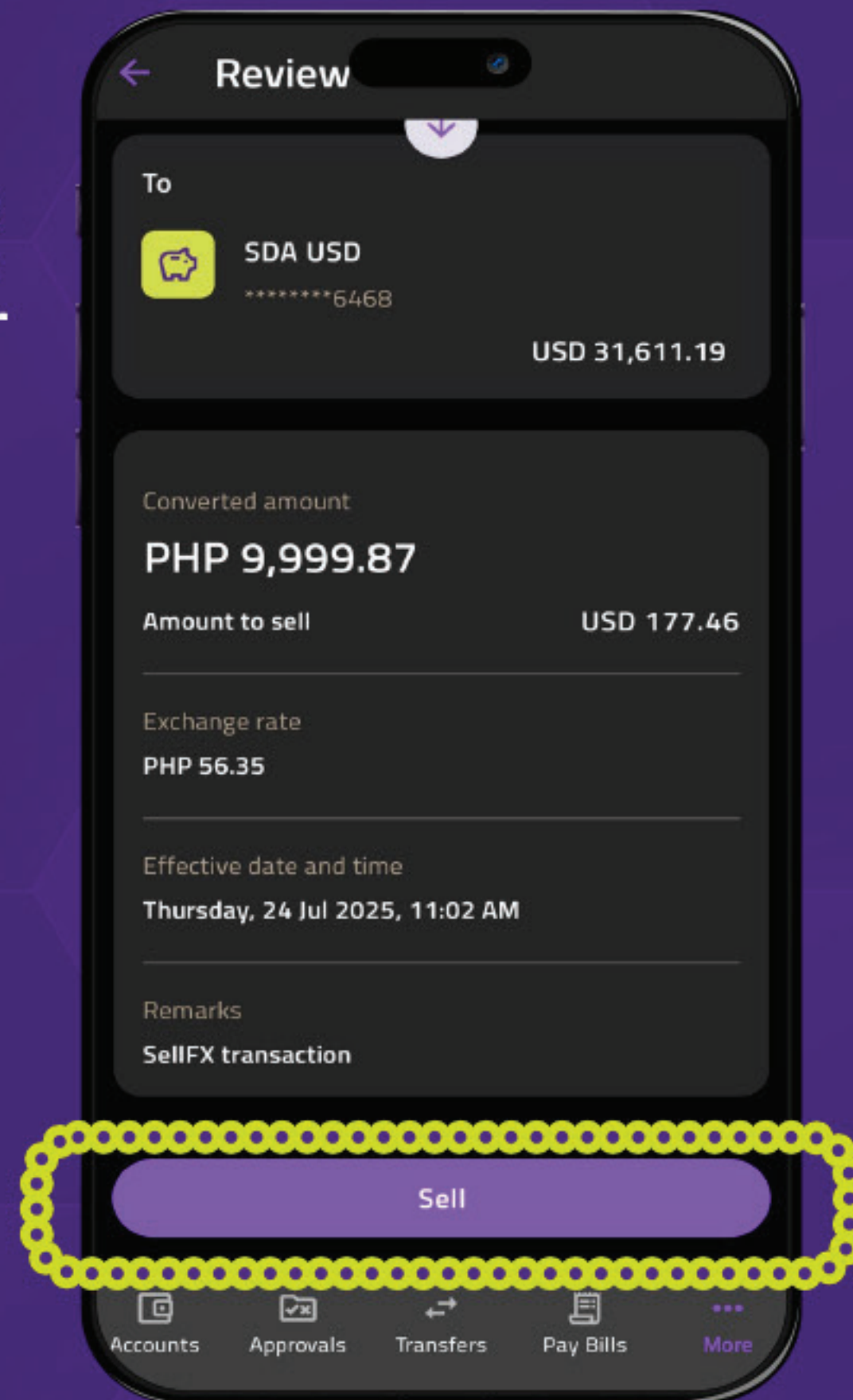
Once done entering transaction details, select "**Continue**"



Screenshot of the 'Sell foreign currency' screen. The screen displays the 'Amount to sell' and 'Converted amount' fields, a 'Remarks (Optional)' field, and a 'Continue' button. A yellow dashed box highlights the 'Amount to sell' and 'Converted amount' fields. Another yellow dashed box highlights the 'Remarks (Optional)' field. A third yellow dashed box highlights the 'Continue' button.

STEP 7

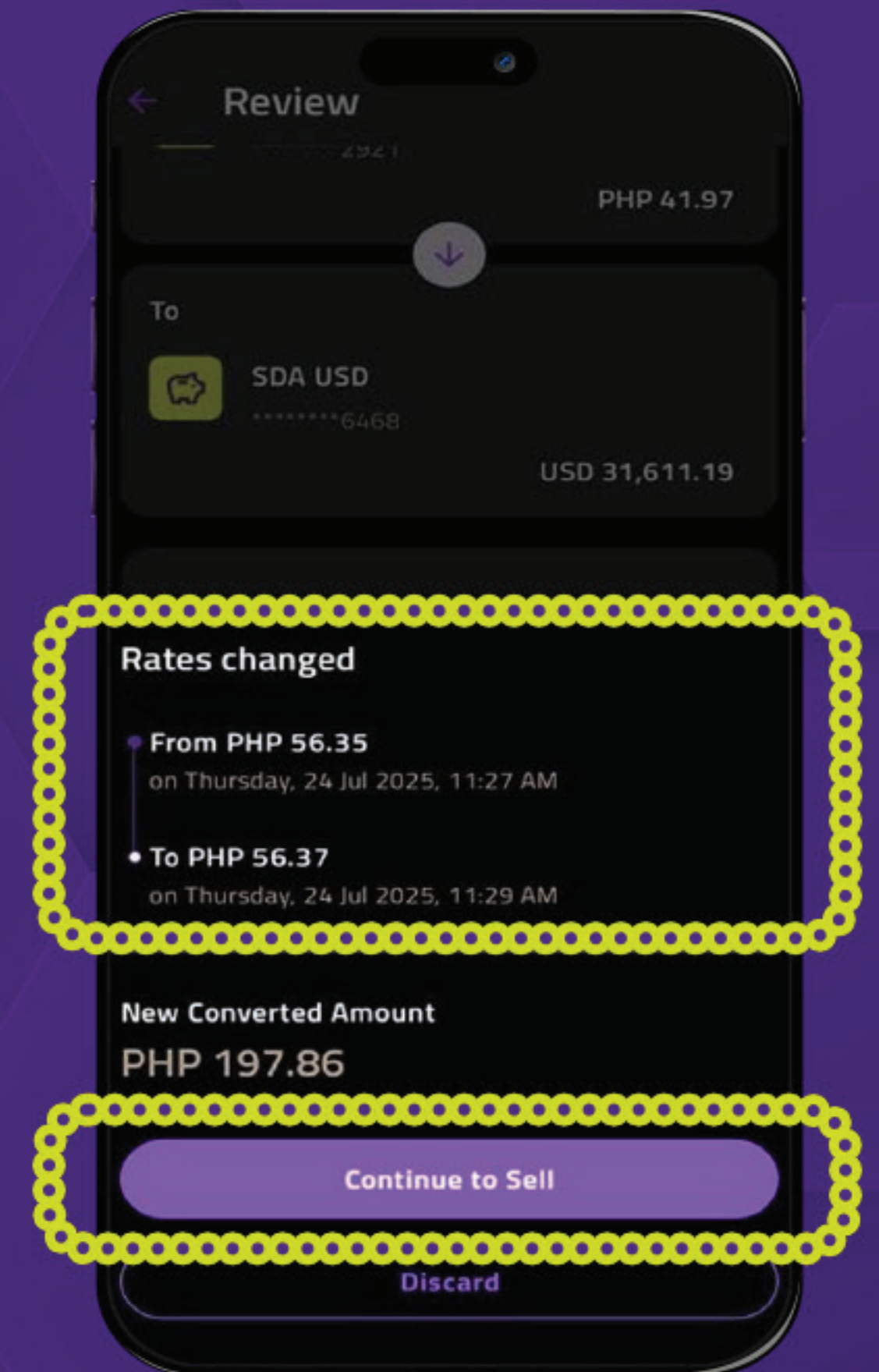
Once done reviewing, select **"Sell"** to finalize the creation of Sell FX.



STEP 8

A window will appear that will show the Old and New rates.

Once done reviewing, select **"Continue to Sell"** button.



STEP 9

Acknowledgement
screen for successfully
created Sell FX
transaction.

