Dollarro.com User Guide

1 Introduction

This document provides instructions for using Dollaro.com website in the scope of signing up, logging and performing operations.

2 Signing up

In order to sign up for Dollaro.com website, using any web browser, type ‘dollarro.com’ into the address bar. In response, the system will display the homepage of Dollaro.com on the screen.

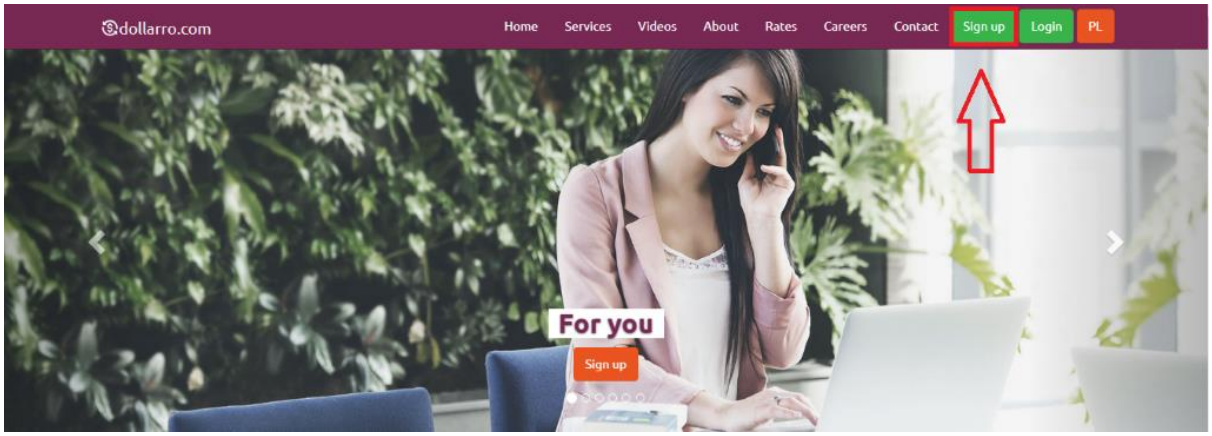


Figure 1. Signing up. The ‘Sign Up’ button.

Choose ‘Sign Up’ option [see *Figure 1*] located in the top menu.

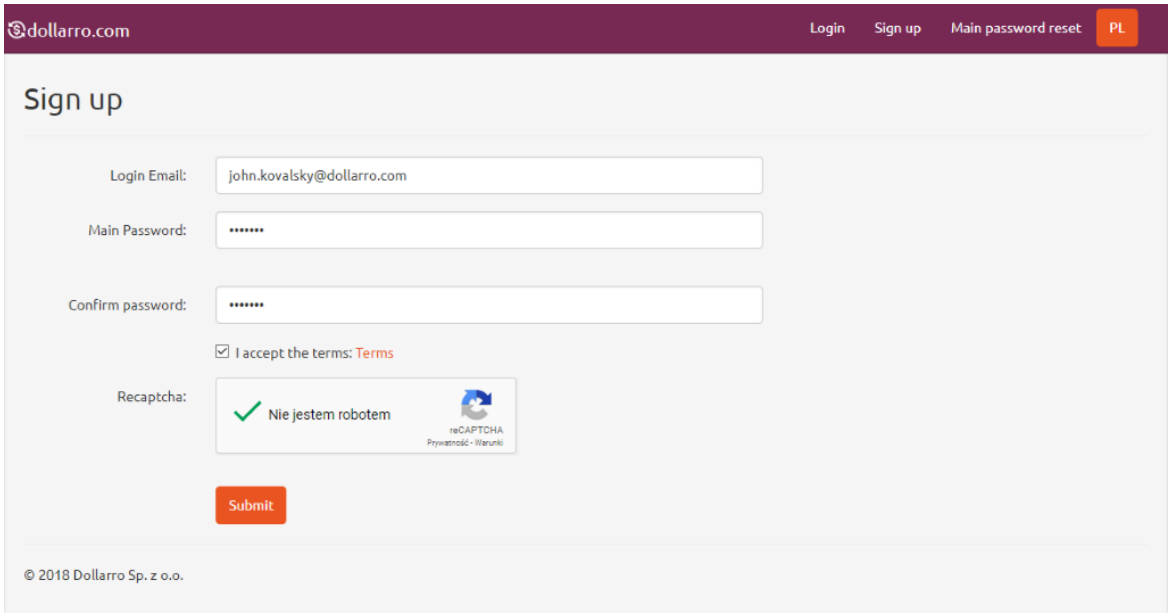


Figure 2. Signing up. Entering password.

In response, the system will display the registration form [see *Figure 2*]. Here type in an email address that you are going to use as well as a password and confirm that. The password must contain at least 6 characters, including at least: one alphabetic character, one numeric character and one of special characters: *!@#$%^&*()_+-={}[]:";'<>,.?/*. Then learn the terms of the website and tick the boxes: 'I Agree To Terms' and 'I Am Not A Robot'. Then system verifies the data. If successful, user is supposed to choose 'Submit' button. Now the activation-link is being sent to the email address you provided when signing up [see *Figure 3*]. Click on it to activate your account. The logging in is impossible if the activation-link hasn't been clicked.

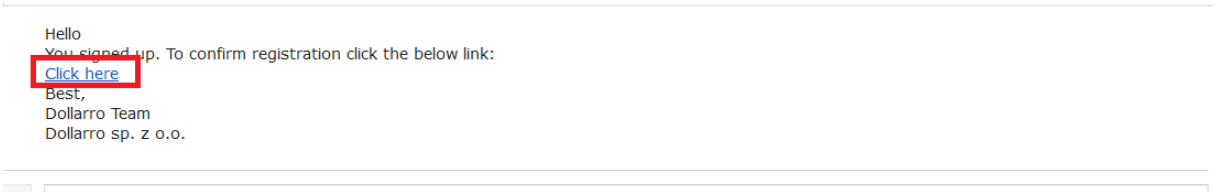


Figure 3. Signing up. 'Sign up' link.

Once the link is clicked [see *Figure 3*] the system will confirm the account activation [see *Figure 4*]. Then you are redirected back to dollarro.com website and you can log in to the system.

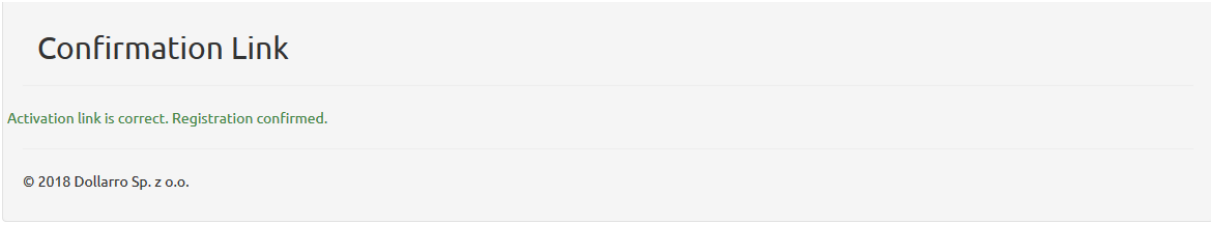


Figure 4. Signing up. Activation link.

3 Logging

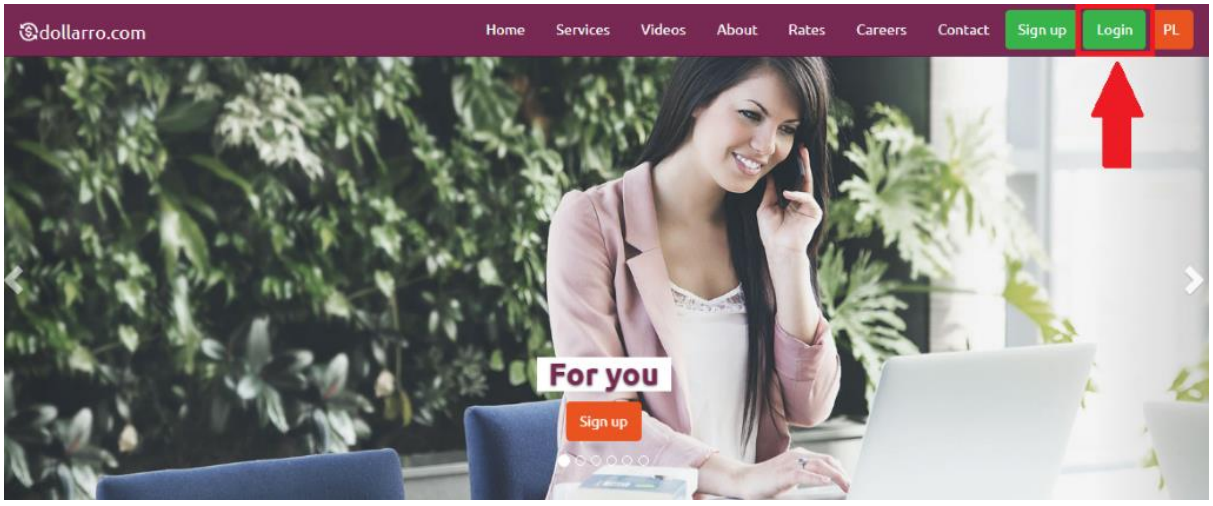


Figure 5. Logging. 'Login' button in top menu.

To login to dollarro.com website, choose 'Login' option located in the top menu [see *Figure 5*].

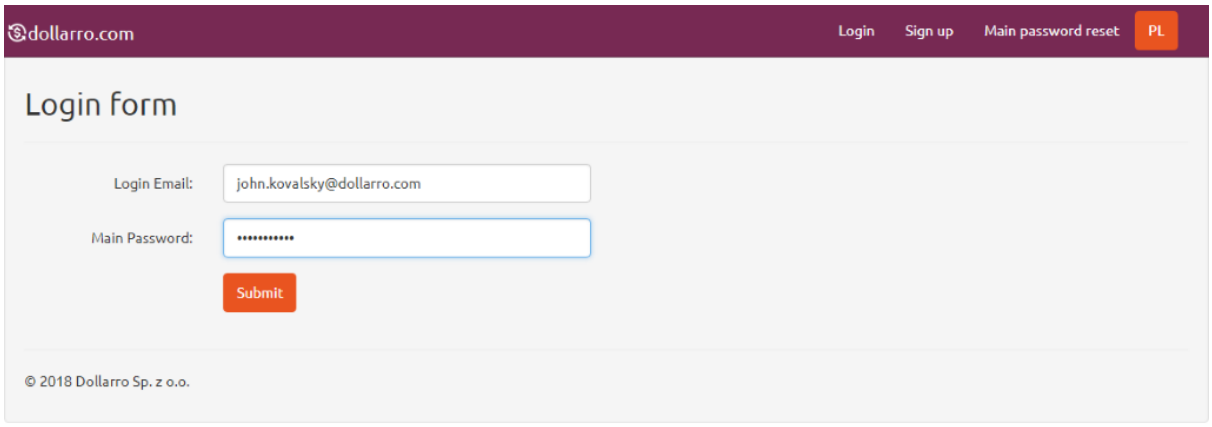


Figure 6. Logging.

Then you are redirected to 'Login Form' subpage. Type in the email address and the password you provided when signing up. Click 'Submit' button [see *Figure 6*].

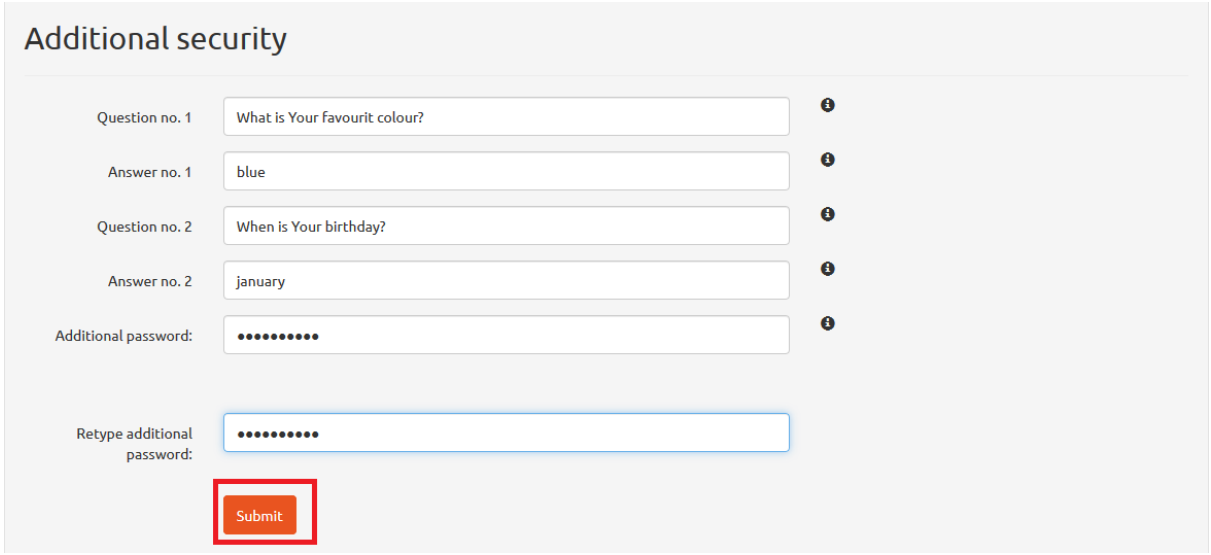


Figure 7. Logging. Additional password.

In a subsequent step, you are redirected to a subpage that requires setting up an additional security password [see *Figure 7*]. It must contain at least 6 characters, including at least: one alphabetic character, one numeric character and one of special characters: *!@#$%^&*()_+-={}[]:";'<>,.?/*. It is required to access extra sensitive sections of the system, i.e. 'Profile' and 'Bank Accounts'. Fill in the blanks with questions and answers that may be useful for additional password reset if forgotten. When all the blanks are filled in, click 'Submit' button [see *Figure 7*].

4 Profile

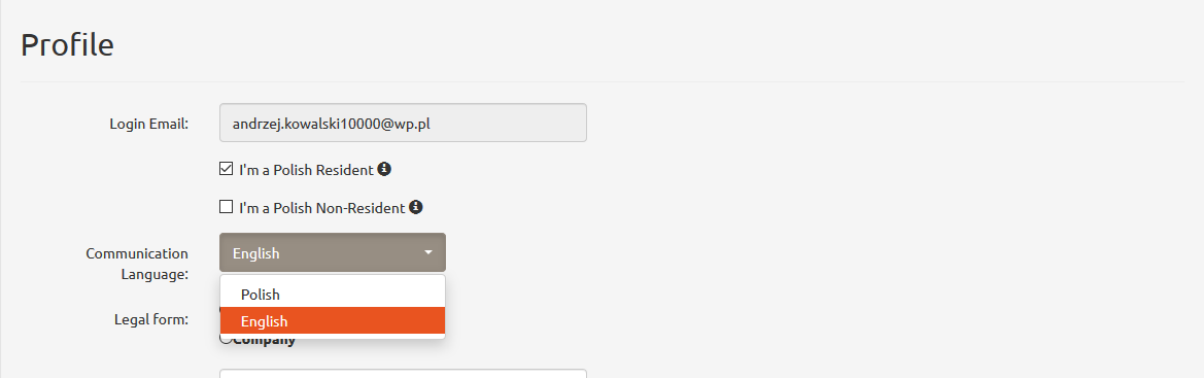


Figure 8. Profile. Language for communication.

Now user is redirected to 'Profile' section [see *Figure 8*], where their personal data must be entered. First you must declare if you are a Resident or a Non-Resident of Poland [see *Figure 8*].

As defined in the Currency Law of Poland [Official Gazette No. 2012.826, Act of 27th July 2002 Article 2] **Residents of Poland** are: (1) natural persons residing in Poland, legal persons established in Poland, other bodies established in Poland that are capable of committing expenditures and acquiring rights on their own behalf; also branches, representative offices and companies set up in Poland by Non-Residents shall be read as Residents; (2) Polish diplomatic representations, consular offices and other Polish representations and special mission that benefit from diplomatic or consular immunities or privileges.

As defined in the Currency Law of Poland [Official Gazette No. 2012.826, Act of 27th July 2002 Article 2] **Non-Residents of Poland** are: (1) natural persons who have their place of residence outside Polish borders, legal persons established outside Polish borders, other bodies established outside Polish borders that are capable of committing expenditures and acquiring rights on their own behalf; also branches, representative offices and companies set up outside Polish borders by Residents shall be read as Non-Residents; (2) foreign diplomatic representations, consular offices and other foreign representations and special mission that benefit from diplomatic or consular immunities or privileges.

Next, user chooses their langue in which they want receive notifications in form of short text messages and emails [see *Figure 8*].

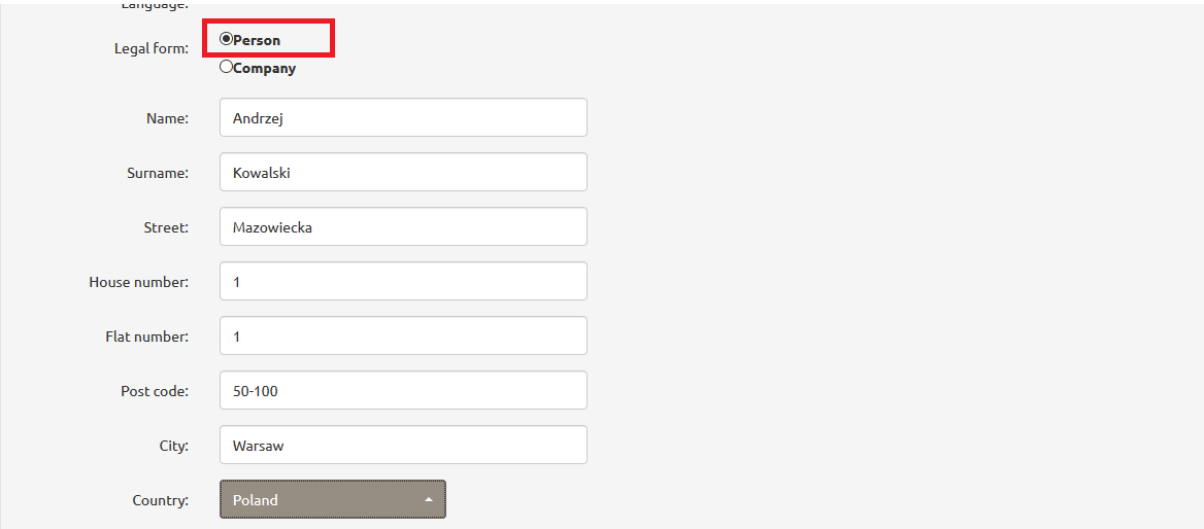


Figure 9. Profile. Personal data.

If you use the service as a private individual, click 'Person' in line 'Legal form'. Then fill in your personal data, i.e. name, surname, permanent address [see *Figure 9*].

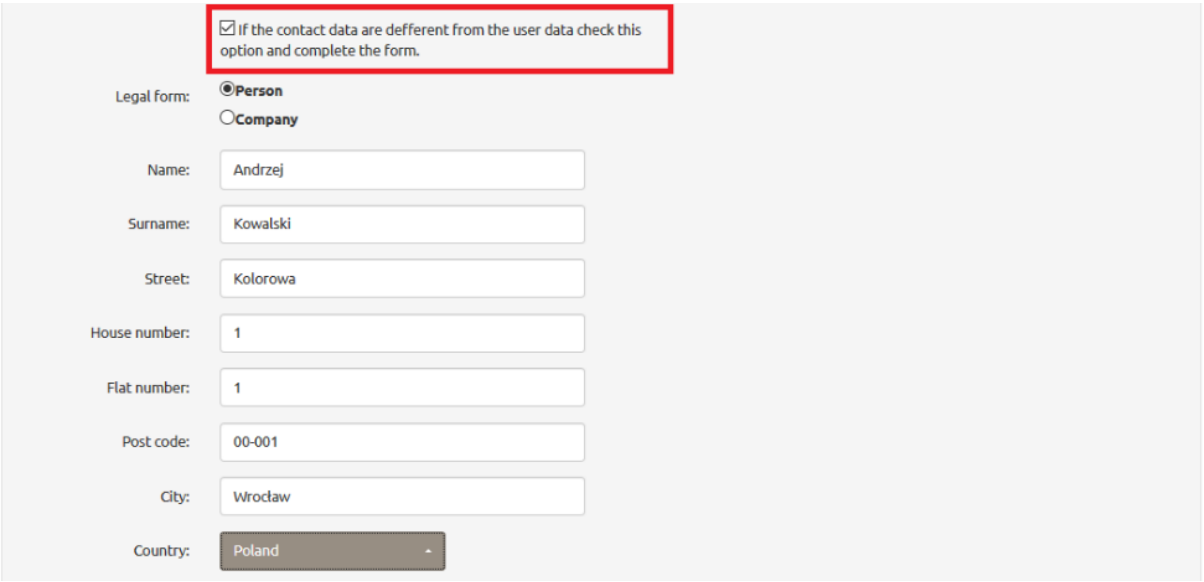


Figure 10. Profile. Mailing address.

If your contact address is different from the permanent one, tick the box [see *Figure 10*] and fill in the contact data as private individual or company.

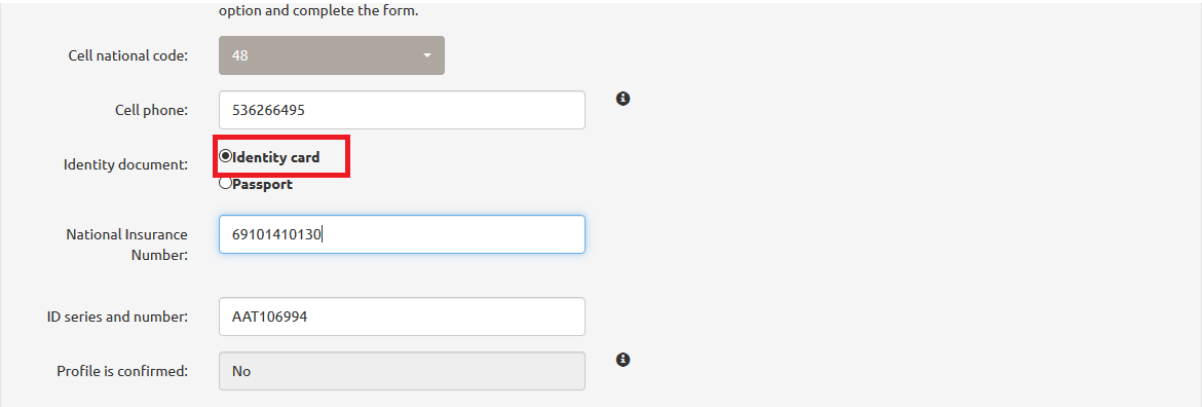


Figure 11. Profile. Choosing type of identification document. Identity card.

Next choose your Cell national code (i.e. in case of Poland, the code is 48) and type in your cell phone number. It is necessary to provide an active phone number since it is used for communication with user in order to receive short text messages including codes to confirm activities carried out on the website.

The next step is choosing the type of your identity document. If it is a national identity card, select the option 'identity card' and type in your social security number and serial number of the document [see *Figure 11*].

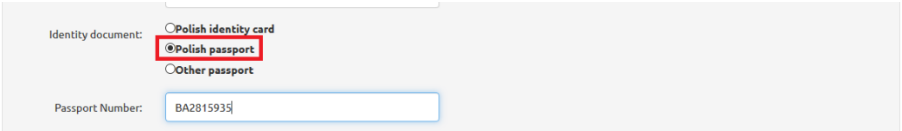


Figure 12. Profile. Choosing type of identification document. Polish passport.

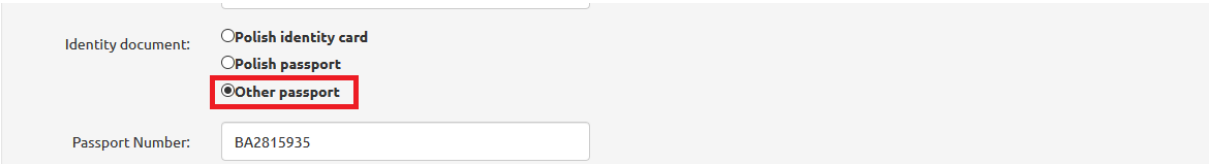


Figure 13. Profile. Choosing type of identification document. Other passport.

In case of using passport, select the option 'Polish passport' or ' Other passport' and type in serial number of the document [see *Figures 12,13*] .

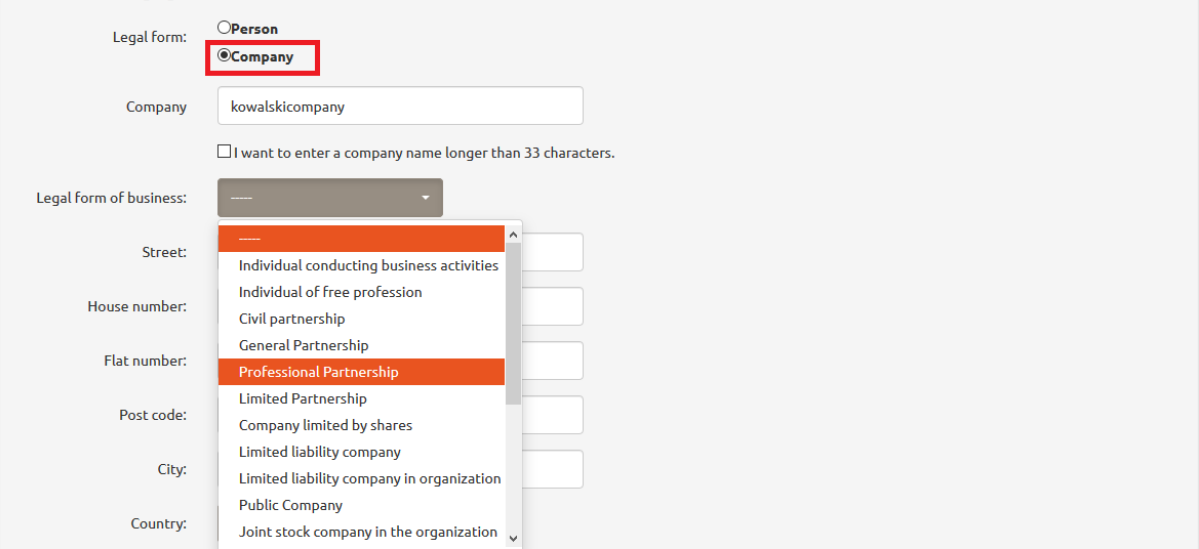


Figure 14. Company profile.

If you use the website as a company, select option 'Company' in line 'Legal Form' and then choose the legal form of your business [see *Figure 14*].

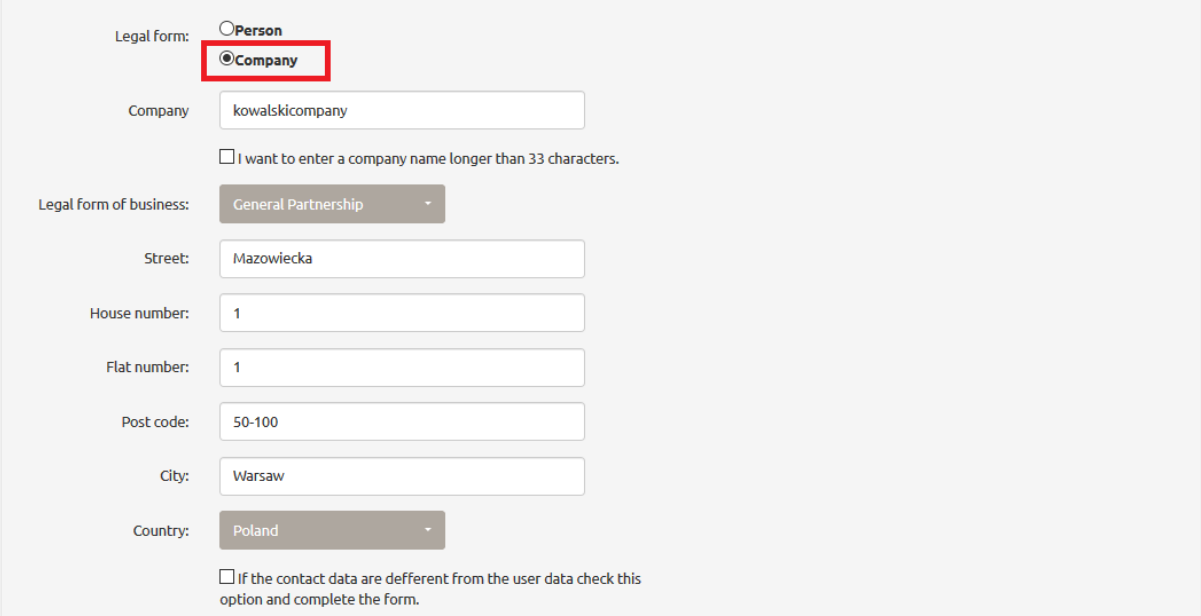


Figure 15. Company profile. Address.

The next step is typing in the name of your company and its address [see *Figure 15*]. If the mailing address is different from the company address, proceed as in case of private individual [see *Figure 15*].

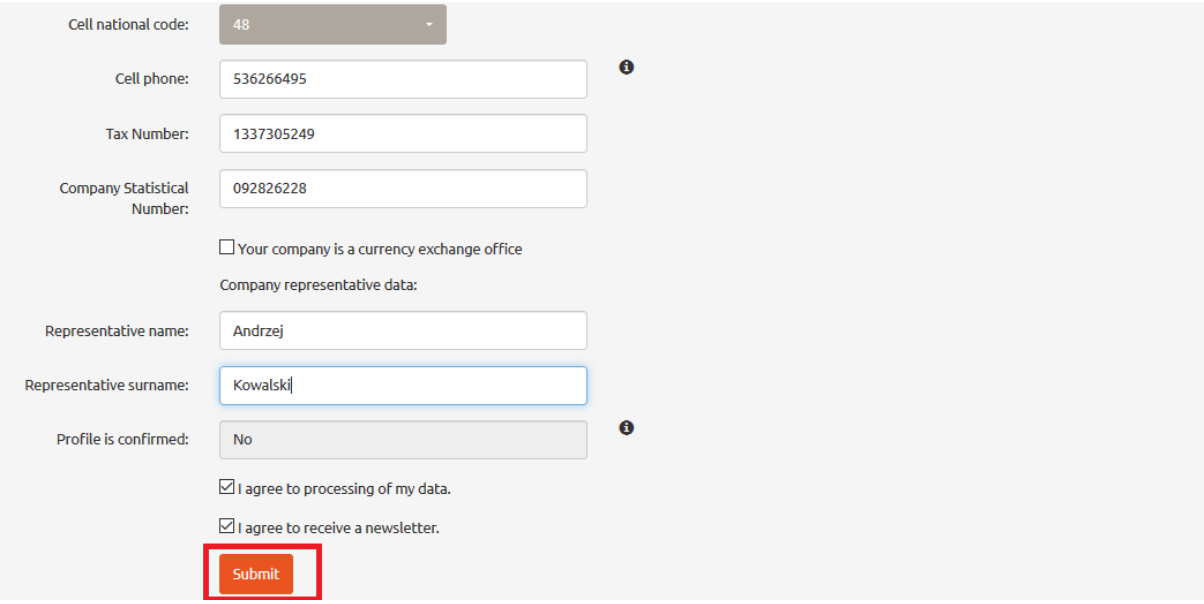


Figure 16. Company profile. Company details.

Next choose its cell national code (i.e. in case of Poland, the code is 48), type in its cell phone number and following information: tax identification number, company statistical number, forename and surname of the legal representative. User is supposed to declare if they are a currency exchange bureau [see *Figure 16*].

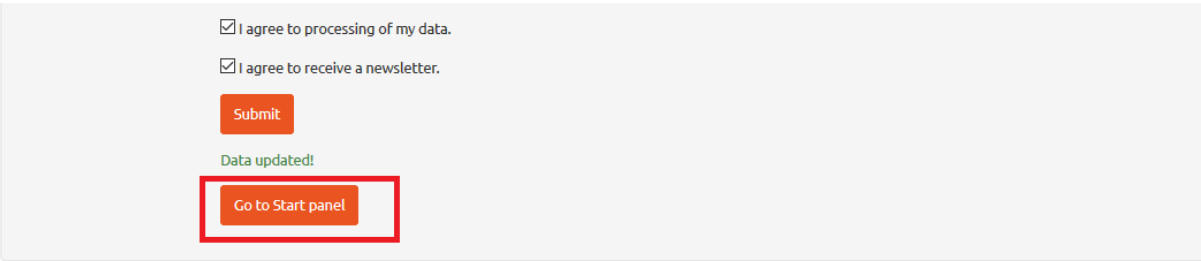


Figure 17. Profile. 'Go to Start Panel' button.

Once you filled in 'Profile' panel, whether you are private individual or company, click 'Submit' button. To further get to 'Start' panel, click 'Go to Start Panel' button [see *Figure 17*] that will appear at the bottom of the screen.

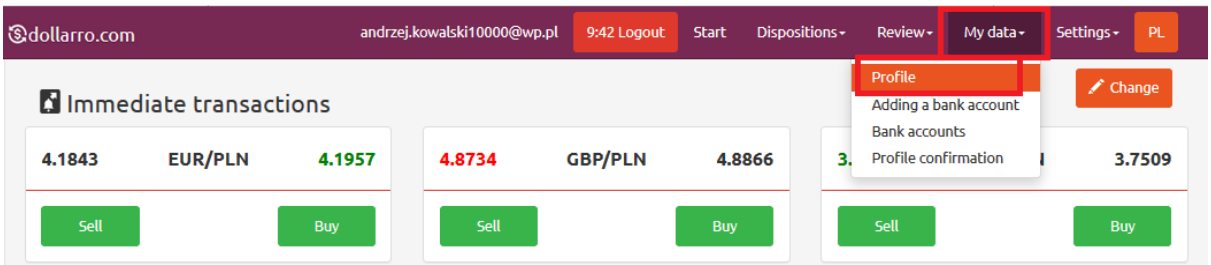


Figure 18. Profile. Top menu button for previewing.

If you want to see your profile or edit data contained in it, click 'My data' button in the top menu and select option 'Profile' [see *Figure 18*].

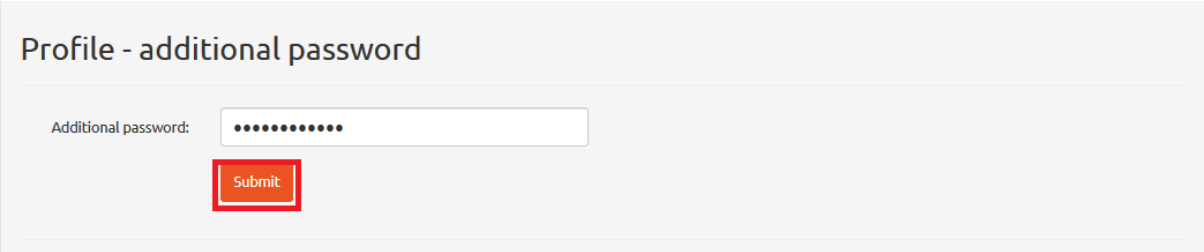


Figure 19. Profile. Typing on additional password.

Type in the additional security password for verification and click 'Submit' button [see *Figure 19*].

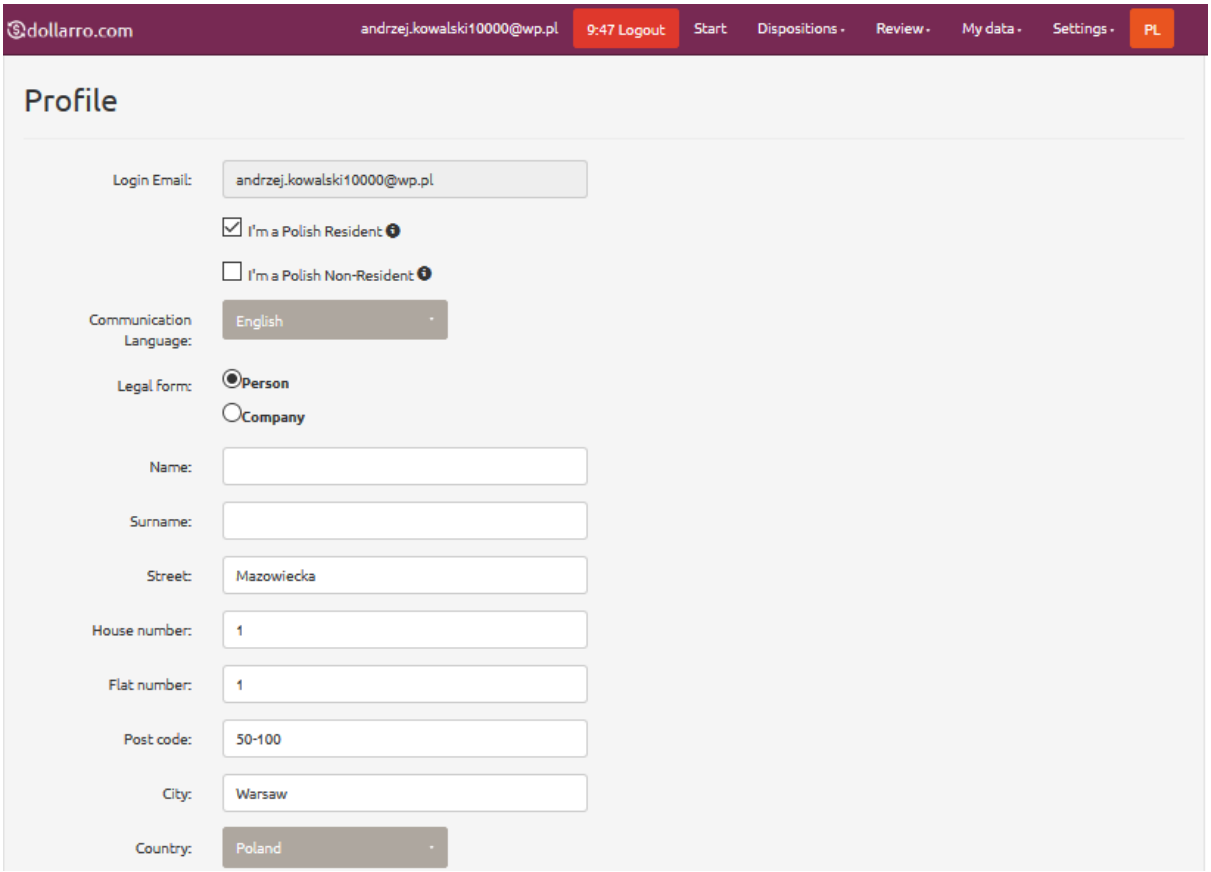


Figure 20. Profile. Preview.

Next, user is redirected to 'Profile' panel [see *Figure 20*].

5 Profile confirmation

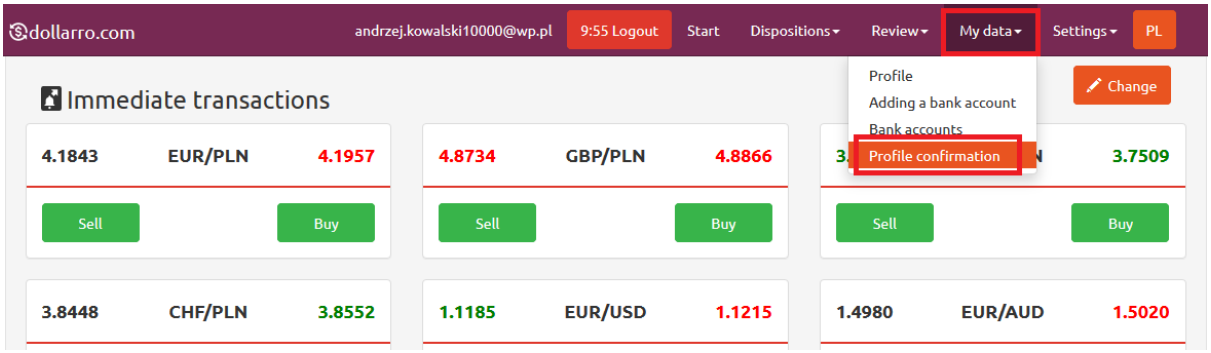


Figure 21. Profile. Confirmation.

6 Adding bank account

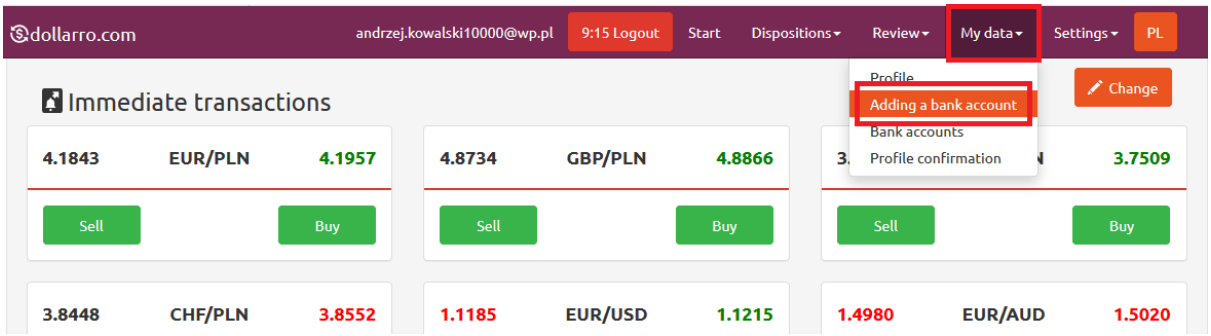


Figure 22. Adding bank account in top menu.

In order to add a bank account to the service, click 'My Data' button in the top menu and select option 'Adding a Bank Account' [see *Figure 22*].

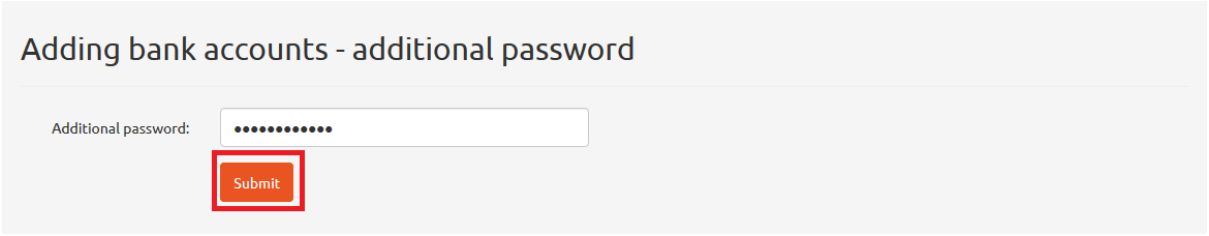


Figure 23. Adding bank account. Additional security password.

The next step is typing in the additional security password and clicking 'Submit' button [see *Figure 23*].

In the panel of adding bank account, select the type of bank account number intended to use. The options are:

- IBAN
- other

IBAN is the International Bank Account Number. It is used for foreign currency transfers (both within the country and beyond its borders) between different banks. IBAN consists of a country code (in

case of Poland, the code is ‘PL’) and 26 numeric characters standing for the domestic bank account number (in case of Poland).

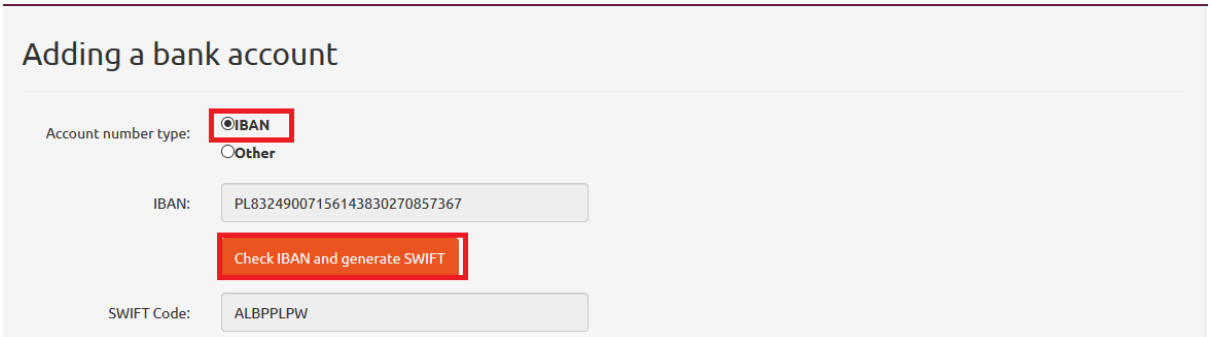


Figure 24. Adding bank account. IBAN and SWIFT code generation.

In case of selecting option ‘IBAN’, the next step is typing in the number. Then SWIFT code is generated. For this purpose, click ‘Check IBAN and generate SWIFT’ button [see *Figure 24*].

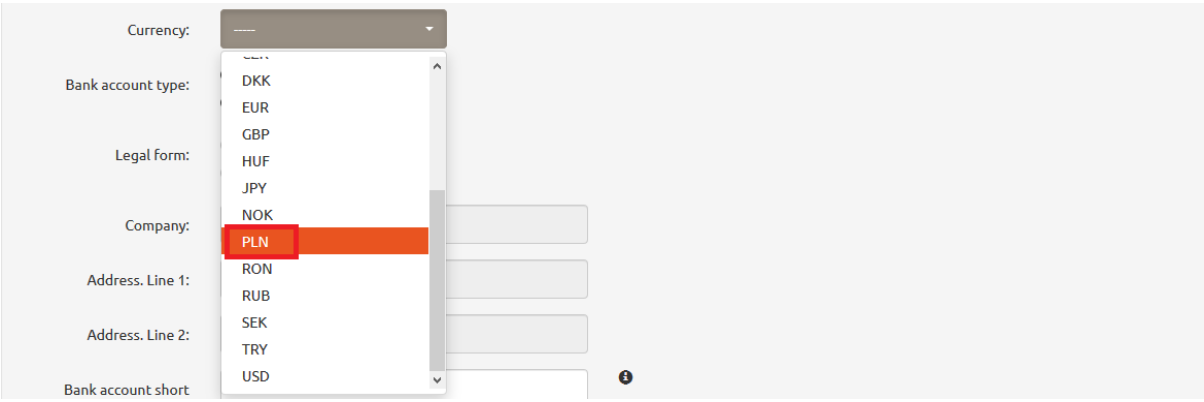


Figure 25. Adding bank account. Currency selection.

Next, choose currency for the account [see *Figure 25*].

At a later stage, select the type of bank account you want to provide.

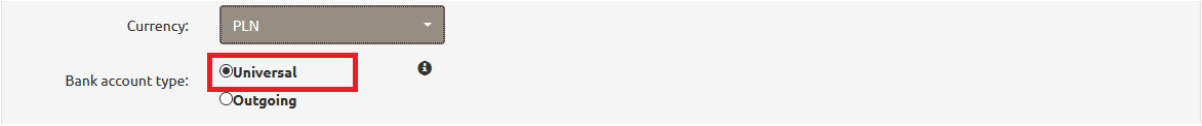


Figure 26. Adding bank account. Universal bank account.

If you choose option ‘Universal’ [see *Figure 26*], you will be allowed to transfer your resources to dollarro.com and pay the resources out to this account. This is user’s basic account and it is necessary for performing transactions.

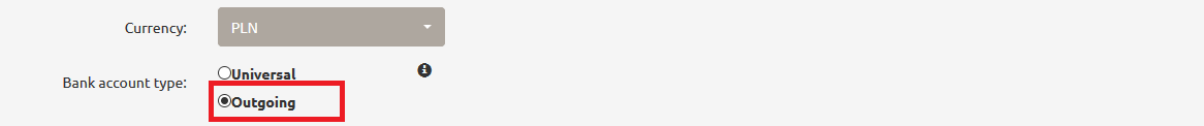


Figure 27. Adding bank account. Bank account for outgoing transfers.

If you choose option ‘Outgoing’ [see *Figure 27*], you will be allowed to pay out the resources only from a completed exchange operation. The bank account for outgoing transfers is supplementary.

This bank account may belong to a friend to whom you want to transfer the exchanged currency or to a company, where you want to deposit it.

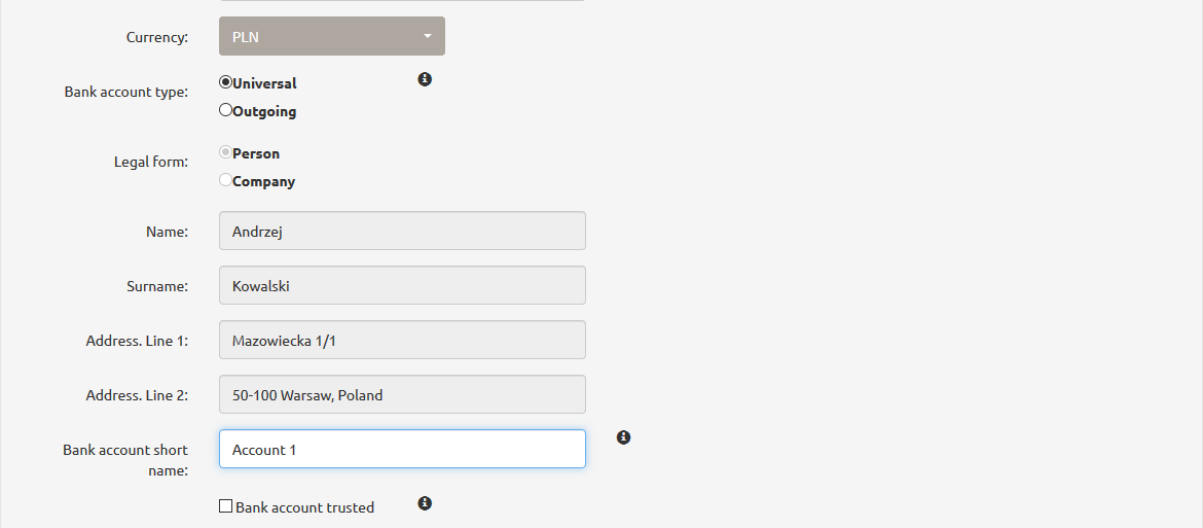


Figure 28. Universal bank account. Data. Private individual.

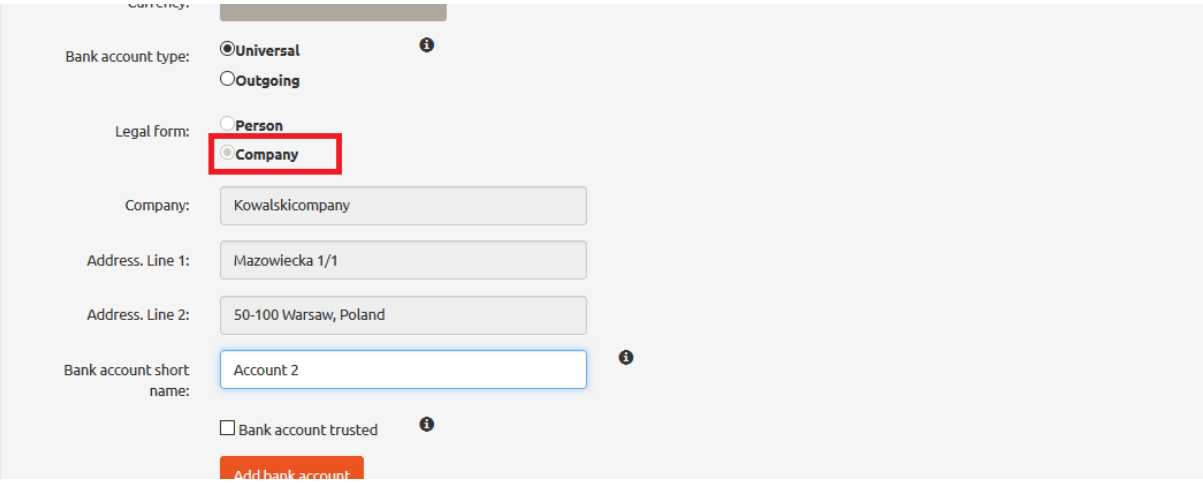


Figure 29. Universal bank account. Data. Company.

In case of universal bank account, the data of user, whether they are private individuals [see *Figure 28*] or act on behalf of a company [see *Figure 29*], will be entered automatically. Next type in 'Bank account short name' [see *Figure 29*], that enables quick identification of bank account without having to analyze its number.

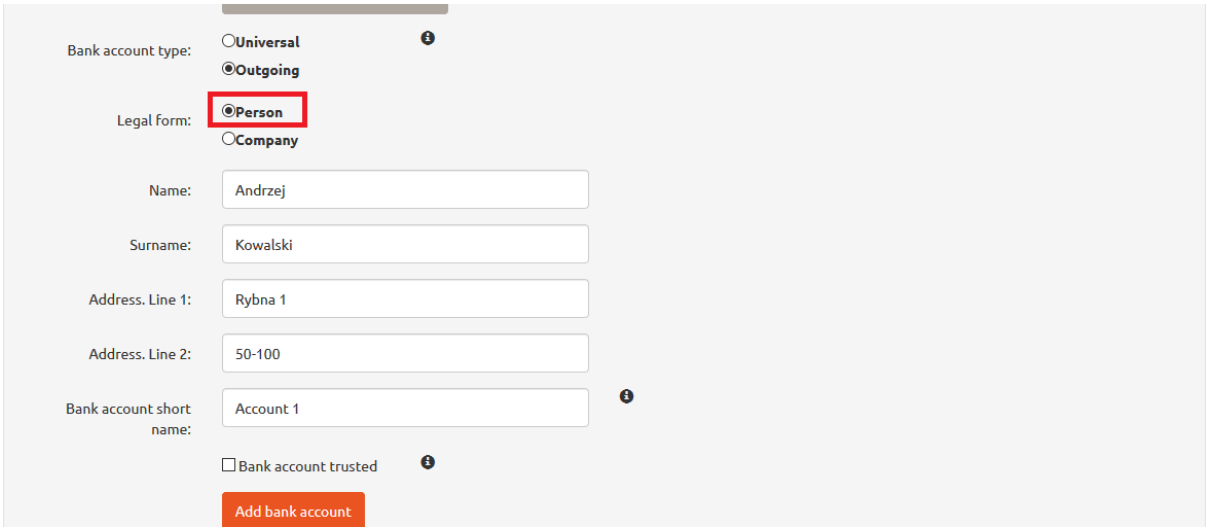


Figure 30. Outgoing bank account. Private individual.

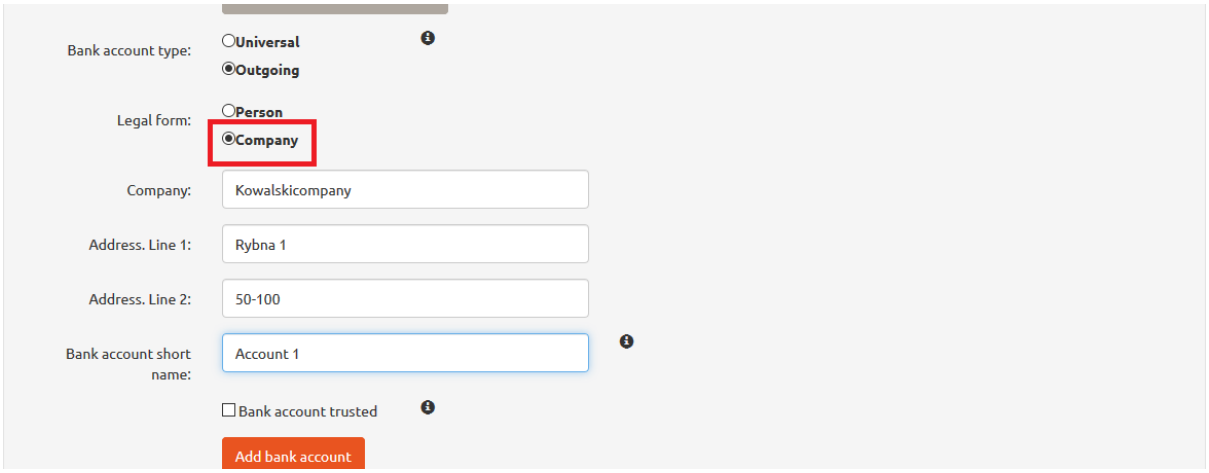


Figure 31. Outgoing bank account. Company.

In case of outgoing transfers, user provides data of either a private individual [see *Figure 30*] or a company [see *Figure 31*], depending on where the exchanged currency is supposed to be transferred.

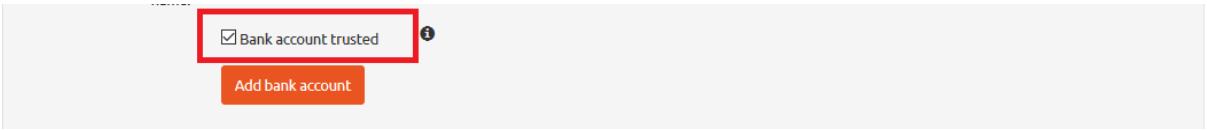


Figure 32. Trusted bank account.

Every bank account can be defined as trusted by clicking the box in line 'Trusted bank account' [see *Figure 32*]. This allows user to avoid confirming every single operation (i.e. pay out) to this particular bank account with a short text message code. The last step is clicking 'Add bank account' button [see *Figure 32*].

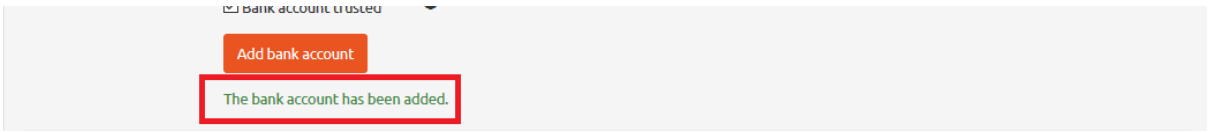


Figure 33. Adding bank account. 'Add bank account' button.

If the whole data is accurate, message 'The bank account has been added' will appear at the bottom of screen [see *Figure 33*].

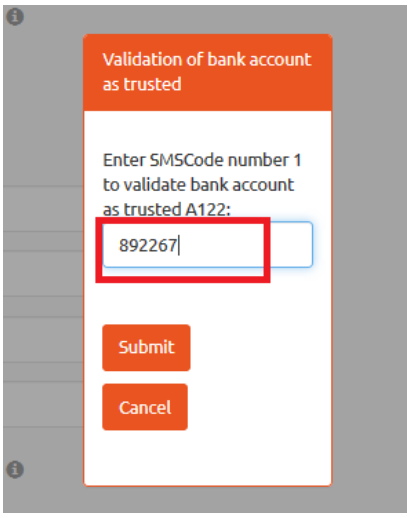


Figure 34. Adding bank account. Short text message code.

If user has defined a bank account as trusted, the system will send a validation code via short text massage. Then type in the received code in the pop-up on the screen and click 'Submit' [see *Figure 34*].

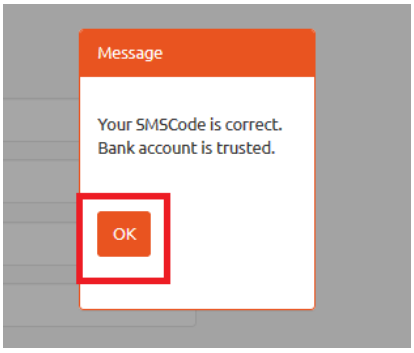


Figure 35. Adding a bank account. Validation.

If the code is valid, the pop-up message will appear on the screen. Then click 'OK' button [see *Figure 35*]. Now the bank account is saved as trusted.

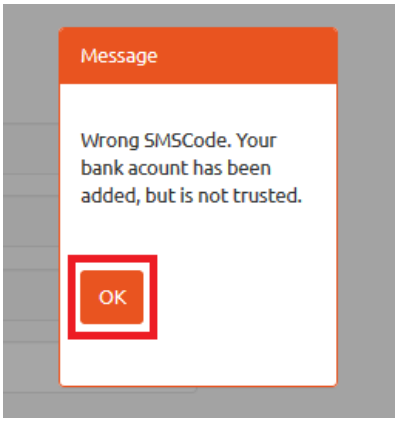


Figure 36. Invalid short text message code.

If case of typing in an invalid short text message code, the system will add the bank account, but it cannot be defined as trusted [see *Figure 36*].

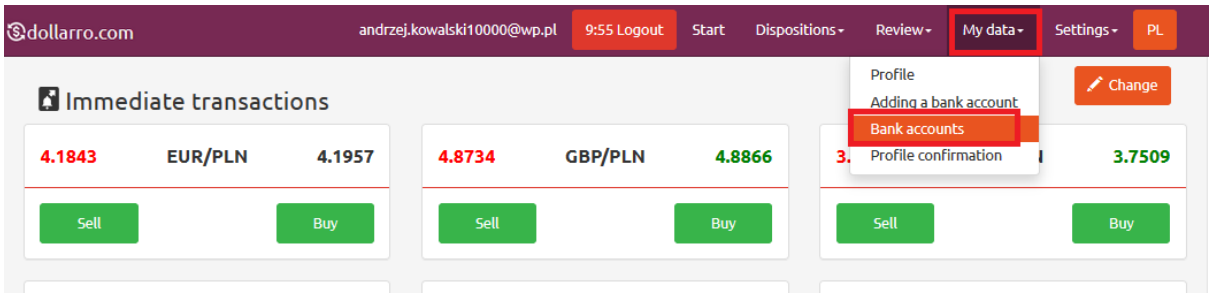


Figure 37. 'Bank accounts' option in top menu.

To preview the bank accounts already added by user, click 'My data' button in the top menu and then select option 'Bank accounts' [see *Figure 37*].

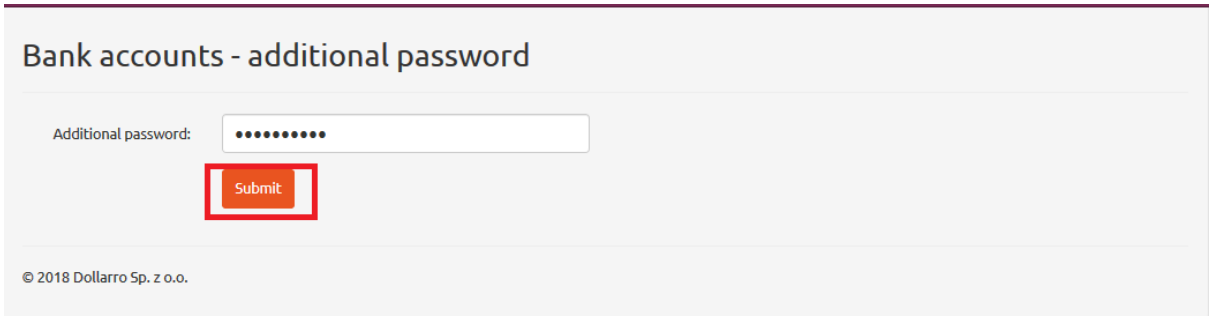


Figure 38. Bank accounts. Typing in additional security password.

The system requires the additional security password to be typed in. Once it is typed in, click 'Submit' button [see *Figure 38*].

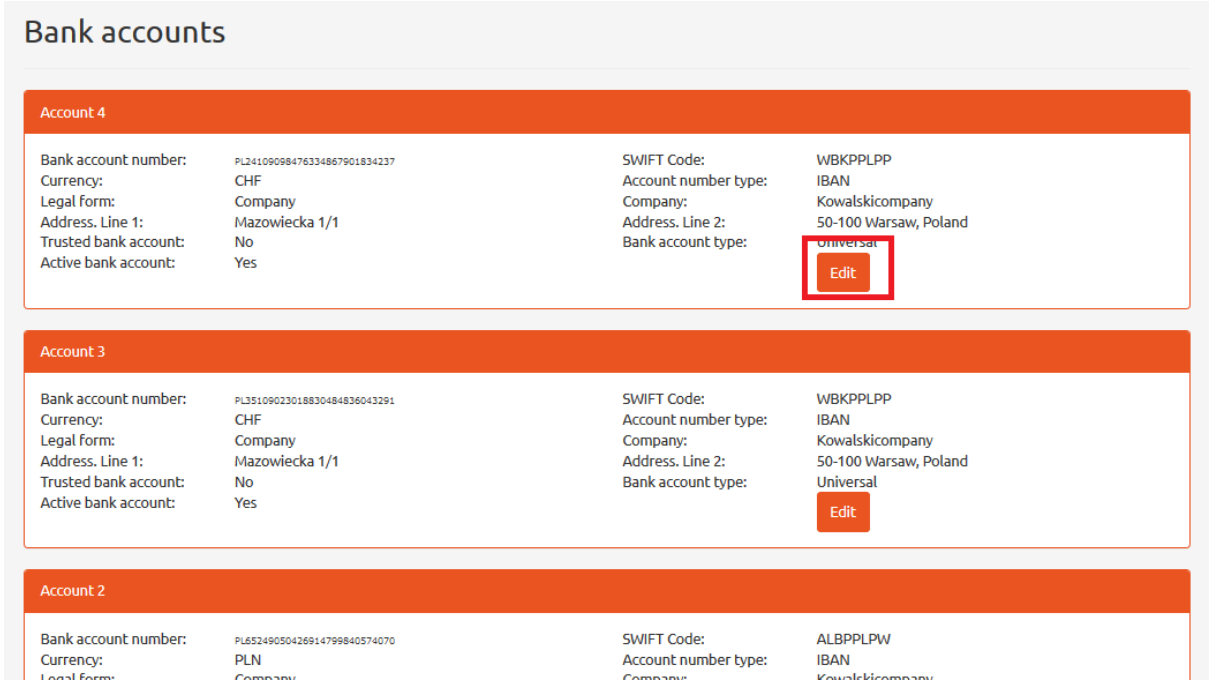


Figure 39. Bank accounts. List.

Now the list of bank accounts already added by user is displayed on the website. It may be edited any time by clicking 'Edit' button in the section of particular bank account [see *Figure 39*].

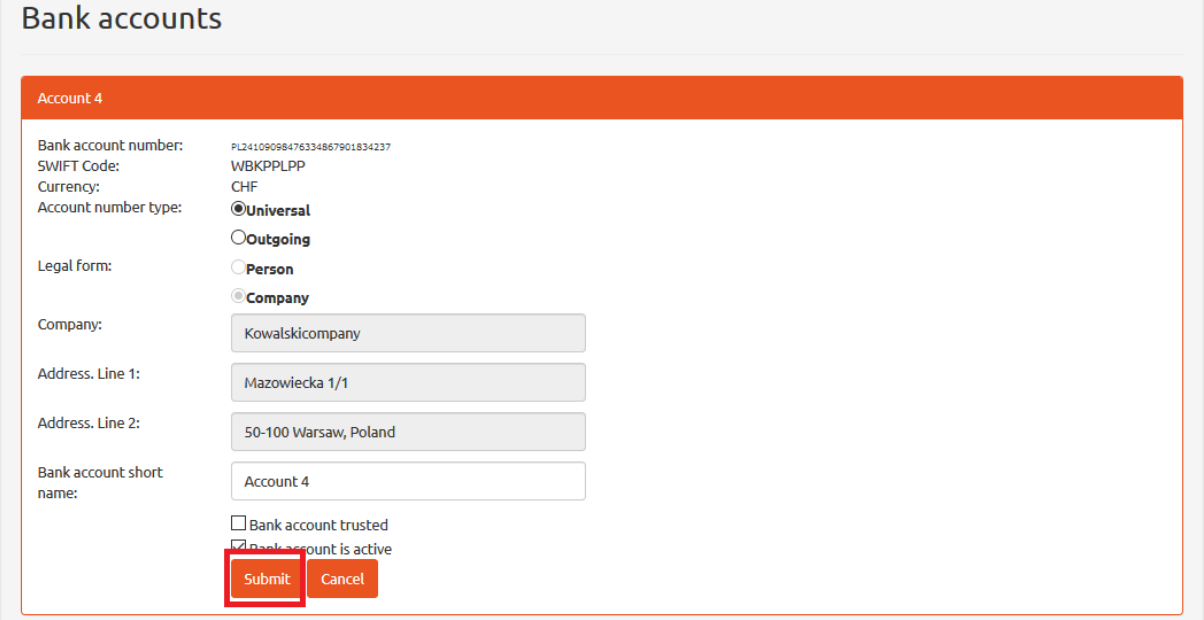


Figure 40. Bank accounts. Editing.

User can change the name of a bank account and its type or define it as trusted. Having it edited, click 'Submit' button [see *Figure 40*].

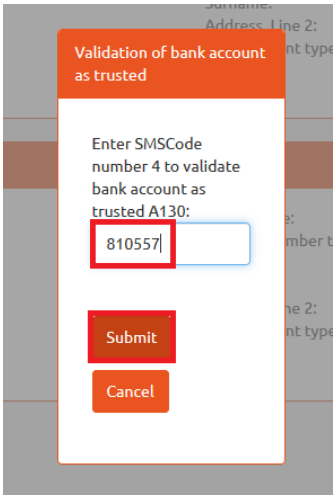


Figure 41. Bank accounts. Validation of bank account as trusted.

If user has defined the bank account as trusted, the system will send a validation code via short text massage. Then type in the received code in the pop-up on the screen and click 'Submit' button [see *Figure 41*].

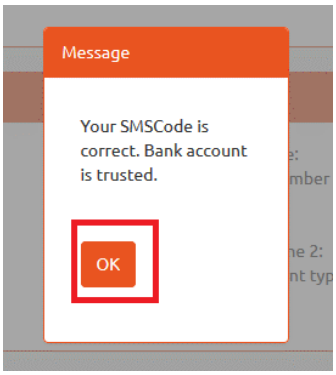


Figure 42. Bank accounts. Information on entering valid short text message code.

If the code is valid, the pop-up message will appear on the screen. Then click 'OK' button [see *Figure 42].* Now the bank account is saved as trusted.

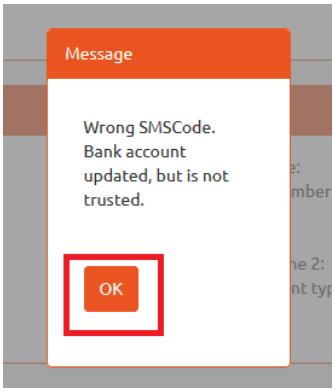


Figure 43. Bank accounts. Information on entering invalid short text message code.

If case of typing in an invalid short text message code, the system will not define the bank account as trusted [see *Figure 43*].

7 Start panel

When logged in, the system redirect user to Start Panel [see *Figures 44, 45*]. In the panel you can: define immediate and planned transactions, credit payment schedules; check the balance; shift directly for making a payment to dollarro.com account or transferring the resources to a bank account of a client; display all the immediate transactions, all the planned transactions, all the credits payment schedules; and change the number of elements displayed in Start Panel ('Change' button).

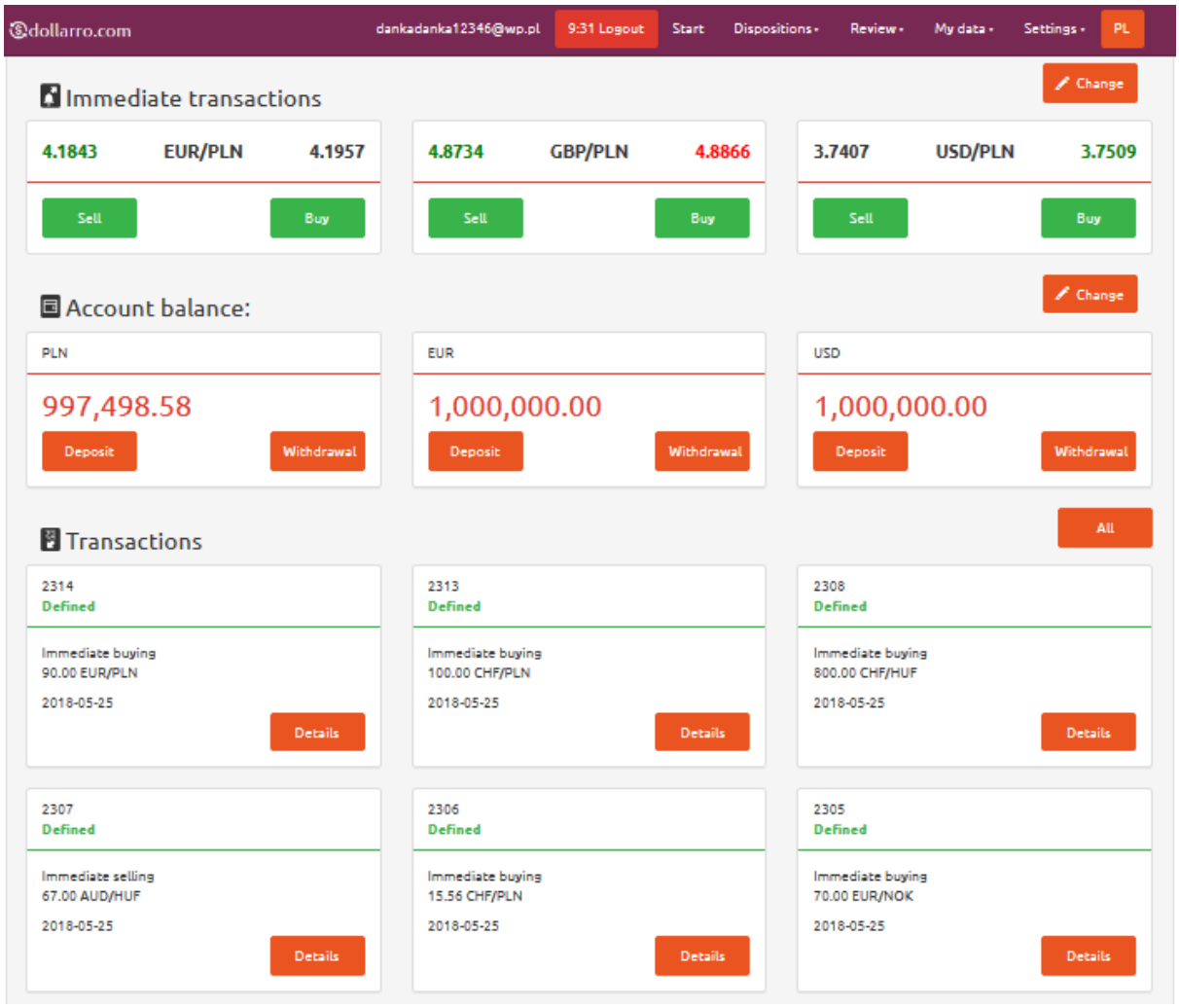


Figure 44. Start Panel. Overview 1/2.

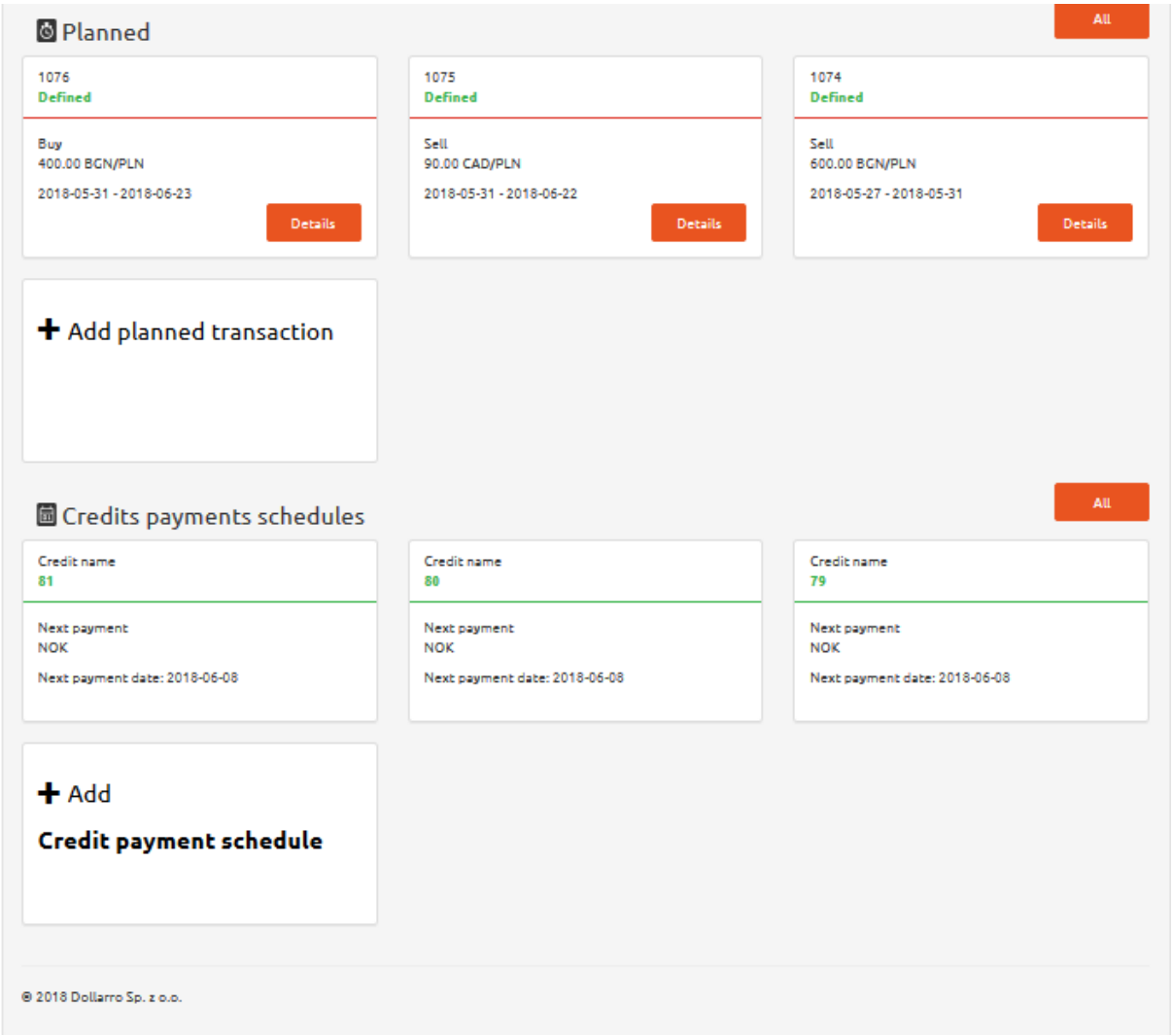


Figure 45. Start Panel. Overview 2/2.

8 Immediate transactions

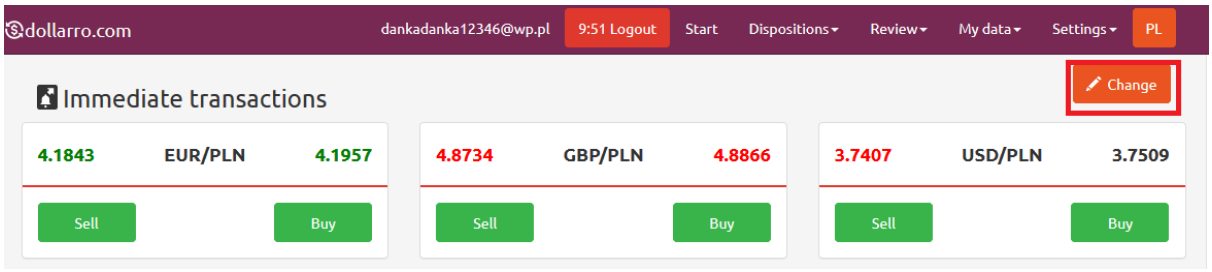


Figure 46. Immediate transaction. Shortcut.

In Start Panel, there is a shortcut to 'Immediate transactions'. From there, user can sell and buy currency quick and easily. User can also change the number of visible transaction bars by clicking 'Change' button located in the top right corner of 'Immediate transactions' section [see *Figure 46*].

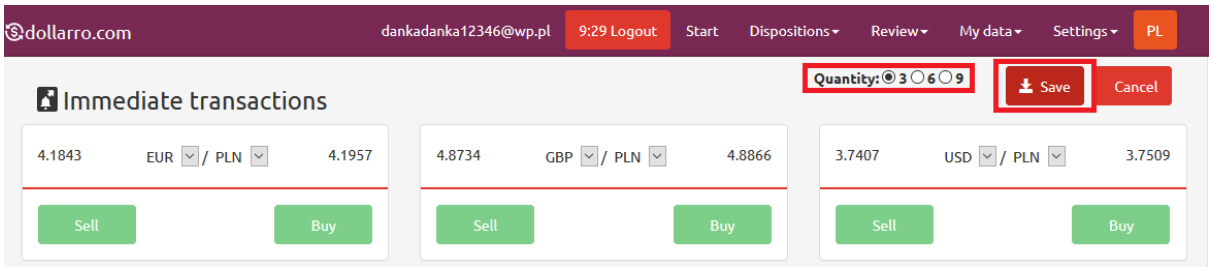


Figure 47. Immediate transactions. Changing number of visualized boxes.

Here you can choose the number of visualized boxes, i.e. 3, 6 or 9. Then click 'Save' button [see *Figure 47*].

8.1 Buying currency

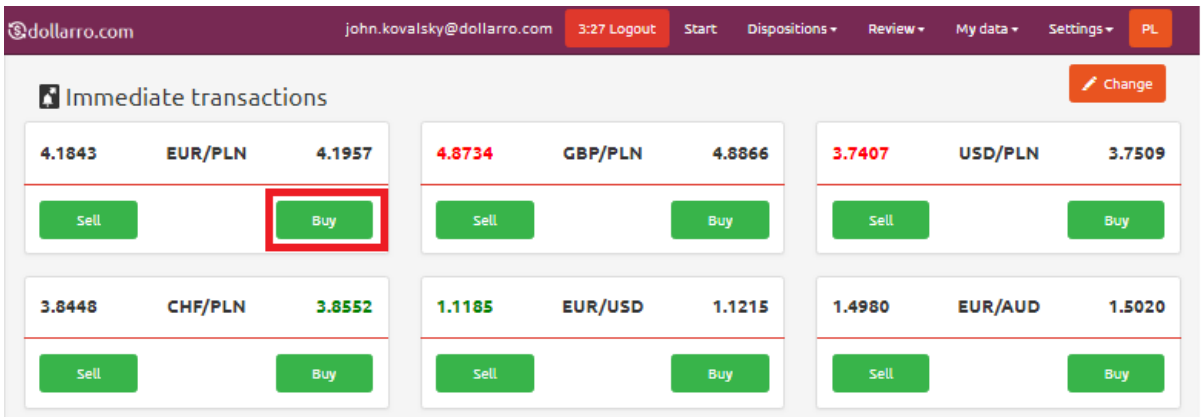


Figure 48. Buying. 'Buy' button.

In order to buy currency, in Start Panel in a box of particular currency pair e.g. EUR/PLN, click 'Buy' button [see *Figure 48*].

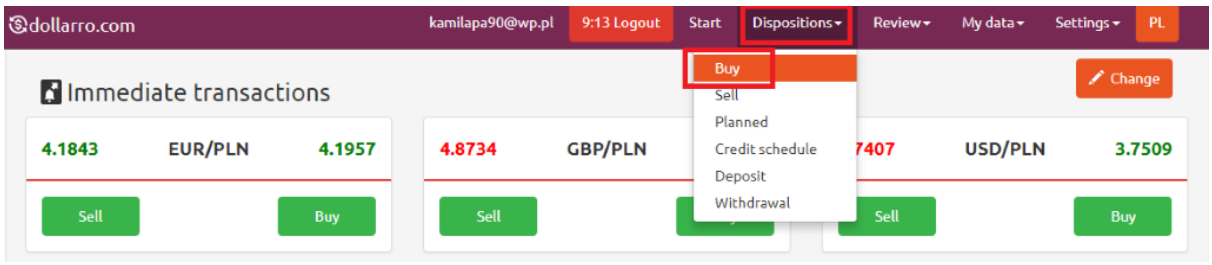


Figure 49. Buying. 'Buy' button in the top menu.

Currency also can be bought by clicking 'Dispositions' button in the top menu and then choosing option 'Buy' [see *Figure 49*].

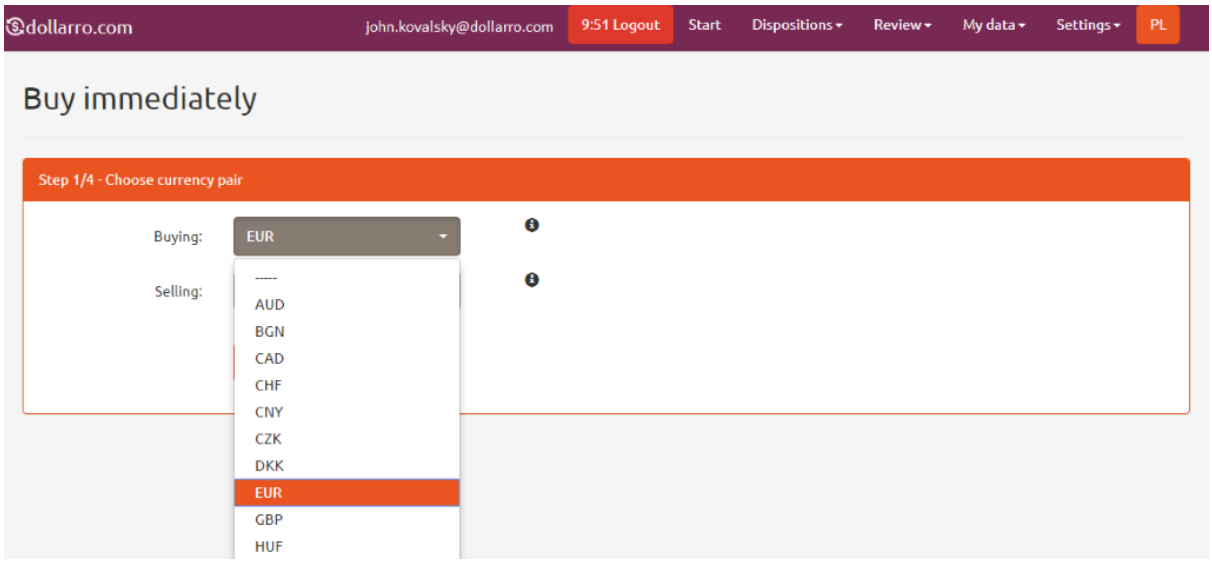


Figure 50. Buying. Choosing base currency.

The next step is choosing the base currency [see *Figure 50*], which is the first one of a currency pair. E.g. for EUR/PLN currency pair, the base currency is EUR and that is the currency we buy. Please, note that not every currency can be considered as the base one (e.g. PLN cannot be considered as base currency). The list of available currency pairs is accessible in the main page in file 'Exchange rates' in the top menu.

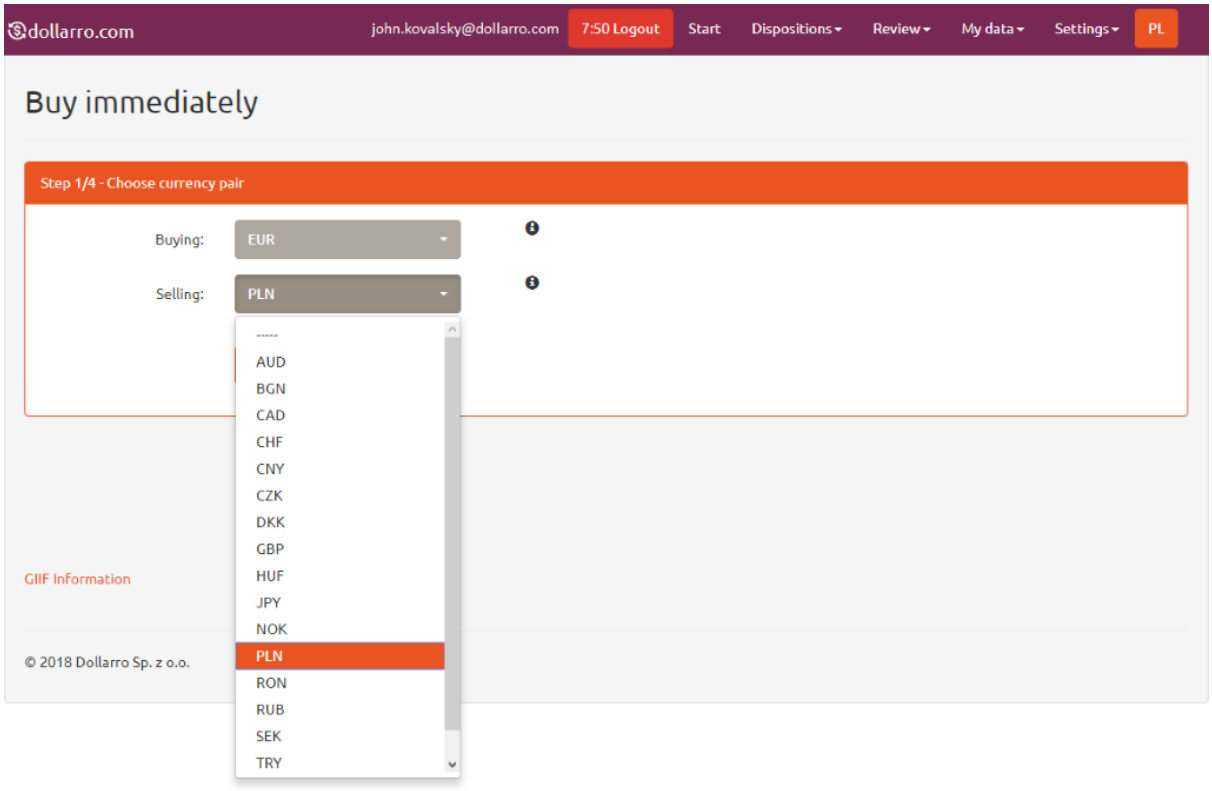


Figure 51. Buying. Choosing quote currency.

The next step is choosing the quote currency [see *Figure 51*], which is the second one of the currency pair. E.g. for EUR/PLN currency pair, the quote currency is PLN. This is the currency we pay buying EUR in case of buying, or the currency we sell. The list of available currency pairs is accessible in the

main page in 'Exchange rates' file in the top menu. Having chosen the currency pair, click 'Next' button and the system will redirect you to the next stage.

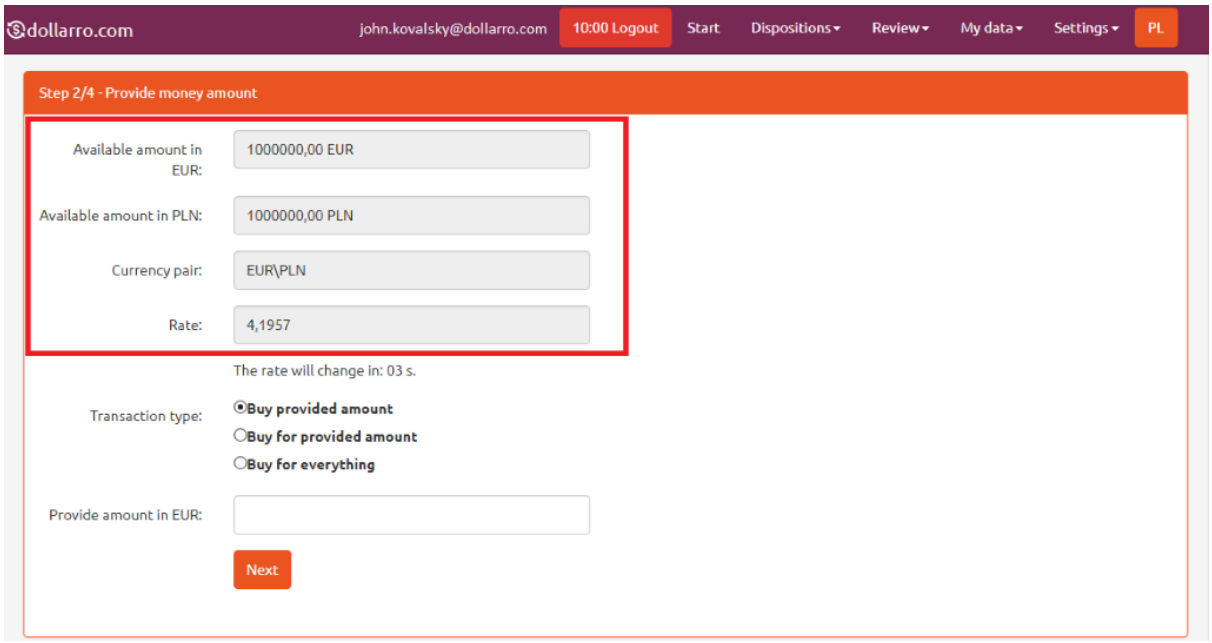


Figure 52. Buying. Available resources.

In the following box there is information about available resources and the exchange rate that user pays for the currency [see *Figure 52*].

Please, choose the type of transaction to be executed.

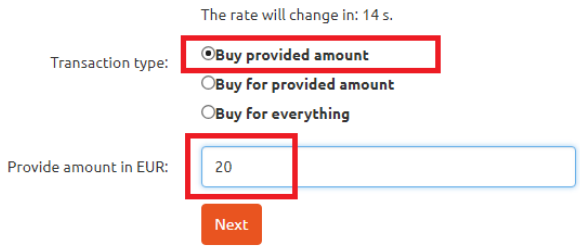


Figure 53. Buying. Type of transaction 1/3.

In order to buy a specific amount (e.g. 20 EUR), select option 'Buy provided amount' and type in the amount in the box [see *Figure 53*]. Then click 'Next' button.

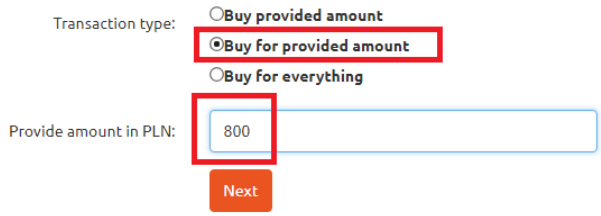


Figure 54. Buying. Type of transaction 2/3.

In order to spend a specific amount (e.g. 800 PLN), select option 'Buy for provided amount' and type in the amount in the box [see *Figure 54*]. Then click 'Next' button.

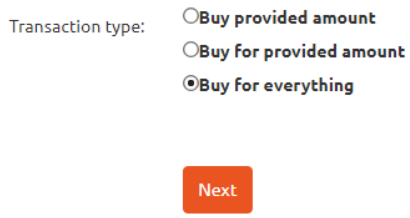


Figure 55. Buying. Type of transaction 3/3.

In order to buy currency using all available resources, select 'Buy for everything' option and click 'Next' button [see *Figure 55*].

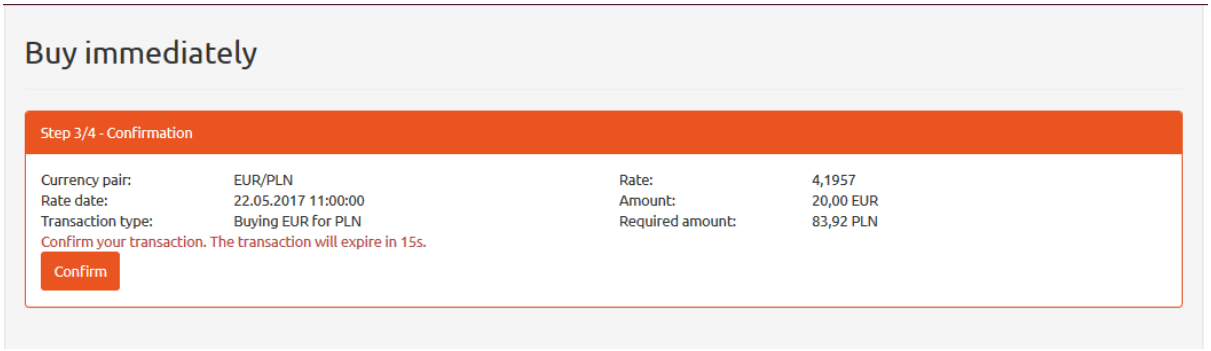


Figure 56. Buying. Confirmation.

Having selected the type of transaction, you will get following information:

- chosen type of currency pair,
- rate date applied to the transaction,
- chosen type of transaction (in this example, it is buying EUR for PLN),
- buying rate,
- purchase amount (in this example, it is 20 EUR),
- required purchase price for intended purchase amount (in this example, it is 83,92 PLN) [see *Figure 56*].

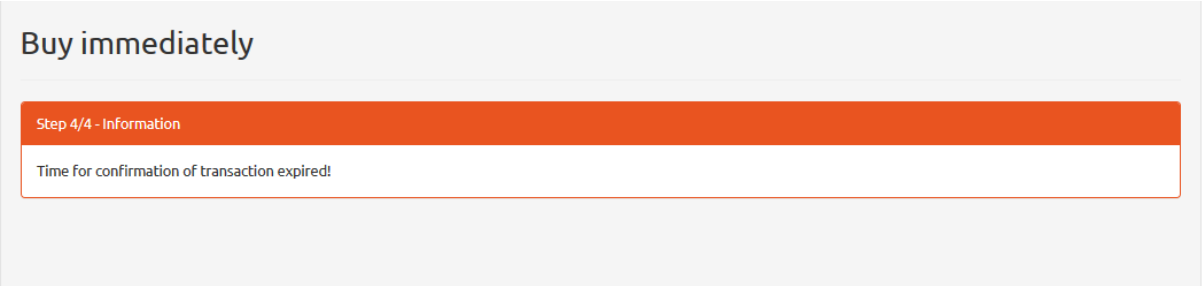


Figure 57. Information on transaction time-out.

The transaction must be confirmed within 15 seconds, by clicking 'Confirm' button. Otherwise, the transaction expires automatically [see *Figure 57*].

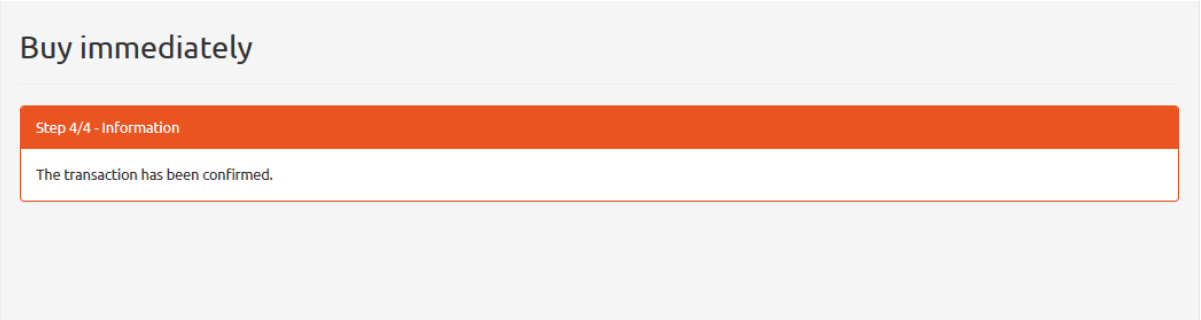


Figure 58. Buy order confirmation.

Having clicked 'Confirm' button, system displays the buy order confirmation [see *Figure 58*].

8.2 Selling currency

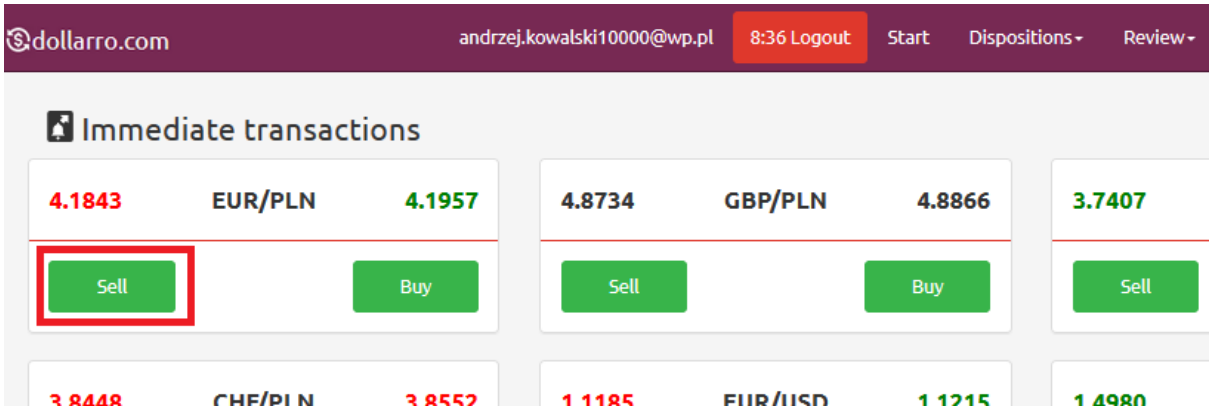


Figure 59. Selling. 'Sell' button.

In order to sell currency, in Start Panel in a box of particular currency pair e.g. EUR/PLN, click 'Sell' button [see *Figure 59*].

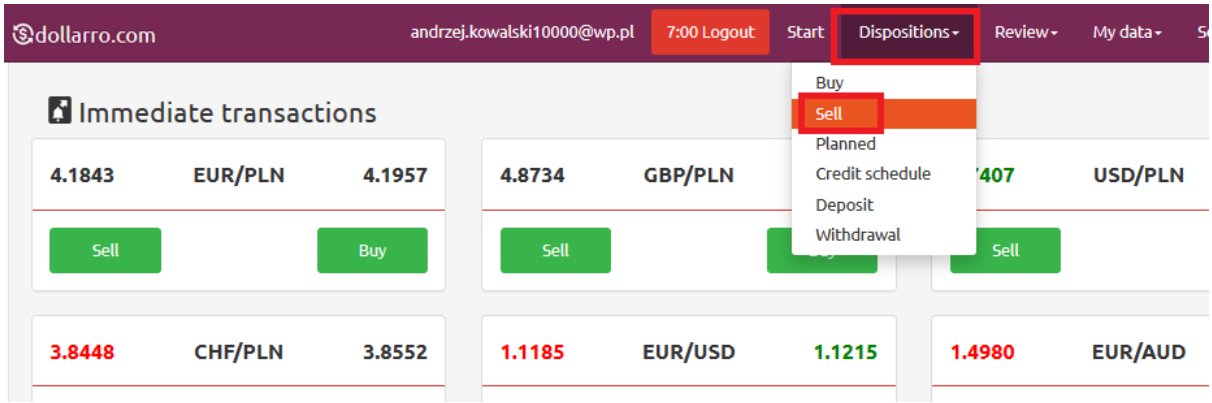


Figure 60. Selling. 'Sell immediately' button in top menu.

Currency also can be sold by clicking 'Dispositions' button in the top menu and then choosing option 'Sell' [see *Figure 60*].

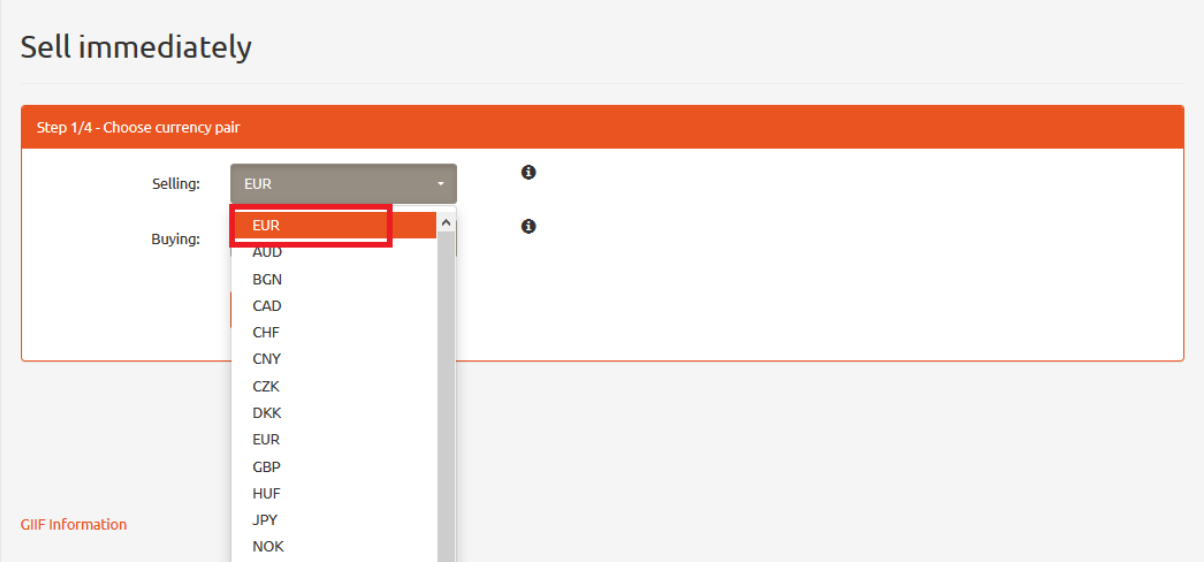


Figure 61. Selling. Choosing base currency.

The next step is choosing the base currency [see *Figure 61*], which is the first one of the currency pair. E.g. for EUR/PLN currency pair, the base currency is EUR and that is the currency we sell. Please, note that not every currency can be considered as the base one (e.g. PLN cannot be considered as base currency). The list of available currency pairs is accessible in the main page in file 'Exchange rates' file in the top menu.

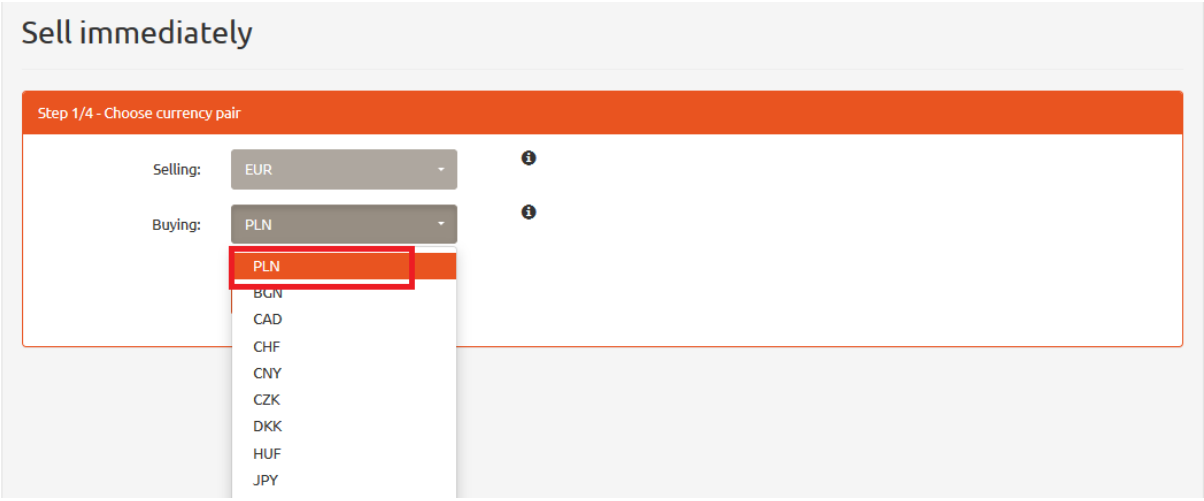


Figure 62. Selling. Choosing quote currency.

The next step is choosing the quote currency [see *Figure 62*], which is the second one of the currency pair. E.g. for EUR/PLN currency pair, the quote currency is PLN. This is the currency we receive after the selling transaction is completed, i.e. currency we actually buy. The list of available currency pairs is accessible in the main page in 'Exchange rates' file in the top menu. Having chosen the currency pair, click 'Next' button and the system will redirect you to the next stage.

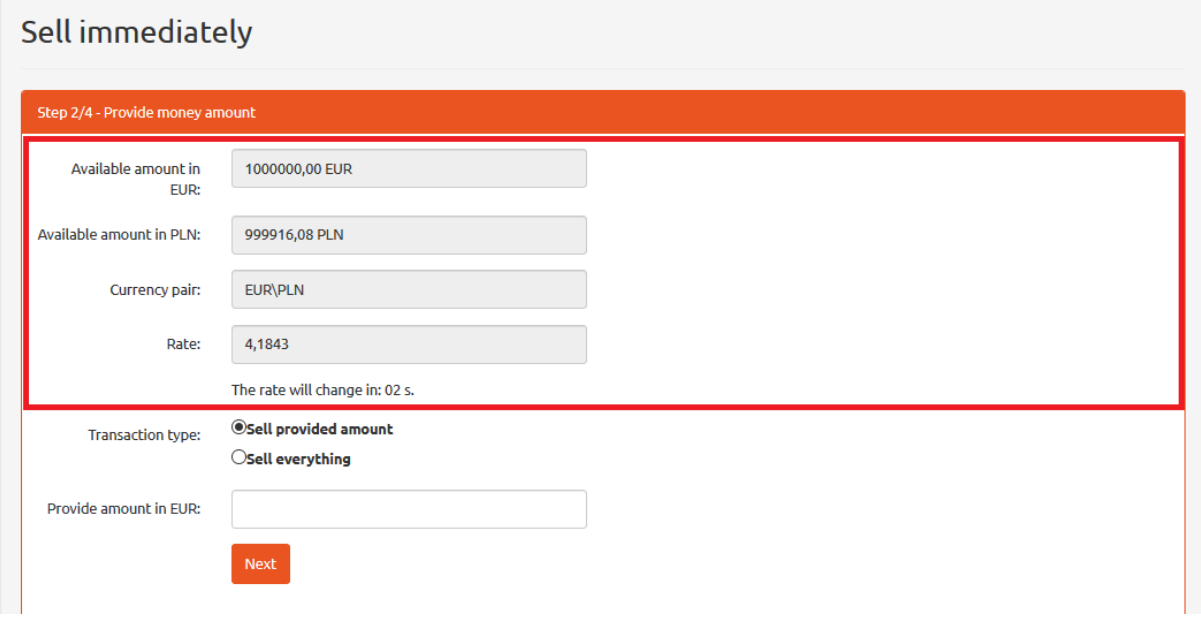


Figure 63. Selling. Available resources.

In the following box, there is information about available resources and the exchange rate, for which user is selling the currency [see *Figure 63*]. Please, choose the type of transaction to be executed.

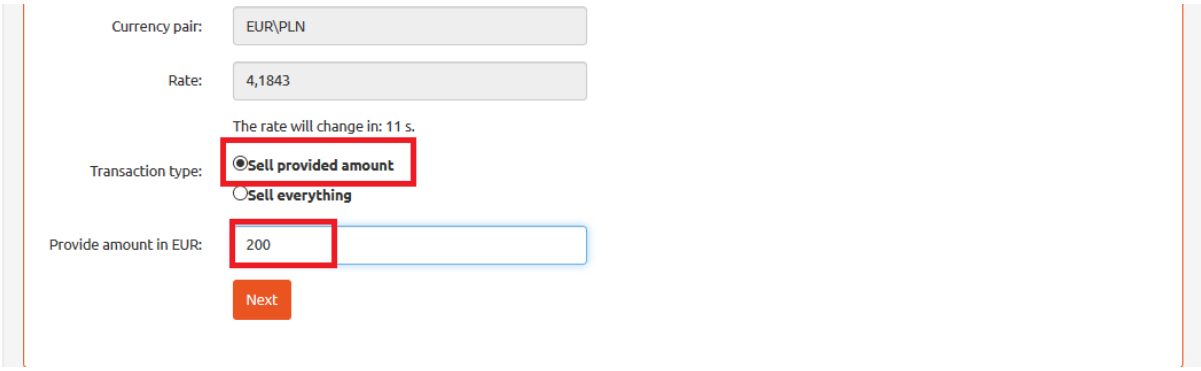


Figure 64. Selling. Type of transaction 1/2.

In order to sell a specific amount (i.e. 200 EUR), select option 'Sell provided amount' and type in the amount in the box [see *Figure 64*]. Then click 'Next' button.

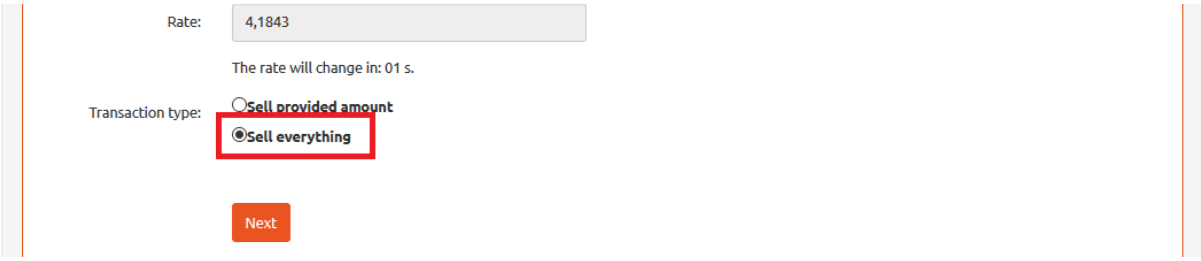


Figure 65. Selling. Type of transaction 2/2.

In order to sell all available resources, select option 'Sell everything' and click 'Next' button [see *Figure 65*].

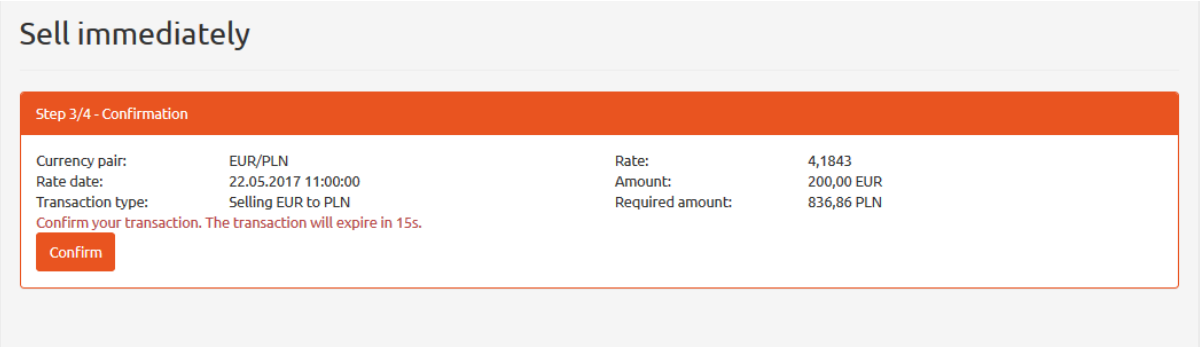


Figure 66. Selling. Confirmation.

Having selected the type of transaction, you will get the following information:

- chosen type of currency pair,
- rate date applied to the transaction,
- chosen type of transaction (in this example, it is selling EUR for PLN),
- selling rate,
- sale amount (in this example, it is 200 EUR),
- result sale price for intended sale amount (in this example, it is 836,86 PLN) [see *Figure 66*].

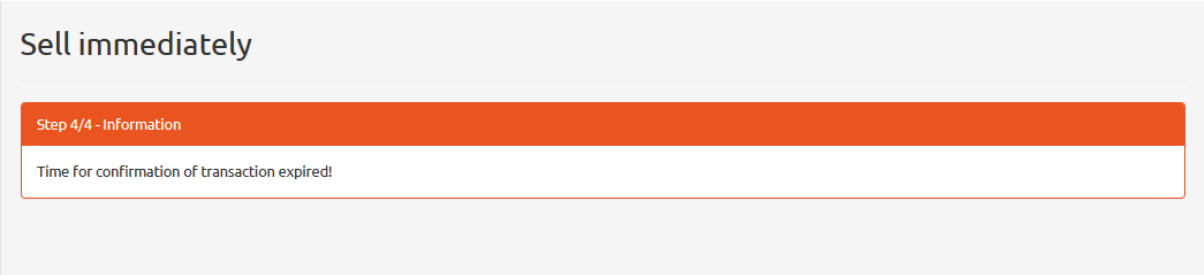


Figure 67. Information on transaction time-out.

The transaction must be confirmed within 15 seconds, by clicking 'Confirm' button. Otherwise, the transaction expires automatically [see *Figure 67*].

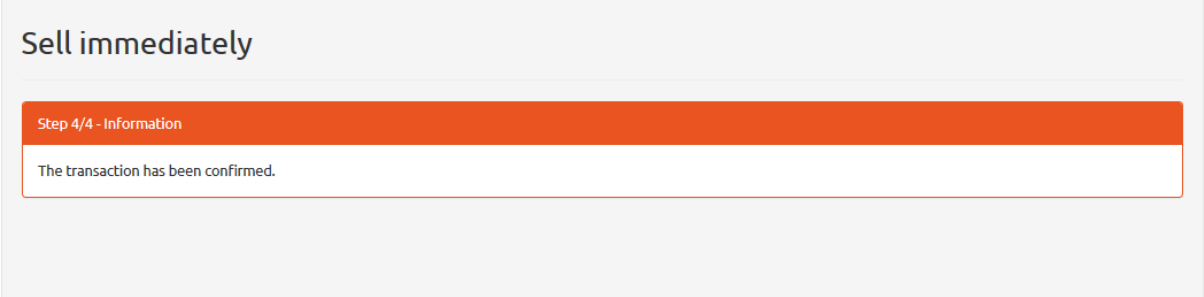


Figure 68. Sale order confirmation.

Having clicked 'Confirm' button, system displays the sale order confirmation [see *Figure 68*].

9 Review of immediate transactions

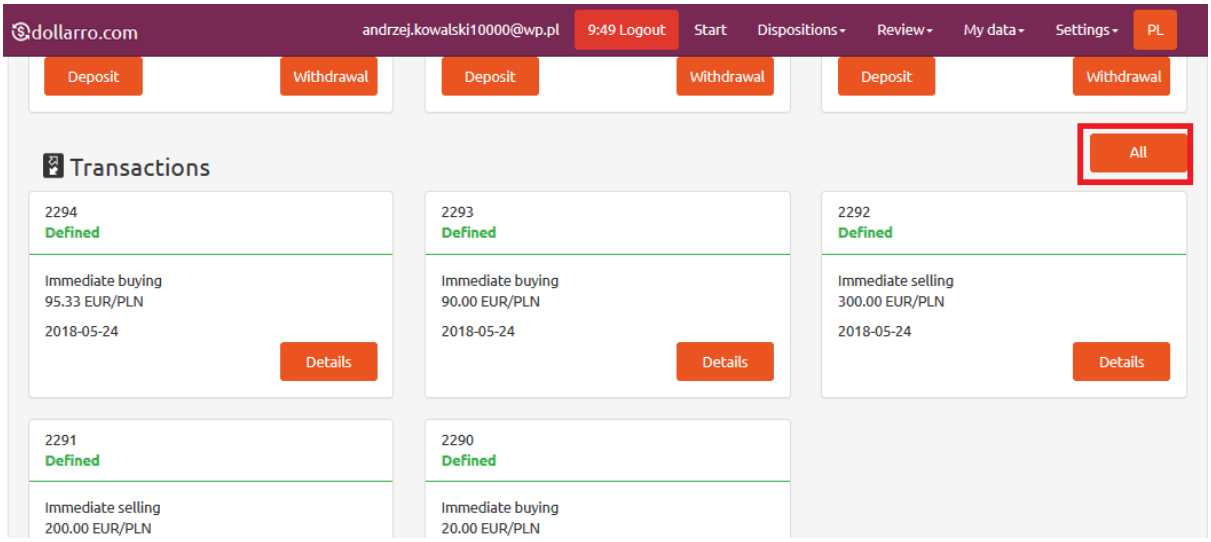


Figure 69. Immediate transactions. Shortcut.

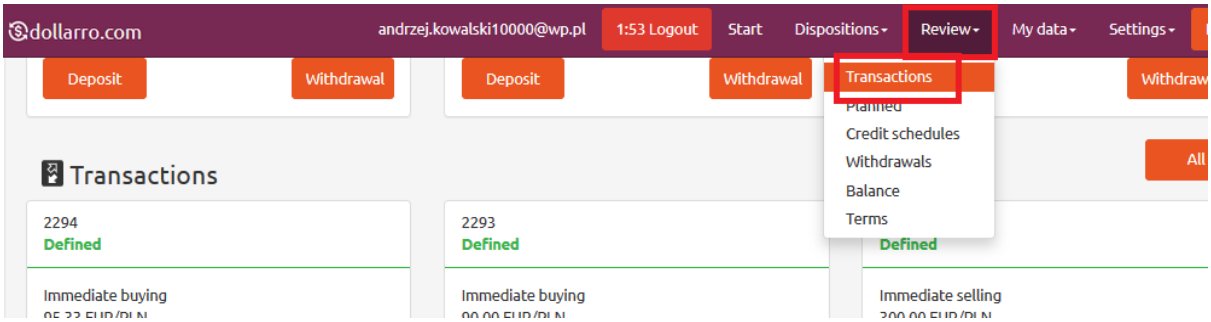


Figure 70. Immediate transactions. Review in top menu.

In order to review all immediate transactions executed by user, in Start Panel select option 'All' located on the right side of 'Transactions' box [see *Figure 69*] or in the top menu by click 'Review' button and click option 'Transactions' [see *Figure 70*].

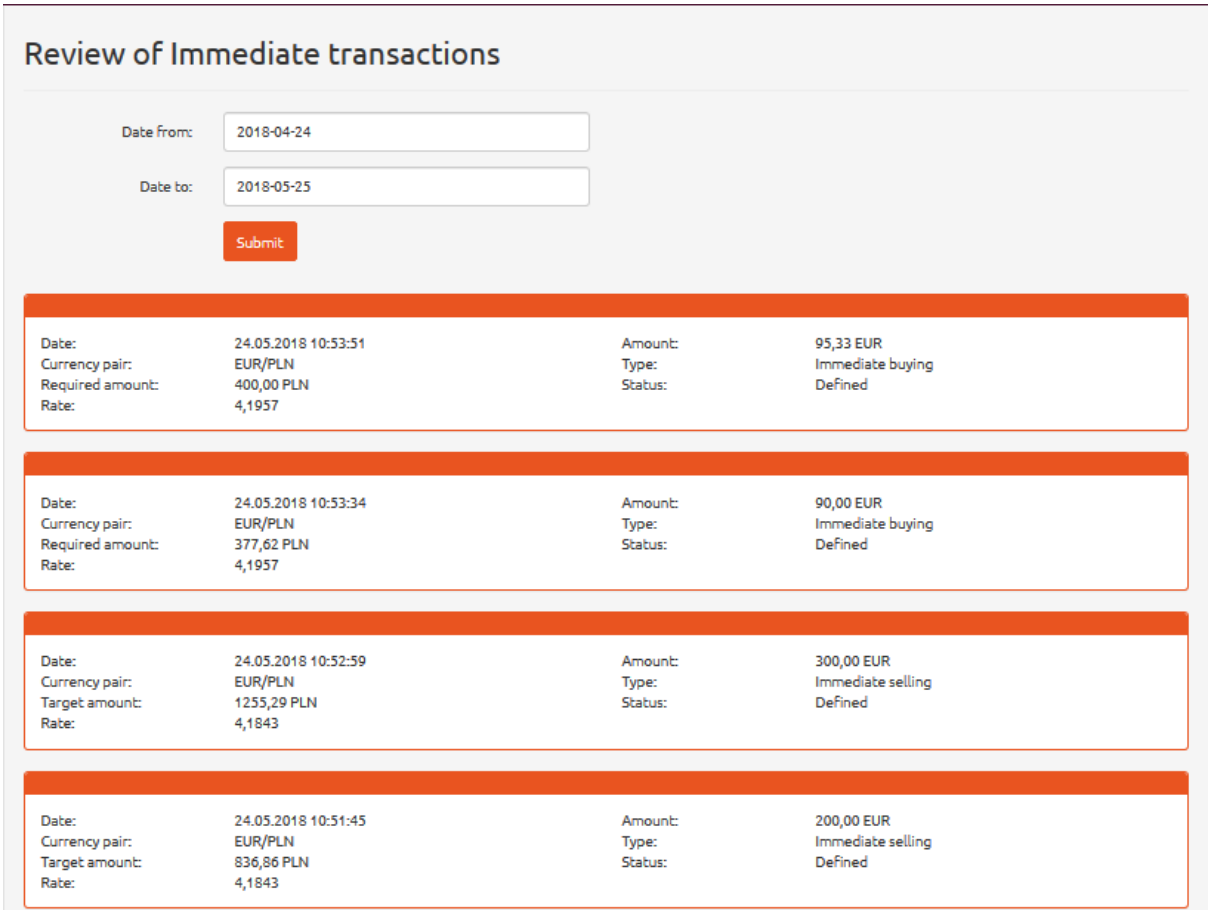


Figure 71. Review of immediate transactions.

In this panel, there is a listing of all immediate transactions that user has ever performed [see *Figure 71*].

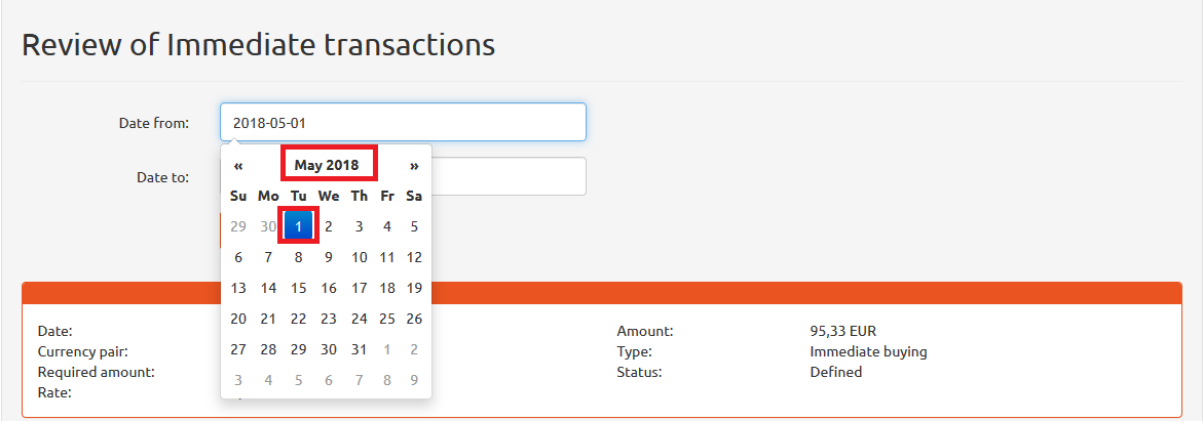


Figure 72. Review of immediate transactions. Start day.

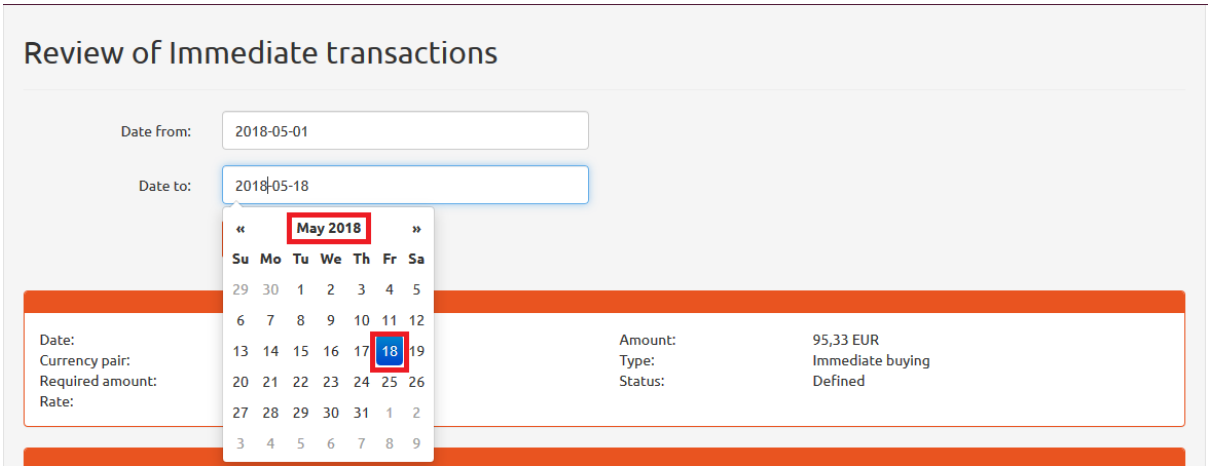


Figure 73. Review of immediate transactions. End day.

If you wish to check transactions performed within a specific period of time (e.g. form 1st May 2018 to 18th May 2018), using the calendar displayed by the system, type in the start date (e.g. 1st May 2018) in line 'Date from' [see *Figure 72*] and the end day (e.g. 18th May 2018) in line 'Date to' [see *Figure 73*].

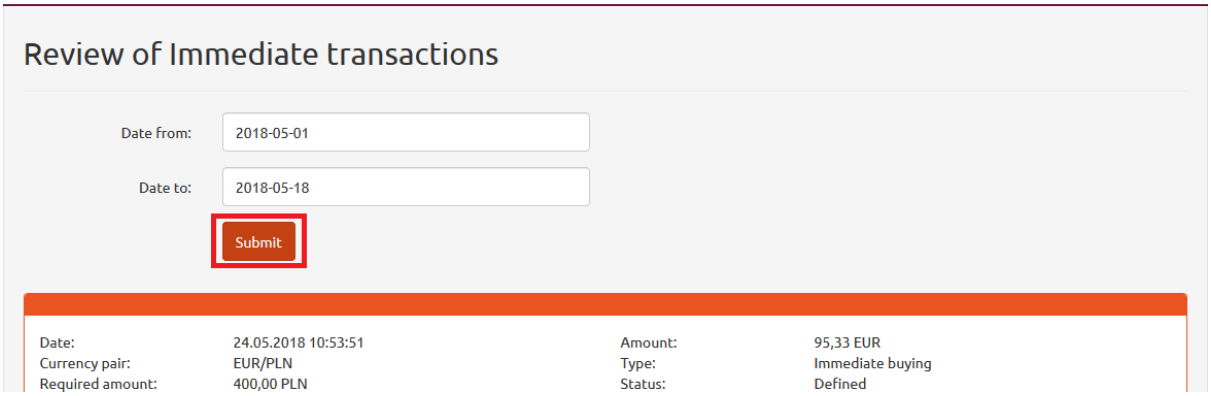


Figure 74. Review of immediate transactions. 'Submit' button.

Next, click 'Submit' button [see *Figure 74*].

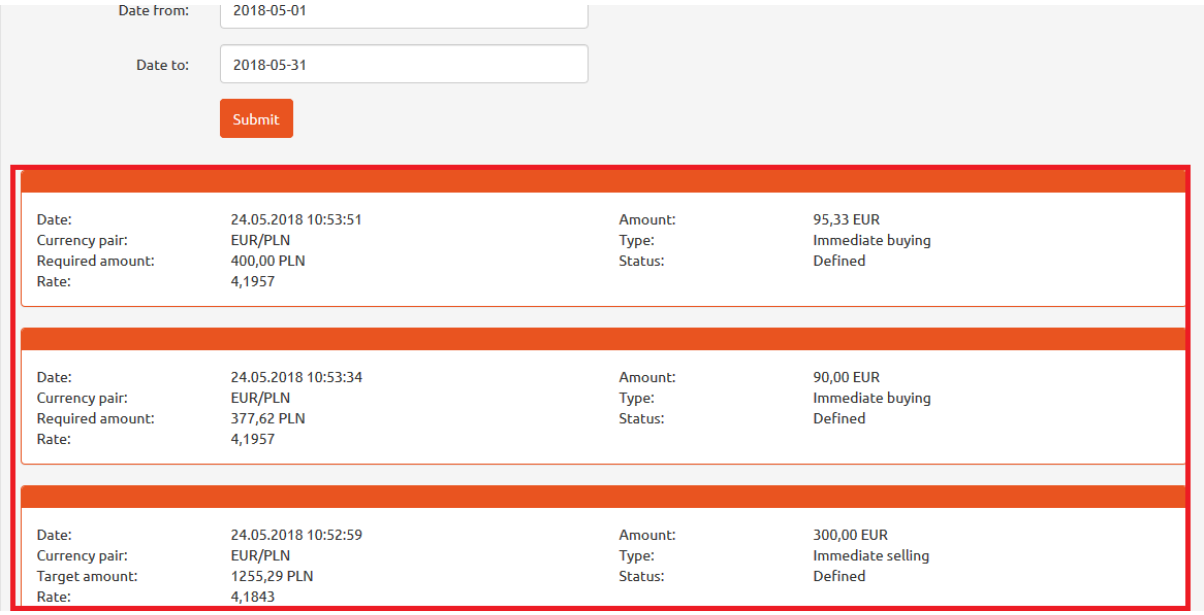


Figure 75. Review of immediate transactions. Details.

In response, the system will display all immediate transactions performed within the specific period of time [see *Figure 75*].

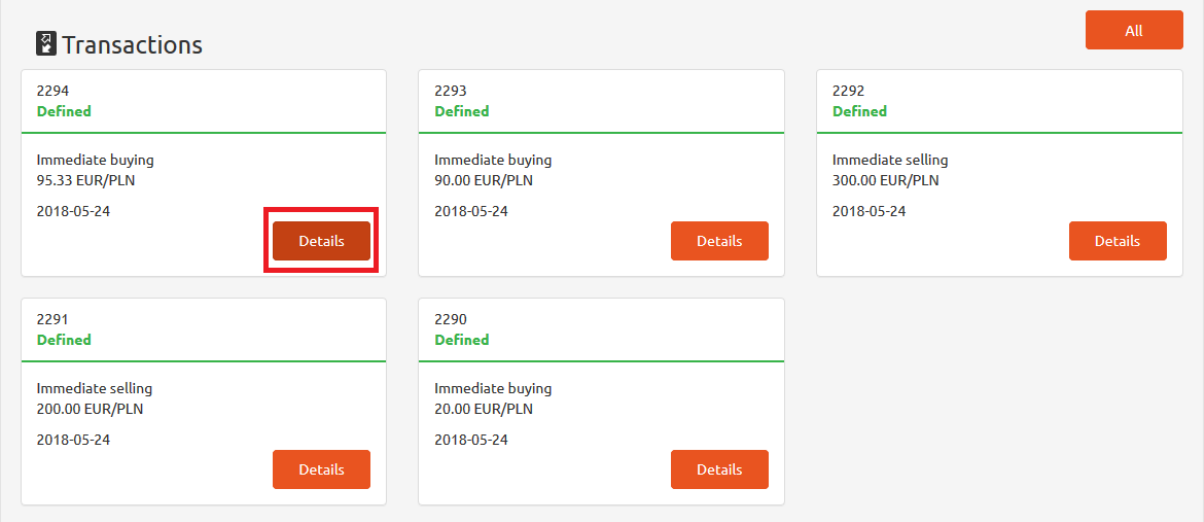


Figure 76. Review of immediate transactions. Shortcut.

In Start panel there is a s shortcut to immediate transactions performed recently. To have quick and easy access to any of these transactions, click 'Details' button located in the box of selected transaction [see *Figure 76*].

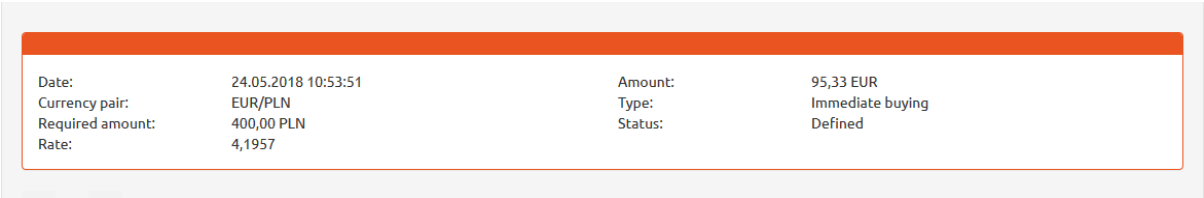


Figure 77. Details of transactions.

In response, the system will display the details of selected transaction (i.e. its date, selected currency pair, type of transaction) [see *Figure 77*].

10 Planned transactions

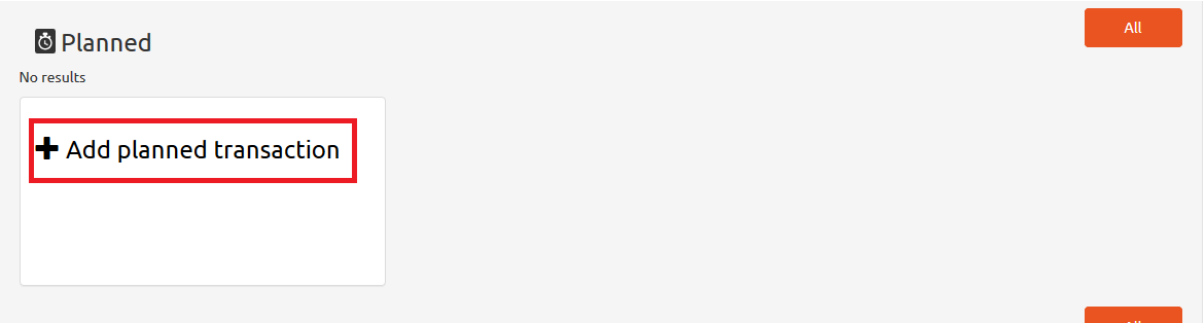


Figure 78. 'Add planned transaction' button.

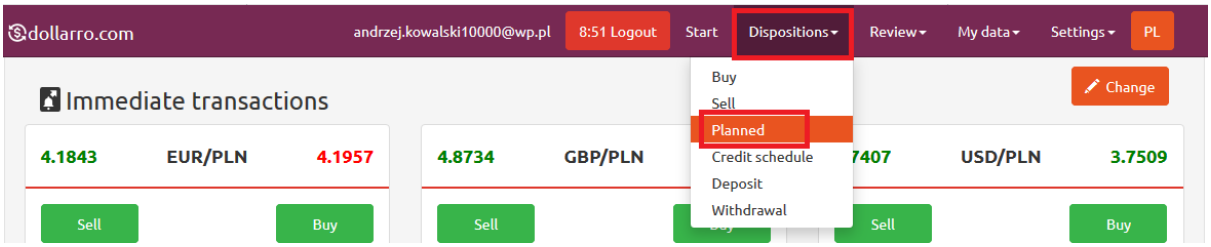


Figure 79. 'Add planned transaction' in top menu.

In order to add a planned transaction, click 'Add planned transaction' box at the bottom of Start panel [see *Figure 78*] or in the top menu click 'Dispositions' button and select option 'Planned' [see *Figure 79*].

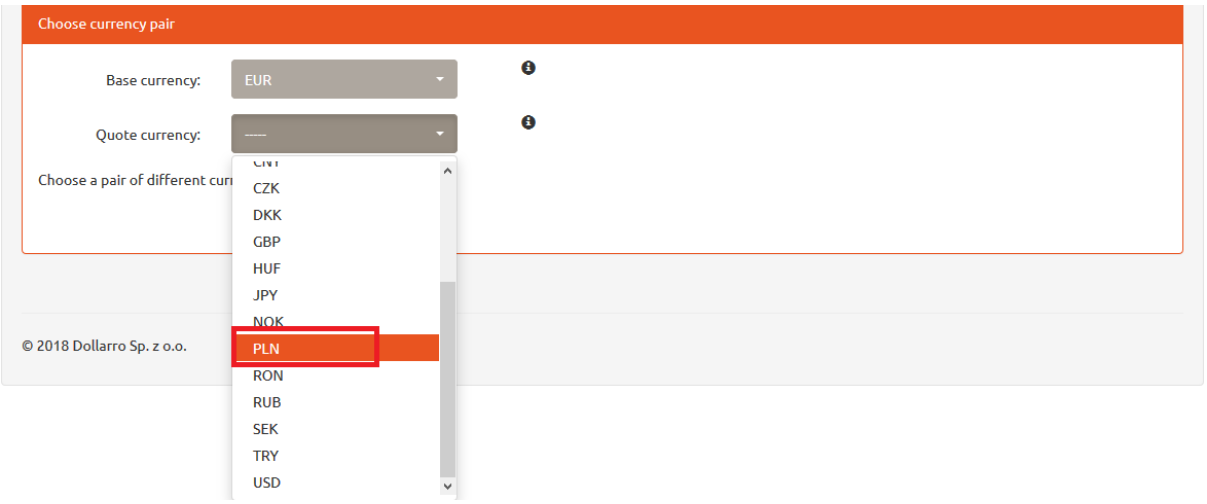


Figure 80. Planned transactions. Choosing base currency.

Now choose the base currency [see *Figure 80*], which is the first one of the currency pair. E.g. for EUR/PLN currency pair, the base currency is EUR. This is the currency user buy in case of selecting option 'Buy' or sell in case of selecting option 'Sell' in the next step. Please, note that not every currency can be considered as the base one (e.g. PLN cannot be considered as a base currency). The list of available currency pairs is accessible in the main page in file 'Exchange rates' in the top menu.

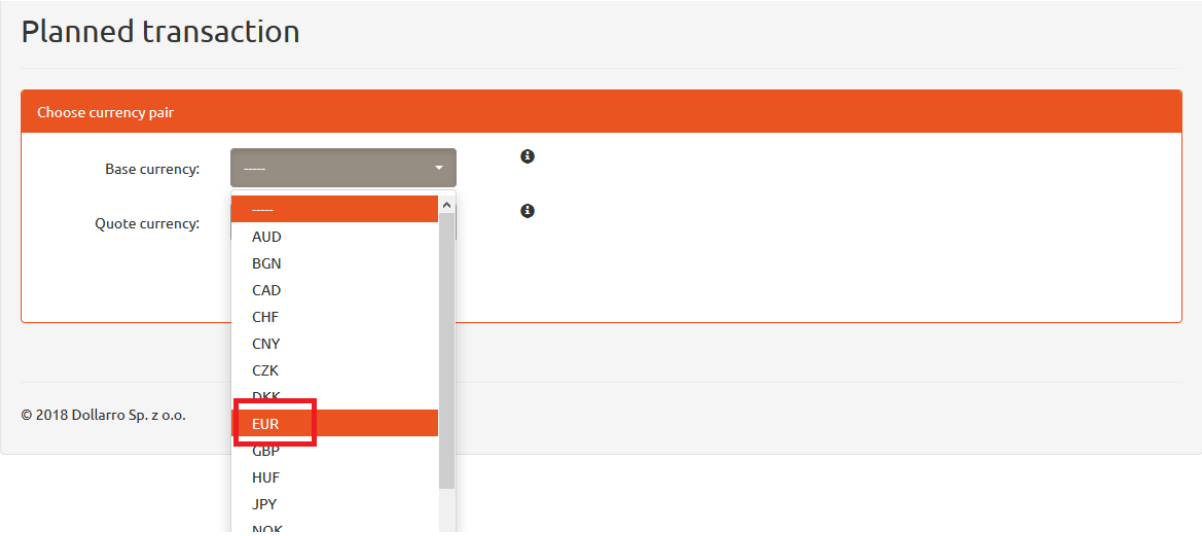


Figure 81. Planned transactions. Choosing quote currency.

Now choose the quote currency, which is the second one of the currency pair. E.g. for EUR/PLN currency pair, the quote currency is PLN [see *Figure 81*]. This is the currency which is spent for buying EUR in case of selecting option 'Buy' or received after the selling transaction is completed in case of selecting option 'Sell' in the next step. The list of available currency pairs is accessible in the main page in file 'Exchange rates' in the top menu.

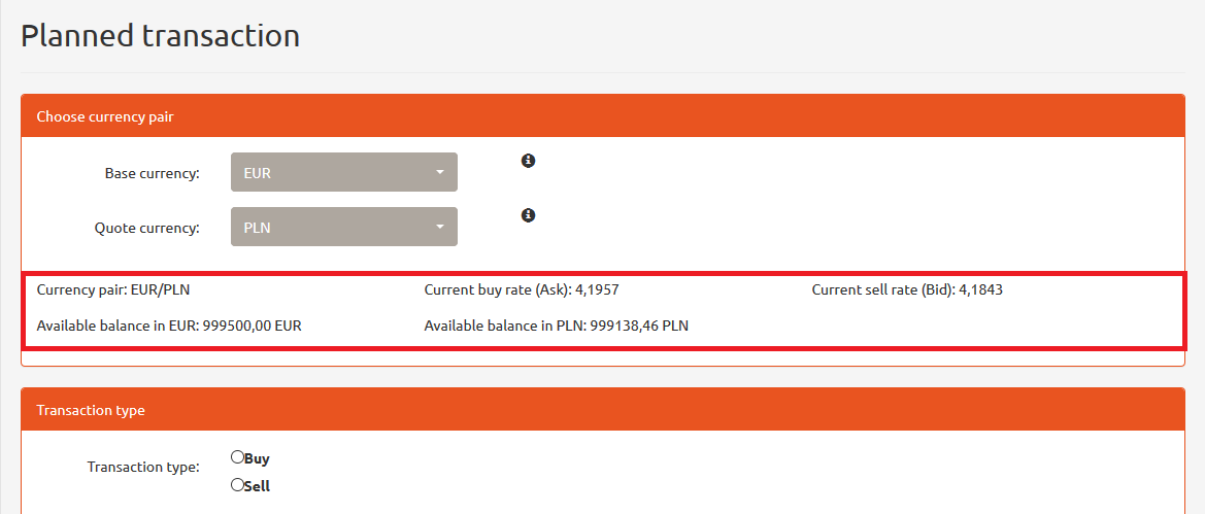


Figure 82. Planned transactions. Current exchange rates.

Figure 83. Planned transactions. Type and sort of performed transaction.

In the same panel, there is information about available resources and current exchange rates for buying and selling [see *Figure 82*]. In the next step, user is supposed to choose the type and sort of transaction to be performed [see *Figure 83*].

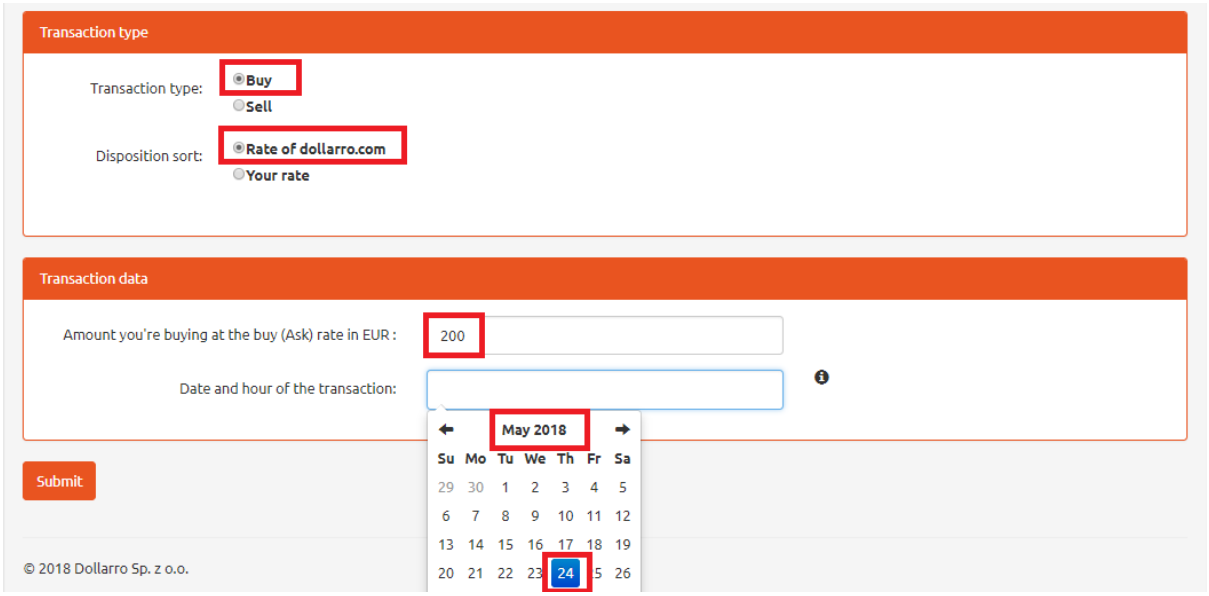


Figure 84. Planned transactions. Transaction details.

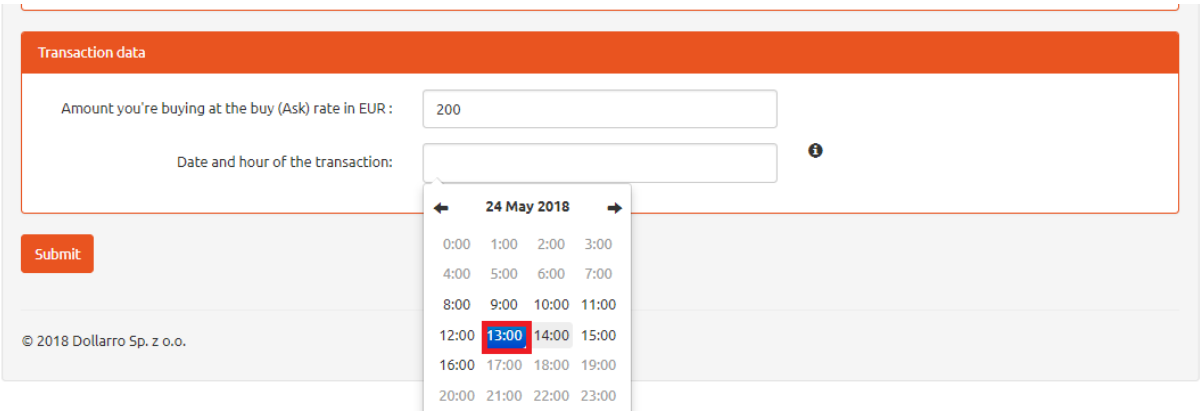


Figure 85. Planned transactions. Transaction date.

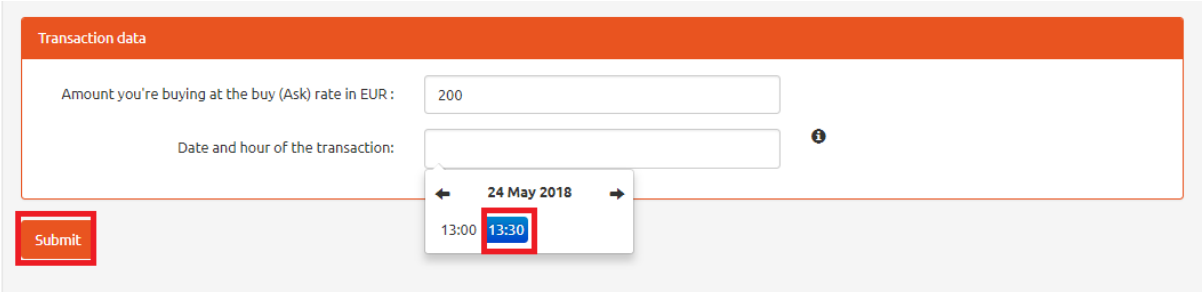


Figure 86. Planned transactions. Transaction time.

User can choose the option of buying currency at dollarro.com rate in a specific time. For this purpose, choose option 'Buy', and then click 'Rate of dollarro.com' [see *Figure 84*]. In the next step, define the amount to be bought (e.g. 200 EUR) and using the calendar displayed by the system select successively: month, day (a weekday) [see *Figure 84*], time: hour [see *Figure 85]* and minutes [see *Figure 86*] of the planned transaction. Then click 'Confirm' button.

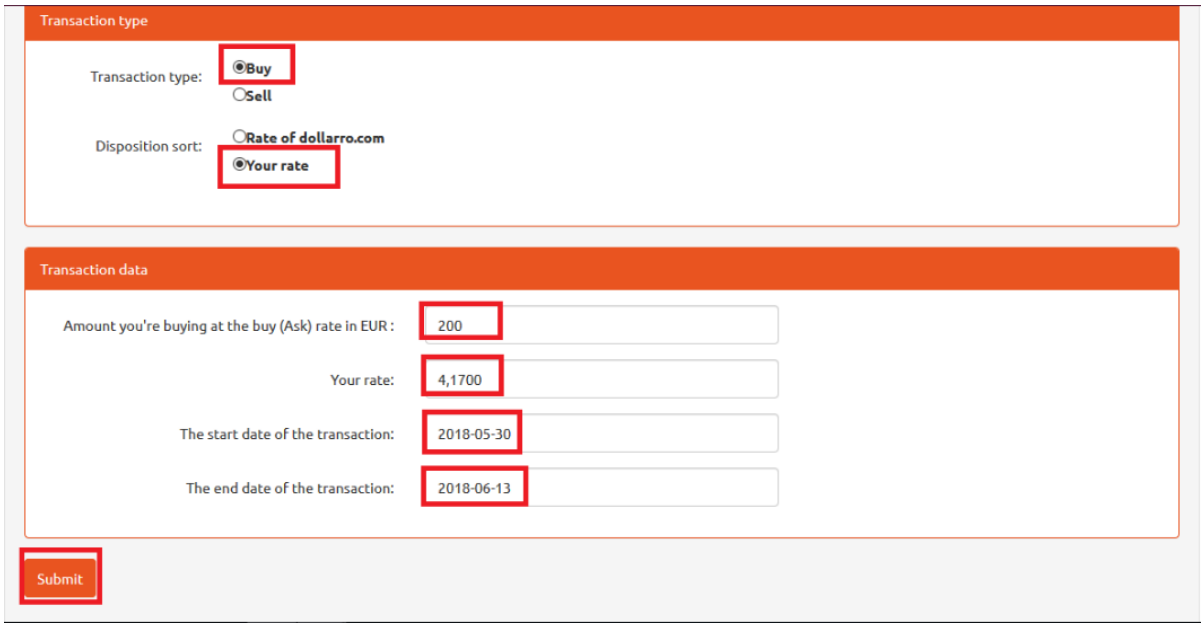


Figure 87. Planned transactions. Transaction details.

User can also choose the option of buying currency at the requested exchange rate. For this purpose, choose option 'Buy', and then select the type of order by clicking 'Your rate'. Next, type in the amount you intend to buy (e.g. 200 EUR) and define the exchange rate you intend to pay [see *Figure 87*]. In the next step, using the calendar displayed by the system, chose the start and end dates for the order. If the currency is available at the requested rate, the transaction is automatically executed.

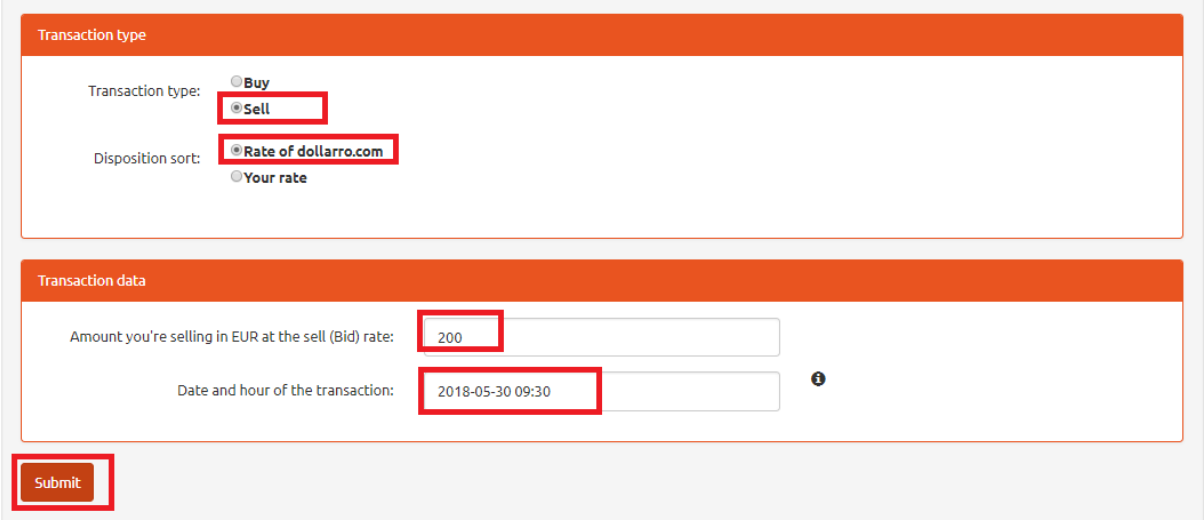


Figure 88. Planned transactions. Choosing transaction 1/2.

In order to plan a sales transaction at dollarro.com rate, click option 'Sell' and 'Rate of dollarro.com' as the sort of disposition. Next, type in the amount intended for sale, and using the calendar displayed by the system select the date of planned transaction. Then click 'Submit' button [see *Figure 88*].

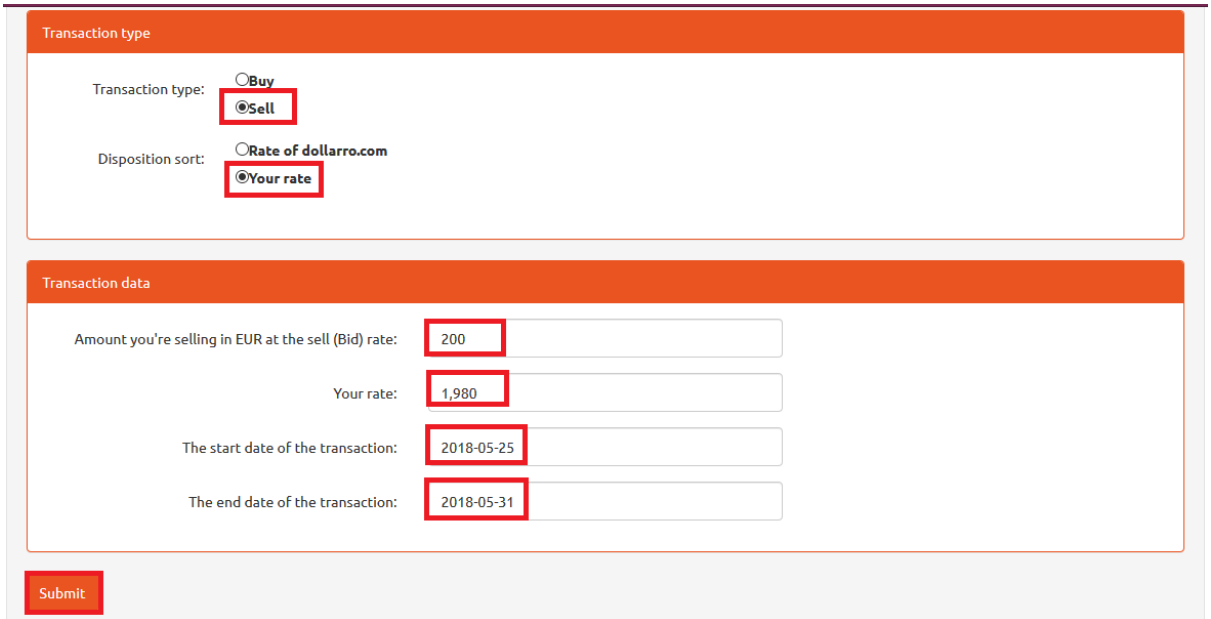


Figure 89. Planned transactions. Choosing transaction 2/2.

In order to plan a sales transaction of currency at the intended exchange rate, click options 'Sell' and 'Your rate'. In the next step, type in the amount for sell and intended selling rate and choose start and end day for the order [see *Figure 89*]. If the currency is available for sale at the intended rate, the transaction is automatically executed.

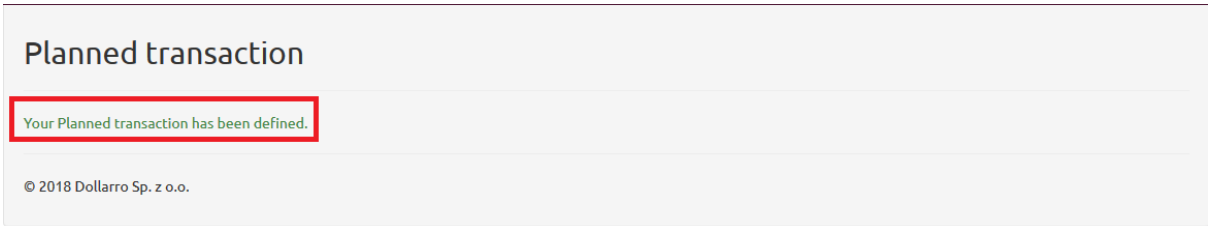


Figure 90. Planned transaction. Defining order.

Having added the planned transaction, the system will display information about the defined order [see *Figure 90*].

11 Review of planned transactions

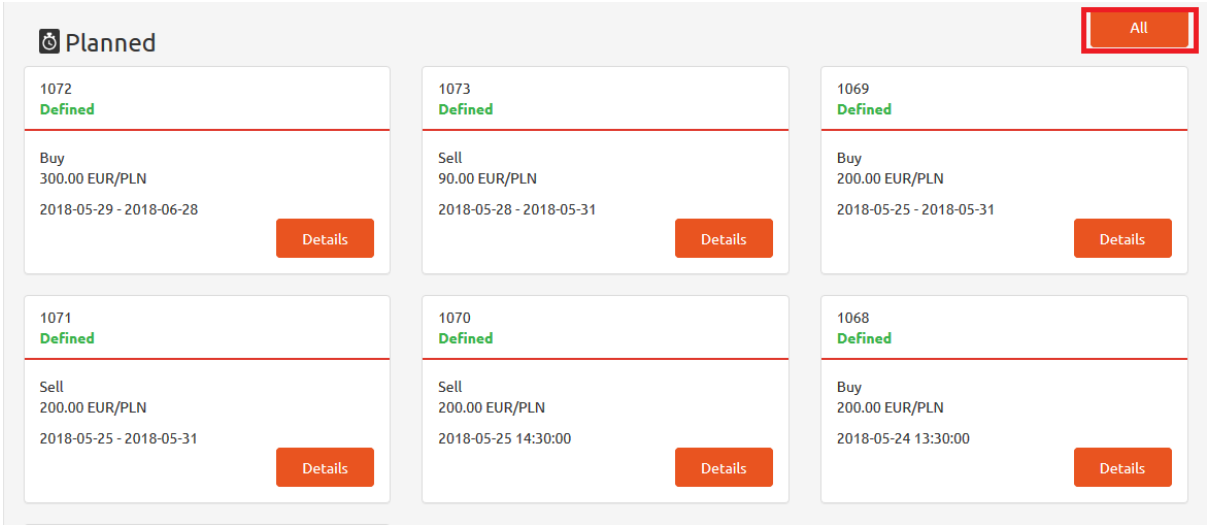


Figure 91. Review of planned transactions.

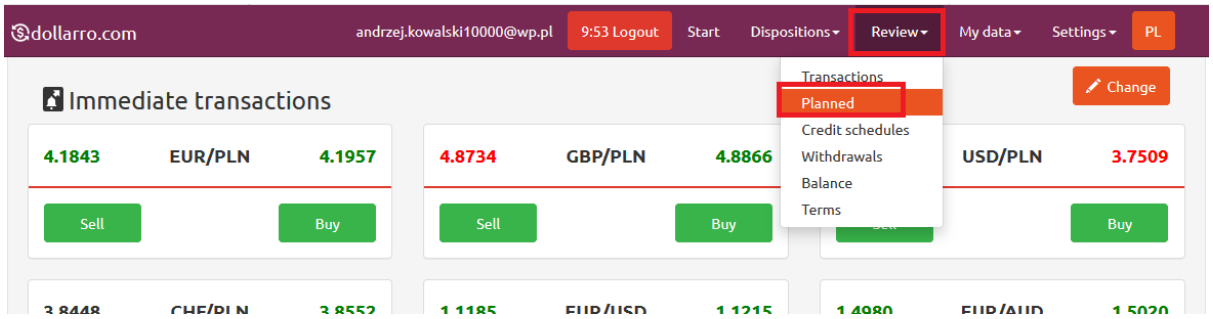


Figure 92. Review of planned transactions from top menu.

In order to review all planned transactions executed by user, in Start panel select option ‘All’ located on the right side of ‘Planned’ box [see *Figure 91*] or in the top menu by clicking ‘Review’ button and selecting option ‘Planned’ [see *Figure 92*].

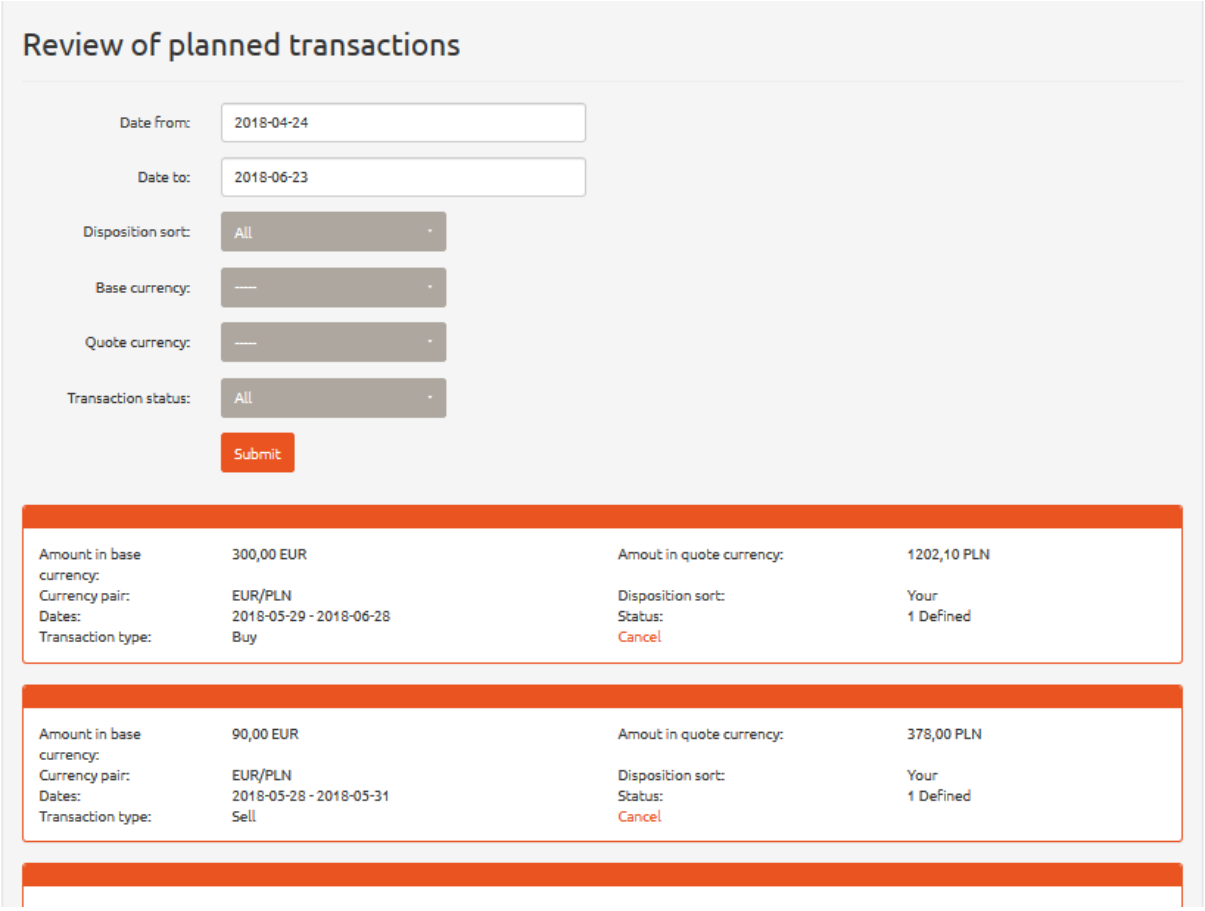


Figure 93. Review of planned transactions. Overview.

In this panel, there is a listing of all planned transactions that user has ever performed [see *Figure 93*].

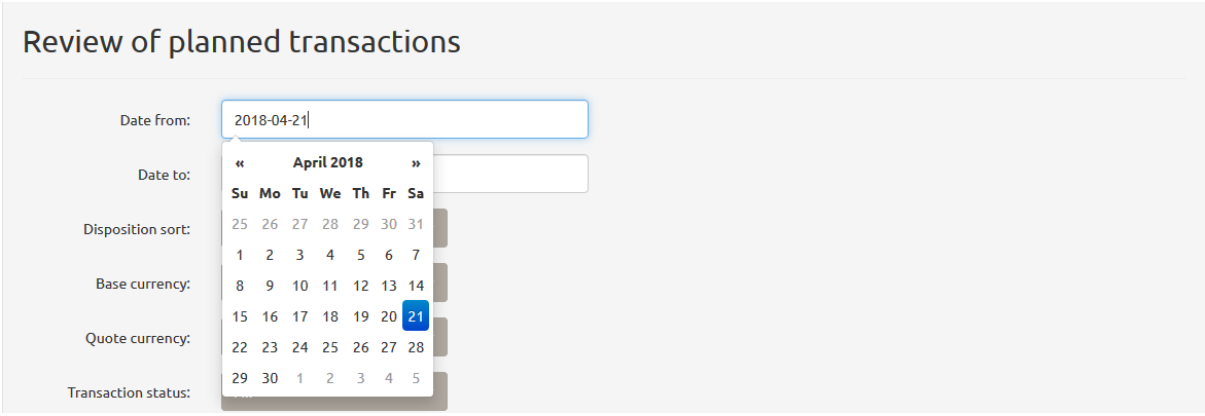


Figure 94. Review of planned transactions. Selecting start day.

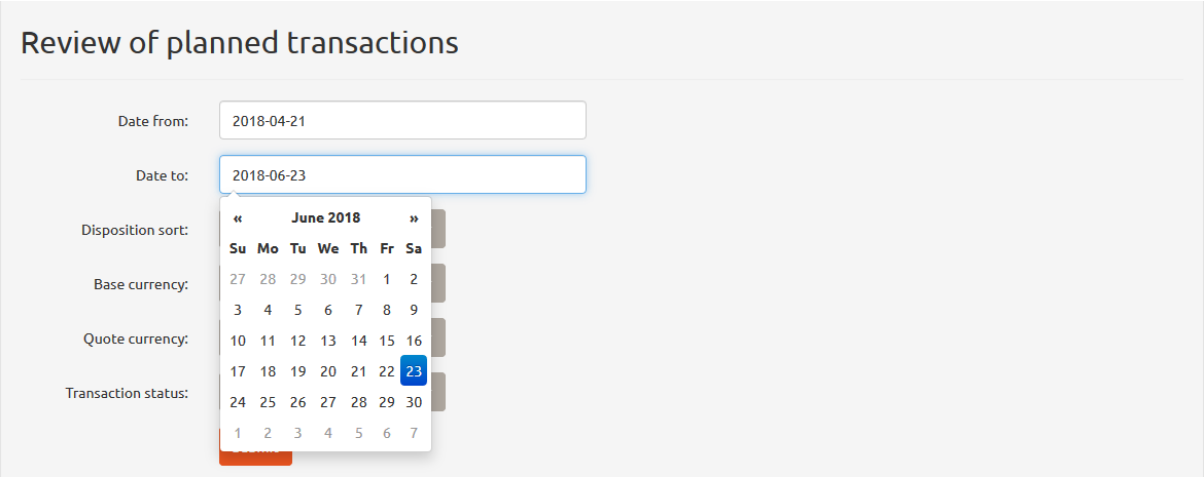


Figure 95. Review of planned transactions. Selecting end day.

If you wish to check transactions performed within a specific period of time (e.g. from 21st April 2018 to 23rd June 2018), using the calendar displayed by the system, type in the start date (e.g. 21st April 2018) in line 'Date from' [see *Figure 94*] and the end day (e.g. 23rd June 2018) in line 'Date to' [see *Figure 95*].

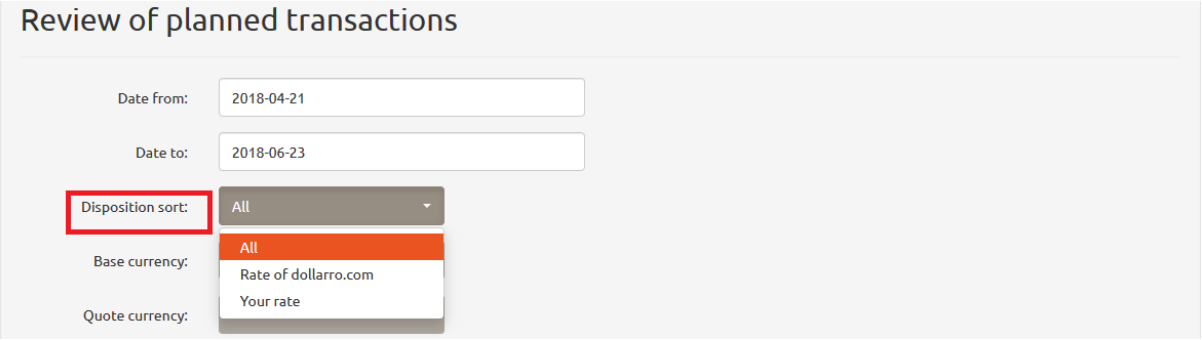


Figure 96. Review of planned transactions. Sort of disposition.

You can also narrow the planned transactions search by their sort of executed dispositions. You can chose:

- 'All' – the system displays all transactions planned within a specific period of time;
- 'Rate of dollarro.com' – the system displays the whole history of planned transactions that were performed at dollarro.com rate within a specific period of time;
- 'Your rate' – the system displays the details of planned transactions that were performed at requested rate for currency purchase/sell within a specific period of time [see *Figure 96*].

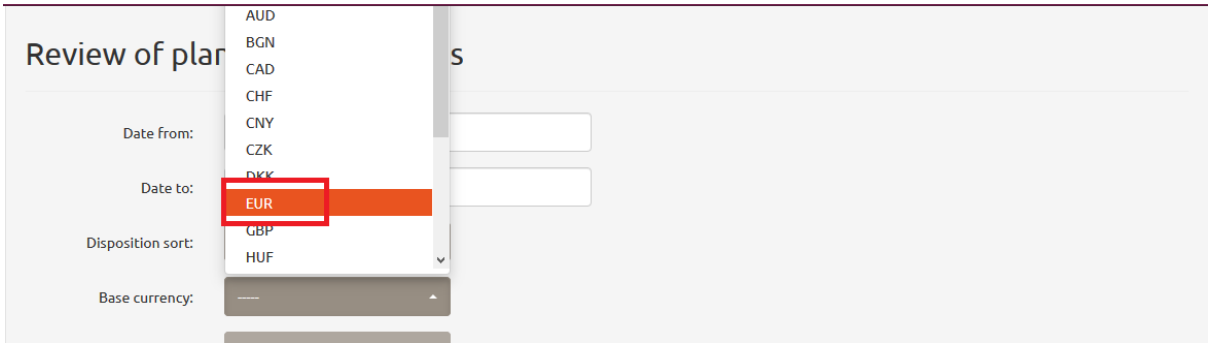


Figure 97. Review of planned transactions. Base currency.

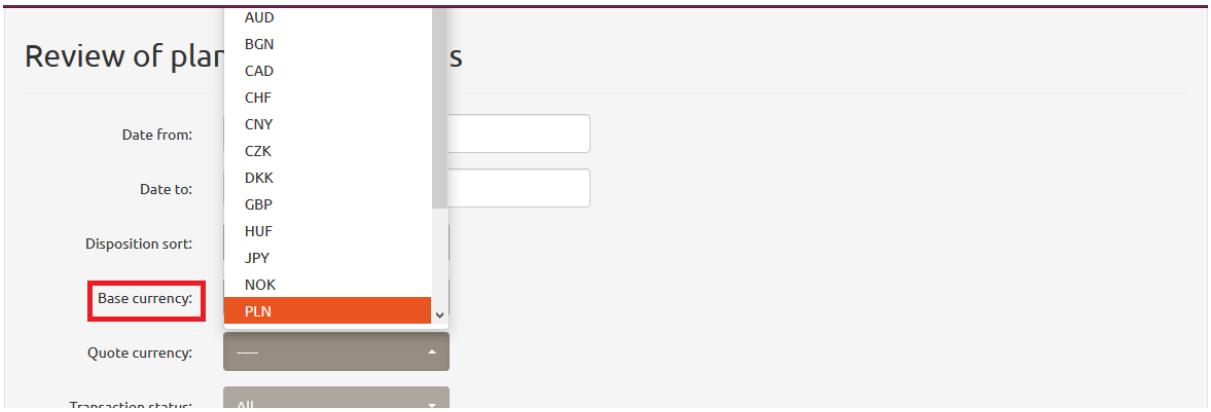


Figure 98. Review of planned transactions. Quote currency.

Currency is another criteria used for narrowing the search of planned transactions. Here, choose the base currency [see *Figure 97*] and quote currency [see *Figure 98*] used for the performed transactions.

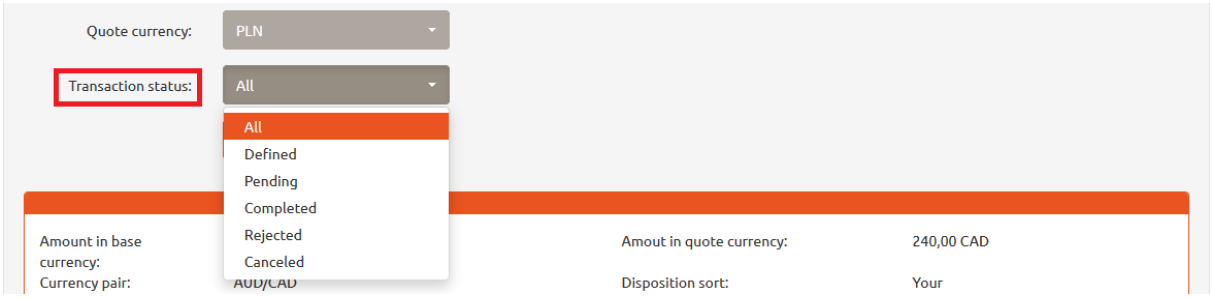


Figure 99. Review of planned transactions. Status of transaction.

The search of planned transaction can be also narrowed by their status. Possible transaction statuses:

- All
- Defined
- Pending
- Completed
- Rejected
- Cancelled [see *Figure 99*]

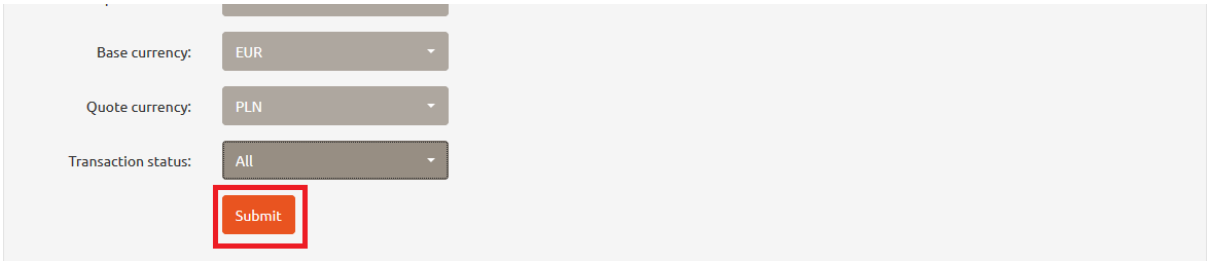


Figure 100. Review of planned transactions. 'Submit' button.

Having chosen the criteria for narrowing the search for planned transactions, click 'Submit' button [see *Figure 100*].

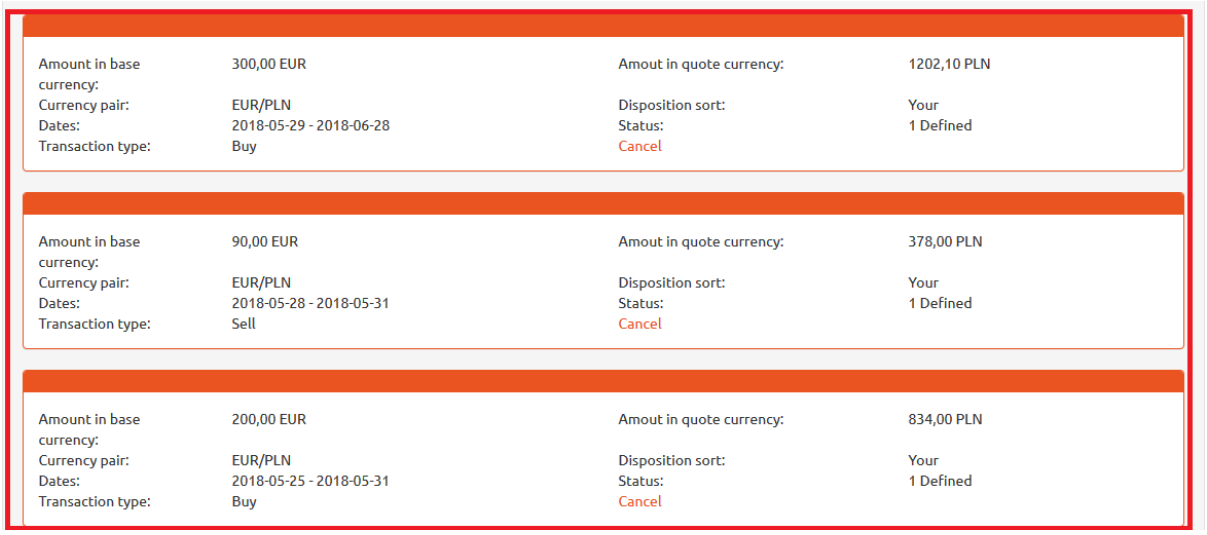


Figure 101. Review of planned transactions. Details.

In response, the system will display the details of transactions with respect to specific searching criteria [see *Figure 101*].

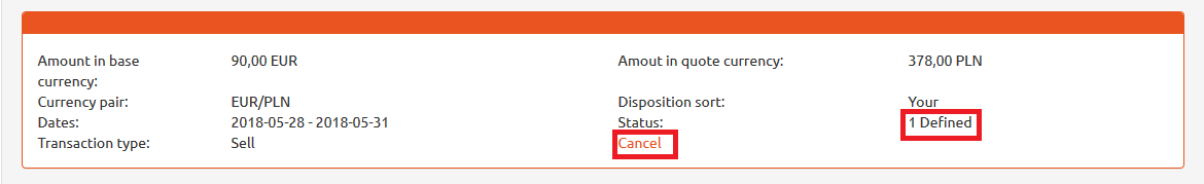


Figure 102. Review of planned transactions. Status of disposition.

User can cancel the transactions of 'Defined' status only. To do that, click 'Cancel' button located in the box containing the details of transaction to be cancelled [see *Figure 102*].

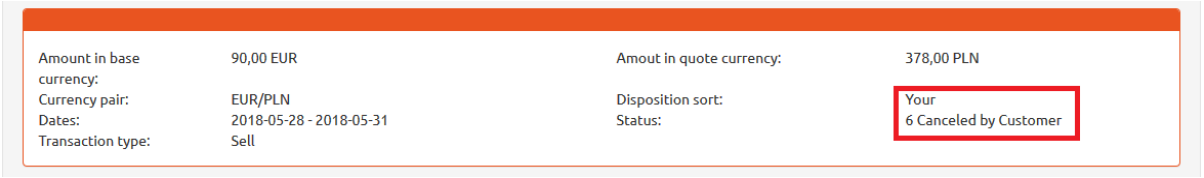


Figure 103. Review of planned transactions. Cancellation.

After having the transaction cancelled, the system changes it status for 'Cancelled by Customer' [see *Figure 103*].

12 Balance

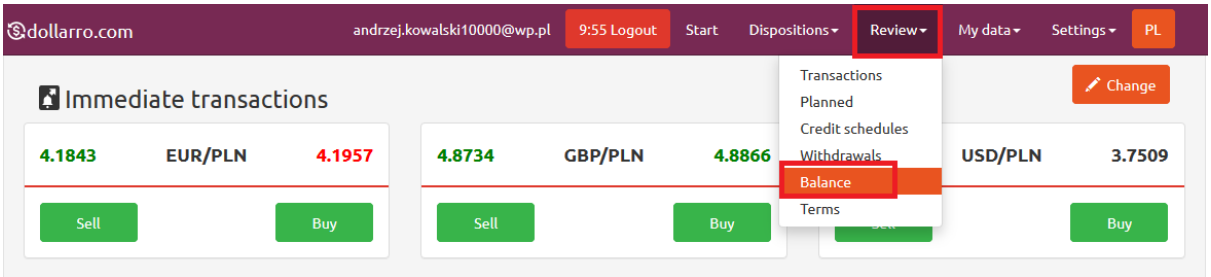
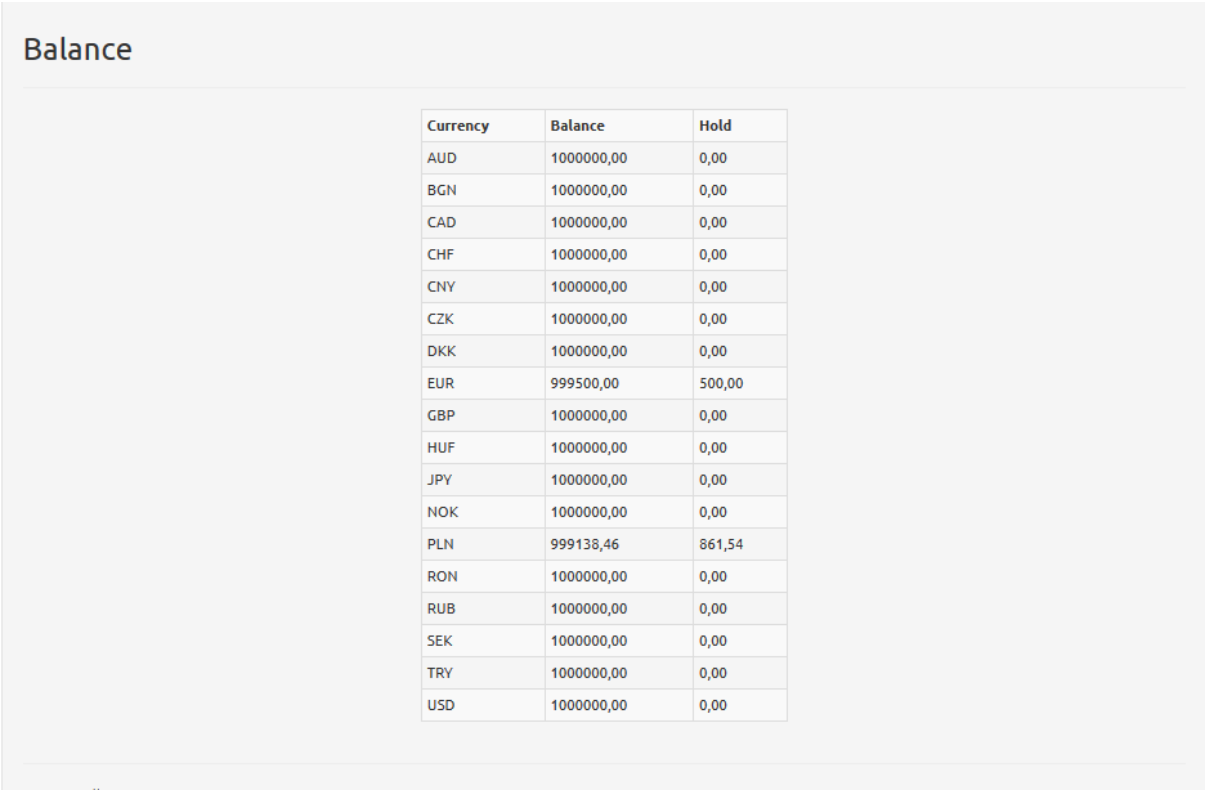


Figure 104. Account balance.

In order to check your account balance, click 'Review' button in the top menu and select option 'Balance' [see *Figure 104*].



Balance

Currency	Balance	Hold
AUD	1000000,00	0,00
BGN	1000000,00	0,00
CAD	1000000,00	0,00
CHF	1000000,00	0,00
CNY	1000000,00	0,00
CZK	1000000,00	0,00
DKK	1000000,00	0,00
EUR	999500,00	500,00
GBP	1000000,00	0,00
HUF	1000000,00	0,00
JPY	1000000,00	0,00
NOK	1000000,00	0,00
PLN	999138,46	861,54
RON	1000000,00	0,00
RUB	1000000,00	0,00
SEK	1000000,00	0,00
TRY	1000000,00	0,00
USD	1000000,00	0,00

Figure 105. Account balance. Details.

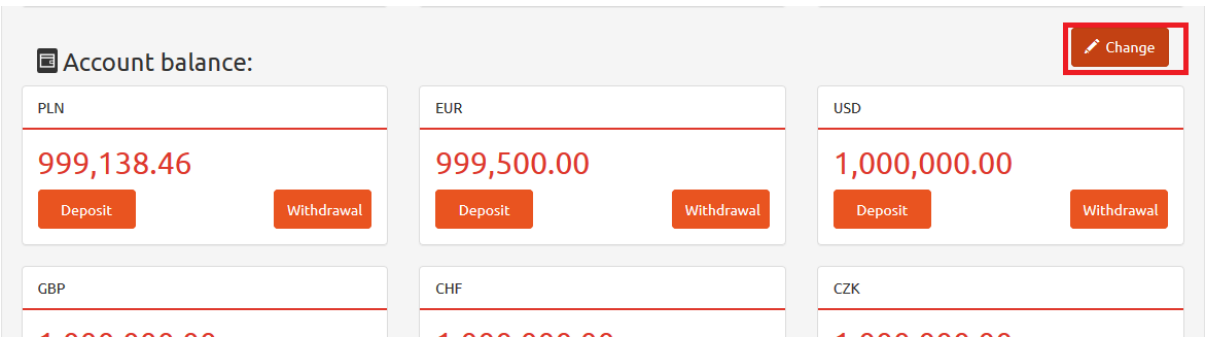


Figure 106. Account balance. Changing number of visualized boxes.

The account balance can be also checked in Start panel, where you have the overview for several bank accounts. Here you can change the number and currency of visible accounts by clicking 'Change' button located in the top right corner of 'Account balance' box [see *Figure 106*].

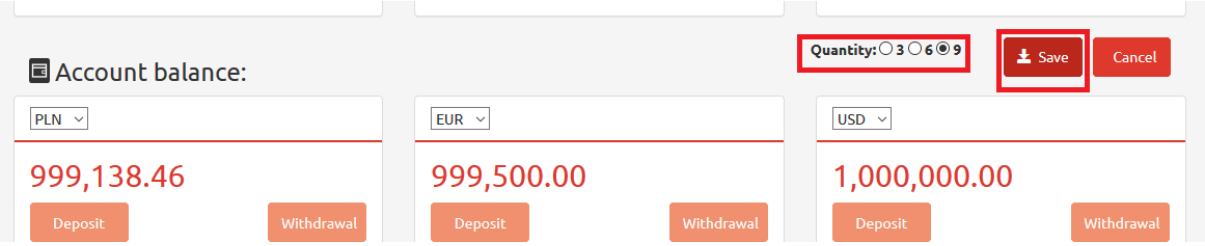


Figure 107. Account balance. Saving overview changes.

Here you can choose the number of visualized boxes, i.e. 3, 6 or 9. Then click 'Save' button [see *Figure 107*].

13 Deposit

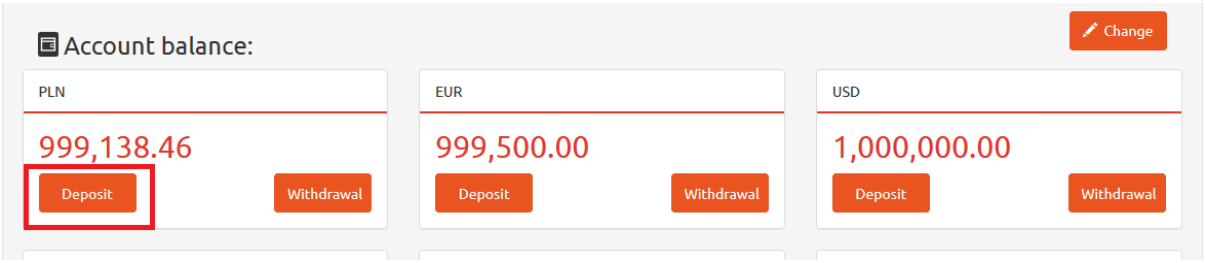


Figure 108. Deposit.

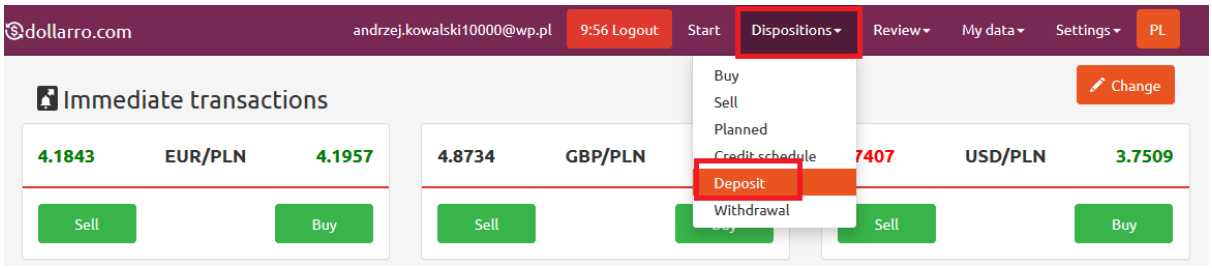


Figure 109. Making deposit via top menu.

If you want to make a deposit in dollarro.com system, click 'Deposit' button in 'Account balance' box in Start panel [see *Figure 108*] or click 'Disposition' button in the top menu and choose option 'Deposit' [see *Figure 109*].

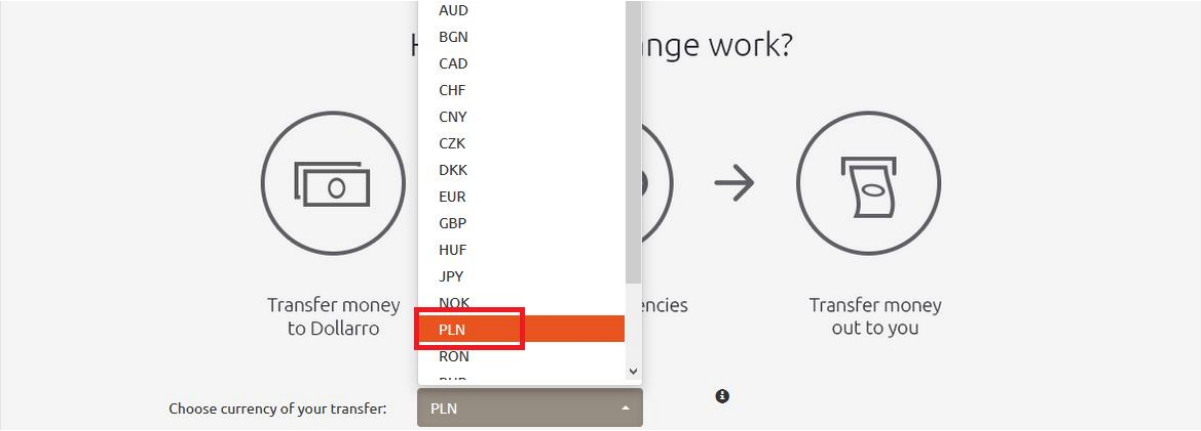


Figure 110. Making deposit. Choosing currency.

Next, choose currency of the account to be used for transferring resources to the system [see *Figure 110*].

Figure 111. Making deposit. Choosing account.

The next step is choosing the target bank account from which the recourses are supposed to be transferred to dollarro.com in order to inject your trading account on the website [see *Figure 111*].

This activity must be performed via electronic banking of your host bank. The target bank account must be previously defined by user in dollarro.com system [‘My data’→‘Adding bank account’]

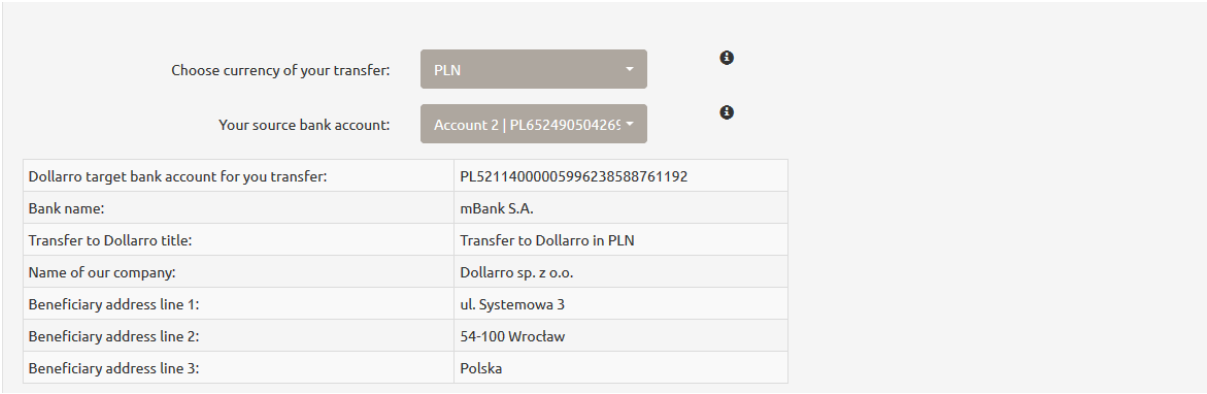


Figure 112. Making deposit. Banking details.

Next, the system displays the number and details of the banking account in dollarro.com, in which user deposits the resources [see *Figure 112*]. This bank account belongs to Dollarro.com.

14 Withdrawal

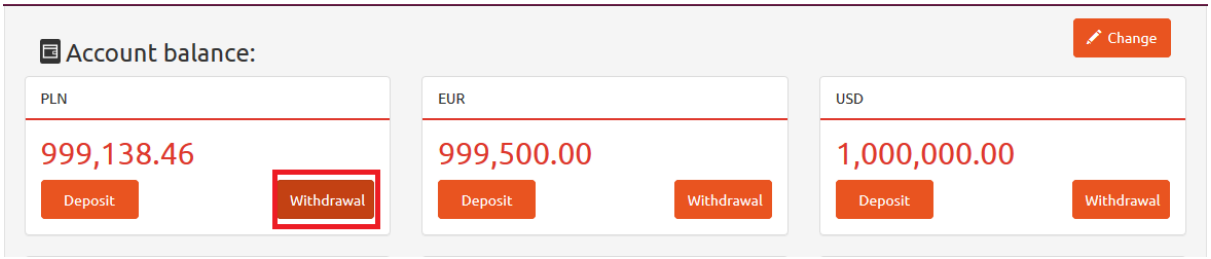


Figure 113. Withdrawal 1/2.

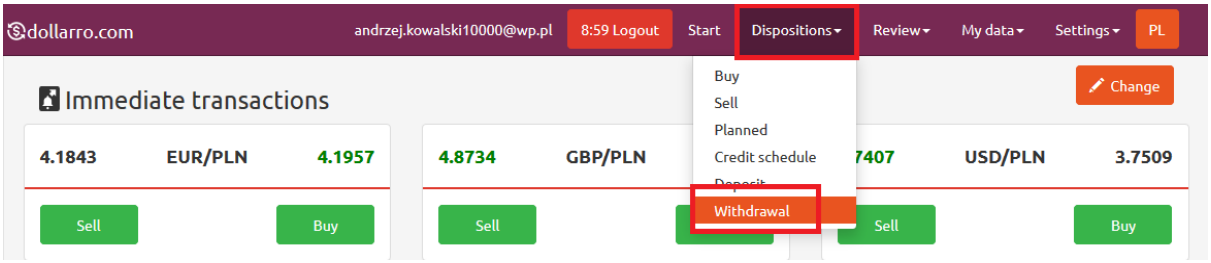


Figure 114. Withdrawal 2/2.

If you want to make a withdrawal in dollarro.com system, click 'Withdrawal' button in 'Account balance' box in Start panel [see *Figure 113*] or click 'Disposition' button in the top menu and choose option 'Withdrawal' [see *Figure 114*].

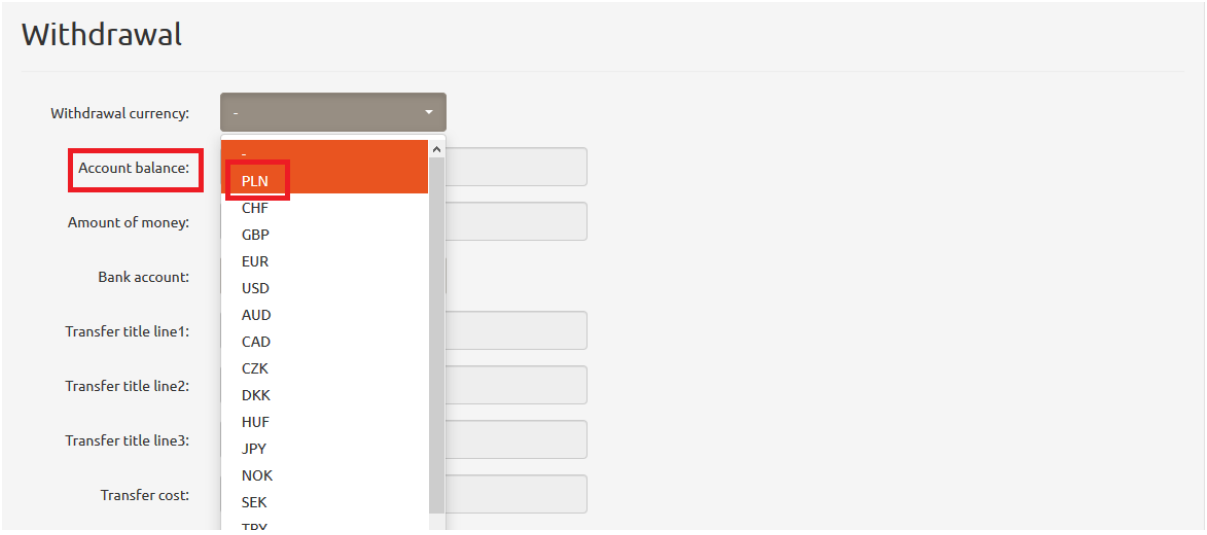


Figure 115. Withdrawal. Choosing currency.

Next, choose currency for the transfer to be executed [see *Figure 115*].

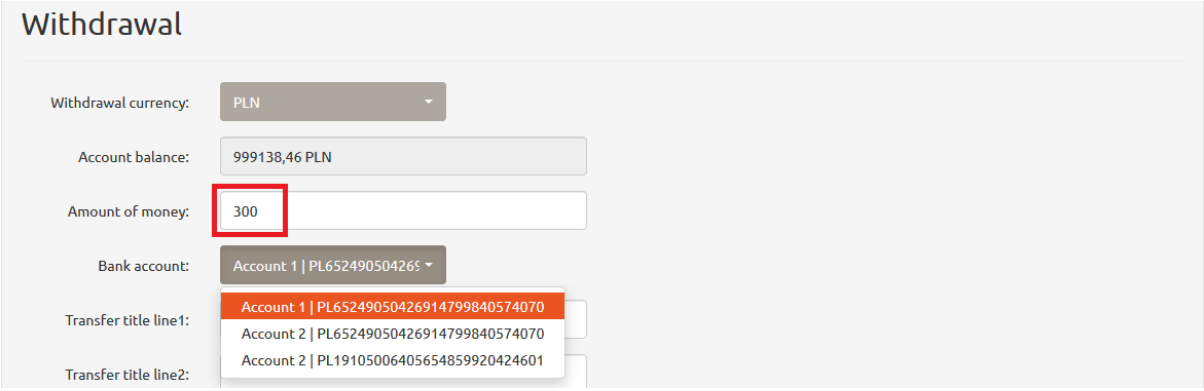


Figure 116. Withdrawal. Choosing bank account.

Next, type in the amount to be transferred and choose one of the already defined bank accounts [see *Figure 116*].

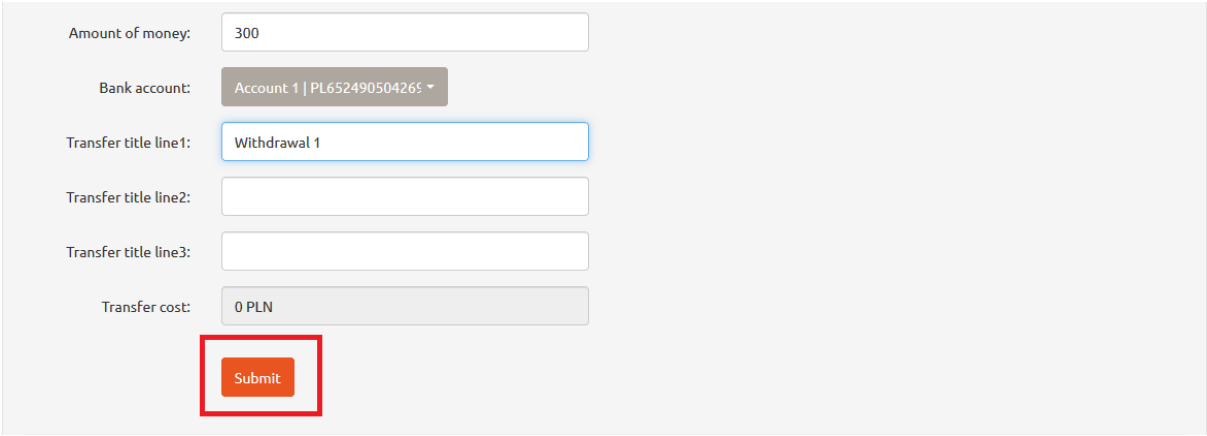


Figure 117. Withdrawal. 'Submit' button.

Next, type in the title of transfer and click 'Submit' button [see *Figure 117*].

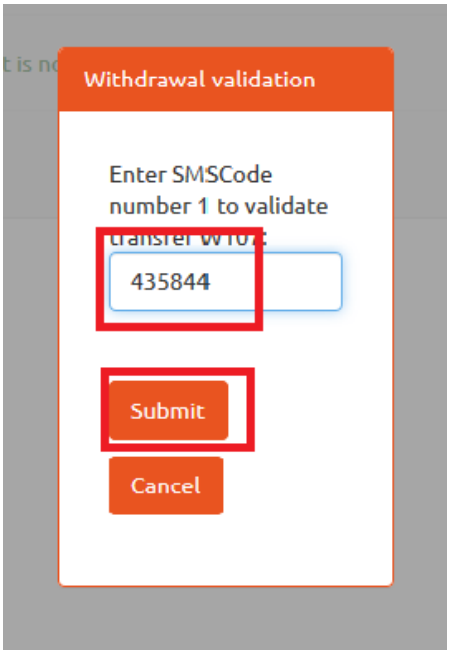


Figure 118. Withdrawal. Short text message code.

The user receives a validation code via short text massage. Then type in the received code in the pop-up on the screen and click 'Submit' [see *Figure 118*].

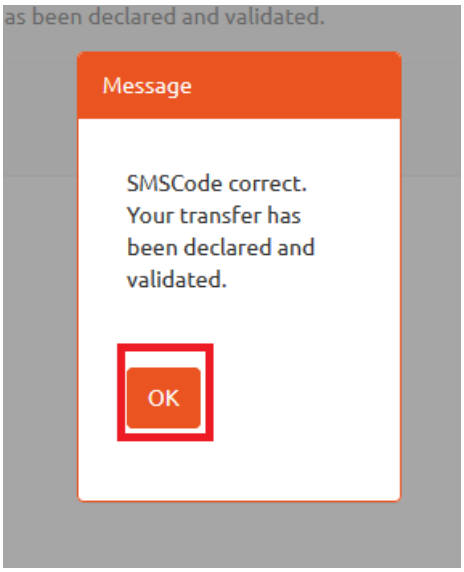


Figure 119. Withdrawal. Validation.

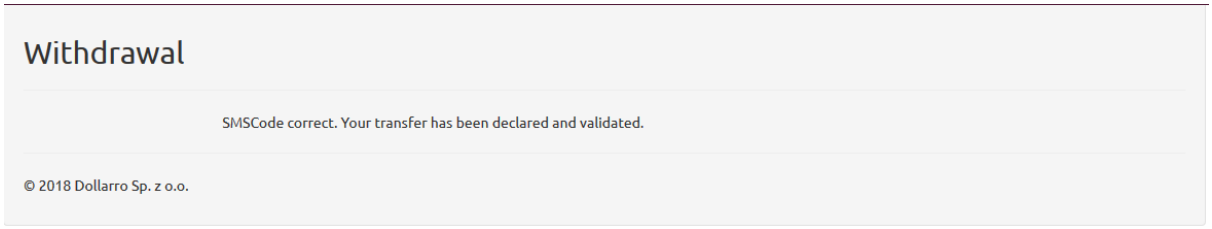


Figure 120. Withdrawal. Information on transfer declaration and validation.

If the code is valid [see *Figure 119*], you will be informed that the transfer is declared and validated [see *Figure 120*].

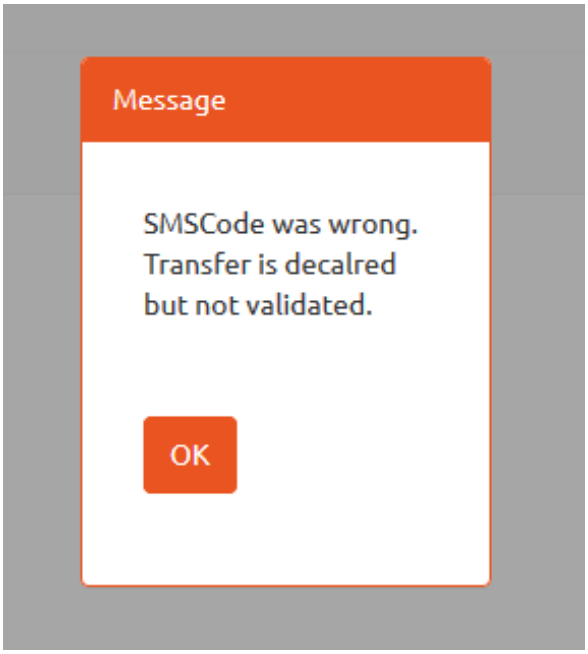


Figure 121. Withdrawal. Information on entering invalid short text message code.

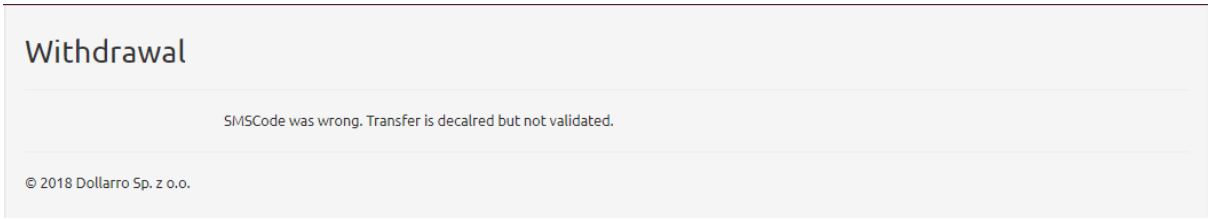


Figure 122. Withdrawal. Informing about lock of transfer validation.

If case of entering an invalid short text message code, you will be informed that the transfer is declared but not validated [see *Figures 121, 122*].

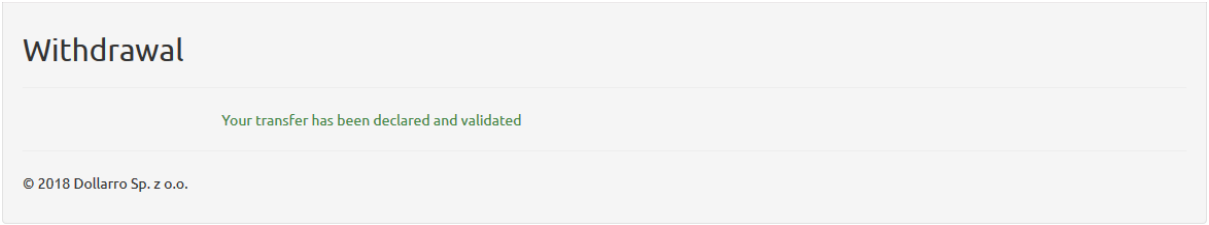


Figure 123. Withdrawal. Transfer declared.

If the bank account for resources withdrawal has been already defined in the system as trusted, then a short text message code needn't be applied and the system immediately displays the information on transfer execution [see *Figure 123*].

15 Review of withdrawals

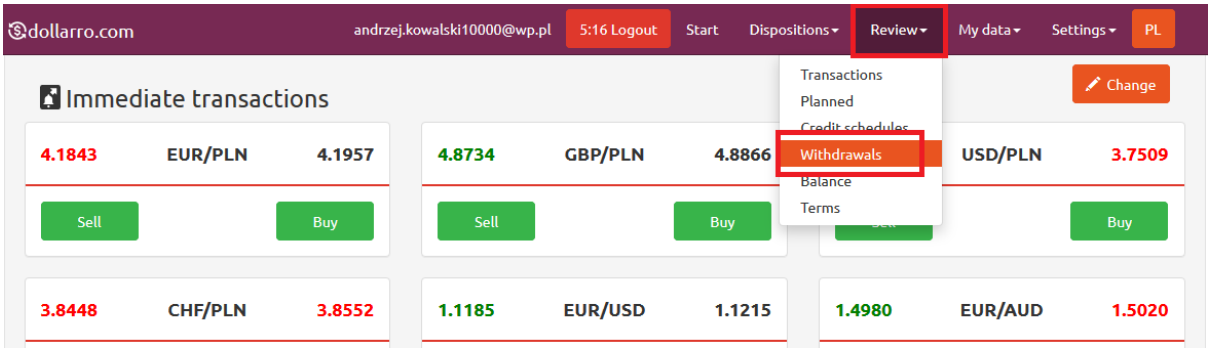


Figure 124. Review of withdrawals in top menu.

In order to review all withdrawals executed by user, in the top menu click 'Review' button and clicking option 'Withdrawals' [see *Figure 124*].

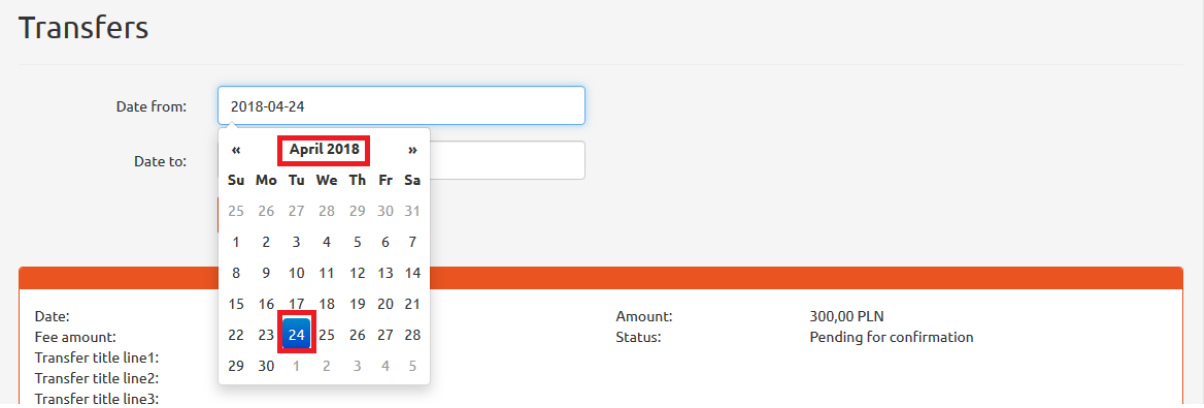


Figure 125. Review of withdrawals. Start day.

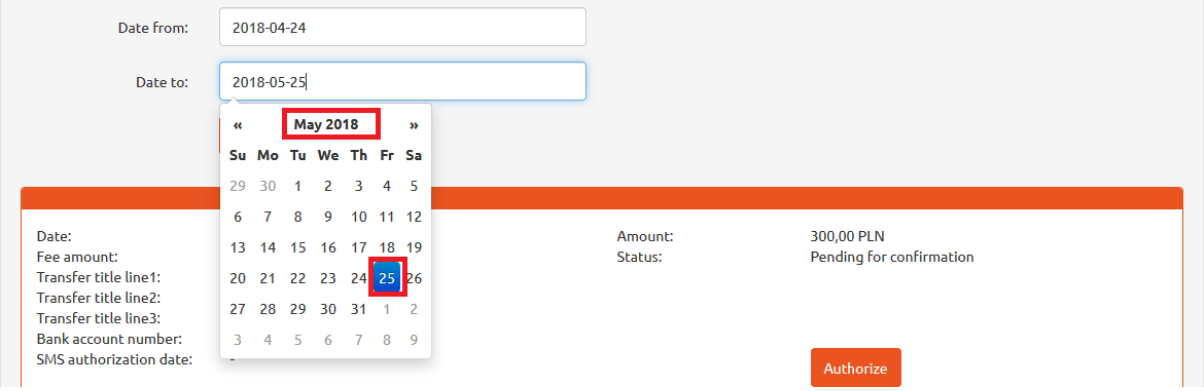


Figure 126. Review of withdrawals. End day.

If you wish to check withdrawals made within a specific period of time (e.g. form 24th April 2018 to 25th May 2018), using the calendar displayed by the system, type in the start date (e.g. 24th April 2018) in line 'Date from' [see *Figure 125*] and the end day (e.g. 25th May 2018) in line 'Date to' [see *Figure 126*].

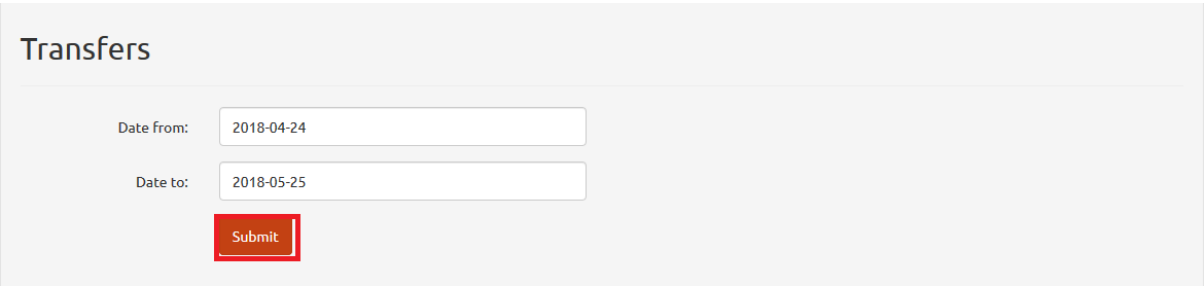


Figure 127. Review of withdrawals. 'Submit' button.

Next, click 'Submit' button [see *Figure 127*].

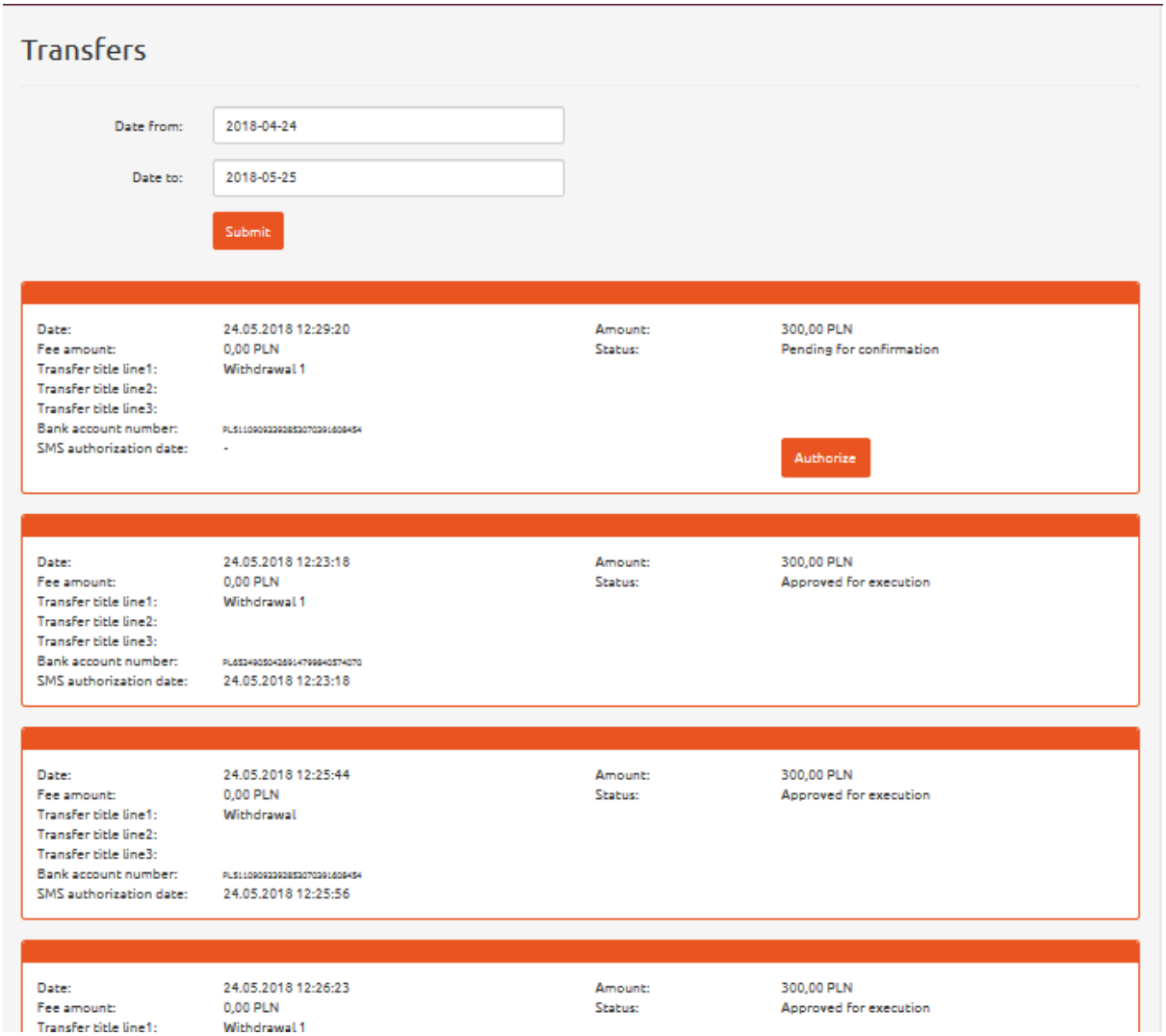


Figure 128. Review of withdrawals. Transfer listing.

In response, the system will display the list of transactions performed by user within a specific period of time [see *Figure 128*].

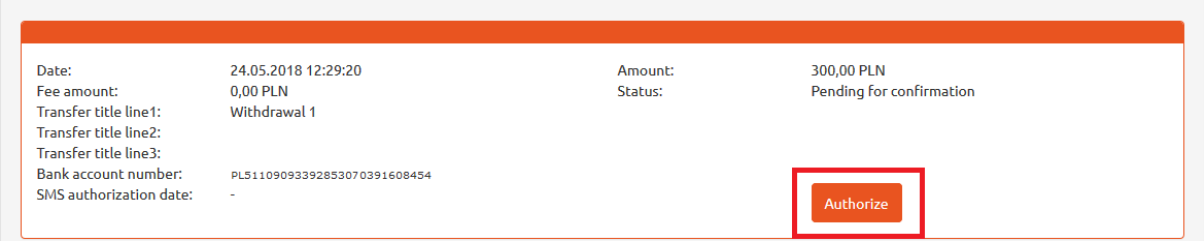


Figure 129. Review of withdrawals. 'Authorize' button.

Here, you can authorize your defined transfers by clicking 'Authorize' button [see *Figure 129*].

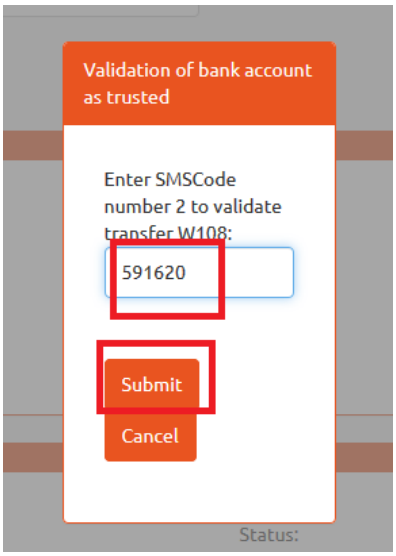


Figure 130. Review of withdrawals. Short text message code for validation.

The user receives a validation code via short text massage. Then type in the received code in the pop-up on the screen [see *Figure 130*].

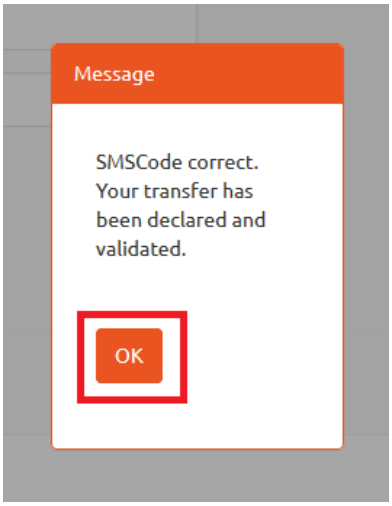


Figure 131. Review of withdrawals. Information on transfer declaration and validation.

If the code is valid, you will be informed that the transfer is declared and validated [see *Figure 131*].

16 Credit payments schedules

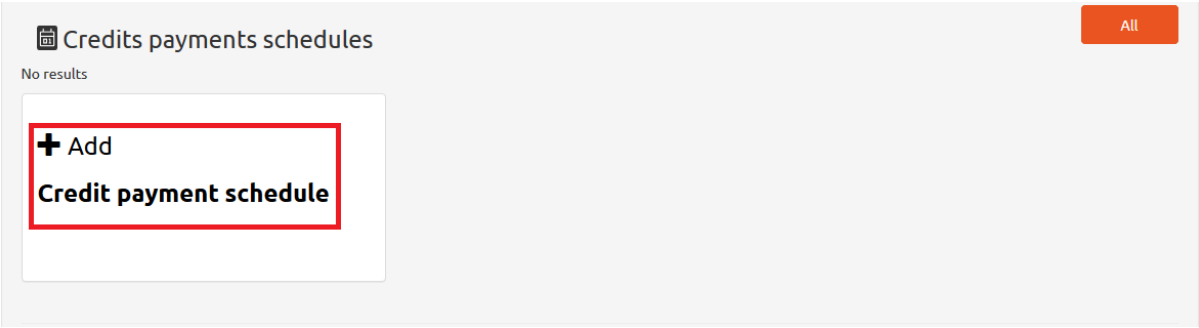


Figure 132. Credit payment schedules. Adding order.

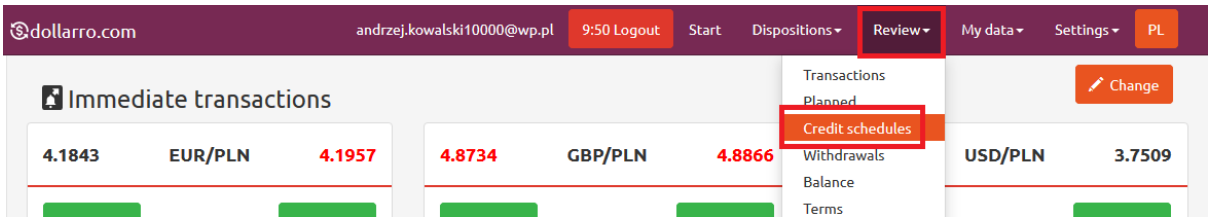


Figure 133. Credit payment schedules. Adding order from top menu.

For adding an order to credit payment schedules, click 'Add credit payment schedule' box at the bottom of Start panel [see *Figure 132*] or click 'Dispositions' button in the top menu and select option 'Credit schedule' [see *Figure 133].*

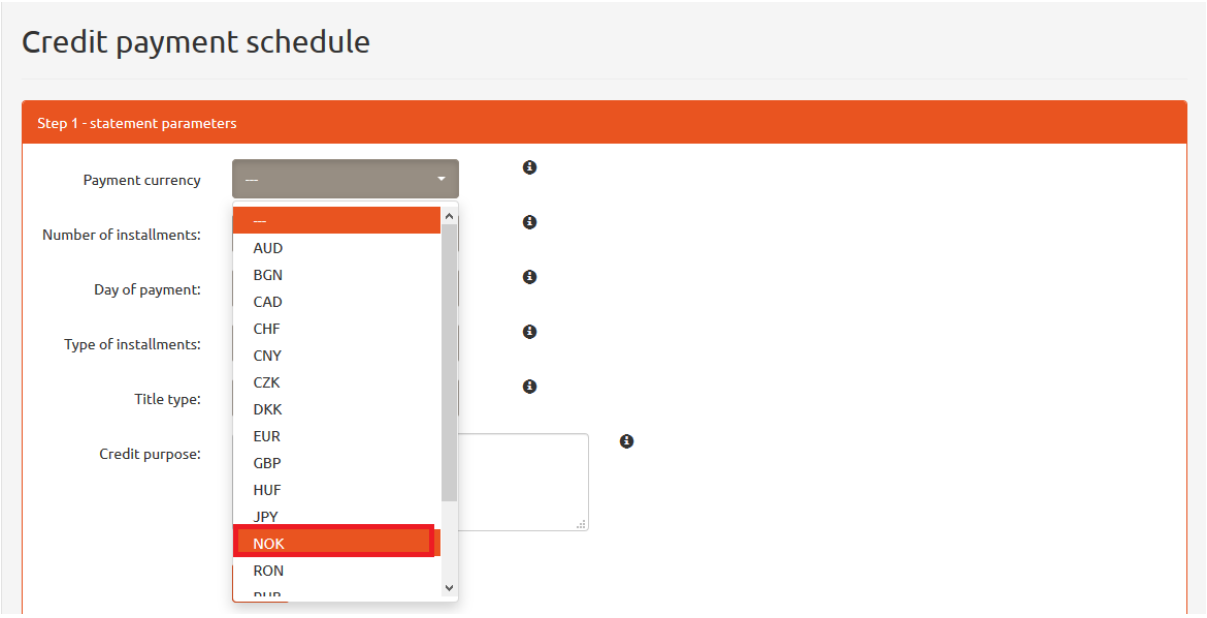


Figure 134. Credit payment schedules. Choosing currency.

Next, choose the currency for paying your credit (e.g. NOK) [see *Figure 134*].

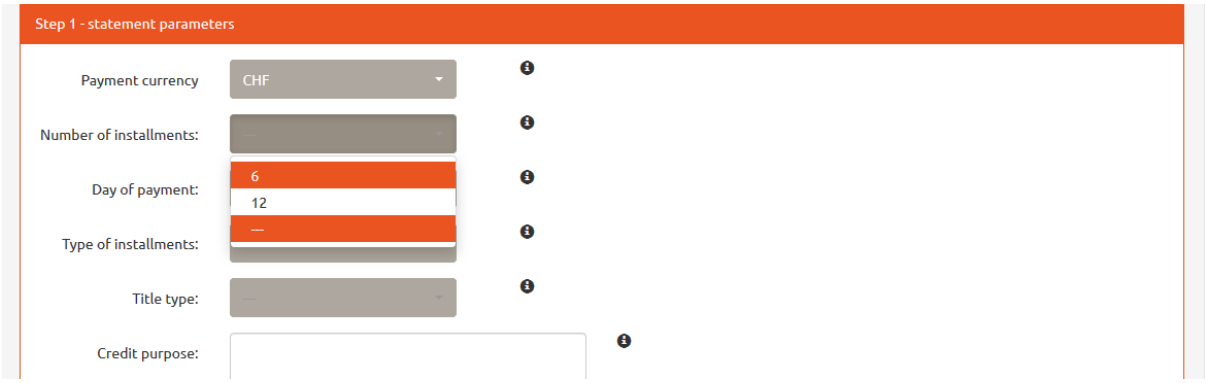


Figure 135. Credit payment schedules. Setting number of installments.

In the next step, choose the initial number of installments (i.e. 6 or 12) [see *Figure 135*]. At a later stage, you will be able to increase the number of installments for the schedule.

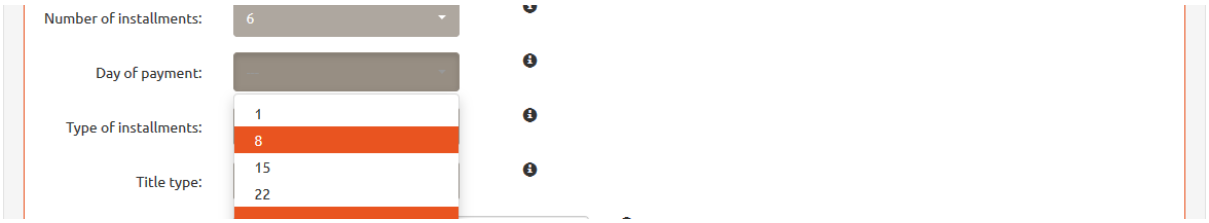


Figure 136. Credit payment schedules. Setting payment day.

User sets the payment day of the month for dollarro.com and the service will transfer the resources to the account used for paying the loan [see *Figure 136*]. User is supposed to transfer PLN resources to dollarro.pl before that day.

Figure 137. Credit payment schedules. Fixed instalments.

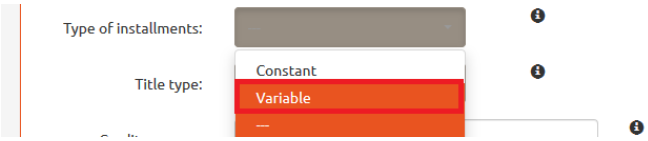


Figure 138. Credit payment schedules. Variable instalment.

Next, choose the type of instalments (i.e. fixed or variable) [see *Figures 137, 138*].

Figure 139. Credit payment schedules. Common title.

Figure 140. Credit payment schedules. Individual title.

User chooses the title type (either a common one to all instalments or individual for every single instalment) [see *Figures 139, 140*].

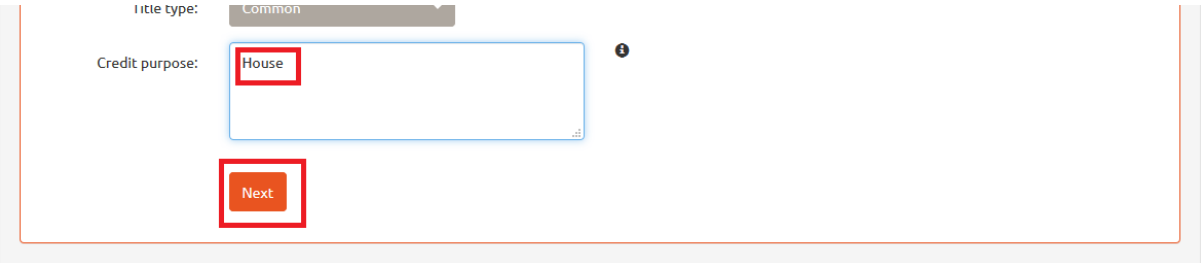


Figure 141. Credit payment schedules. Loan purpose.

Now type in the loan purpose, i.e. what the loan money is spent on. Then, click 'Next' button [see *Figure 141*].

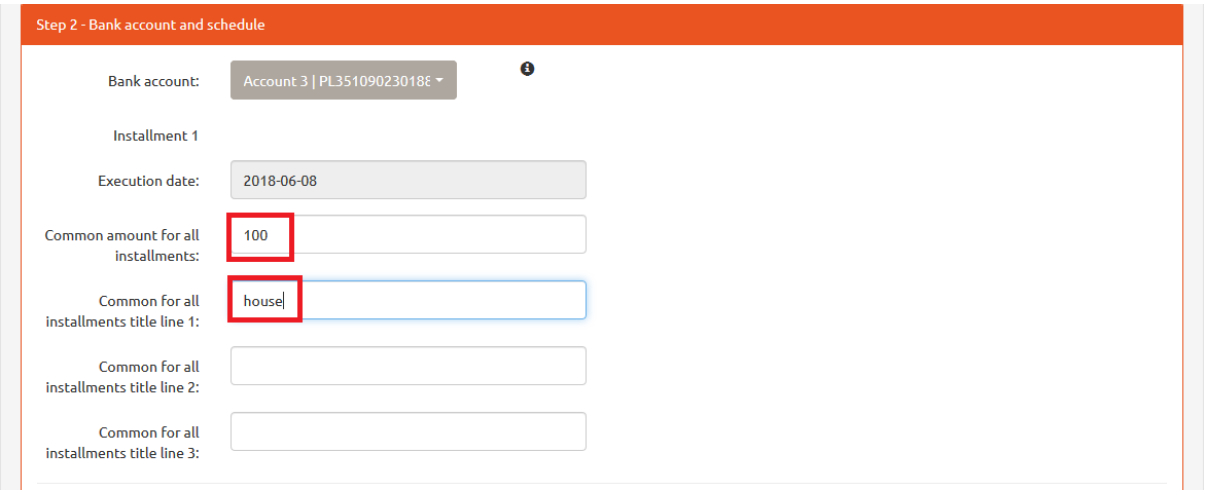


Figure 142. Credit payment schedules. Loan purpose.

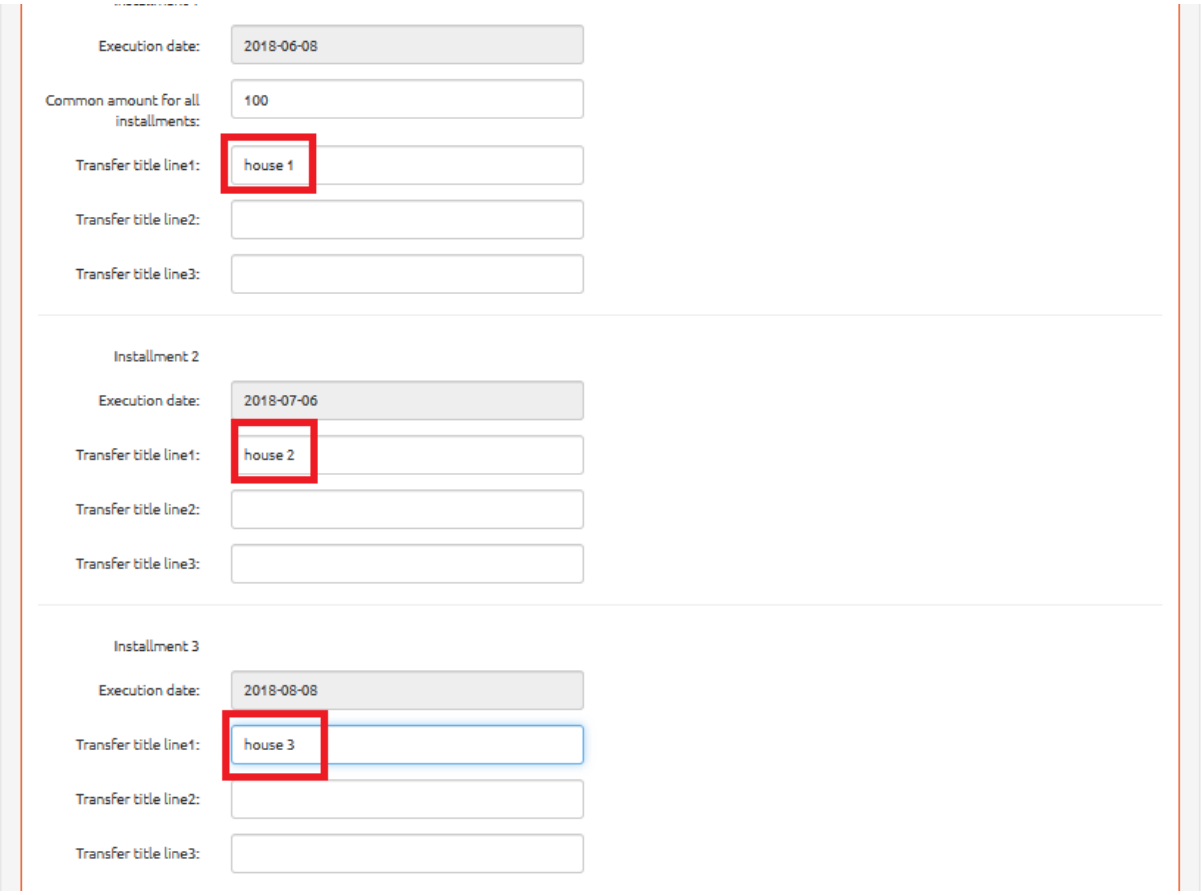


Figure 143. Credit payment schedules. Selecting bank account. Credit amount.

In the subsequent stage, select the bank account to which the loan in foreign currency is supposed to be paid [see *Figure 142*]. The bank account must be defined in advance. In order to define a bank account, click 'My Data' button in the top menu and select option 'Adding a Bank Account'.

Having selected the fixed instalments, user enters a universal amount (in the foreign currency in which the credit is paid) and types in the common title for all the instalments [see *Figure 142*] or individual titles for every single instalment [see *Figure 143*].

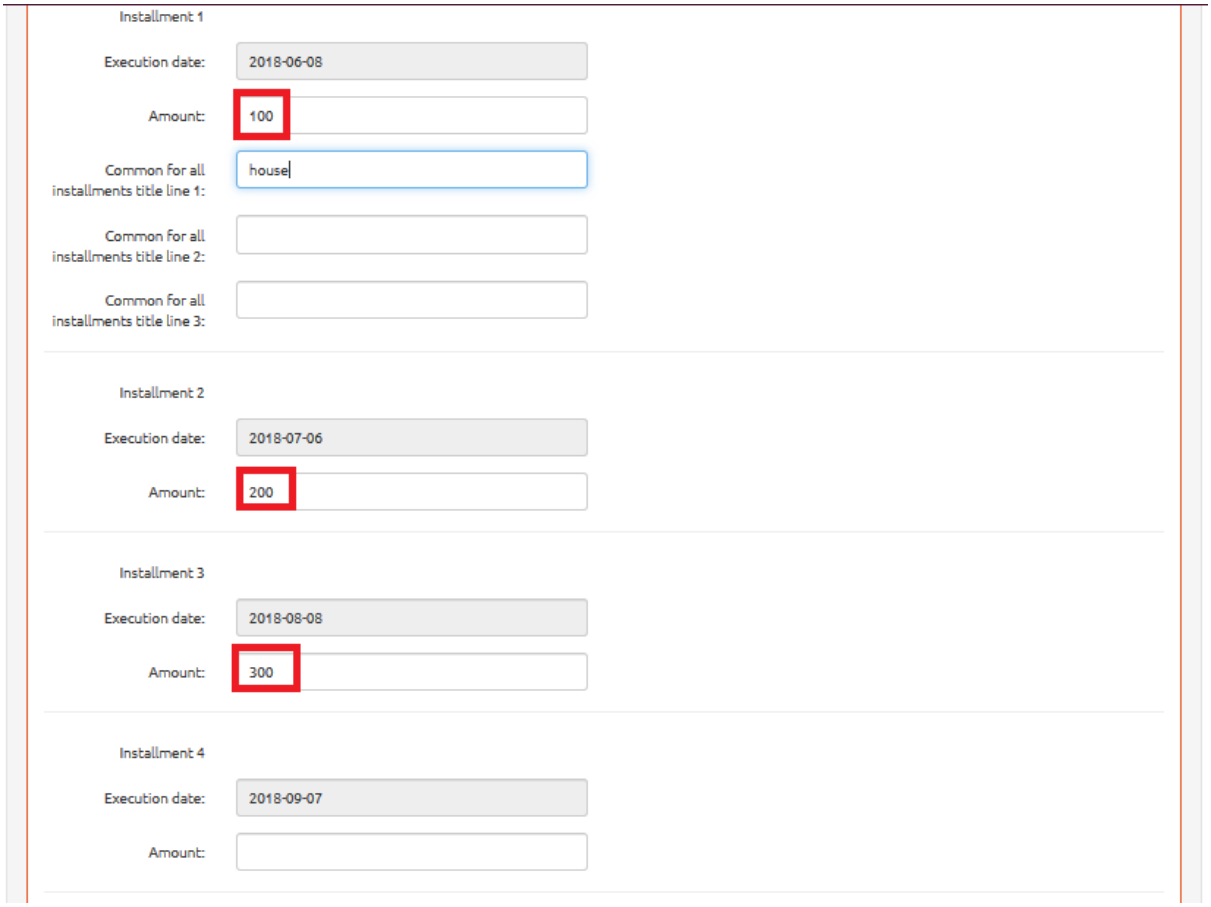


Figure 144. Credit payment schedules. Variable instalments.

Having selected the variable instalments, user types invariable amounts for every single instalment [see *Figure 144*].

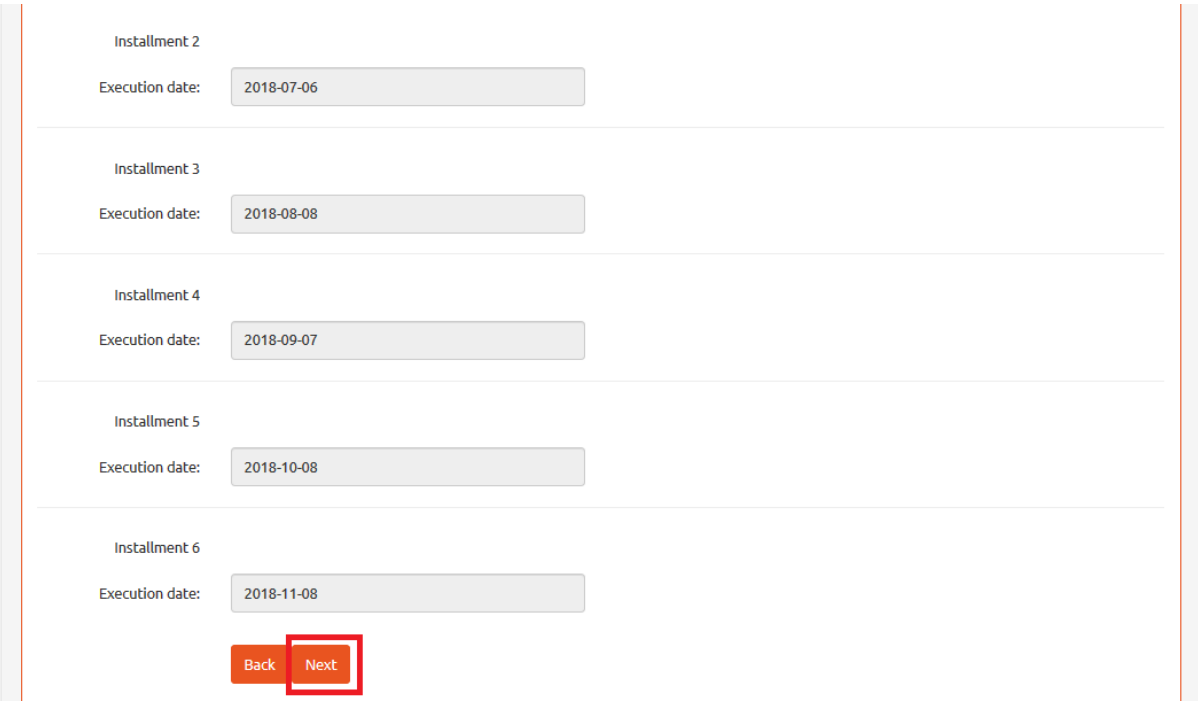


Figure 145. Credit payment schedules. Fixed instalments.

Now the system displays the credit payment schedule. Please, read it and click 'Next' button [see *Figure 145*].

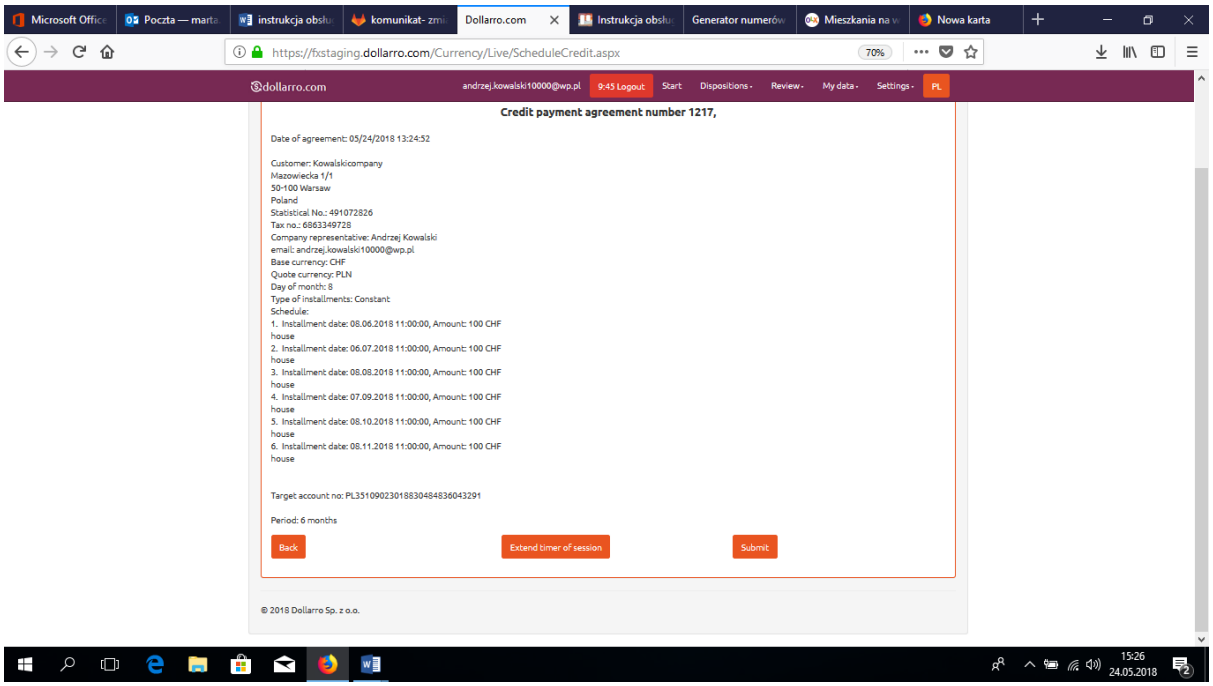


Figure 146. Credit payment schedules. Agreement.

In the next stage, user is obliged to read the Agreement on Credit payment schedule. To accept it, click 'Submit' button [see *Figure 146*]. If necessary, extend the session time for reading the agreement by clicking 'Extend time of session' button [see *Figure 146*].

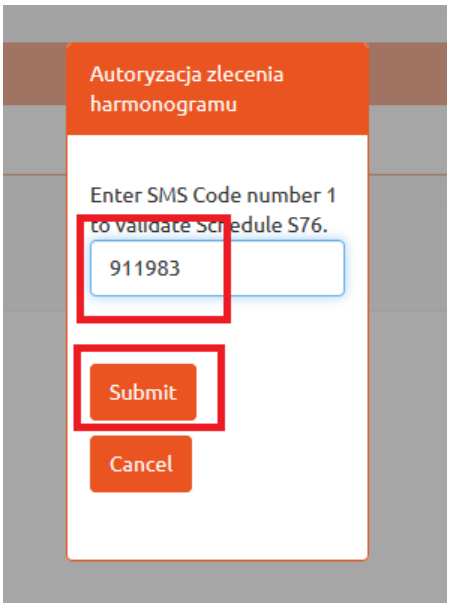


Figure 147. Credit payment schedules. Short text message code for Agreement confirmation.

Now the short text message code is being sent to the phone number provided when signing up. Type in the code in relevant box and click 'Submit' button [see *Figure 147*]. The code is valid for the next 5 minutes following the reception of the short text message.

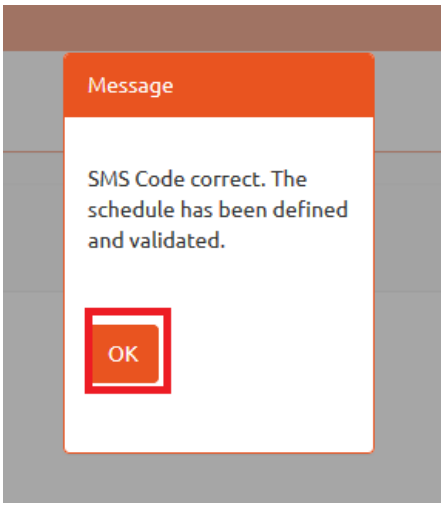


Figure 148. Credit payment schedules. Information on authorization.

If the code is valid, you will be informed that the order is declared and validated [see *Figure 148*].

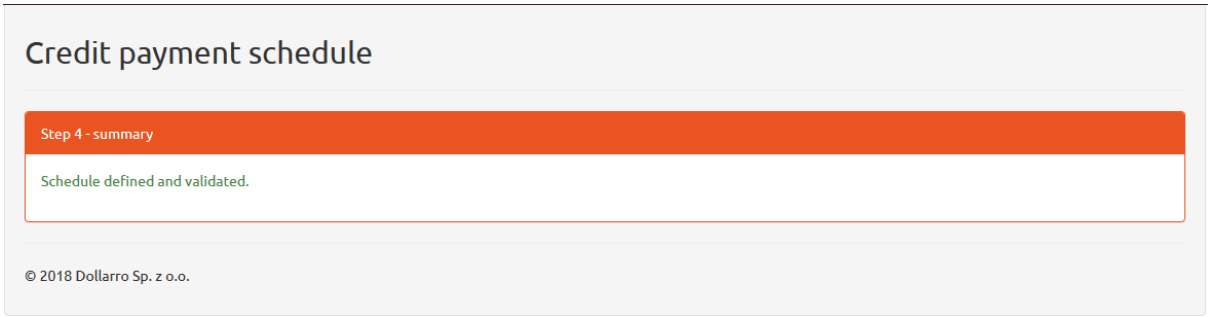


Figure 149. Credit payment schedules. Summary.

Now the summary order is displayed on the screen [see *Figure 149*].

17 Review of credit payment schedules

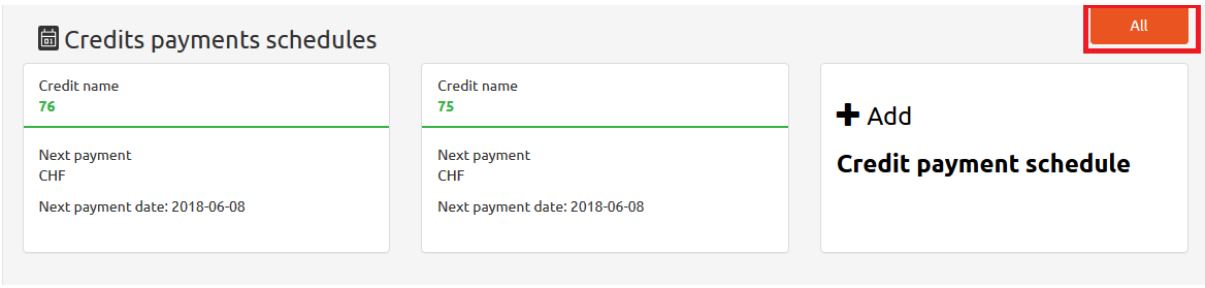


Figure 150. Reviewing credit payment schedules from Start panel.

At the bottom of Start panel, you have access to the review of all credit payment schedules [see *Figure 150*].

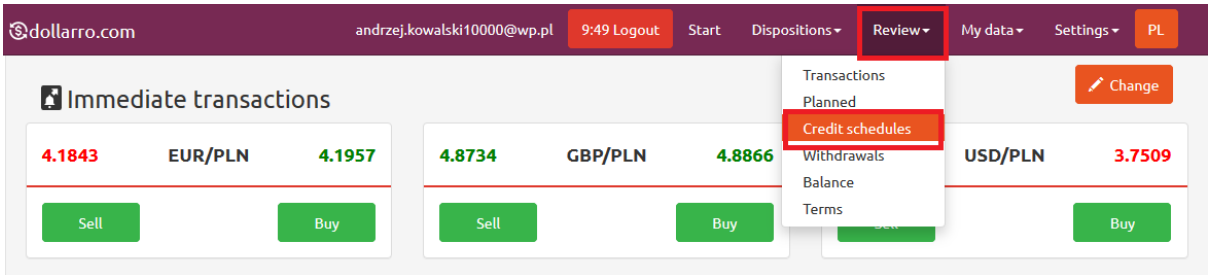


Figure 151. Reviewing credit payment schedules from top menu.

In order to review all credit payment schedules, in Start panel click option 'All' in box of 'Credit payment schedules' [see *Figure 150*] or in the top menu by clicking 'Review' button and selecting option 'Credit schedules' [see *Figure 151*].

17.1 Details of particular orders for credit payment schedules

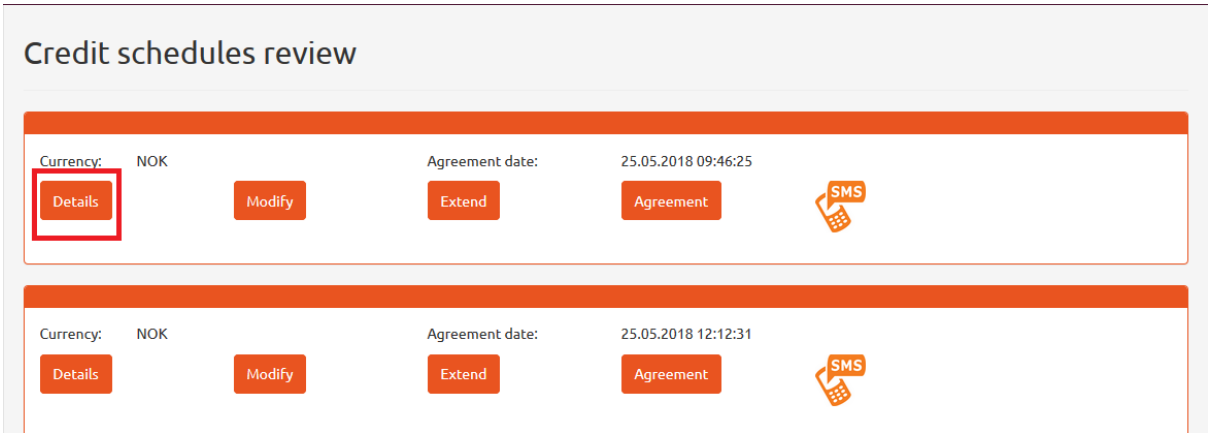


Figure 152. Reviewing credit payment schedules. Details 1/2.

In order to review a particular order for credit payment schedule, click 'Details' button [see *Figure 152*].

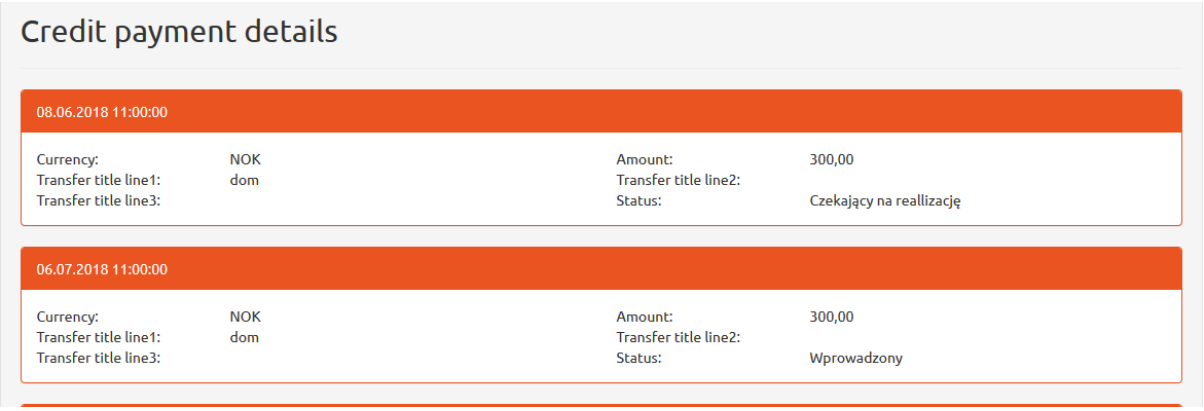


Figure 153. Reviewing credit payment schedules. Details 2/2.

17.2 Modifying credit payment schedules

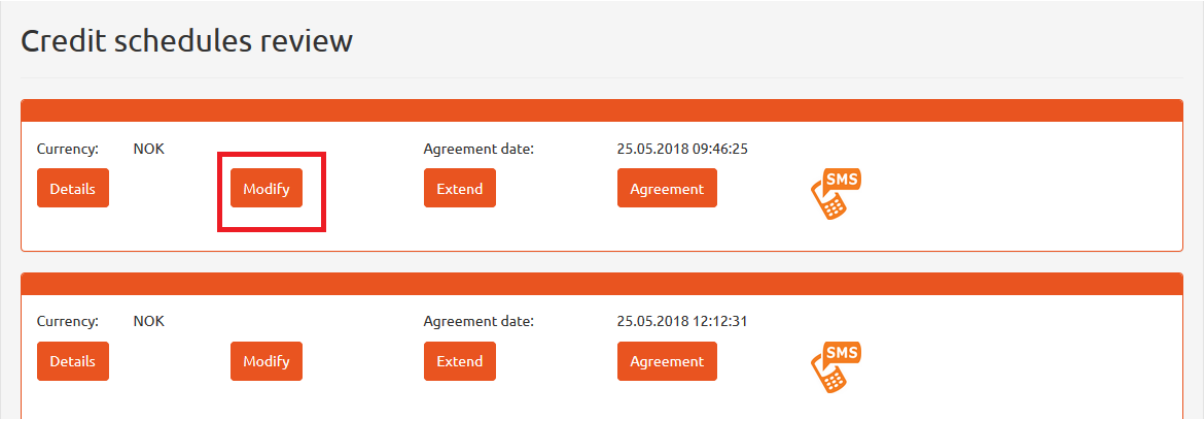


Figure 154. Reviewing credit payment schedules. Modification 1/2.

In order to modify a credit payment schedule, click 'Modify' button [See *Figure 154*].

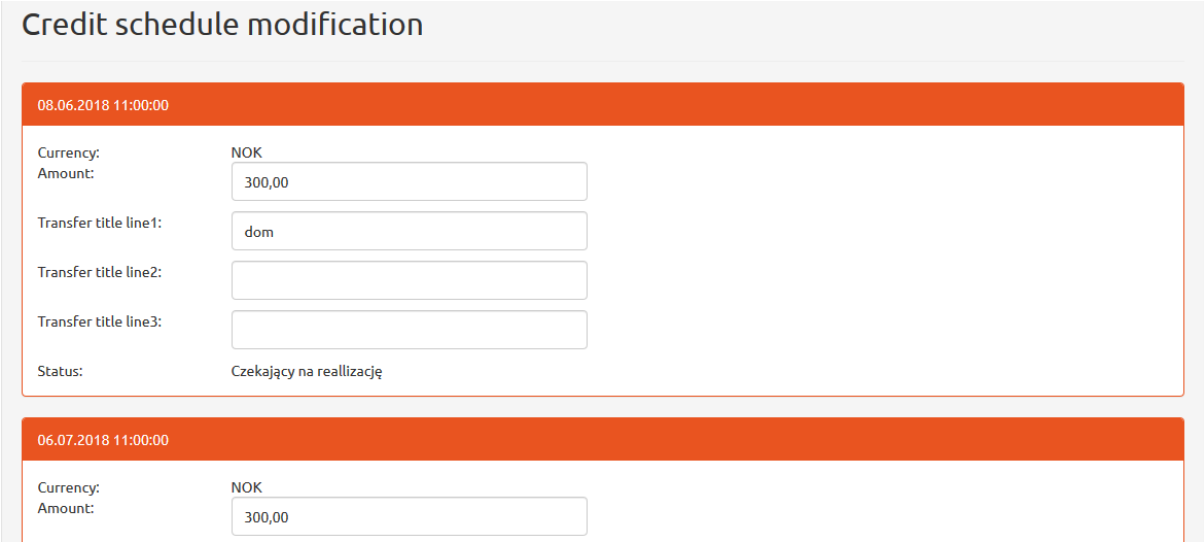


Figure 155. Reviewing credit payment schedules. Modification 2/2.

Here user can modify the installment amount and its title [see *Figure 155*].

17.3 Extending repayment period

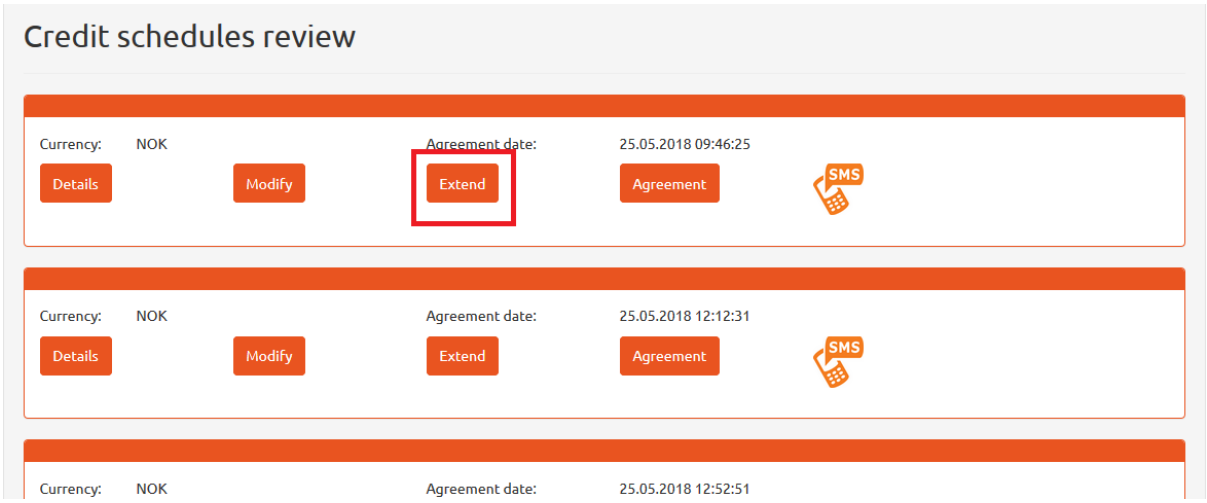


Figure 156. Reviewing credit payment schedules. Extension.

In order to extend an order for credit payment schedule, click 'Extend' button [see *Figure 156*].

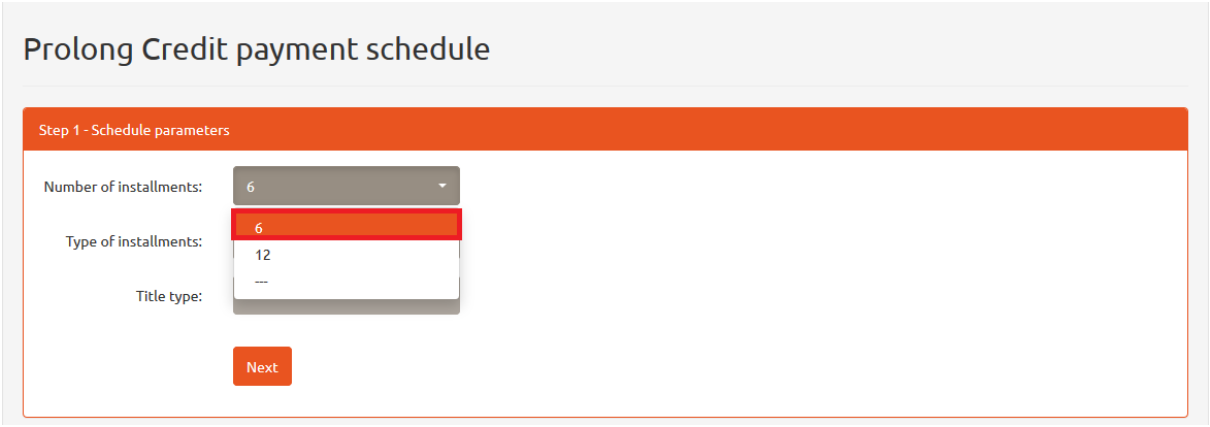


Figure 157. Reviewing credit payment schedules. Extension. Number of installments.

Figure 158. Reviewing credit payment schedules. Extension. Type of installments.

Figure 159. Reviewing credit payment schedules. Extension. Titles of installments.

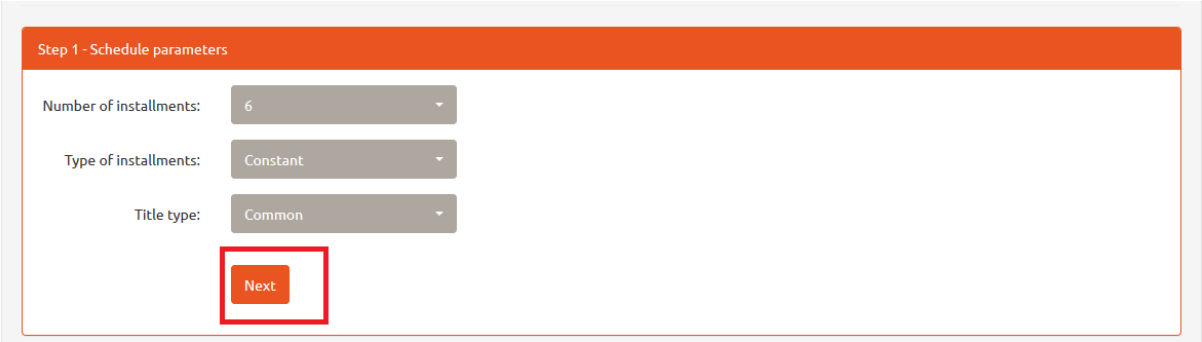


Figure 160. Reviewing credit payment schedules. Extension. 'Next' button.

Next, choose the number of installments [see *Figure 157*], their type [see *Figure 158*] and title [see *Figure 159*]. Then click 'Next' button [see *Figure 160*].

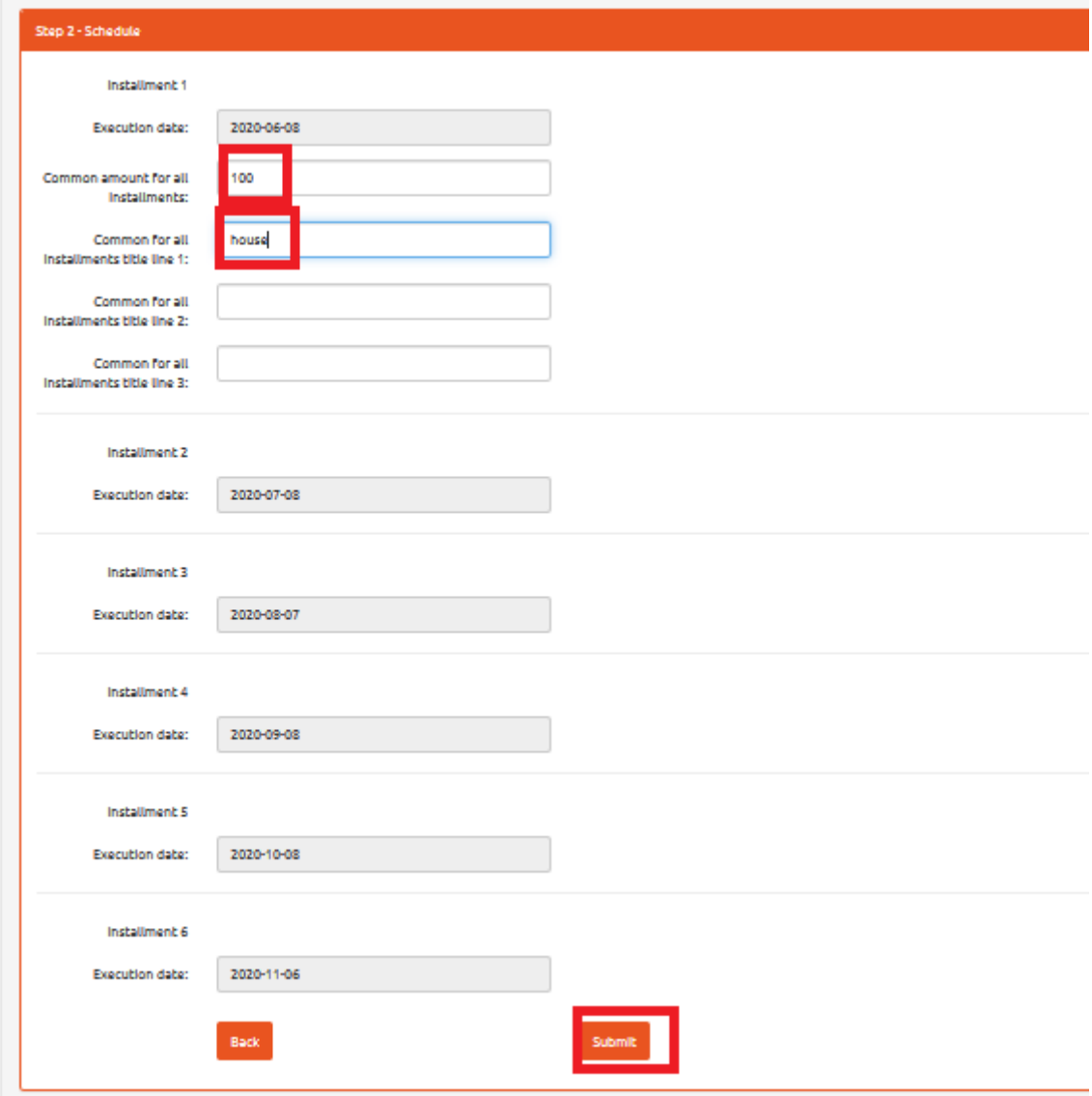


Figure 161. Reviewing credit payment schedules. Extension. Credit amount.

In the next stage, type in the credit amount and its title. Then click 'Submit' button [see *Figure 161*].

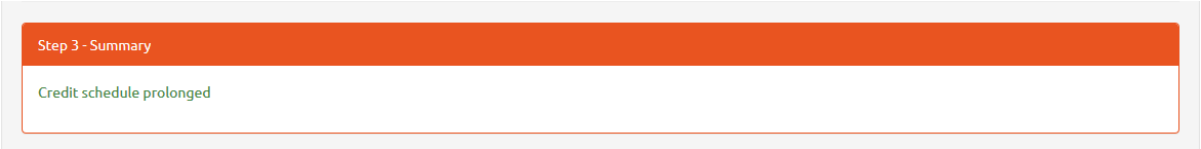


Figure 162. Reviewing credit payment schedules. Summary.

Having saved the changes, the summary is displayed [see *Figure 162*].

17.4 Reviewing agreement on credit payment schedule

Figure 163. Reviewing credit payment schedules. Agreement.

To preview the content of agreement on credit payment schedule, click 'Agreement' button [see *Figure 163*].

18 Main password change

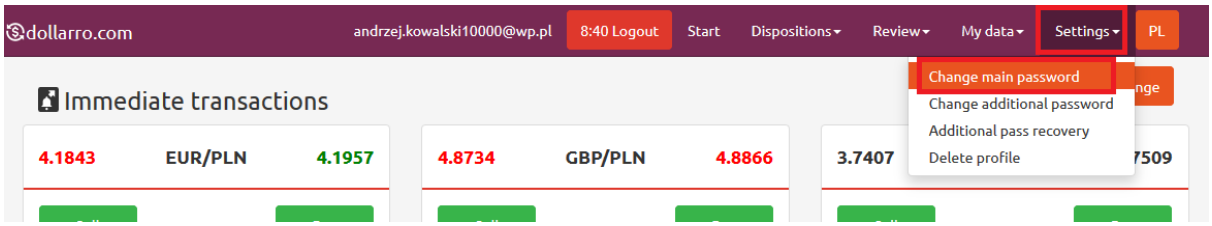


Figure 164. Main password change.

For changing the main password, click 'Settings' button in the top menu and select option 'Change main password' [see *Figure 164*].

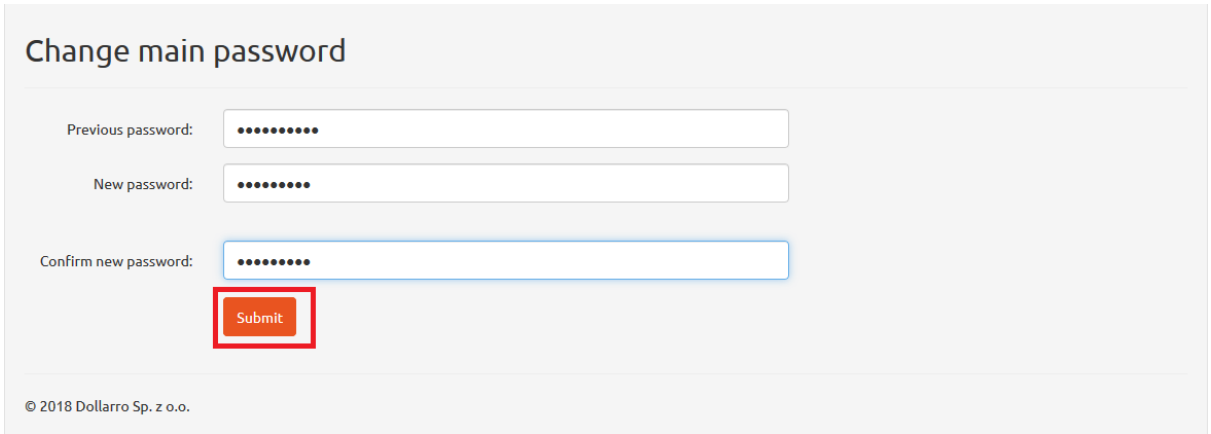


Figure 165. Main password change. Entering password.

Next, type in the main password that you have used for login into the system until now and enter your new main password twice. Please, not that password must contain at least 6 characters, including at least: one alphabetic character, one numeric character and one of special characters: *!@#$%^&*()_+-={}[]:";'<>,.?/*. Once the new main password is entered, click 'Submit' button [see *Figure 165*].

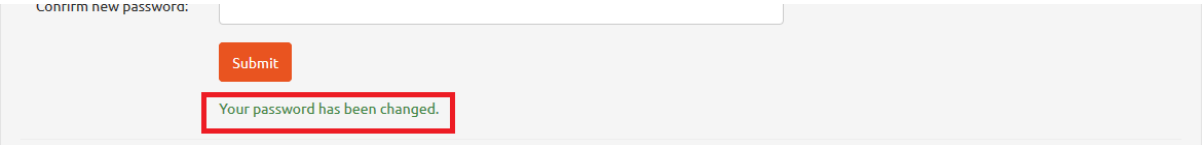


Figure 166. Main password change. Confirmation.

System displays confirmation on the main password change. From now on, user is supposed to use the new password [see *Figure 166*].

19 Main password reset

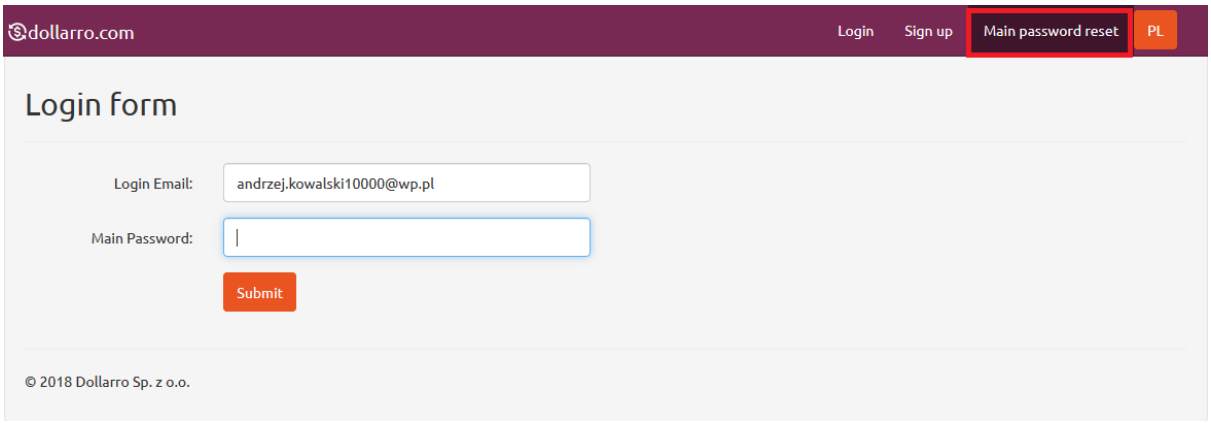


Figure 167. Main password reset.

In case you forget the main password and cannot log on to dollarro.com website, click 'Main password reset' button in the main menu [see *Figure 167*].

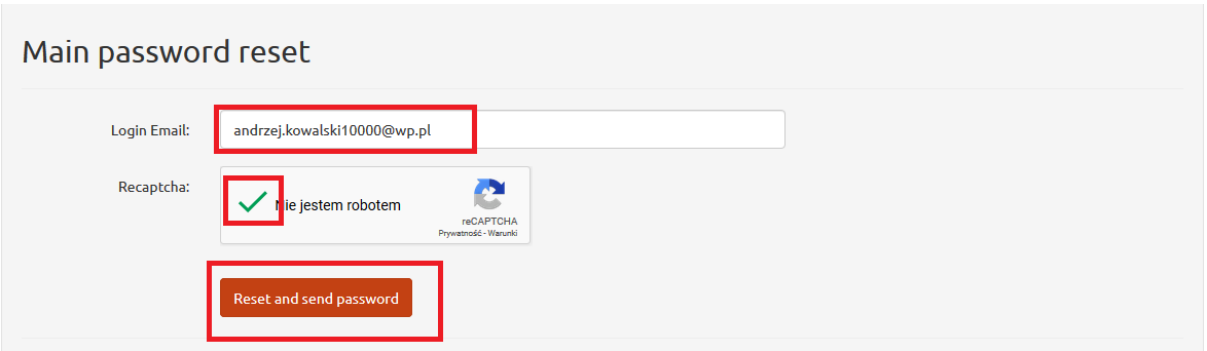


Figure 168. Main password reset. Providing email address.

Type in the email you provided when signing up and tick 'I Am Not A Robot' box. Then the system verifies the data. If successful, click 'Reset and send password' button [see *Figure 168*].

Hello
Your new main password is P=*rn|fNDUpSM0
We advise you to change that password.
Dollarro sp. z o.o.

Figure 169. Main password reset. New password.

System generates new password and send it to your email address [see *Figure 169]*. The password may be modified any time (→'Settings'→'Change main password').

20 Additional password change

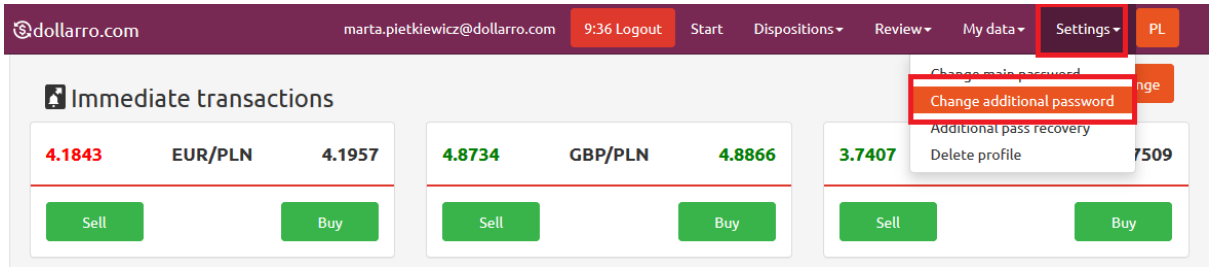


Figure 170. Additional password change.

For changing additional password, click 'Settings' button in the top menu and select option 'Change additional password' [see *Figure 170*].

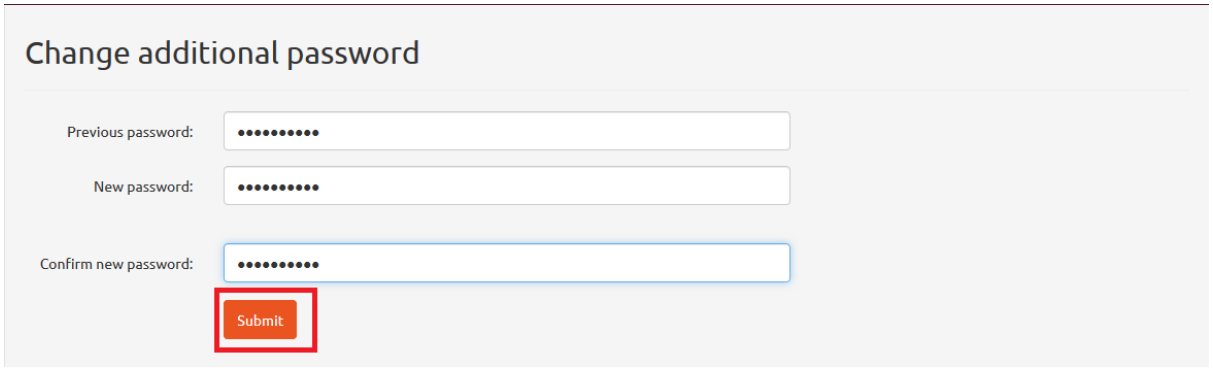


Figure 171. Additional password change. Entering password.

Next, type in the additional password that you have used for login into the system until now and enter your new additional password twice. Please, not that the password must contain at least 6 characters, including at least: one alphabetic character, one numeric character and one of special characters: *!@#$%^&*()_+-={}[]:";'<>,.?/*. Once the new additional password is entered, click 'Submit' button [see *Figure 171*].

21 Additional password recovery

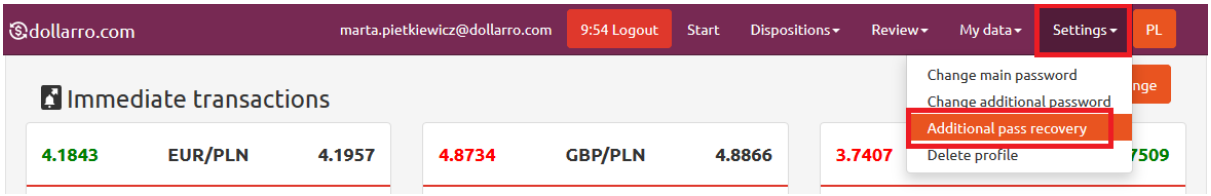


Figure 172. Additional password recovery.

In case user forgets the additional password, it can be recovered. Click 'Settings' button in the main menu and then select 'Additional password recovery' option [see *Figure 172*].

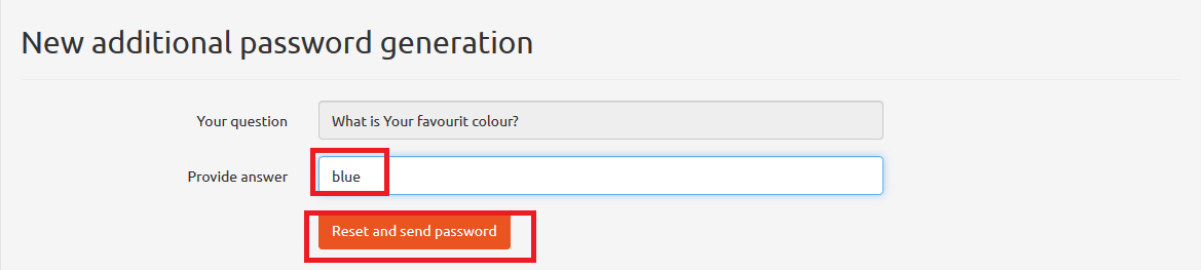


Figure 173. New additional password generation.

Next, the system displays an auxiliary question that was provided by user when signing up for dollarro.com website. Type in the right answer and click 'Reset and sent password' [see *Figure 173*].

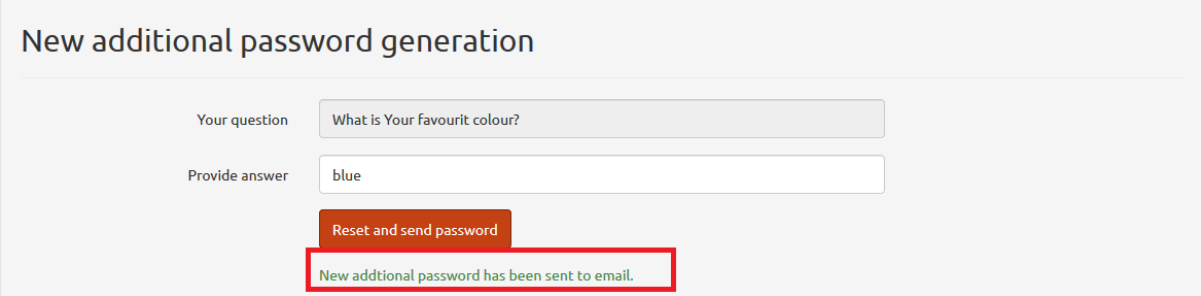


Figure 174. New additional password.

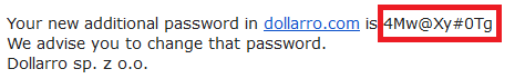


Figure 175. New additional password. Email.

Now, the new additional password is being generated and sent to your email address [see *Figure 175]*. The password may be modified any time (→'Settings'→'Change additional password').

22 Profile deletion

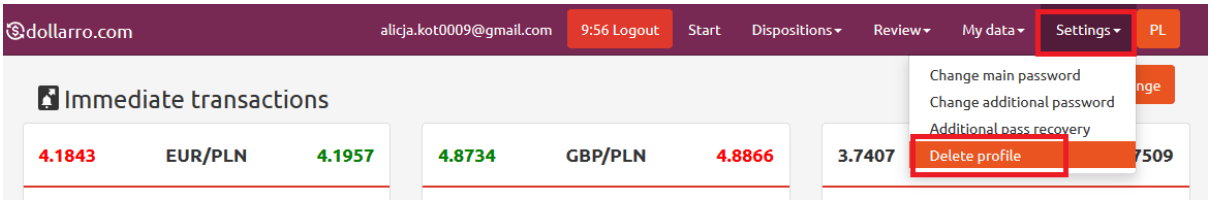


Figure 176. Profile deletion.

For deleting the profile on dollarro.com website, click 'Settings' button in the main menu and select option 'Delete profile' [see *Figure 176*].

23 Language change

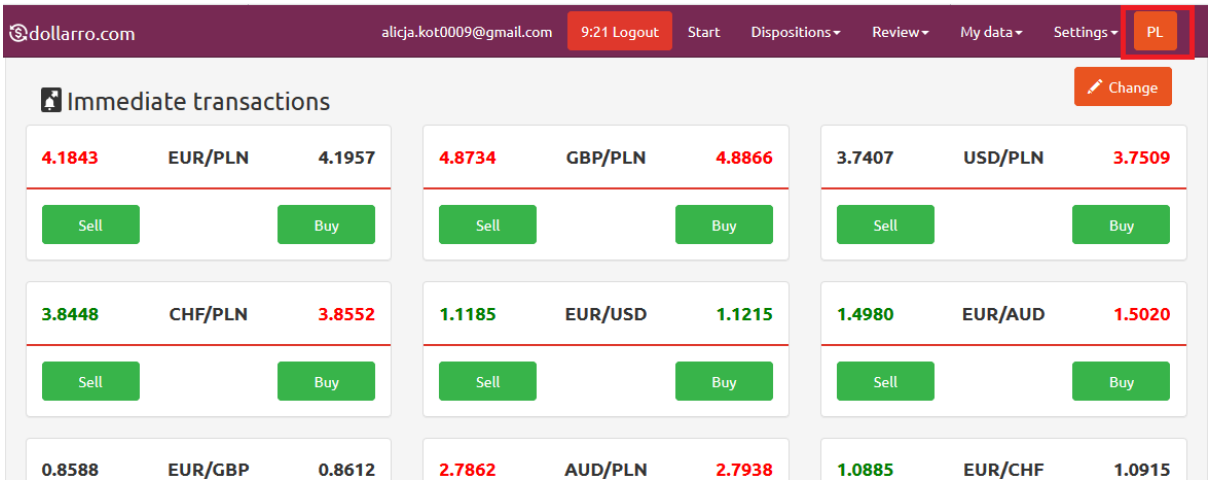


Figure 177. Language change 1/2.

To switch to English language version of the website, click 'EN' button located in the top right corner [see *Figure 177*].

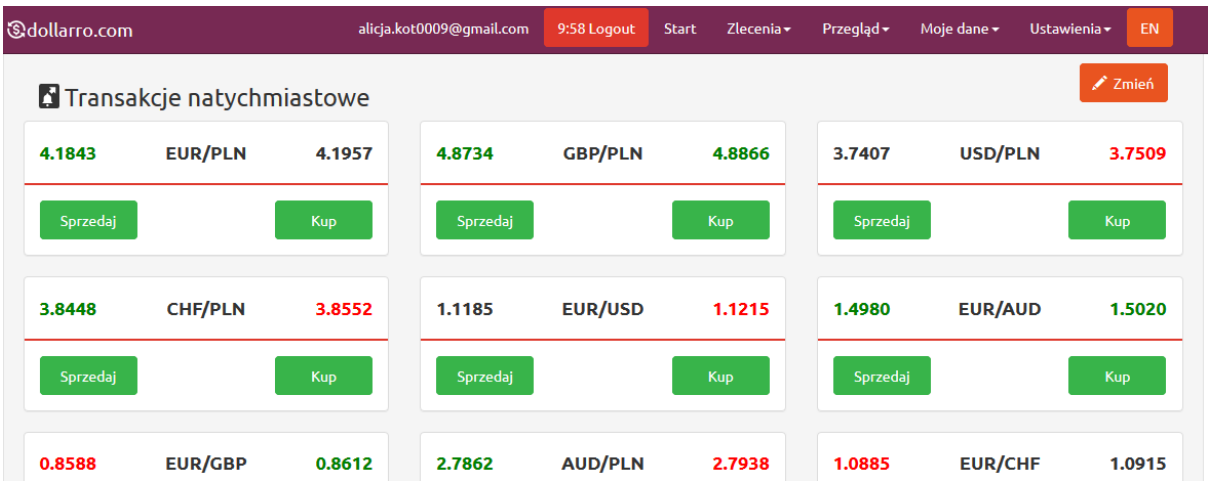


Figure 178. Language change 2/2.

Once it is clicked, English version of the website is displayed [see *Figure 178*].

24 Logging out

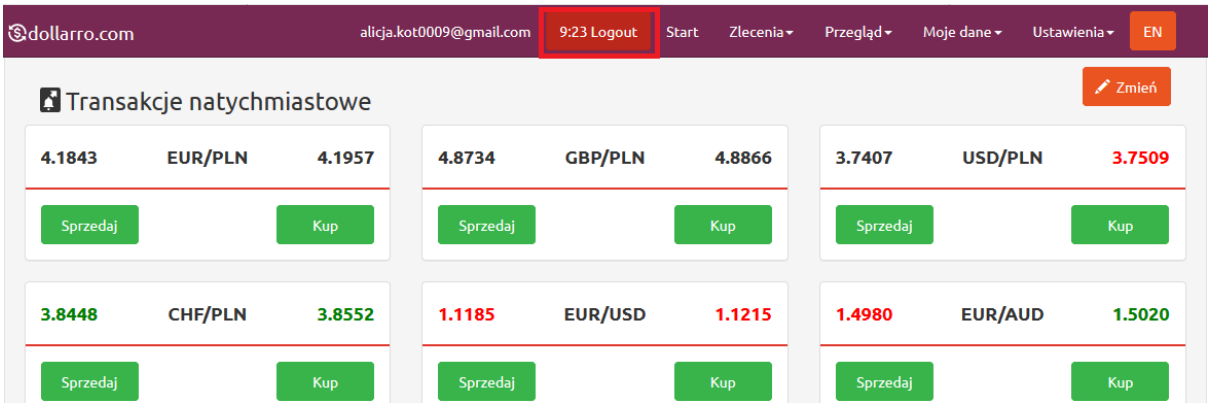


Figure 179. Logging out of the system.

To log out of the dollarro.com website, click 'Logout' button in the top menu [see *Figure 179*]. If the system fails to detect any activity for more than 10 minutes, user is automatically logged out.

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