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.

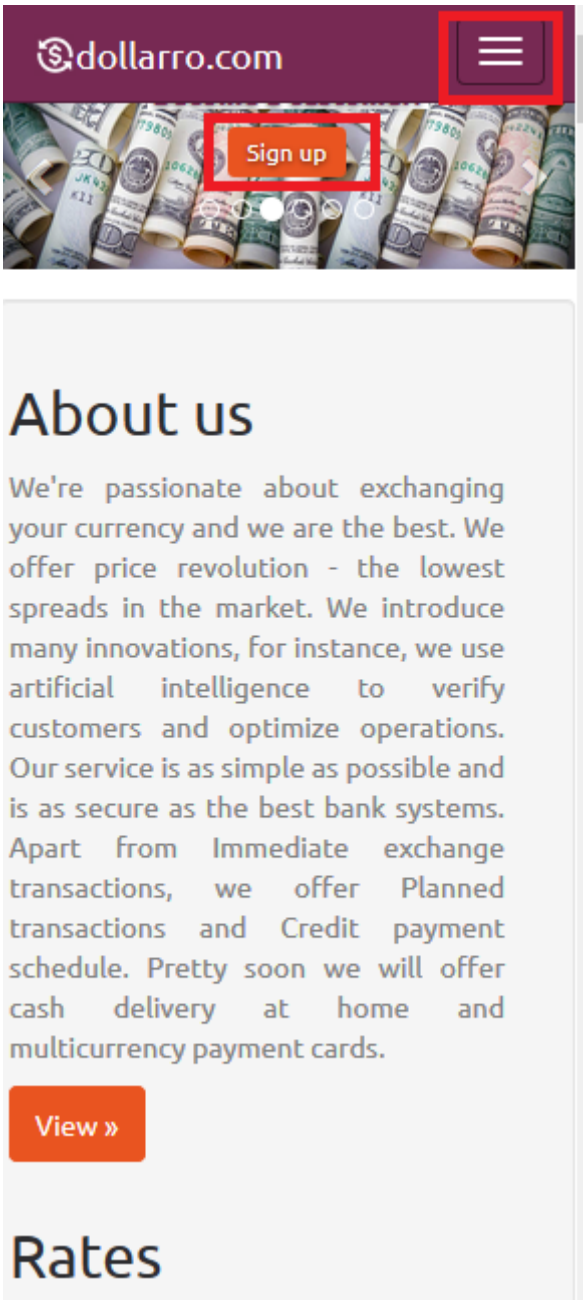

Figure 1. Signing up. The 'Sign Up' button.

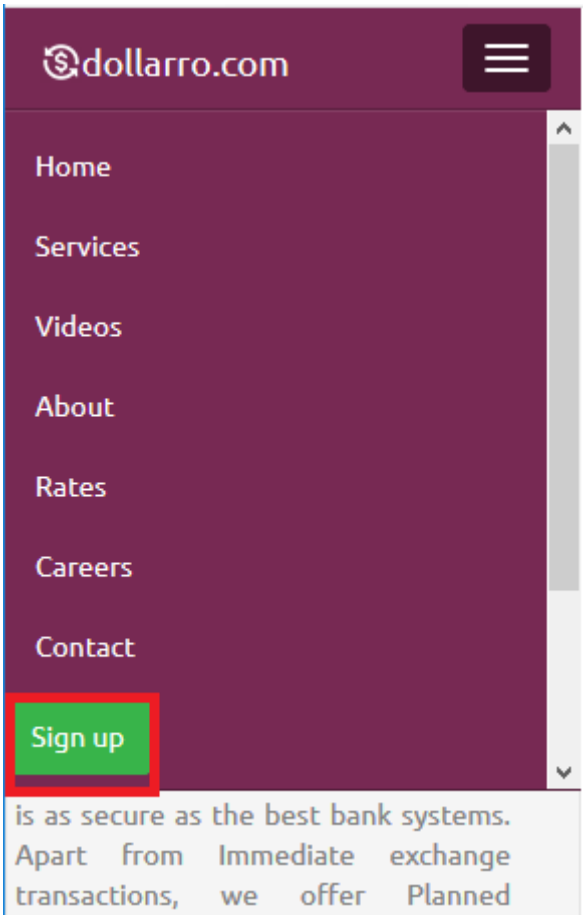

Figure 2. Signing up. The 'Sign Up' button.

Choose 'Sign Up' option [see *Figures 1,2*] located in the top menu.

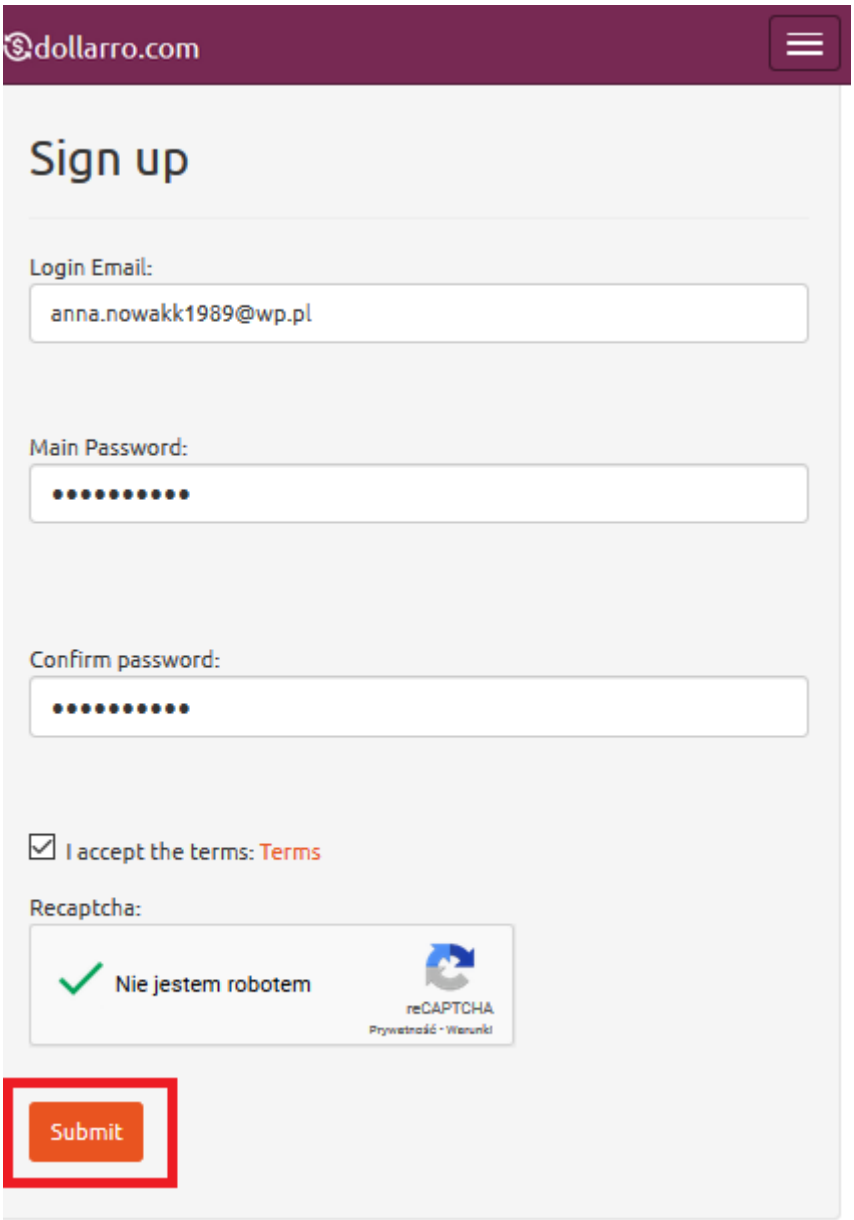

Figure 3. Signing up. Entering password.

In response, the system will display the registration form [see *Figure 3*]. 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.

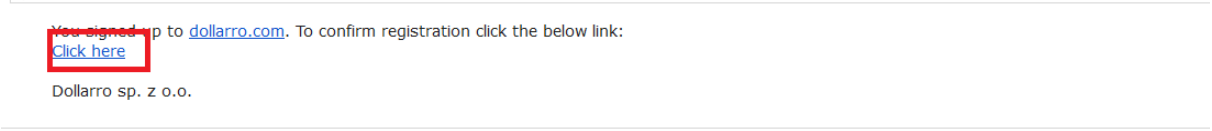

Figure 4. Signing up. 'Sign up' link.

Once the link is clicked [see *Figure 4*] the system will confirm the account activation [see *Figure 5*]. Then you are redirected back to dollarro.com website and you can log in to the system.

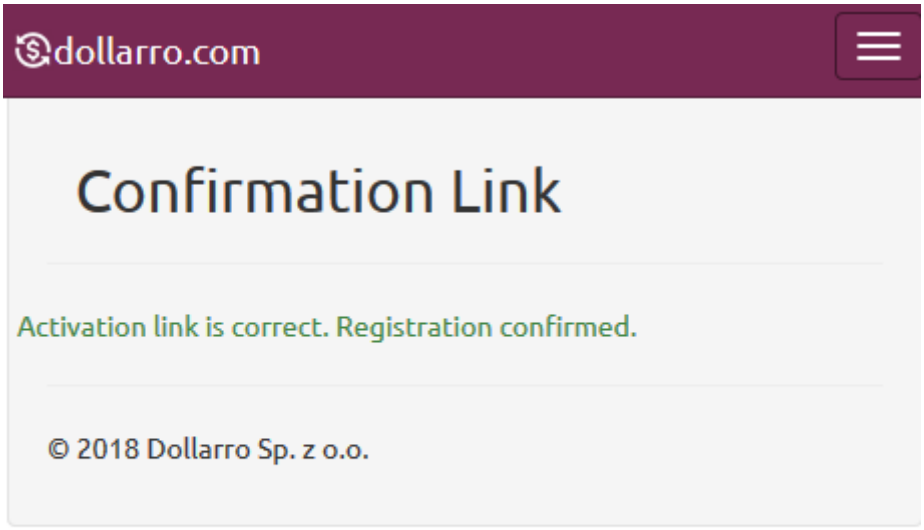

Figure 5. Signing up. Activation link.

3 Logging

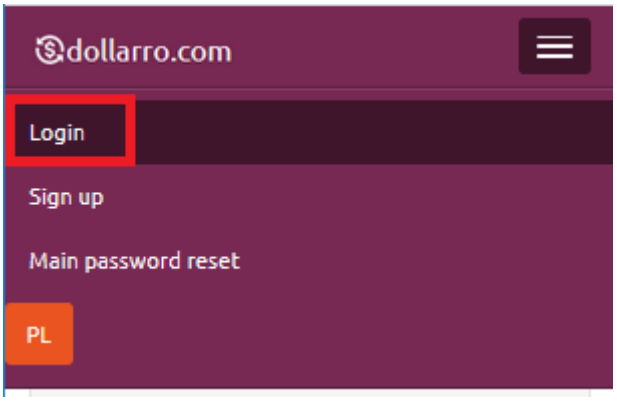

Figure 6. Logging. 'Login' button in top menu.

To login to dollarro.com website, choose 'Login' option located in the top menu [see *Figure 6*].

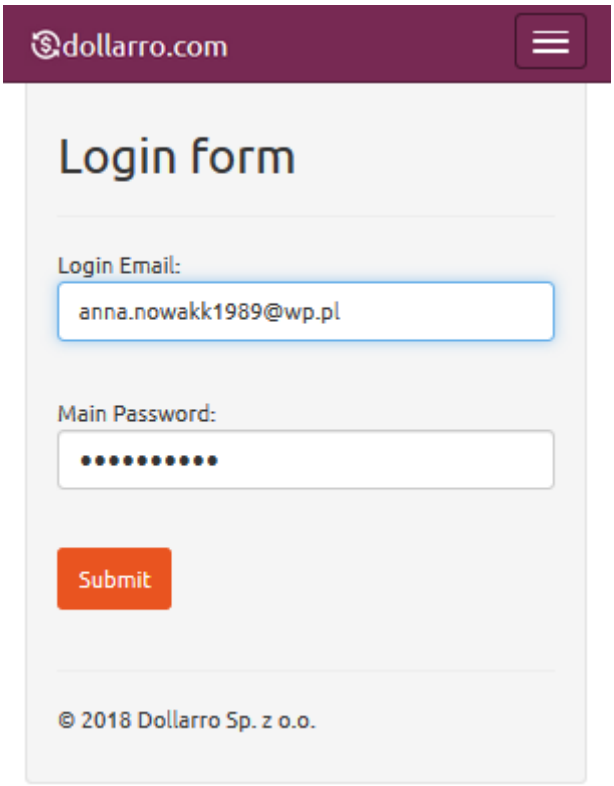

Figure 7. Logging.

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 7*].

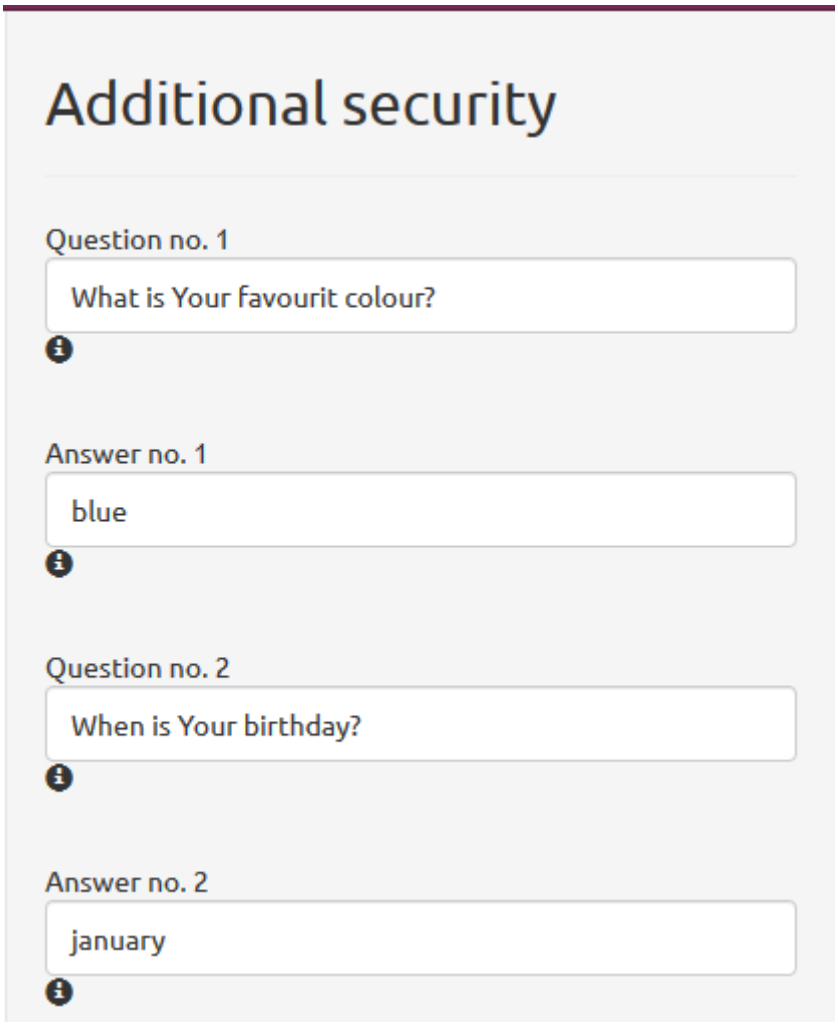

Figure 8. Logging. Additional password.

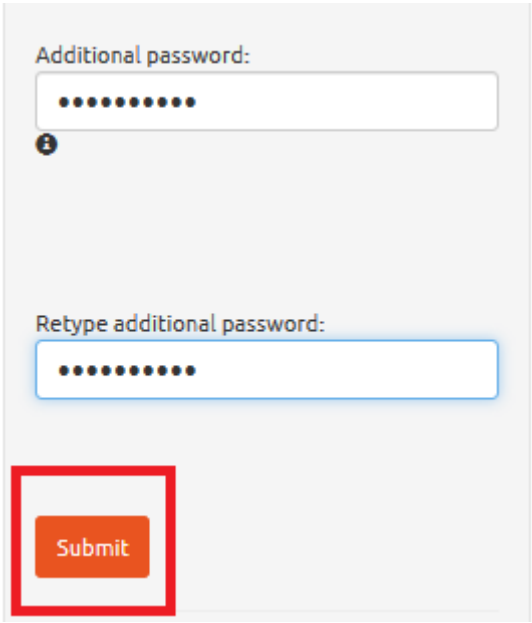

Figure 9. Logging. Additional password.

In a subsequent step, you are redirected to a subpage that requires setting up an additional security password [see *Figure 8*]. 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 9*].

4 Profile

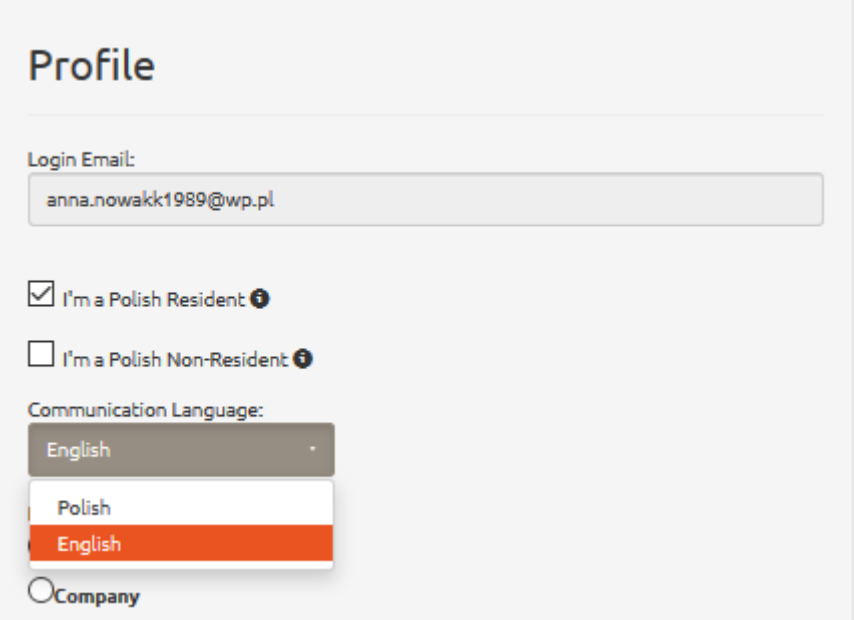

Figure 10. Profile. Language for communication.

Now user is redirected to 'Profile' section [see *Figure 10*], where their personal data must be entered. First you must declare if you are a Resident or a Non-Resident of Poland [see *Figure 10*].

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 10*].

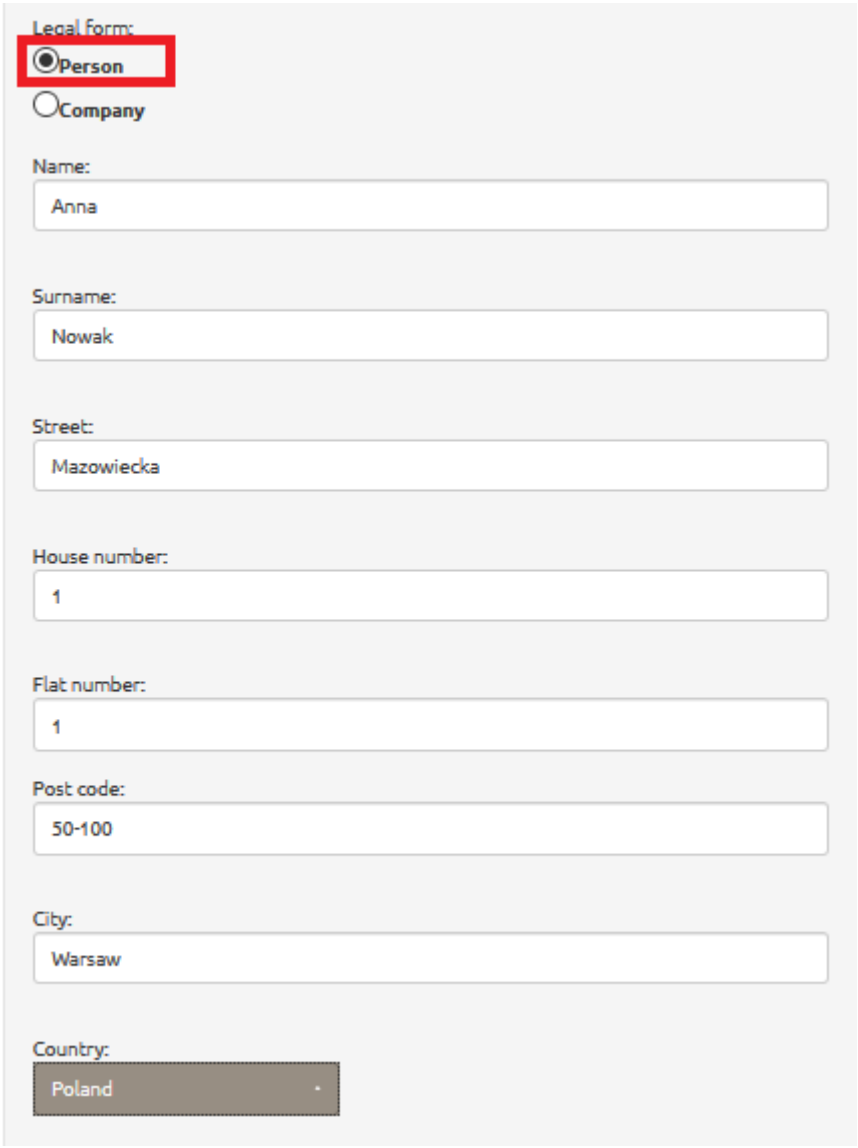

Figure 11. Profile. Personal data.

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 11]*.

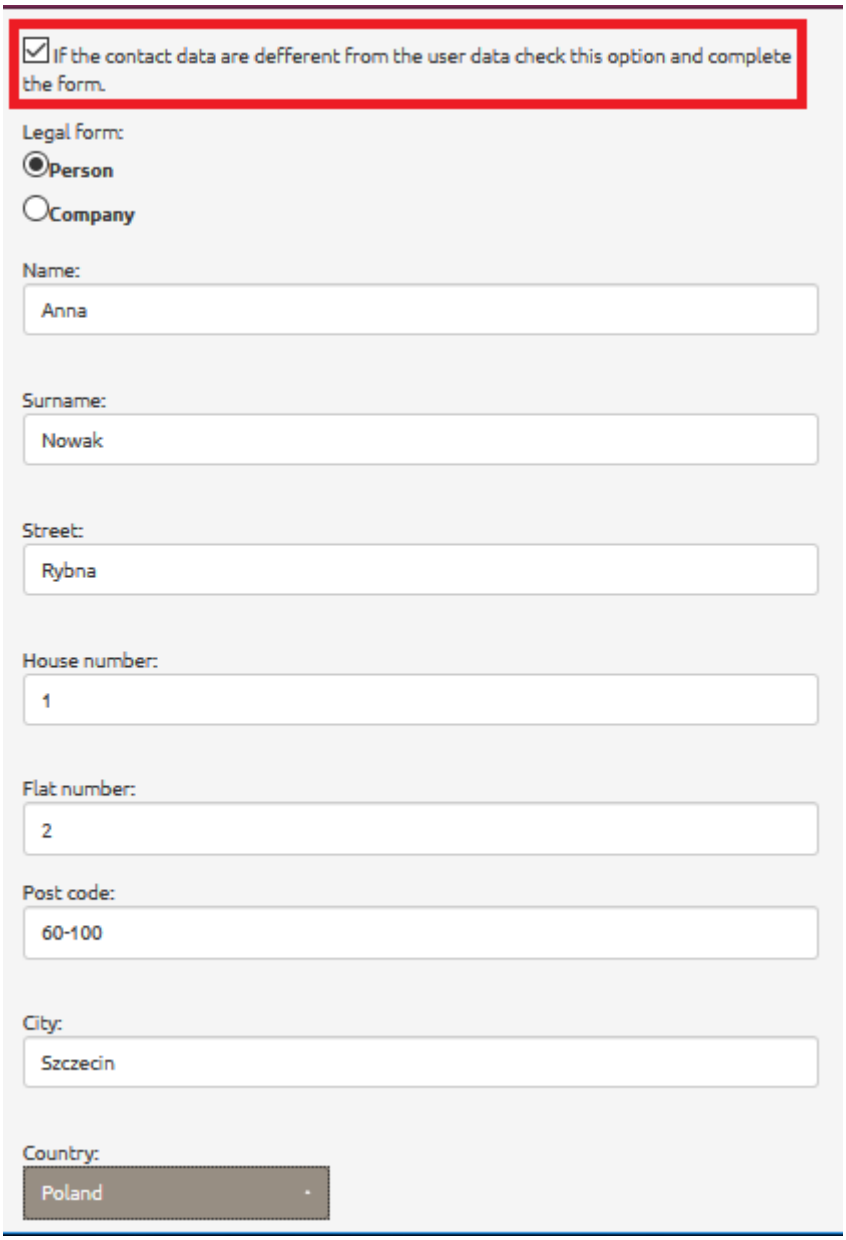

Figure 12. Profile. Mailing address.

If your contact address is different from the permanent one, tick the box [see *Figure 12*] and fill in the contact data as private individual or company.

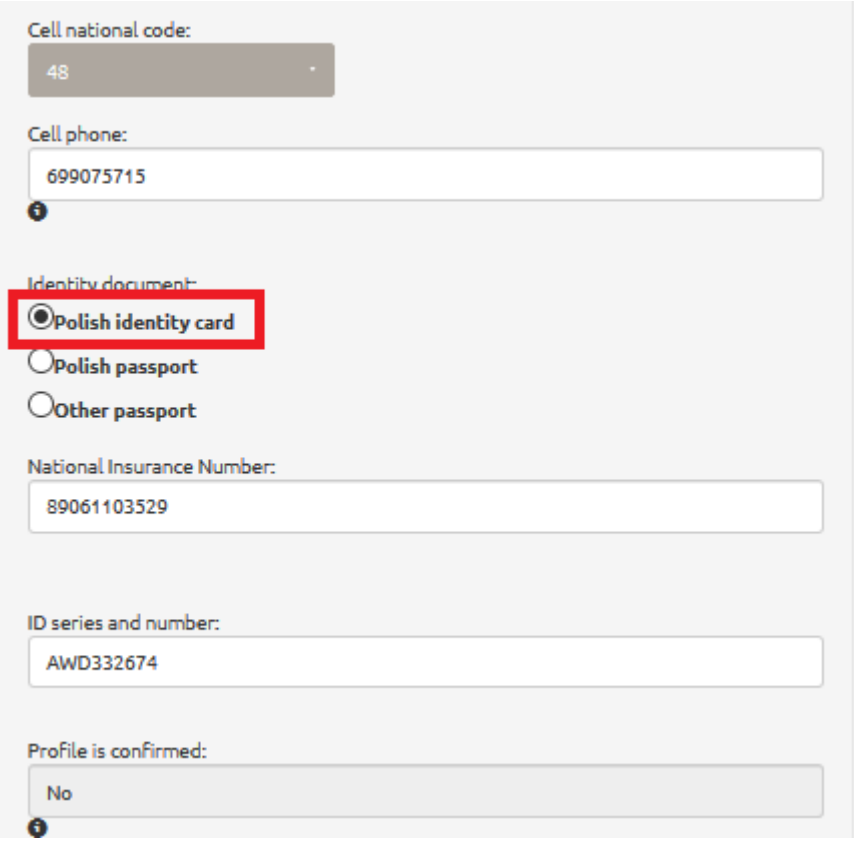

Figure 13. Profile. Choosing type of identification document. Polish identity card.

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 'Polish identity card' and type in your social security number and serial number of the document [see *Figure 13*].

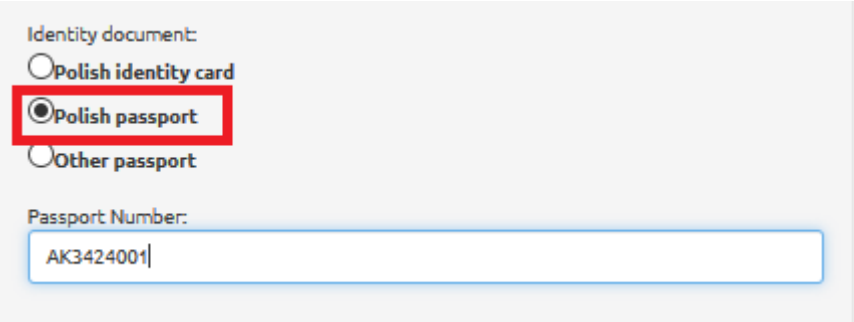

Figure 14. Profile. Choosing type of identification document. Polish passport.

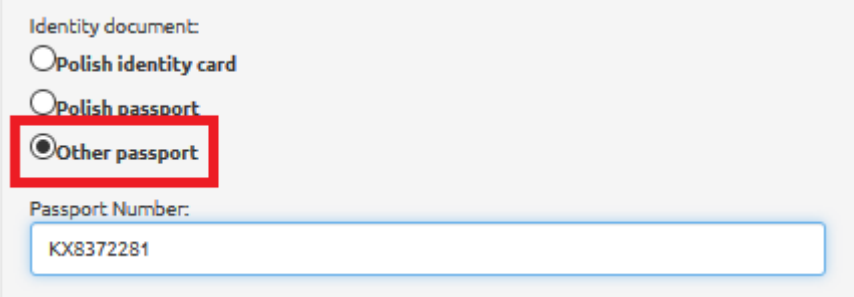

Figure 15. Profile. Choosing type of identification document. Other passport.

In case of using passport, select the option 'Polish passport' [see *Figure 14*] or 'Other passport' [see *Figure 15*] and type in serial number of the document.

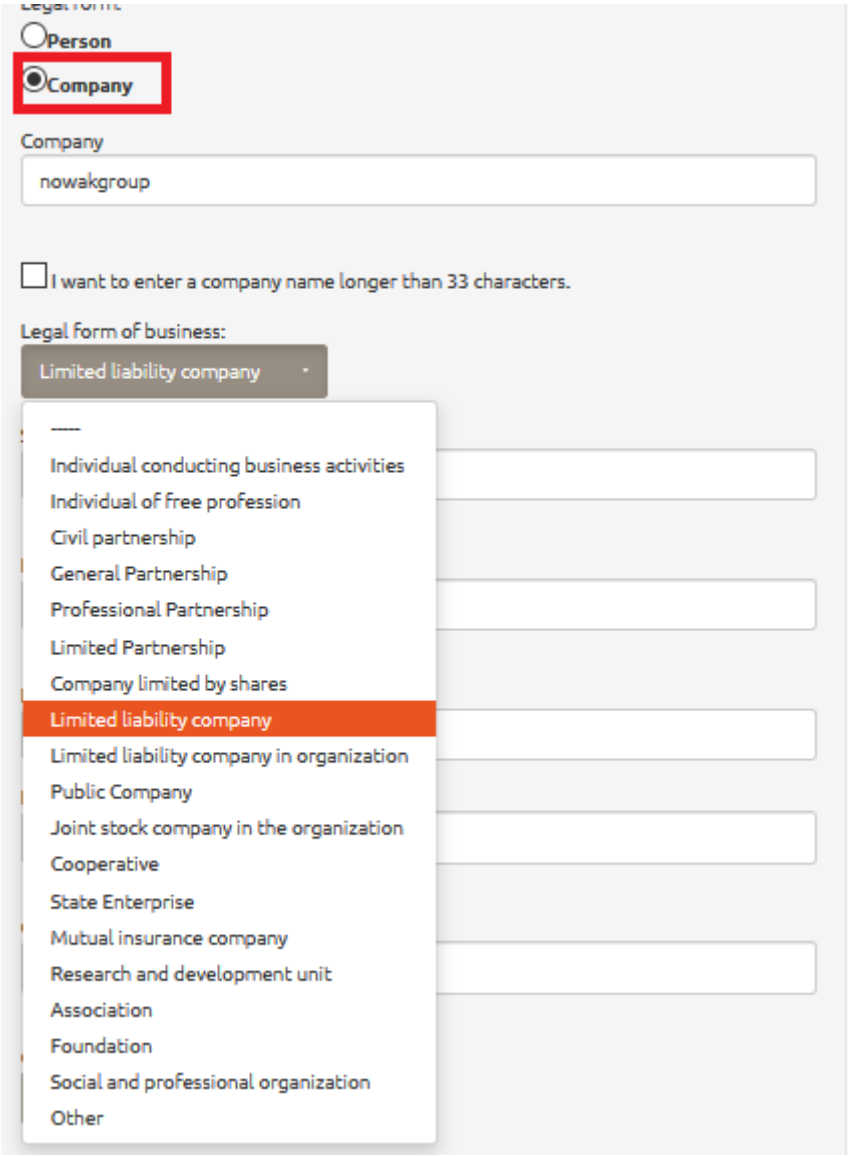

Figure 16. Company profile.

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 16*].

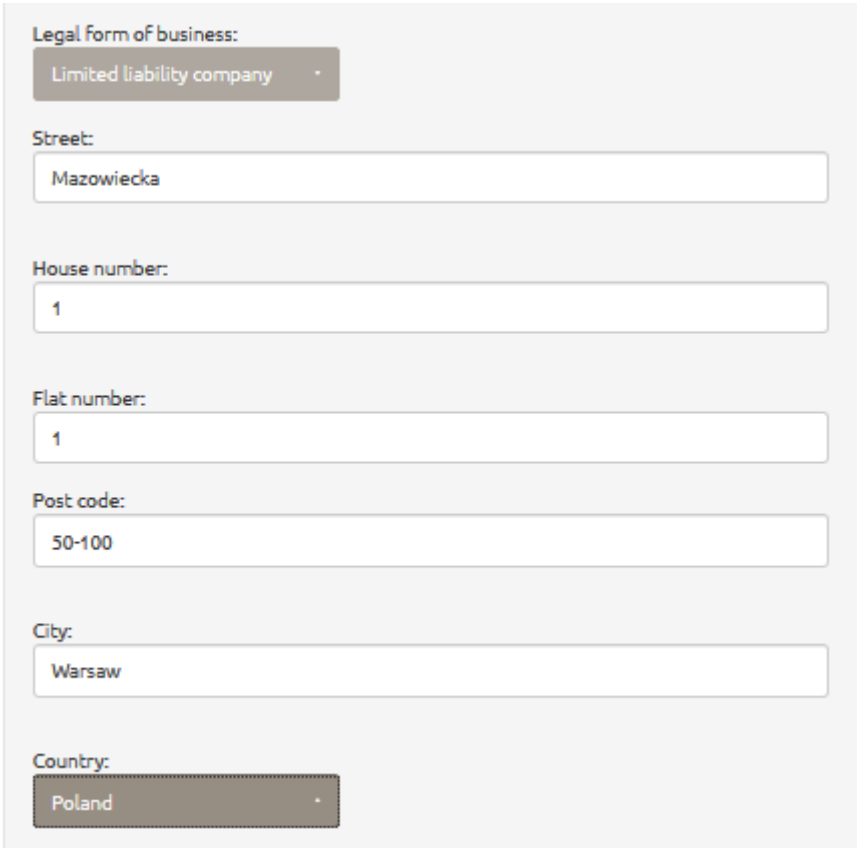

Figure 17. Company profile. Address.

The next step is typing in the name of your company and its address [see *Figure 17*]. If the mailing address is different from the company address, proceed as in case of private individual [see *Figure 17*].

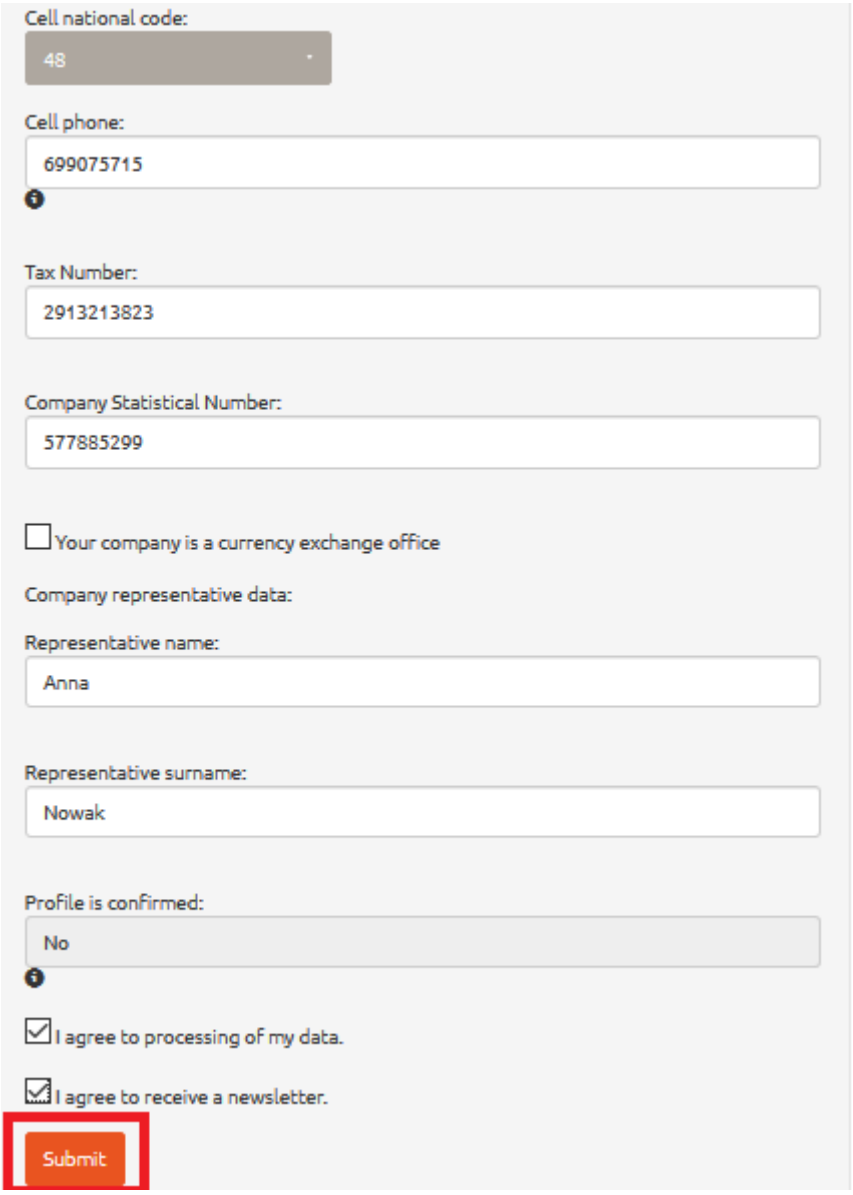

Figure 18. Company profile. Company details.

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 18*].

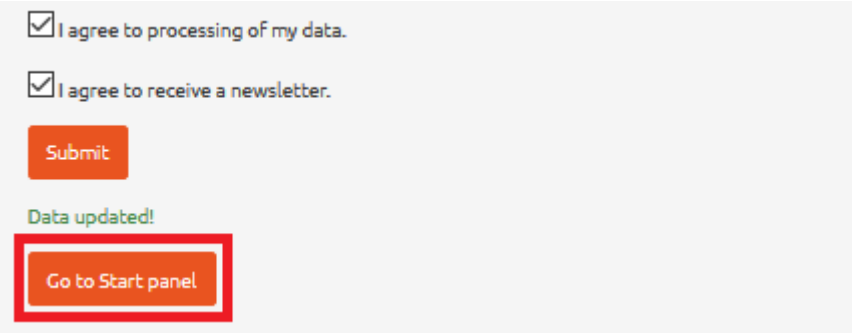

Figure 19. Profile. 'Go to Start panel' button.

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 19*] that will appear at the bottom of the screen.

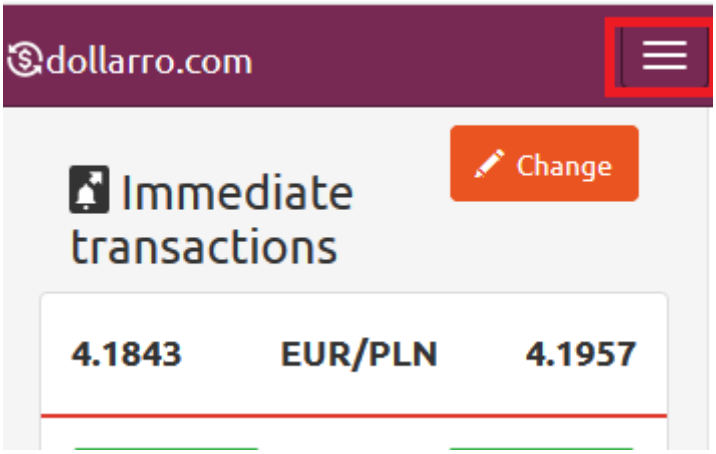

Figure 20. Profile. Top menu button for previewing.

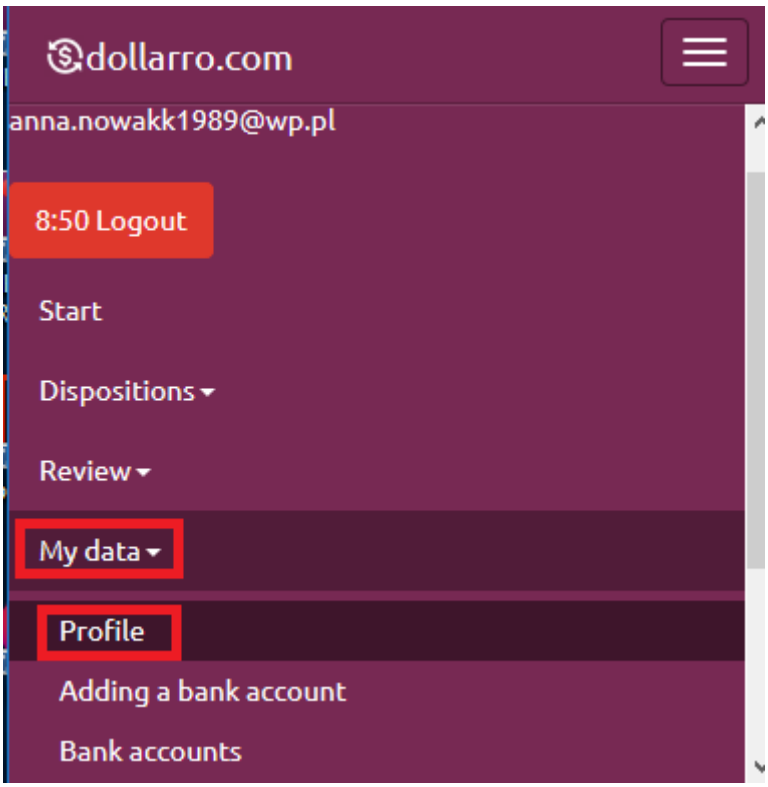

Figure 21. Profile. Top menu button for previewing.

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 *Figures 20, 21*].

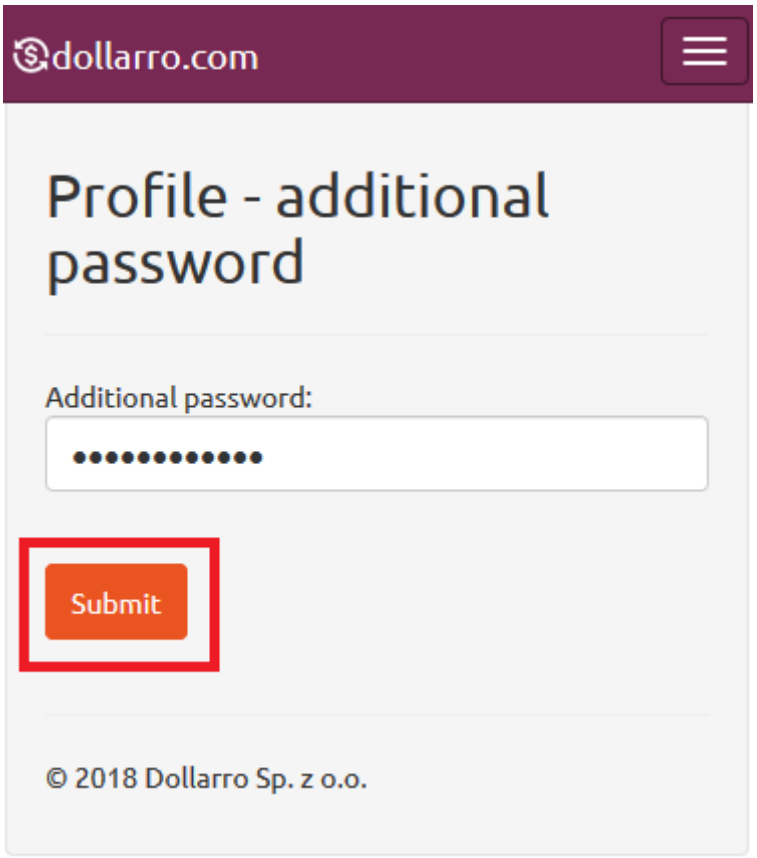

Figure 22. Profile. Typing in additional password.

Type in the additional security password for verification and click 'Submit' button [see *Figure 22*].

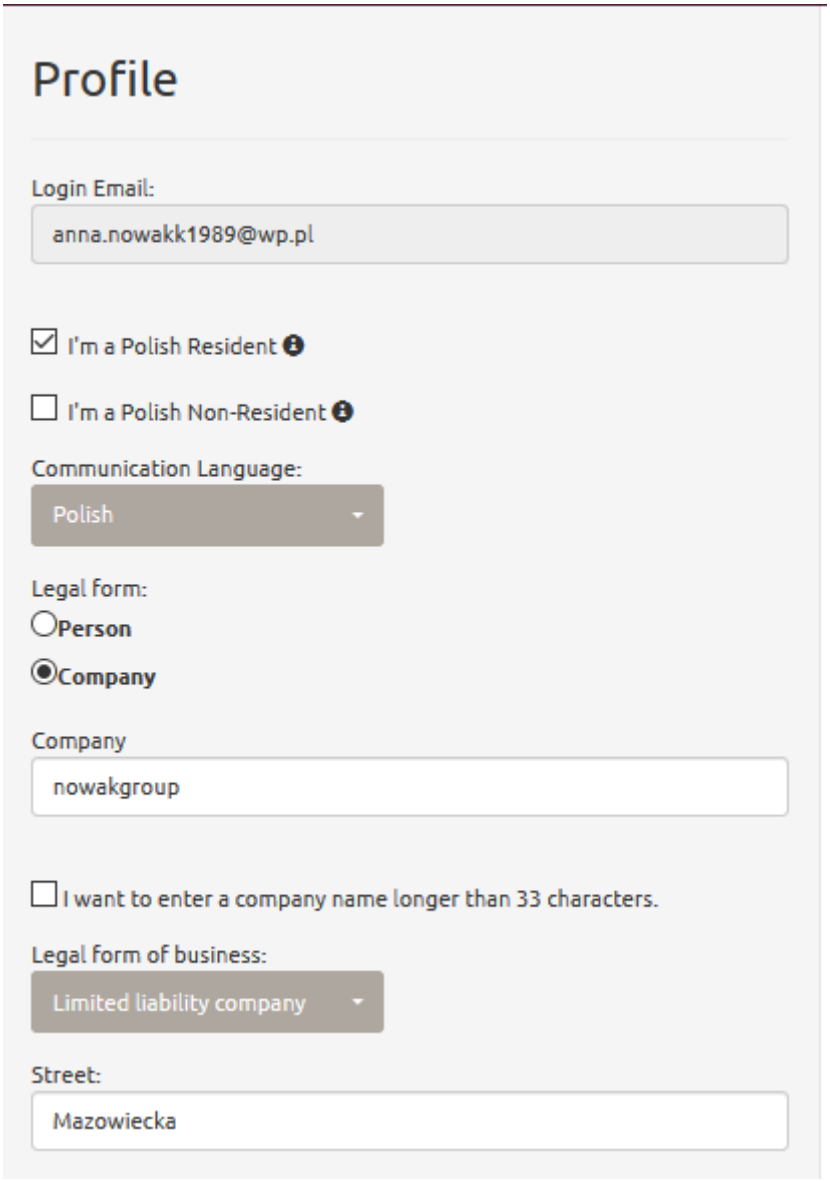

Figure 23. Profile. Preview.

Next, user is redirected to 'Profile' panel [see *Figure 23*].

5 Profile confirmation

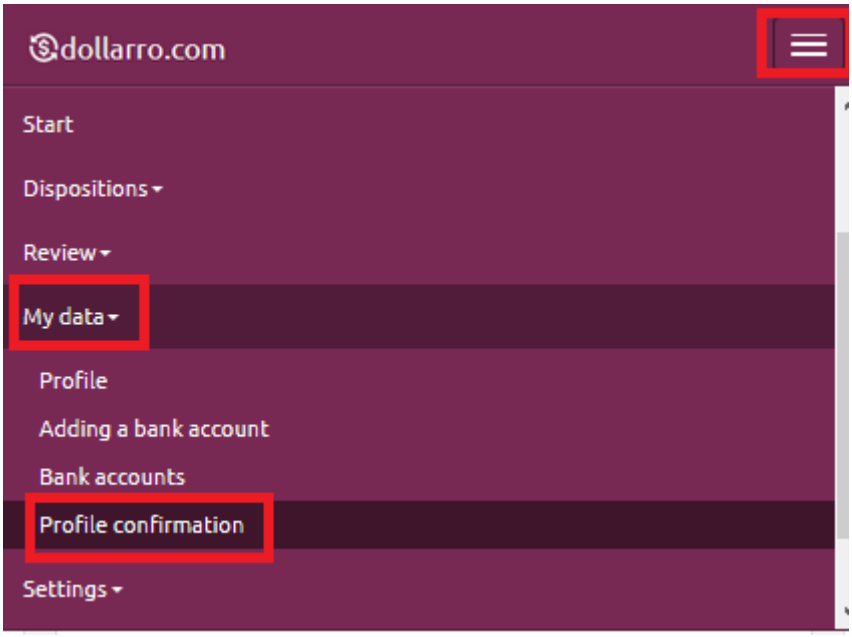

Figure 24. Profile. Confirmation.

6 Adding bank account

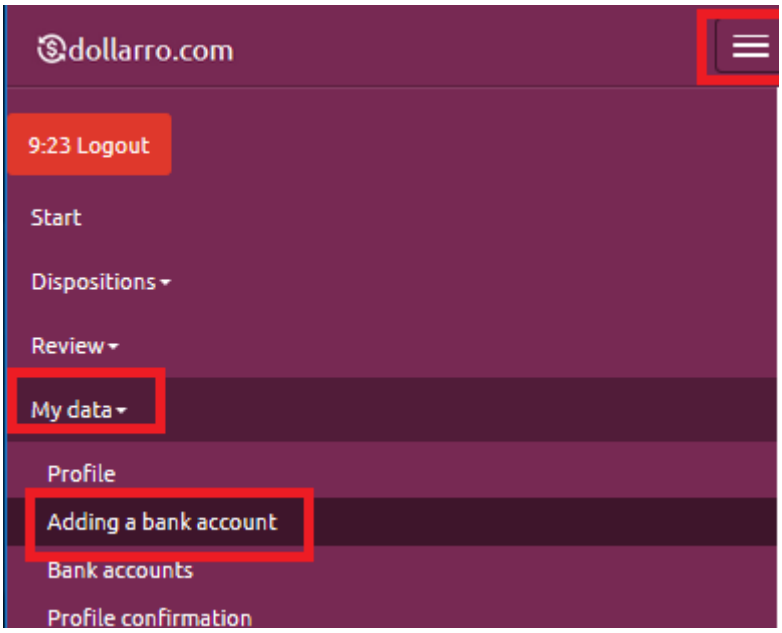

Figure 25. Adding bank account in top menu.

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 25*].

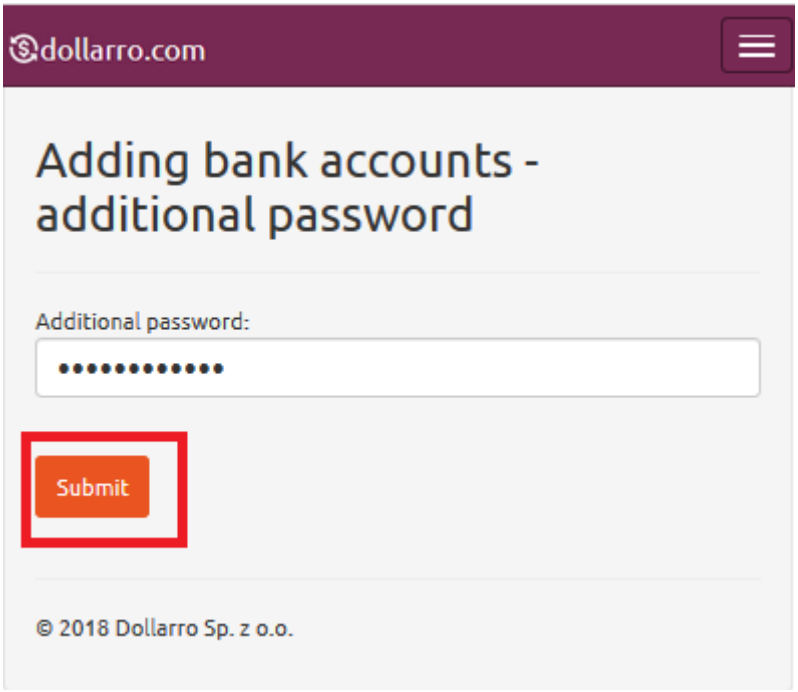

Figure 26. Adding bank account. Additionall security password.

The next step is typing in the additional security password and clicking 'Submit' button [see *Figure 26*].

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).

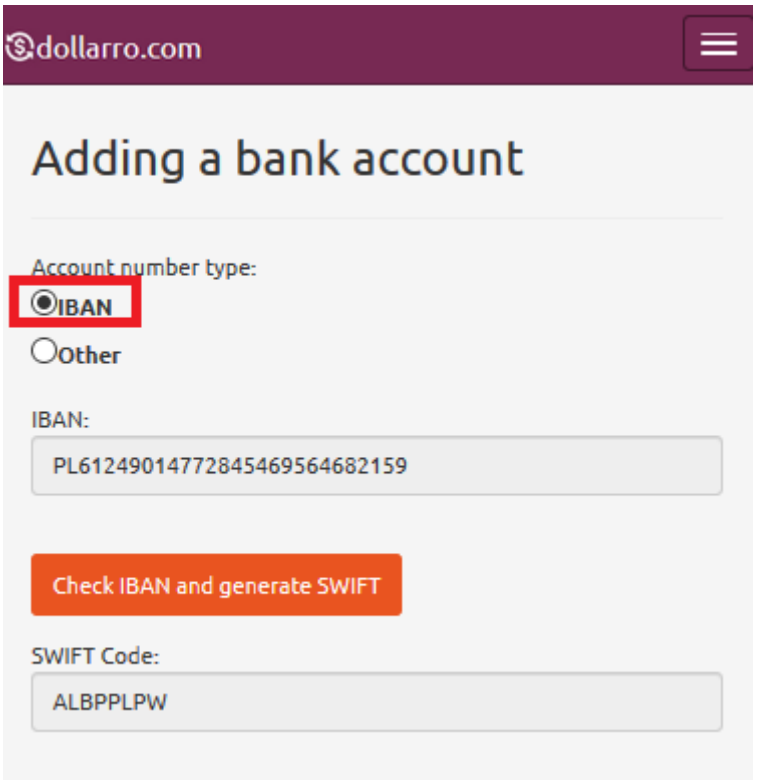

Figure 27. Adding bank account. IBAN and Swift code generation.

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 27*].

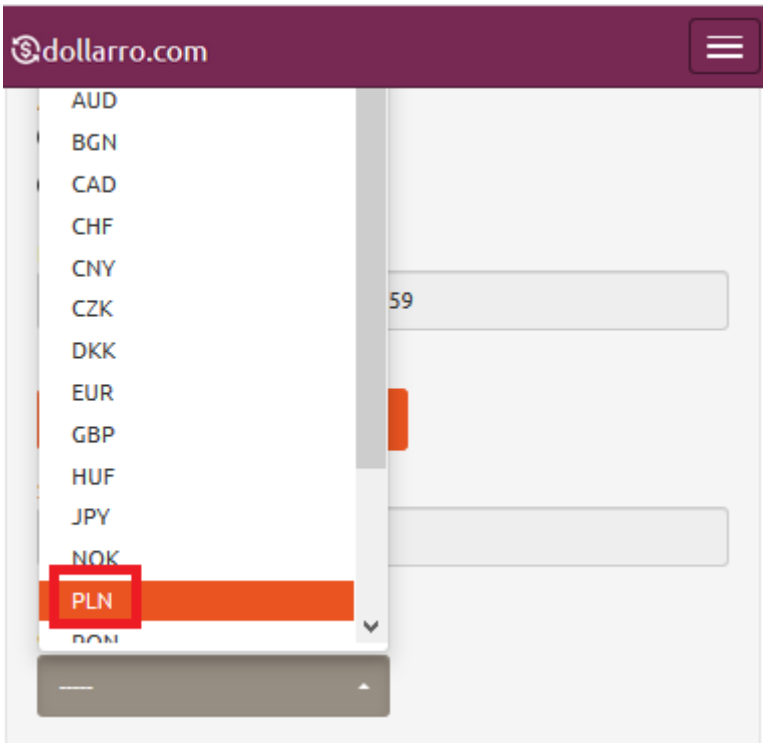

Figure 28. Adding bank account. Currency selection.

Next, choose currency for the account [see *Figure 28*].

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

Figure 29. Adding bank account. Universal bank account.

If you choose option 'Universal' [see *Figure 29*], 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.

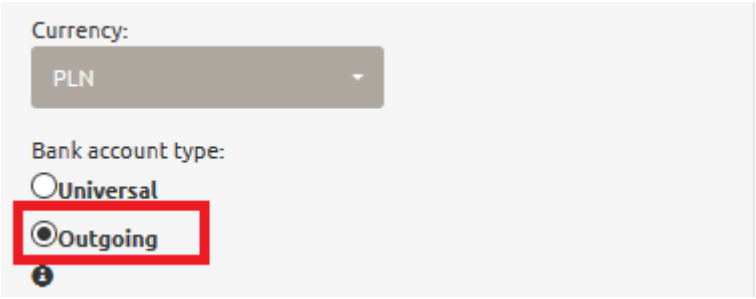

Figure 30. Adding bank account. Bank account for outgoing transfers.

If you choose option 'Outgoing' [see *Figure 30*], 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.

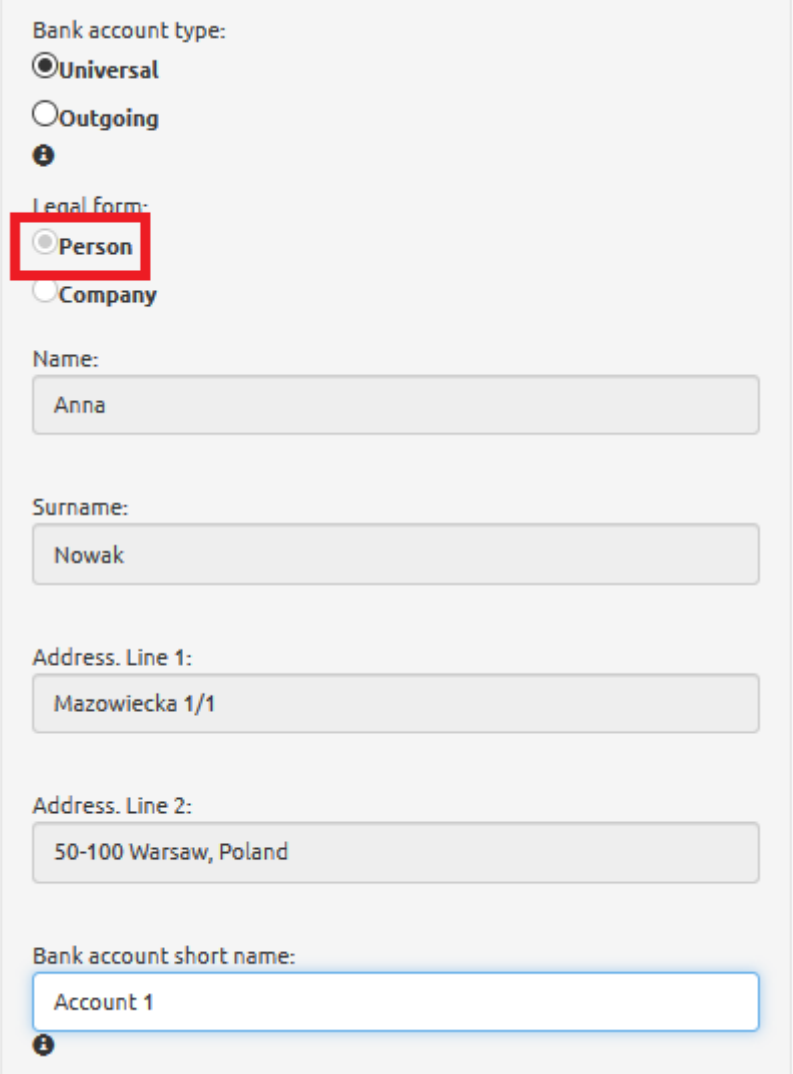

Figure 31. Universal bank account. Data. Provate individual.

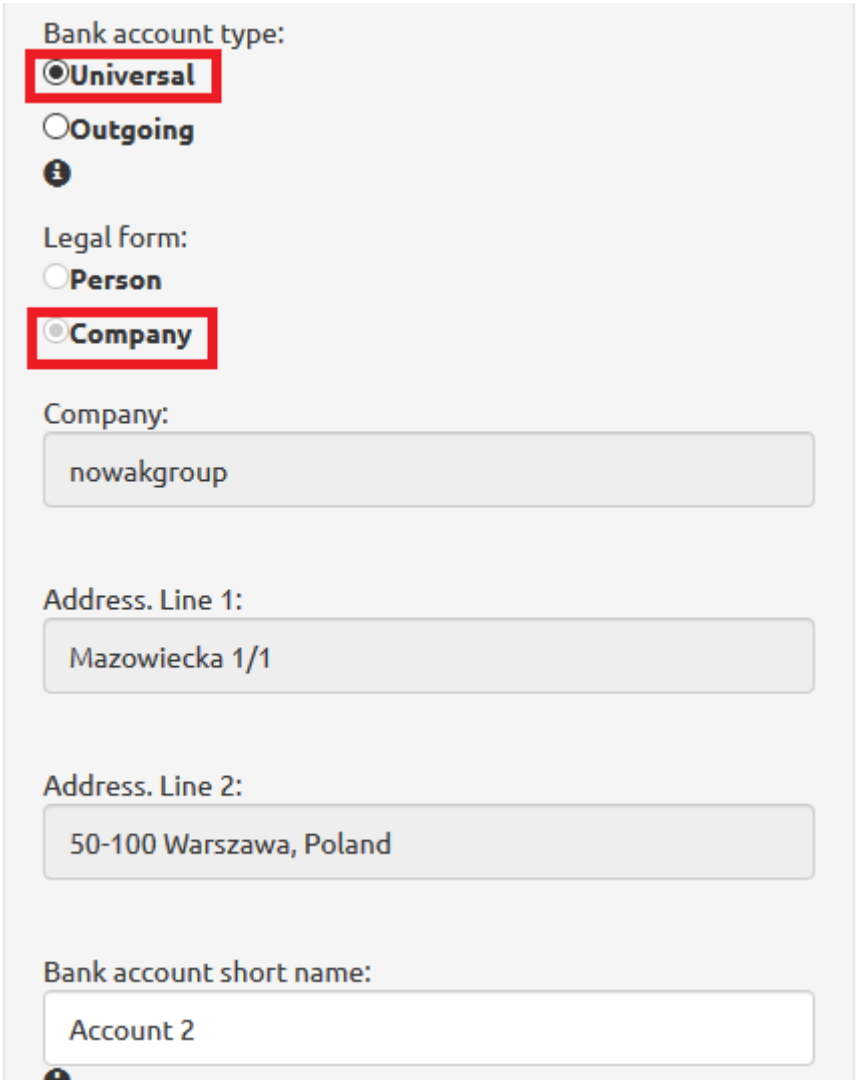

Figure 32. Universal bank account. Data. Company.

In case of universal bank account, the data of user, whether they are private individuals [see *Figure 31*] or act on behalf of a company [see *Figure 32*], will be entered automatically. Next type in 'Bank account short name' [see *Figure 32*], that enables quick identification of bank account without having to analyze its number.

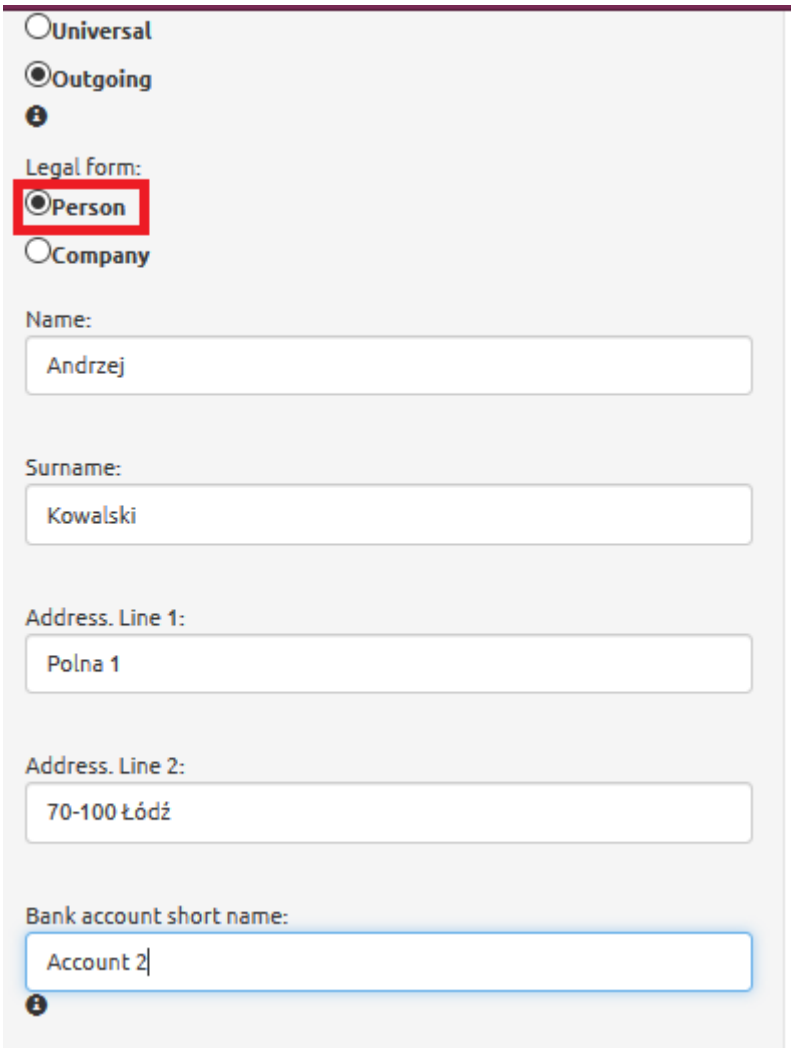

Figure 33. Outgoing bank account. Private individual.

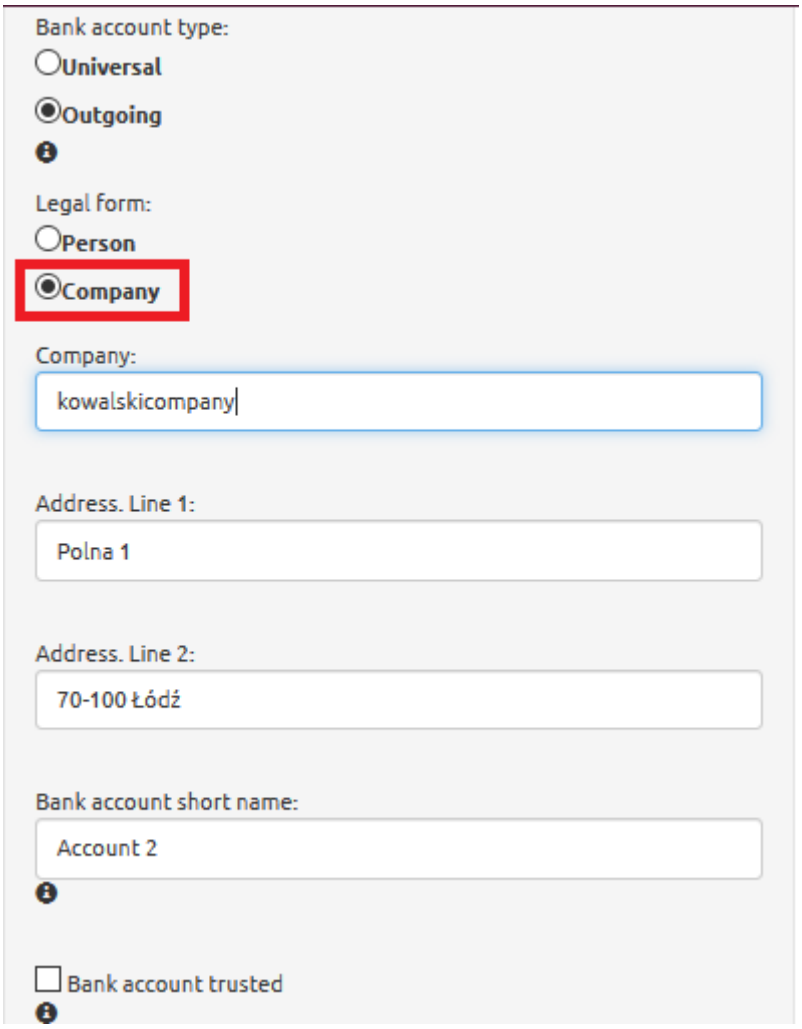

Figure 34. Outgoing bank account. Company.

In case of outgoing transfers, user provides data of either a private individual [see *Figure 33*] or a company [see *Figure 34*], depending on where the exchanged currency is supposed to be transferred.

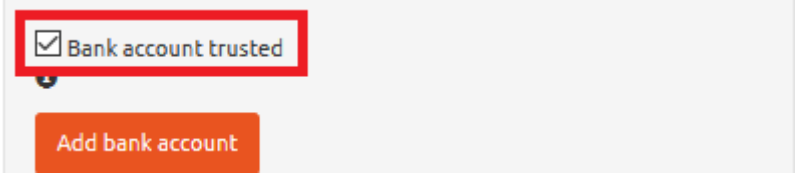

Figure 35. Trusted bank account.

Every bank account can be defined as trusted by clicking the box in line 'Trusted bank account' [see *Figure 35*]. 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 35*].

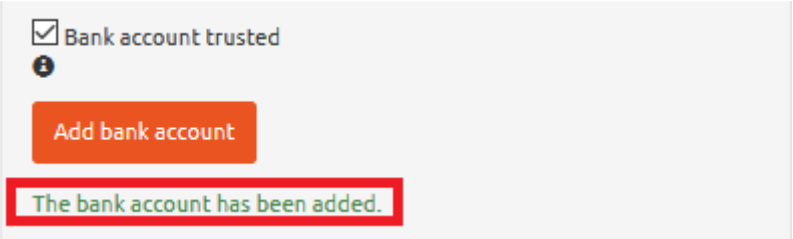

Figure 36. Adding bank account. 'Add bank account' button.

If the whole data is accurate, message 'The bank account has been added' will appear at the bottom of screen [see *Figure 36*].

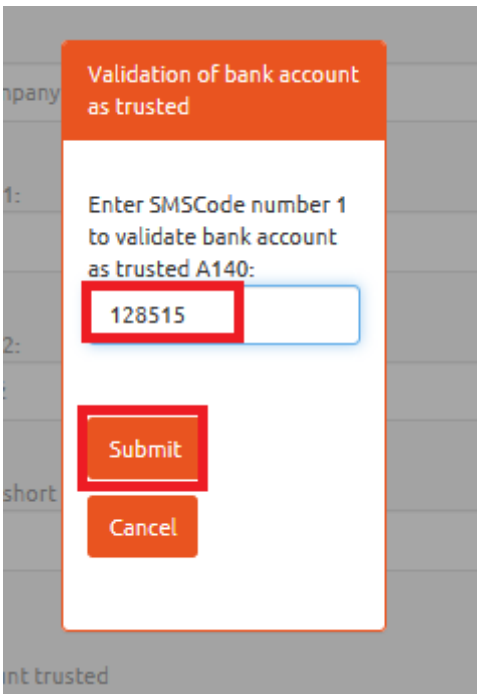

Figure 37. Adding bank account. Short text message code.

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 37*].

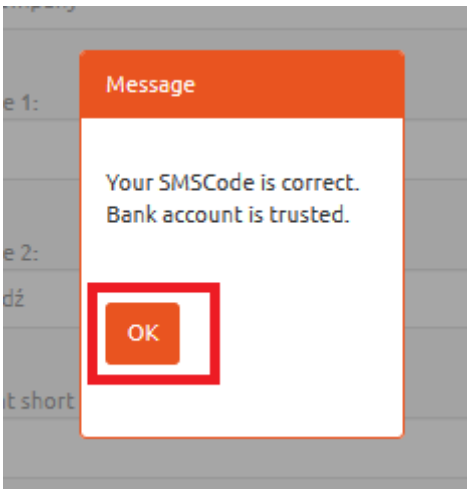

Figure 38. Adding a bank account. Validation.

If the code is valid, the pop-up message will appear on the screen. Then click 'OK' button [see *Figure 38*]. Now the bank account is saved as trusted.

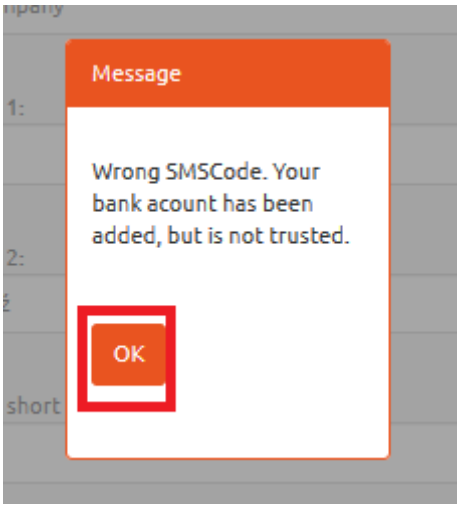

Figure 39. Invalid short text message code.

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 39*].

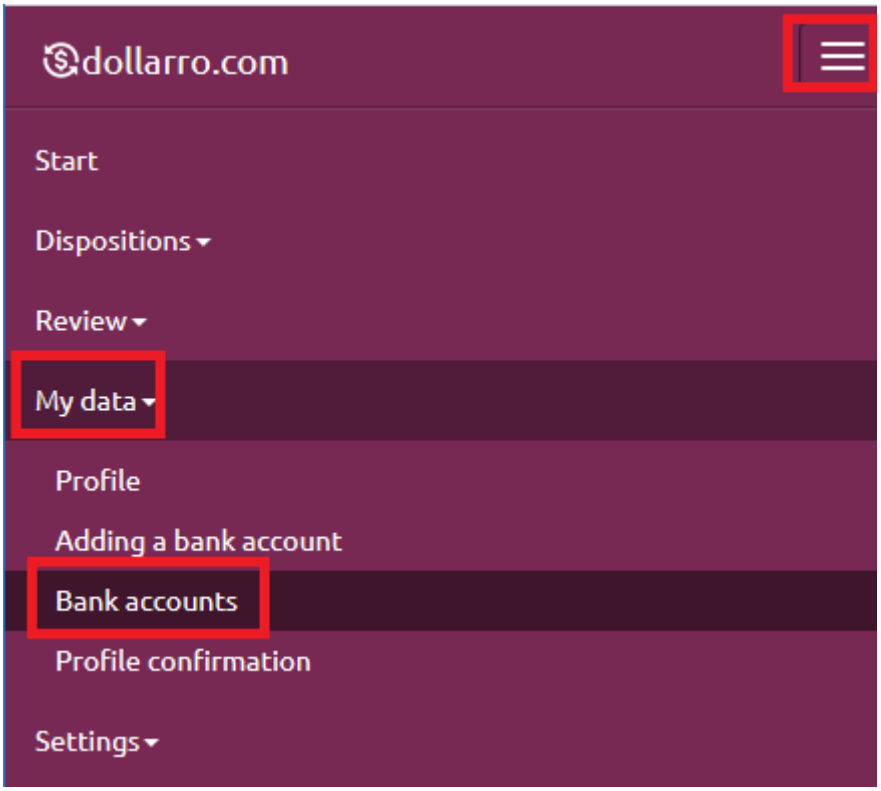

Figure 40. 'Bank accounts' option in top menu.

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 40*].

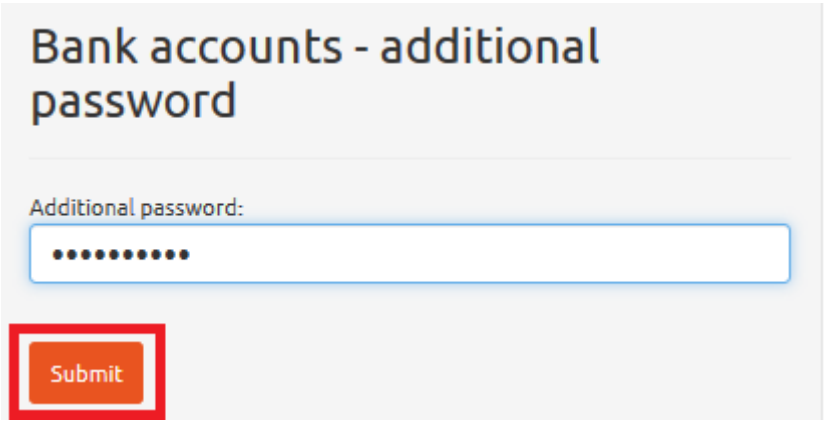

Figure 41. Bank accounts. Typing in aditional security password.

The system requires the additional security password to be typed in. Once it is typed in, click 'Submit' button [see *Figure 41*].

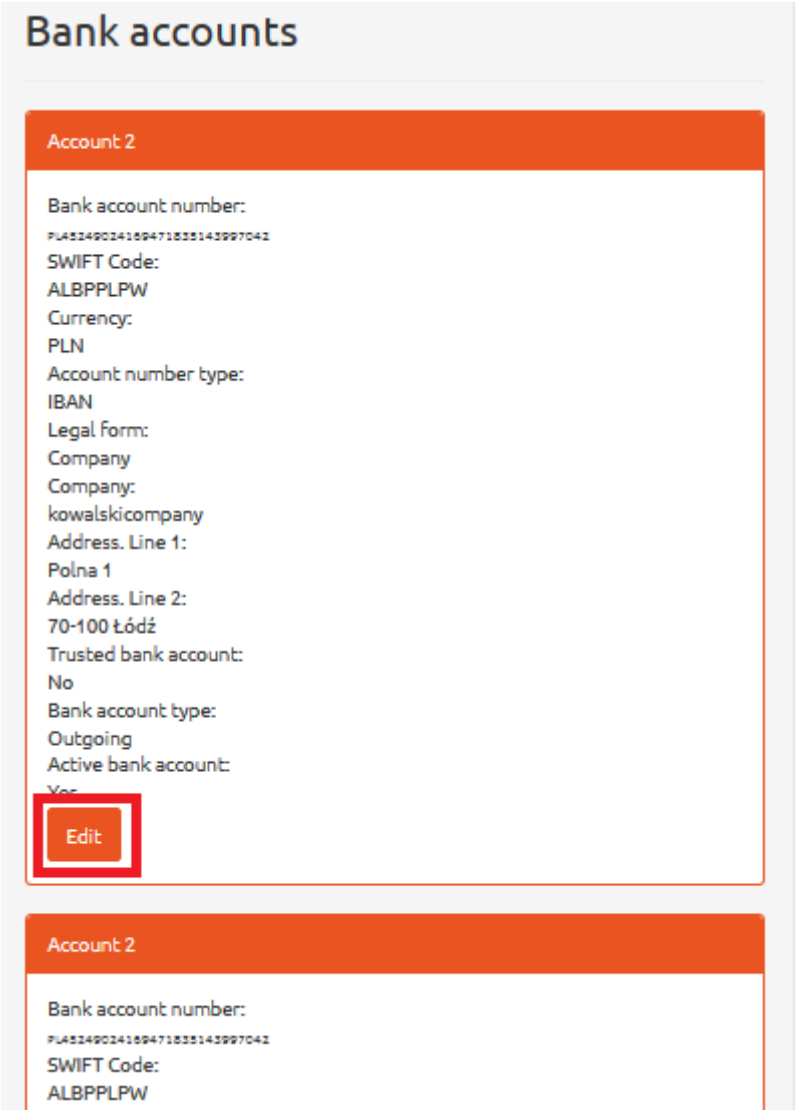

Figure 42. Bank accounts. List.

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 42*].

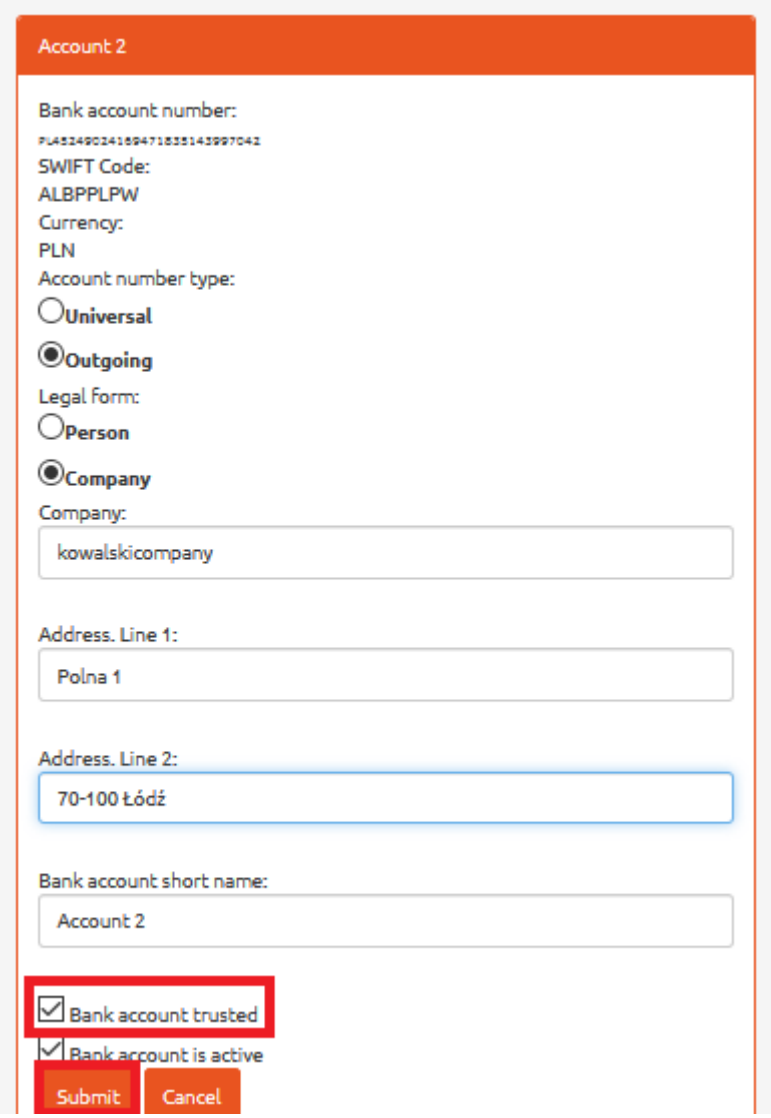

Figure 43. Bank accounts. Editing.

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 43*].

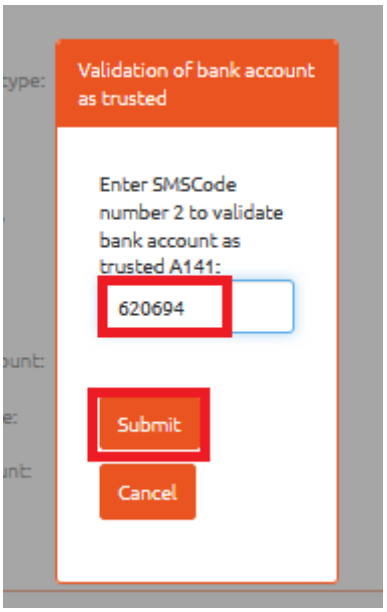

Figure 44. Bank accounts. Validation of bank account as trusted.

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 44*].

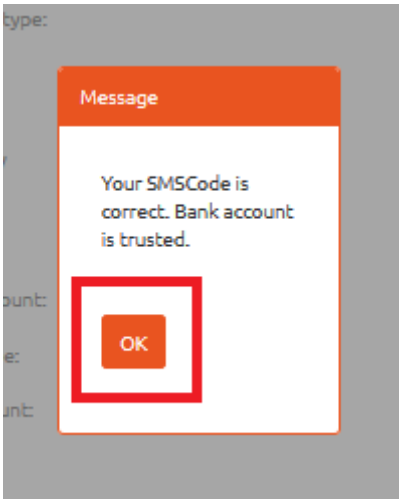

Figure 45. Bank accounts. Information on entering valid short text message code.

If the code is valid, the pop-up message will appear on the screen. Then click 'OK' button [see *Figure 45].* Now the bank account is saved as trusted.

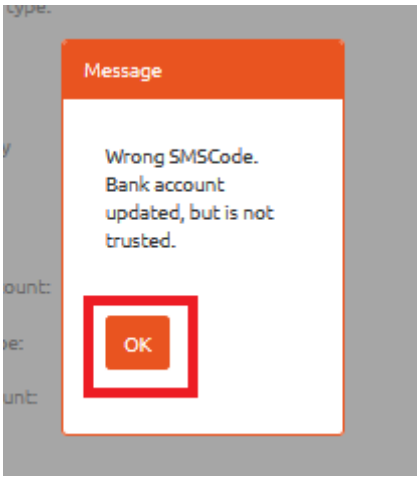

Figure 46. Bank accounts. Information on entering invalid short text message code.

If case of typing in an invalid short text message code, the system will not define the bank account as trusted [see *Figure 46*].

7 Start panel

When logged in, the system redirect user to Start Panel [see *Figures 47, 48, 49*]. 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).

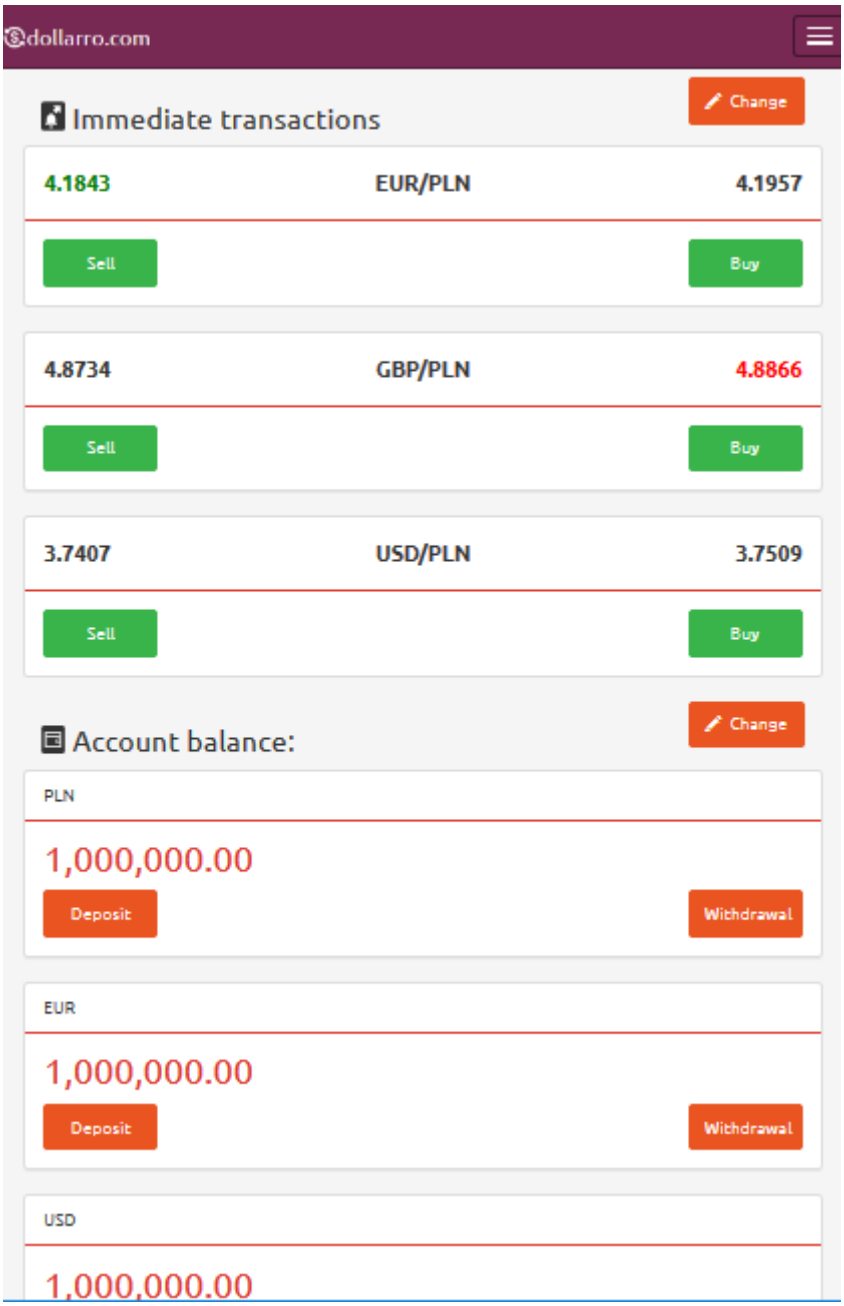

Figure 47. Start Panel. Overview 1/3.

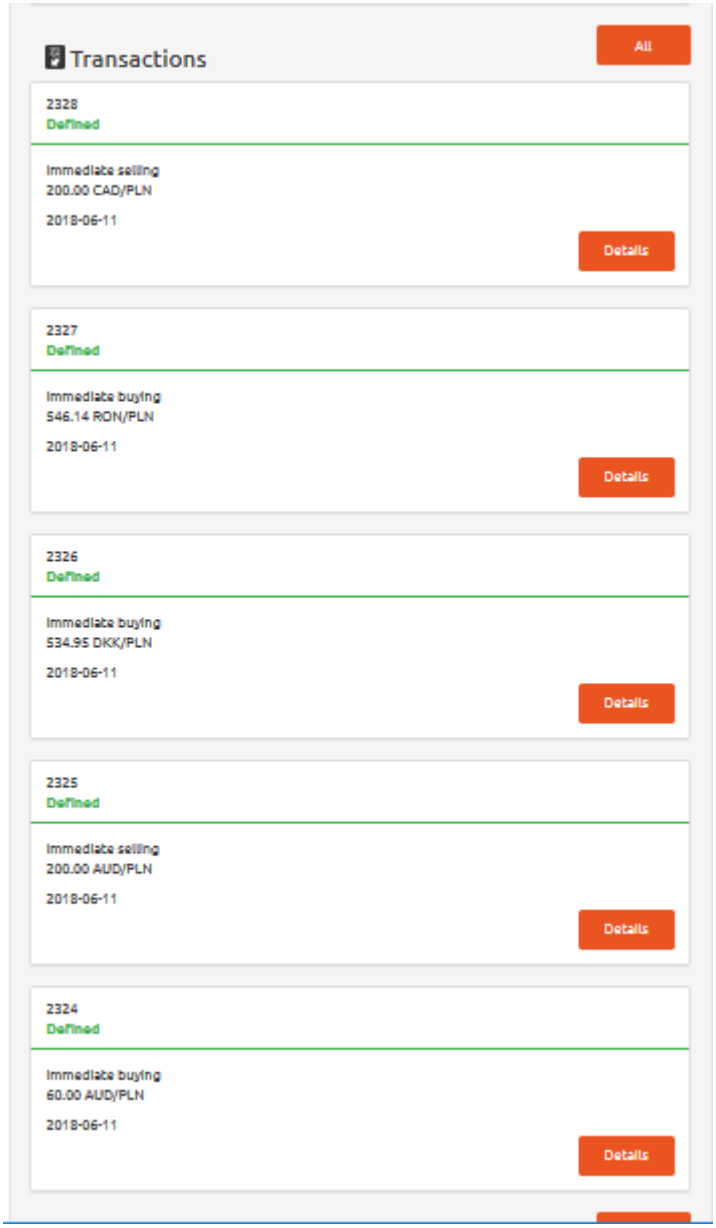

Figure 48. Start panel. Overview 2/3.

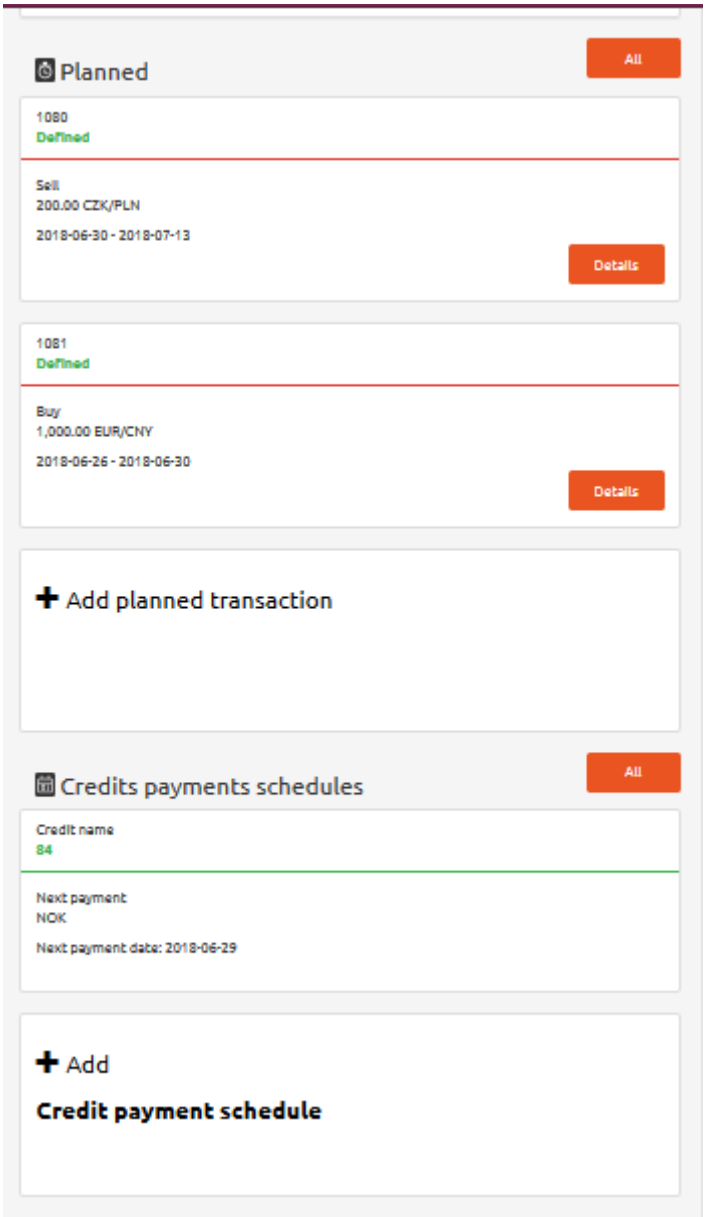

Figure 49. Start Panel. Overview 3/3.

8 Immediate transaction

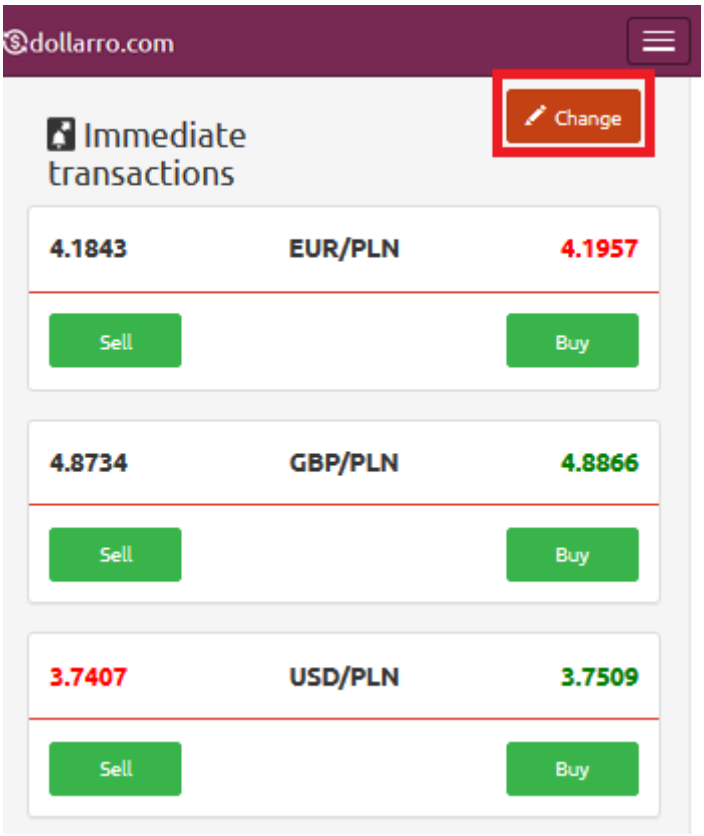

Figure 50. Immediate transactions. Shortcut.

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 50*].

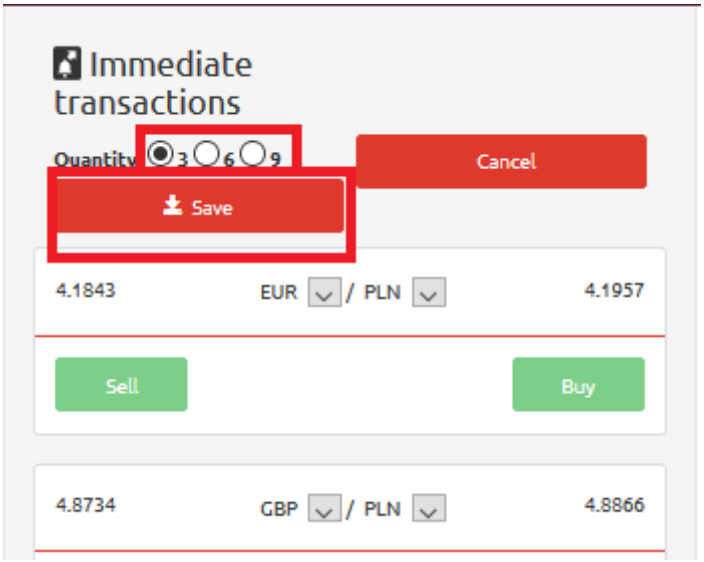

Figure 51. Immediate transactions. Changing number of visualized boxes.

Here you can choose the number of visualized boxes, i.e. 3, 6 or 9. Then click 'Save' button [see *Figure 51*].

8.1 Buying currency

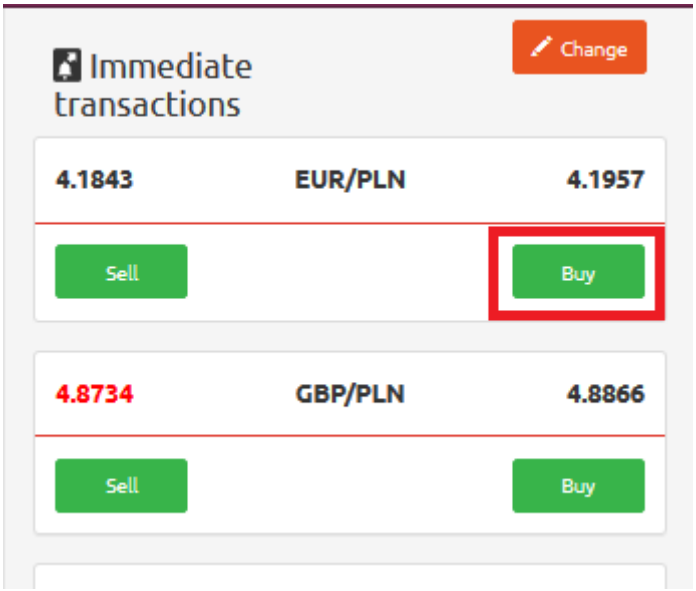

Figure 52. Buying. 'Buy' button.

In order to buy currency, in Start Panel in a box of particular currency pair e.g. EUR/PLN, click 'Buy' button [see *Figure 52*].

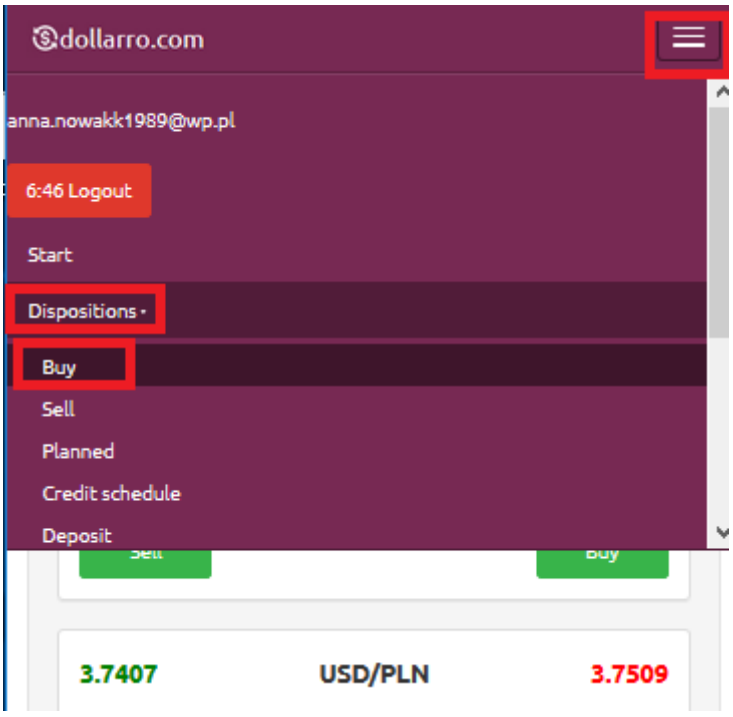

Figure 53. Buying. 'Buy Immediately' button in top menu.

Currency also can be bought by clicking 'Dispositions' button in the top menu and then choosing option 'Buy' [see *Figure 53*].

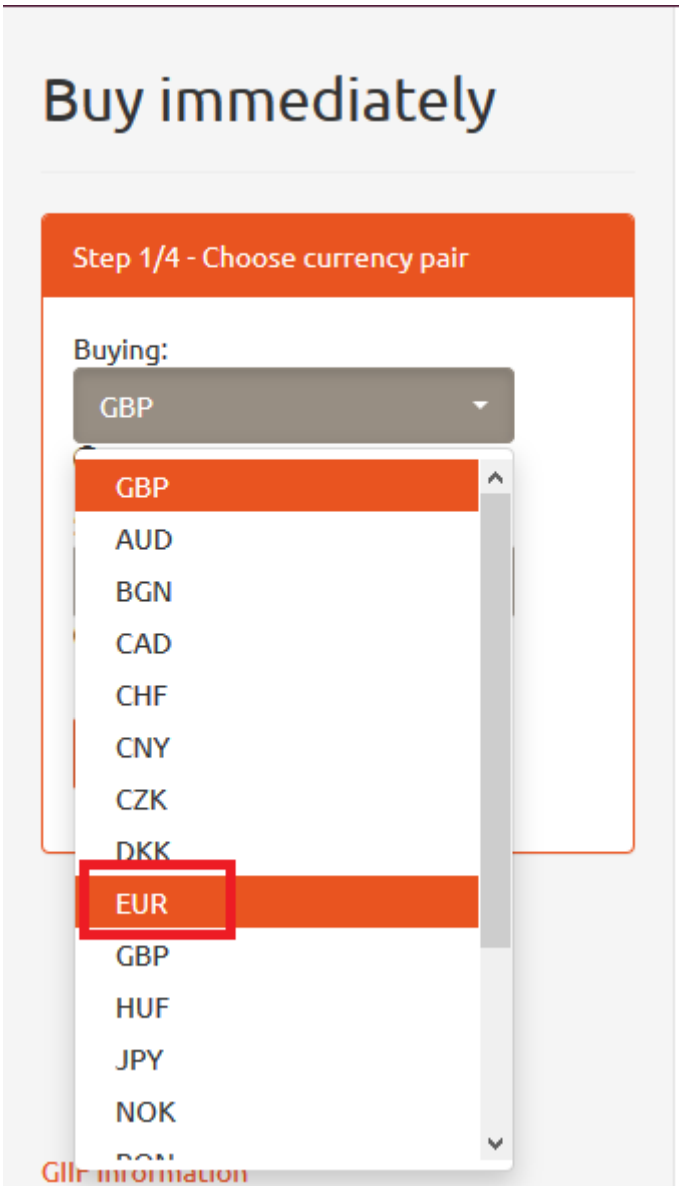

Figure 54. Buying. Choosing base currency.

The next step is choosing the base currency [see *Figure 54*], 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.

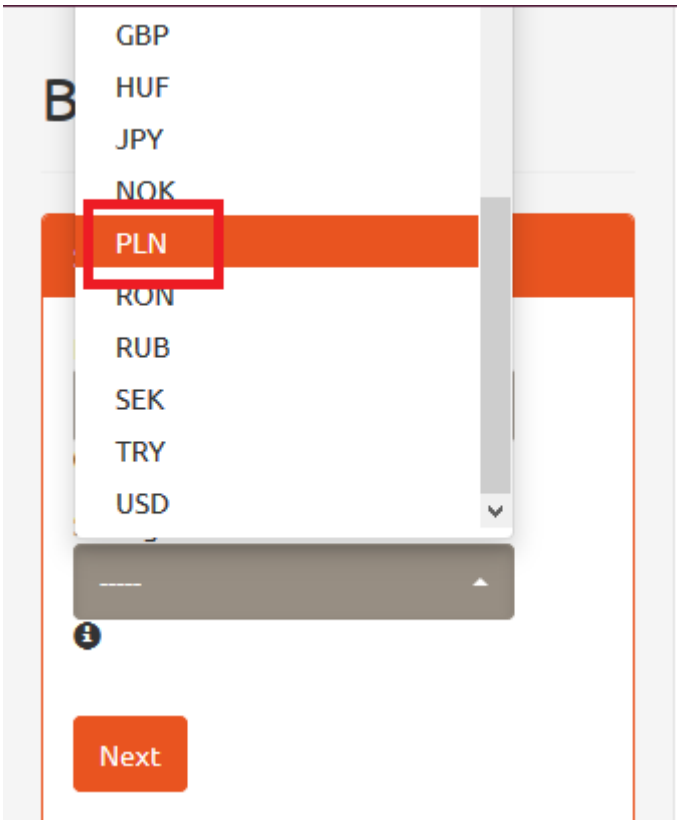

Figure 55. Buying. Choosing quote currency.

The next step is choosing the quote currency [see *Figure 55*], 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.

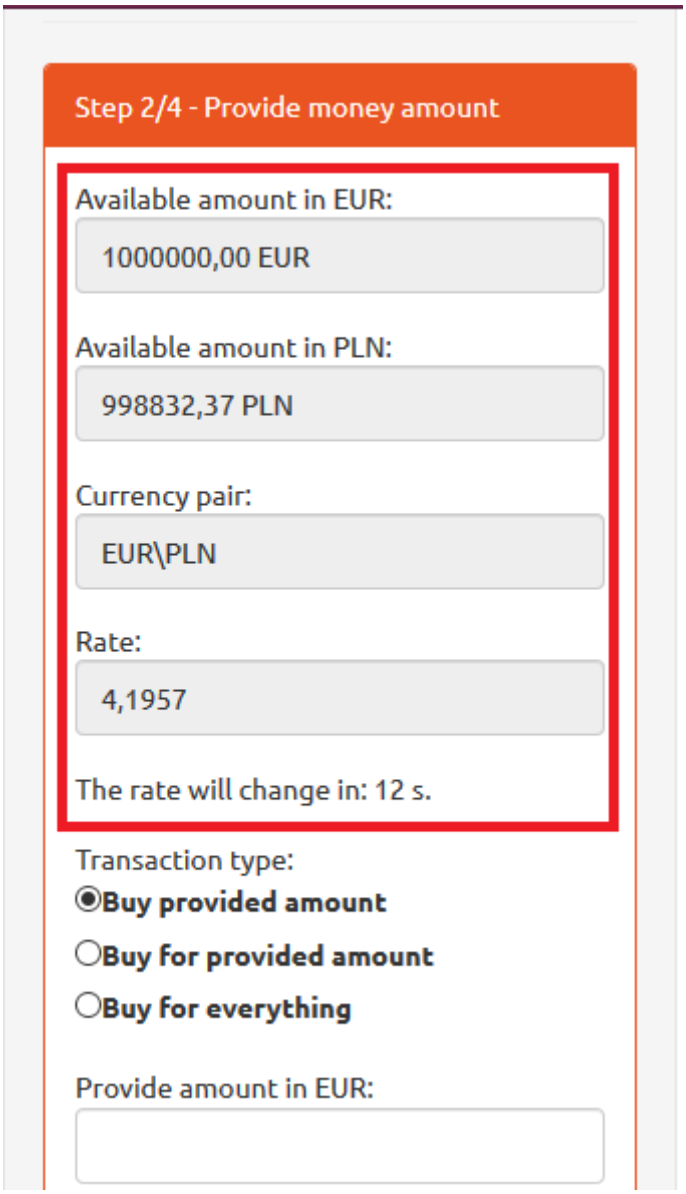

Figure 56. Buying. Available resources.

In the following box there is information about available resources and the exchange rate that user pays for the currency [see *Figure 56*].

Please, choose the type of transaction to be executed.

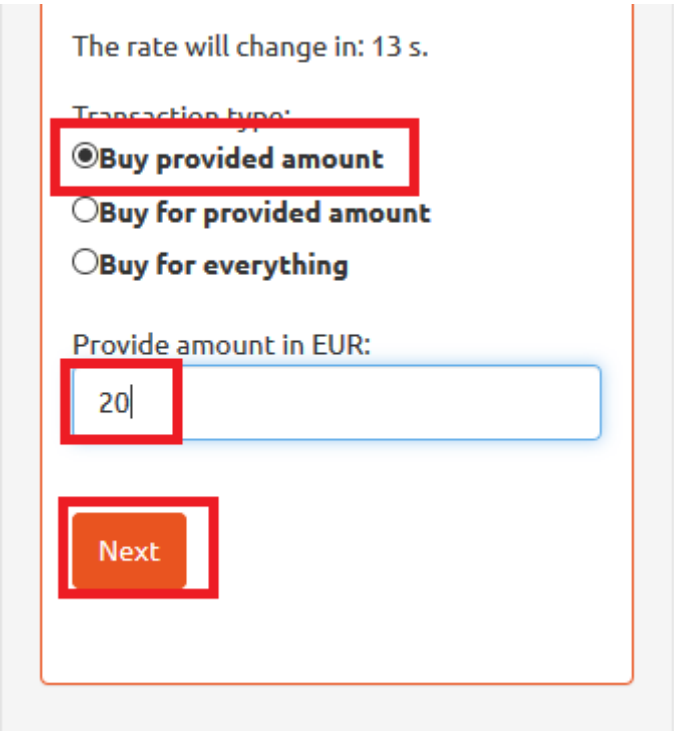

Figure 57. Buying. Type of transaction 1/3.

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 57*]. Then click 'Next' button.

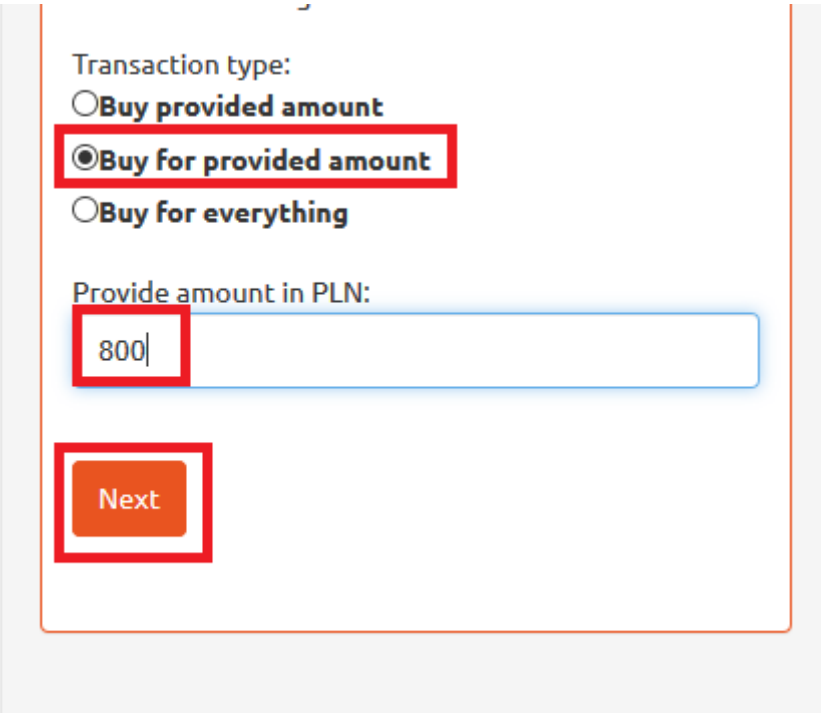

Figure 58. Buying. Type of transaction 2/3.

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 58*]. Then click 'Next' button.

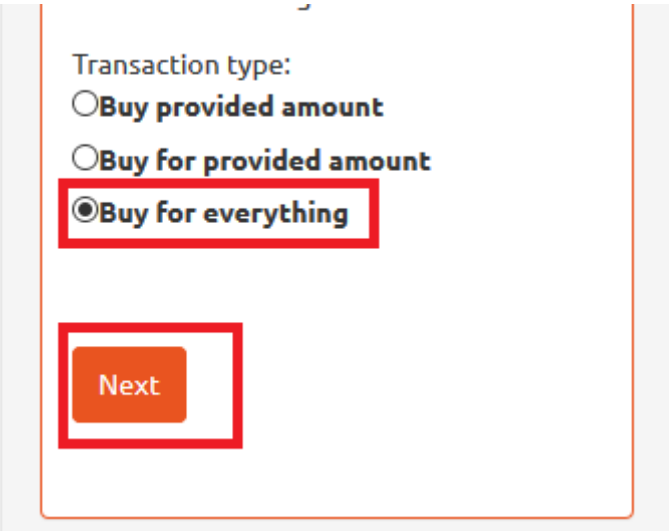

Figure 59. Buying. Type of transaction 3/3.

In order to buy currency using all available resources, select 'Buy for everything' option and click 'Next' button [see *Figure 59*].

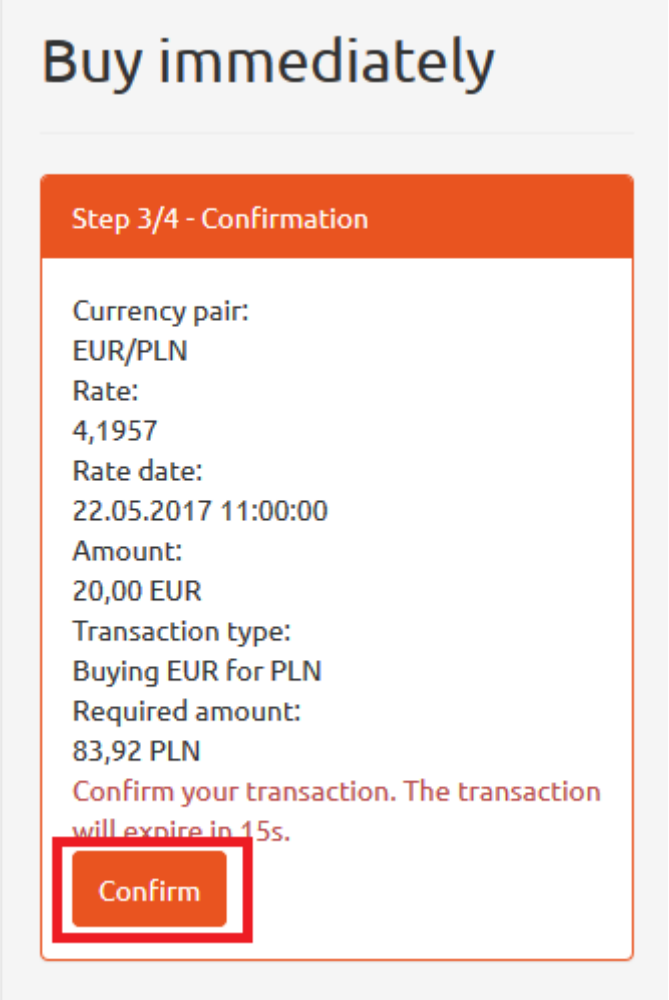

Figure 60. Buying. Confirmation.

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 60*].

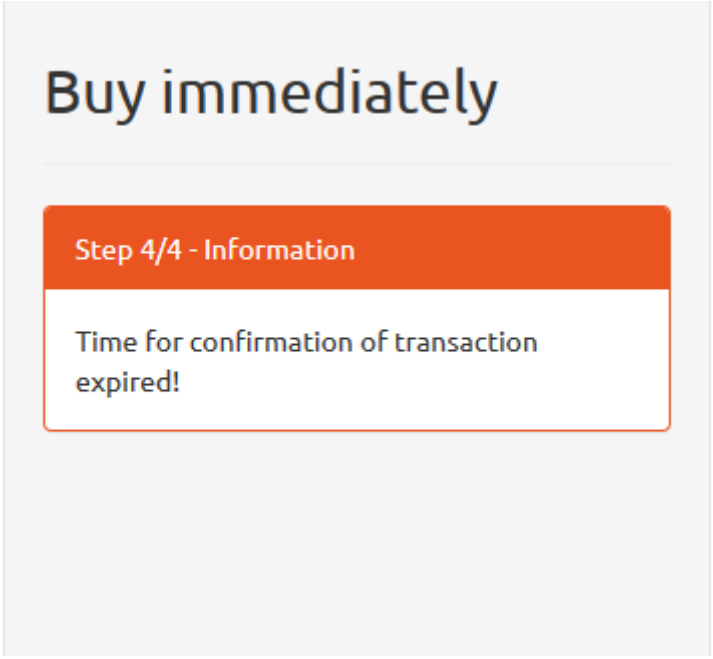

Figure 61. Information on transaction time-out.

The transaction must be confirmed within 15 seconds, by clicking 'Confirm' button. Otherwise, the transaction expires automatically [see *Figure 61*].

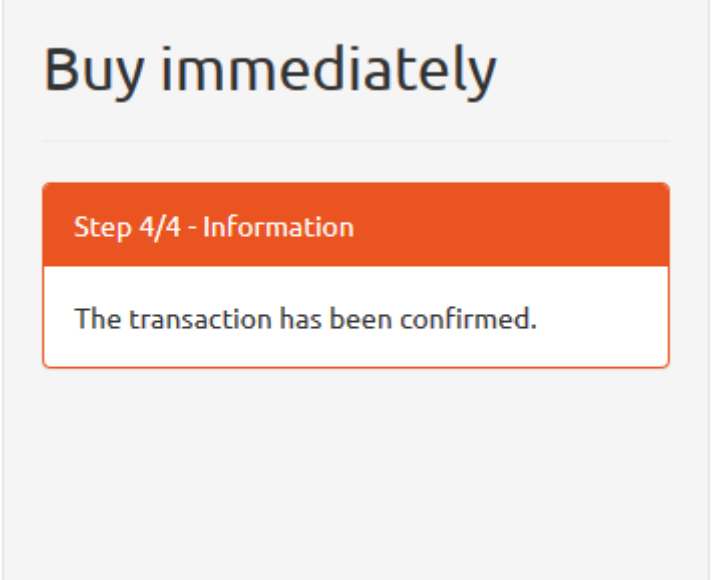

Figure 62. Buy order confirmation.

Having clicked 'Confirm' button, system displays the buy order confirmation [see *Figure 62*].

8.2 Selling currency

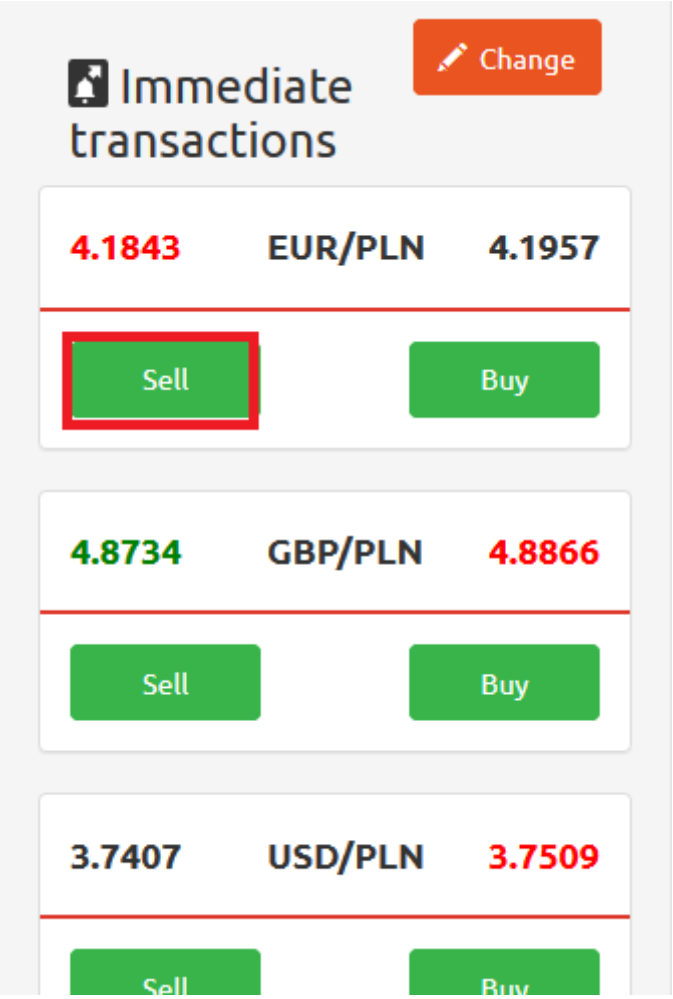

Figure 63. Selling. 'Sell' button.

In order to sell currency, in Start Panel in a box of particular currency pair e.g. EUR/PLN, click 'Sell' button [see *Figure 63*].

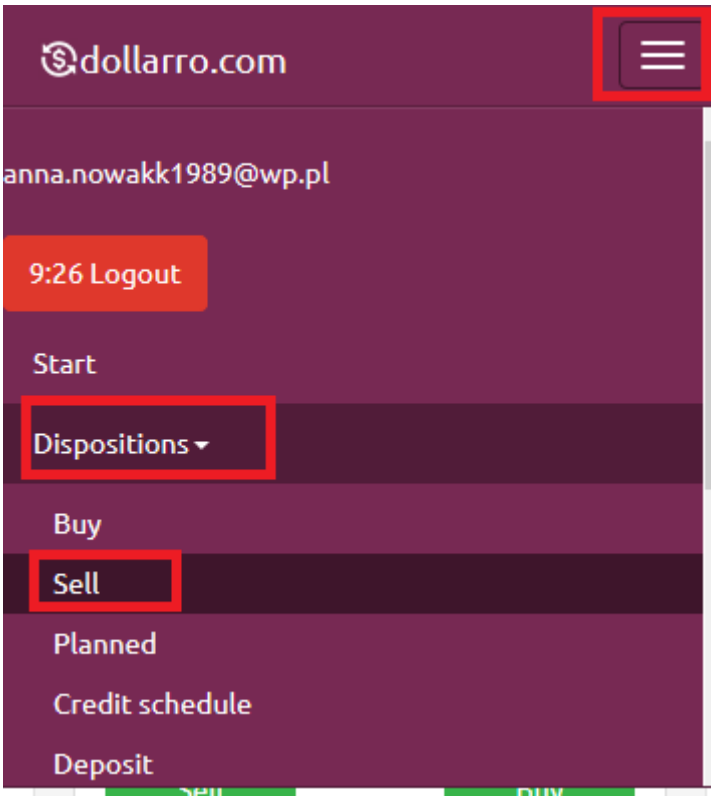

Figure 64. Selling. 'Sell Immediately' button in top menu.

Currency also can be sold by clicking ‘Dispositions’ button in the top menu and then choosing option ‘Sell’ [see *Figure 64*].

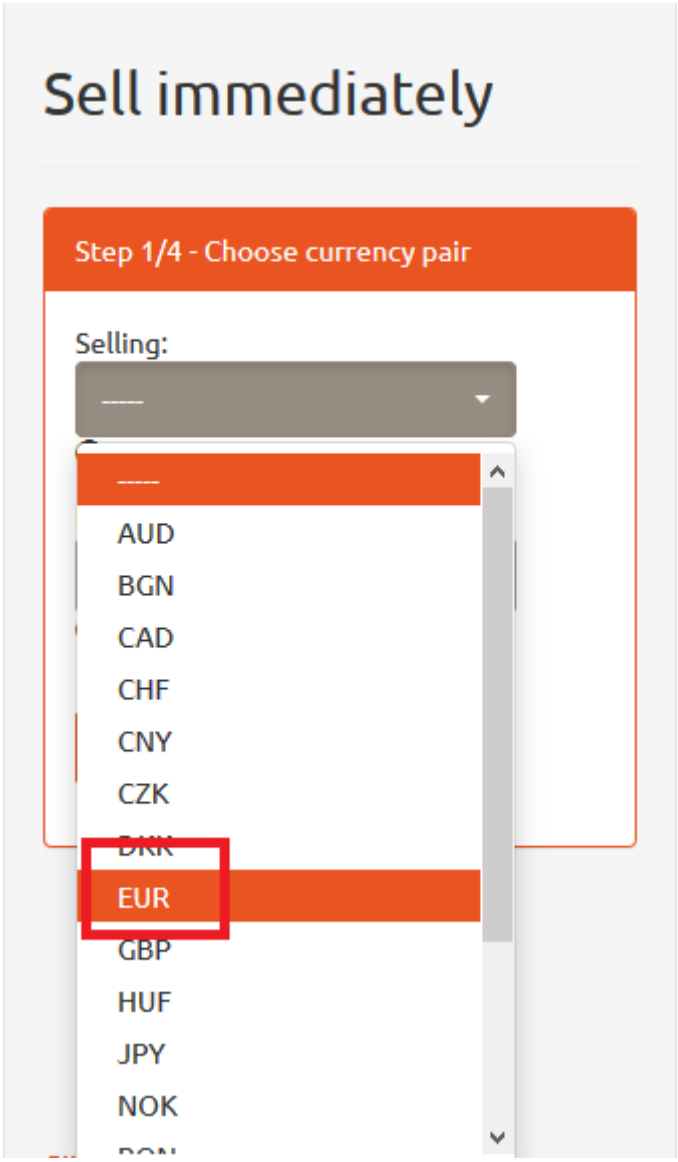

Figure 65. Selling. Choosing base currency.

The next step is choosing the base currency [see *Figure 65*], 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.

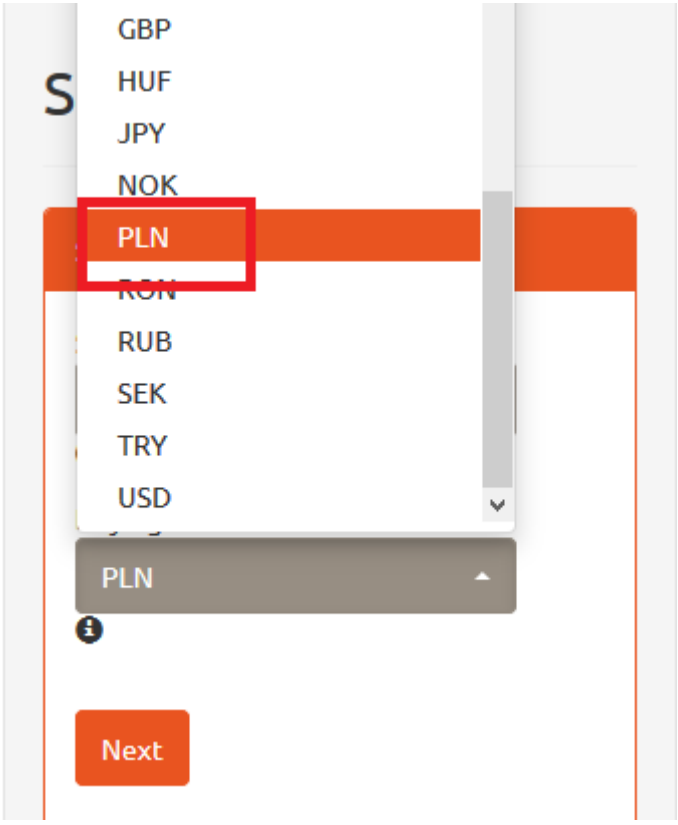

Figure 66. Selling. Choosing quote currency.

The next step is choosing the quote currency [see *Figure 66*], 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 67. 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 67*]. Please, choose the type of transaction to be executed.

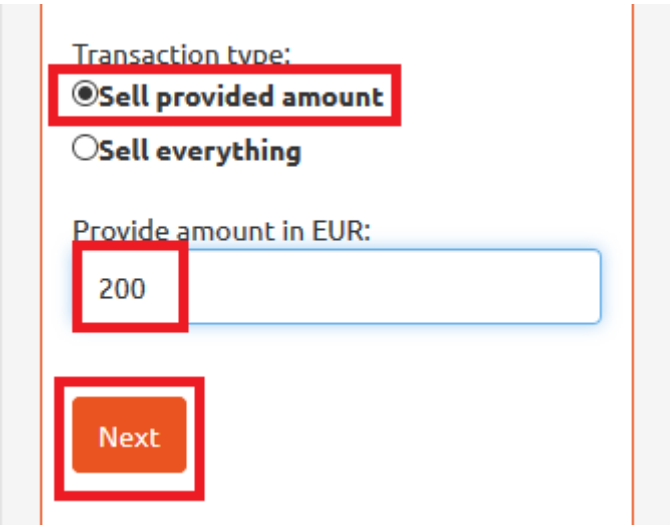

Figure 68. Selling. Type of transaction 1/2.

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 68*]. Then click 'Next' button.

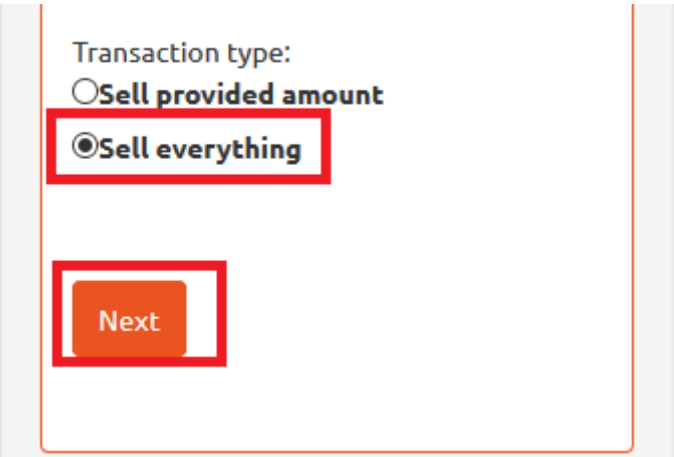

Figure 69. Selling. Type of transaction 2/2.

In order to sell all available resources, select option 'Sell everything' and click 'Next' button [see *Figure 69*].

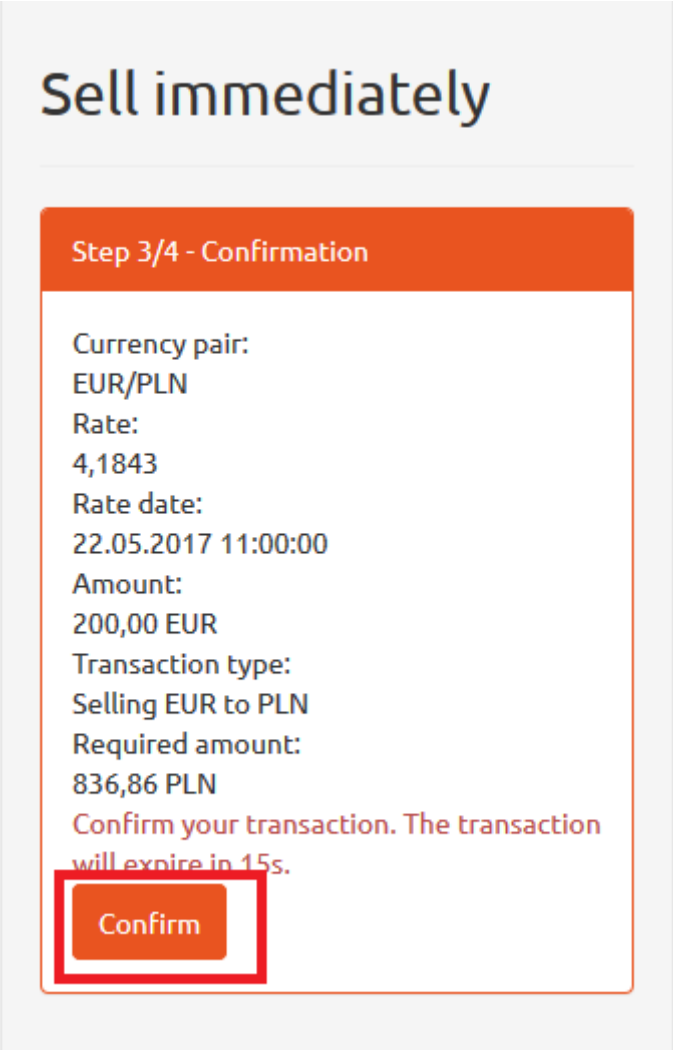

Figure 70. Selling. Confirmation.

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 70*].

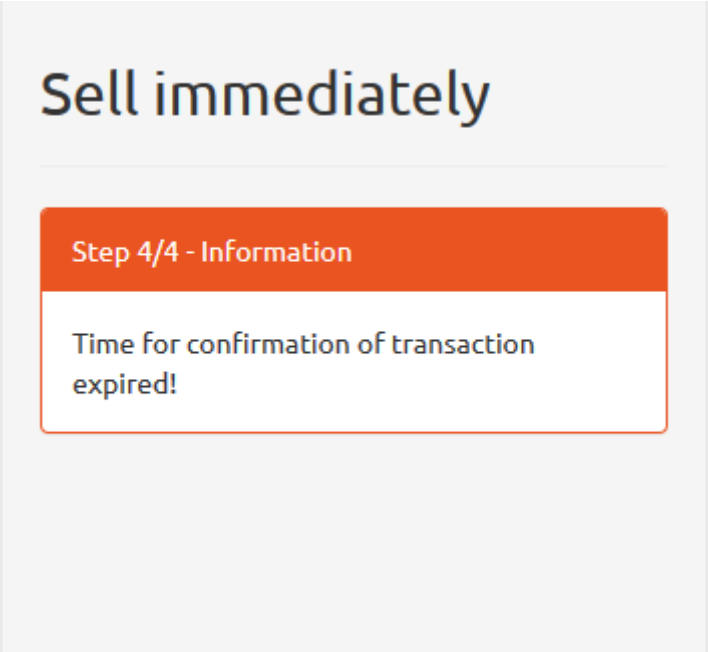

Figure 71. information on transaction time-out.

The transaction must be confirmed within 15 seconds, by clicking 'Confirm' button. Otherwise, the transaction expires automatically [see *Figure 71*].

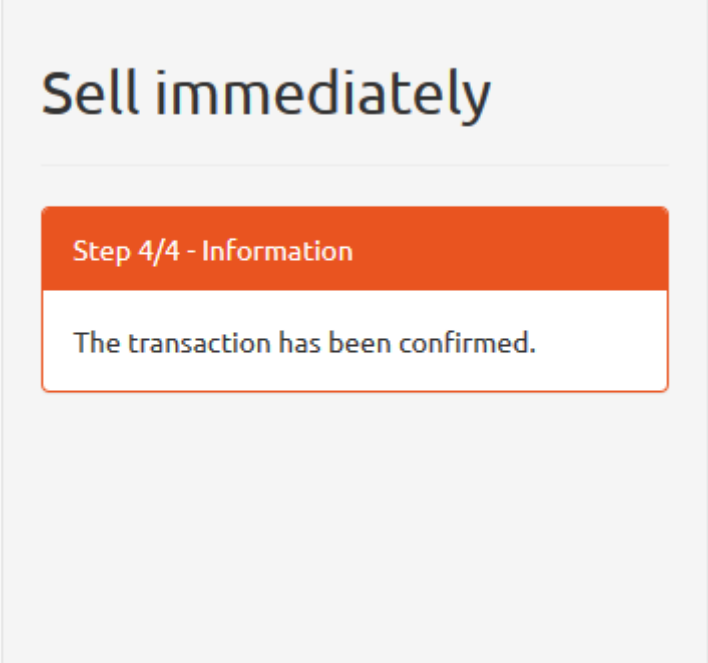

Figure 72. Sale order confirmation.

Having clicked 'Confirm' button, system displays the sale order confirmation [see *Figure 72*].

9 Review of immediate transactions

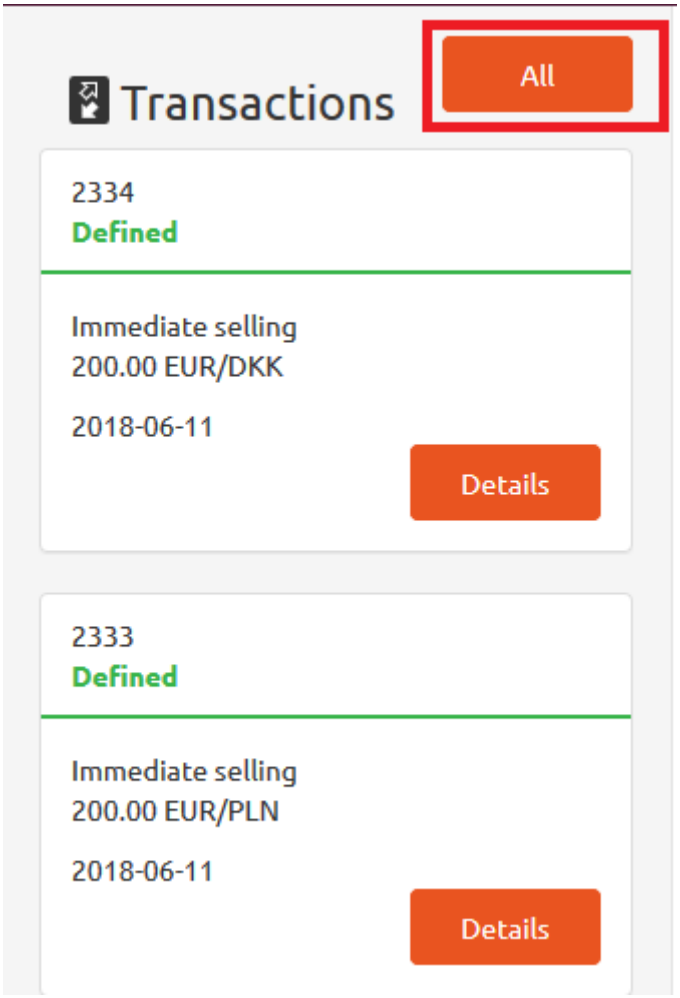

Figure 73. Immediate transactions. Shortcut.

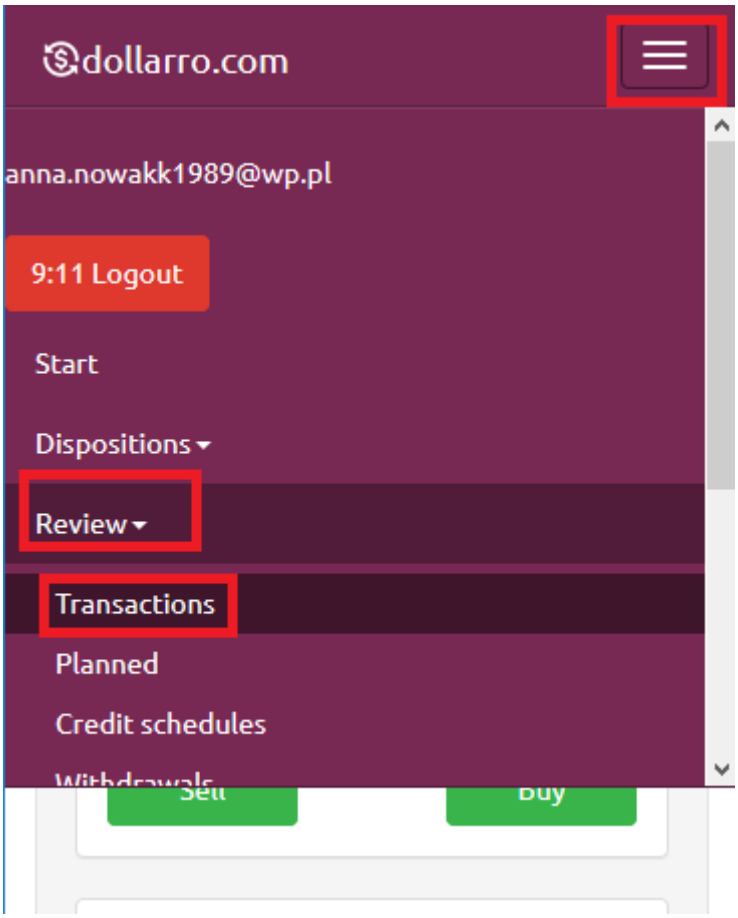

Figure 74. Immediate transactions. Review in top menu.

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 73*] or in the top menu by click 'Review' button and click option 'Transactions' [see *Figure 74*].

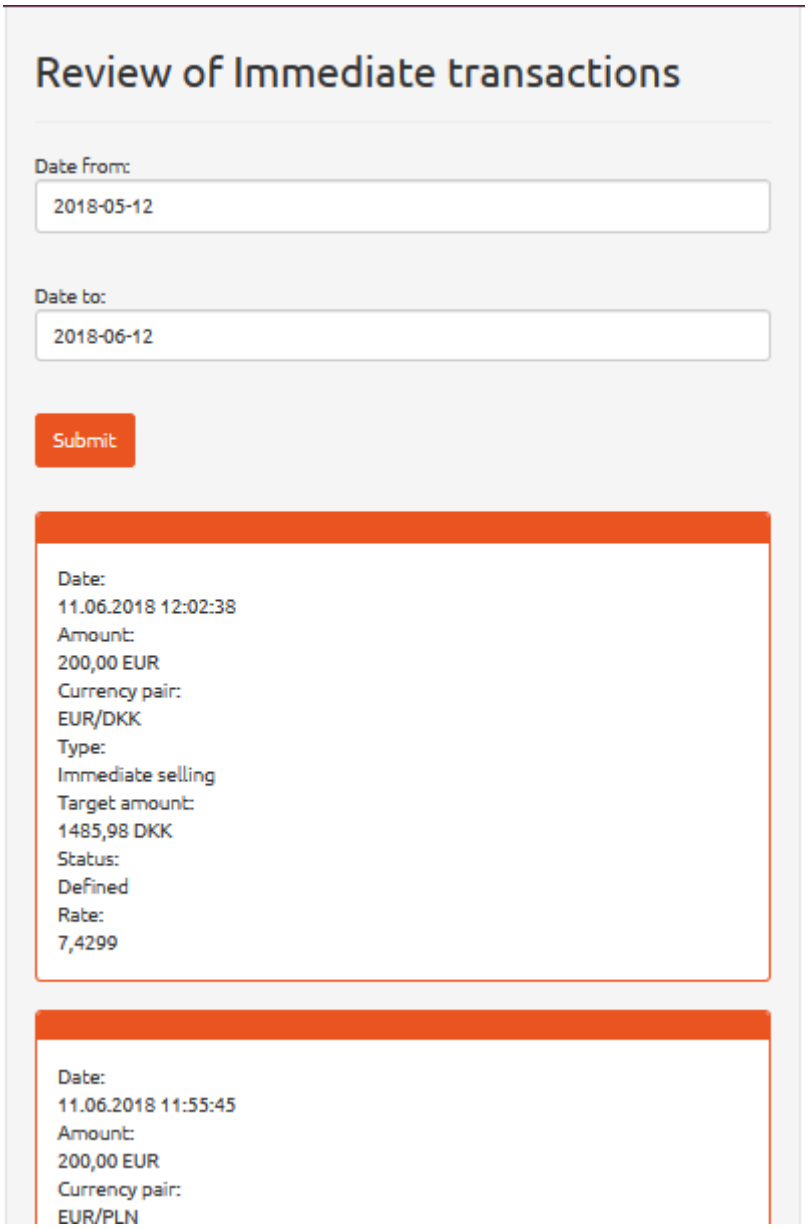

Figure 75. Review of immediate transactions.

In this panel, there is a listing of all immediate transactions that user has ever performed [see *Figure 75*].

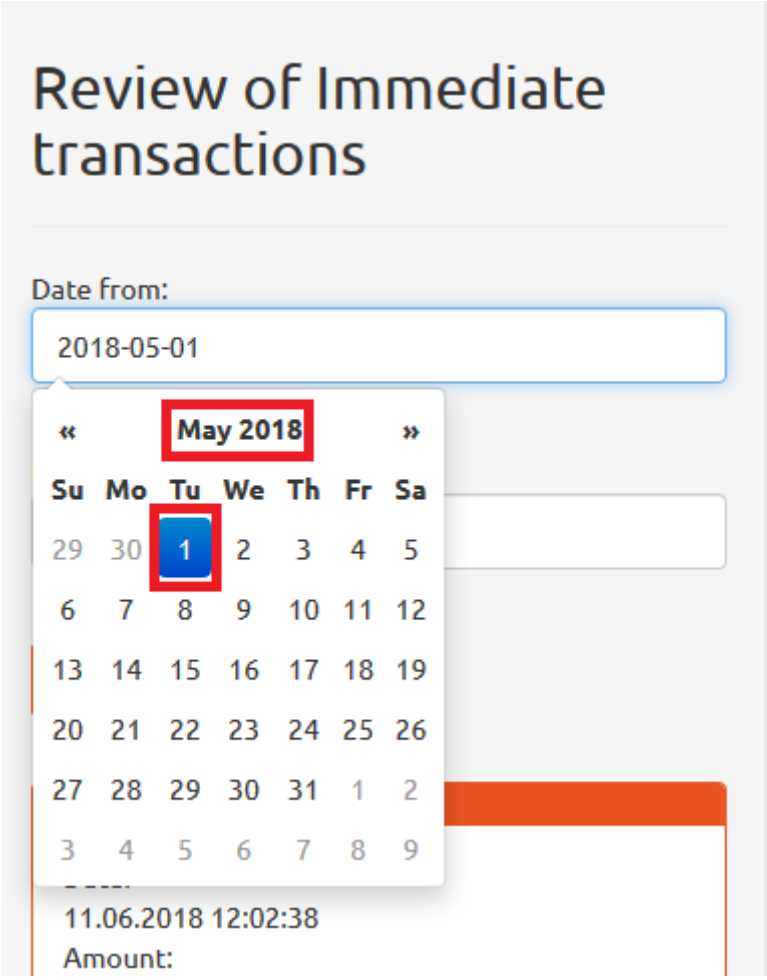

Figure 76. Review of immediate transactions. Start day.

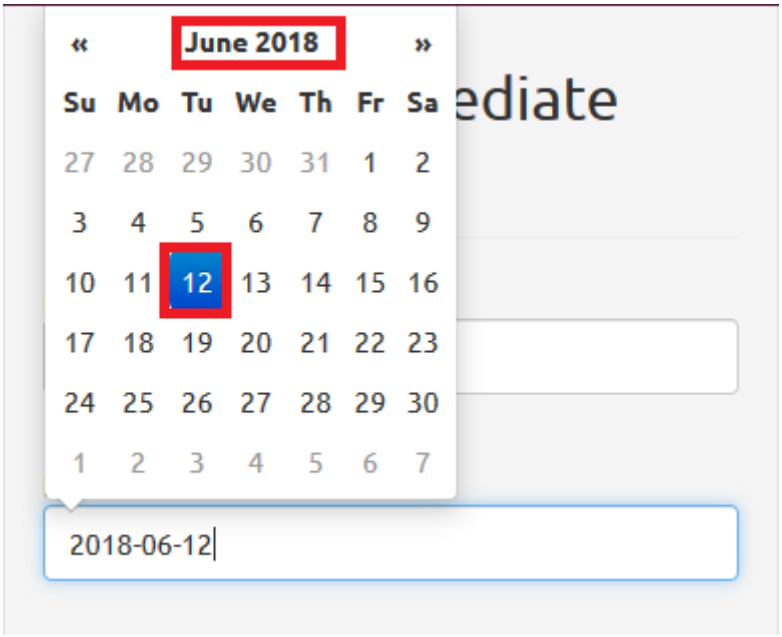

Figure 77. Review of immediate transactions. End day.

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 76*] and the end day (e.g. 18th May 2018) in line 'Date to' [see *Figure 77*].

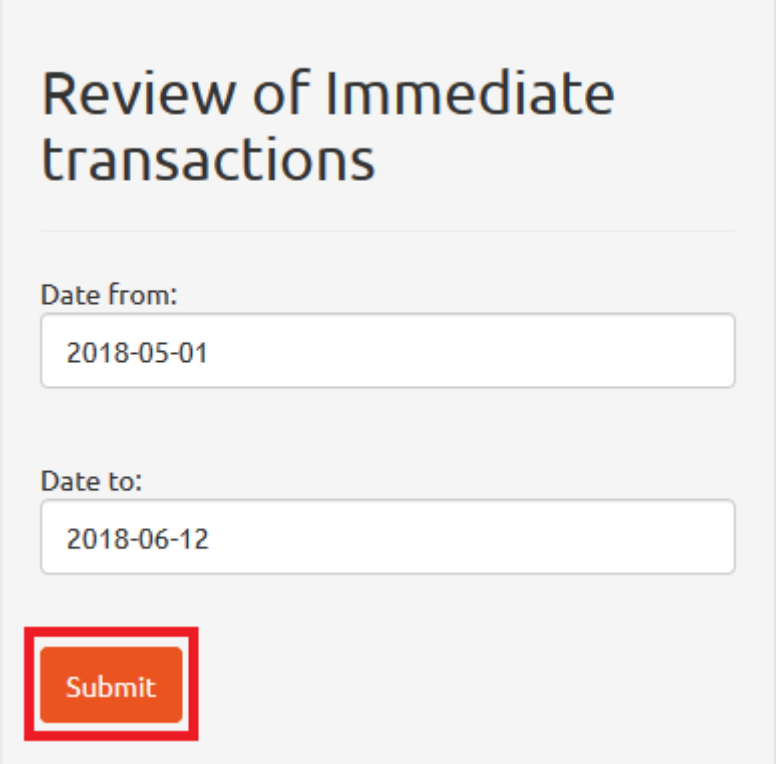

Figure 78. Review of immediate transactions. 'Submit' button.

Next, click 'Submit' button [see *Figure 78*].

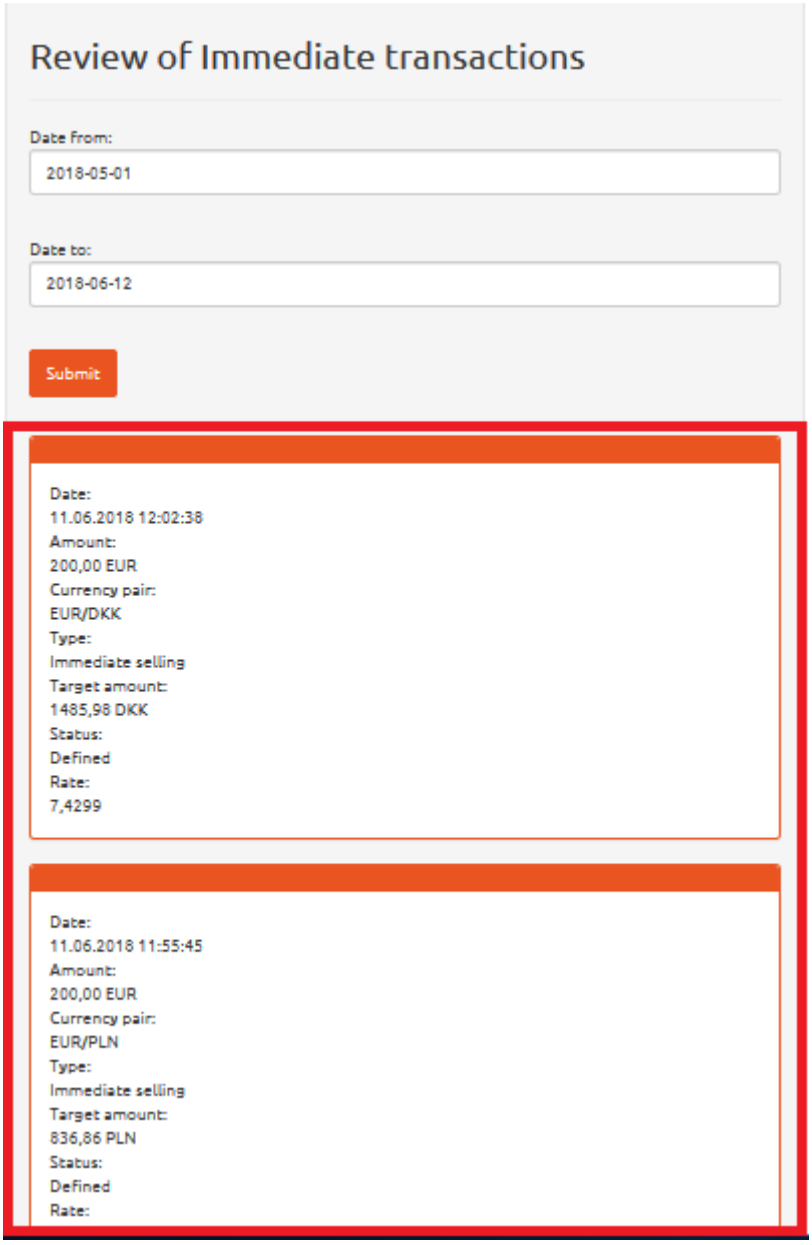

Figure 79. Review of immediate transactions. Details.

In response, the system will display all immediate transactions performed within the specific period of time [see *Figure 79*].

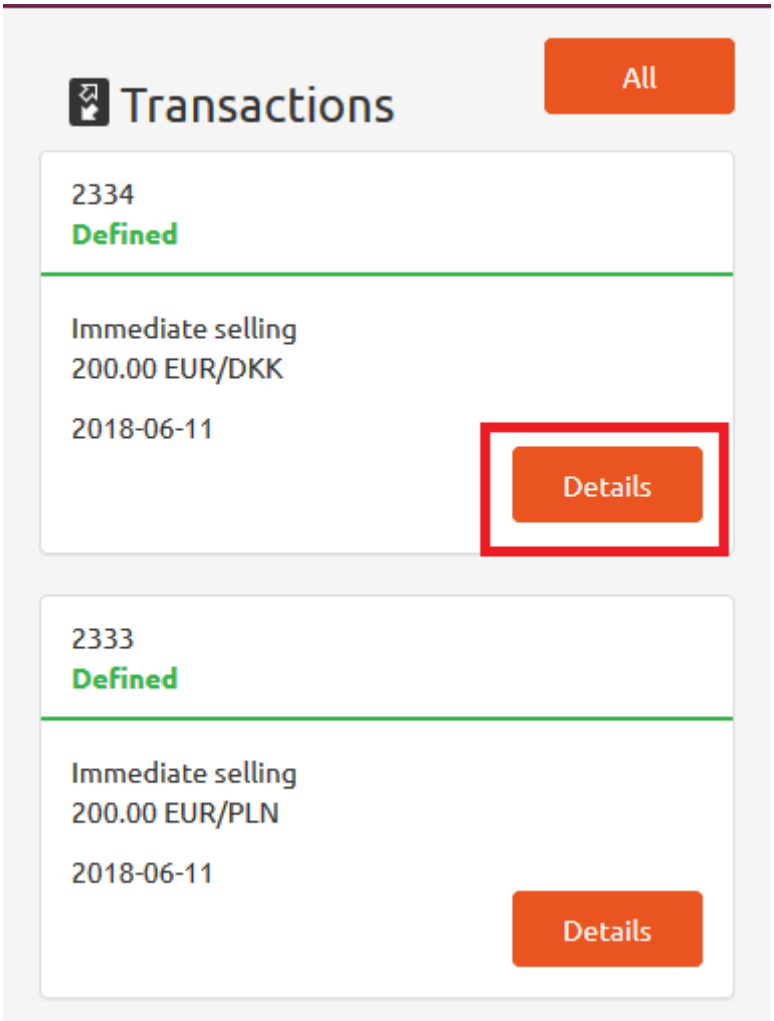

Figure 80. Review of immediate transactions. Shortcut.

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 80*].

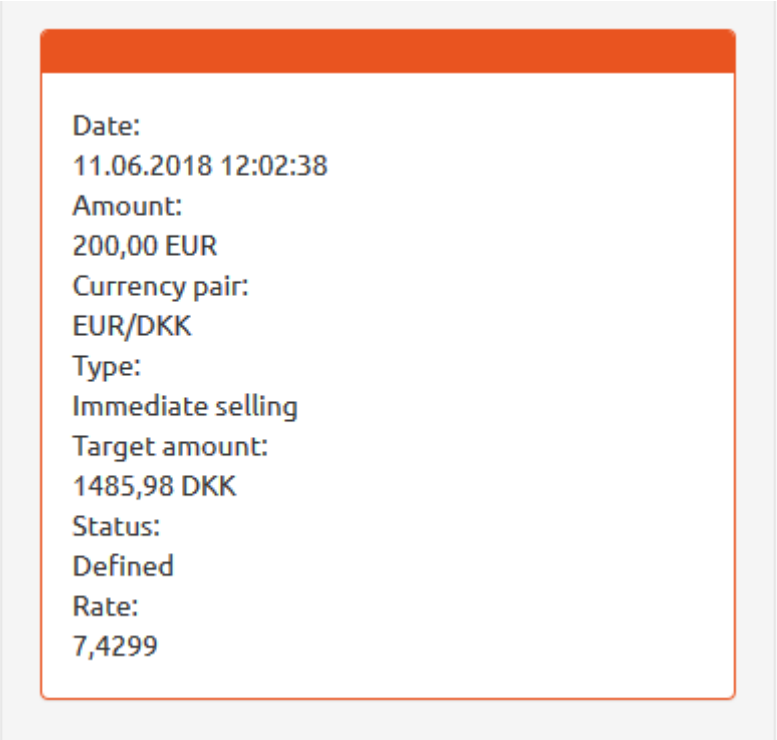

Figure 81. Details of transaction.

In response, the system will display the details of selected transaction (i.e. its date, selected currency pair, type of transaction) [see *Figure 81*].

10 Planned transactions

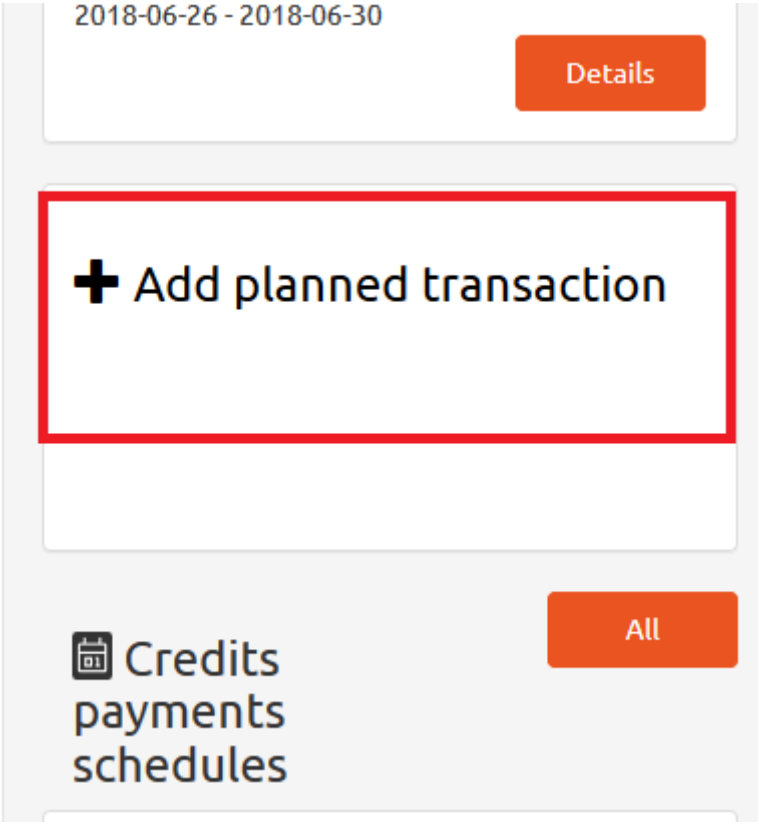

Figure 82. 'Add planned transaction' button.

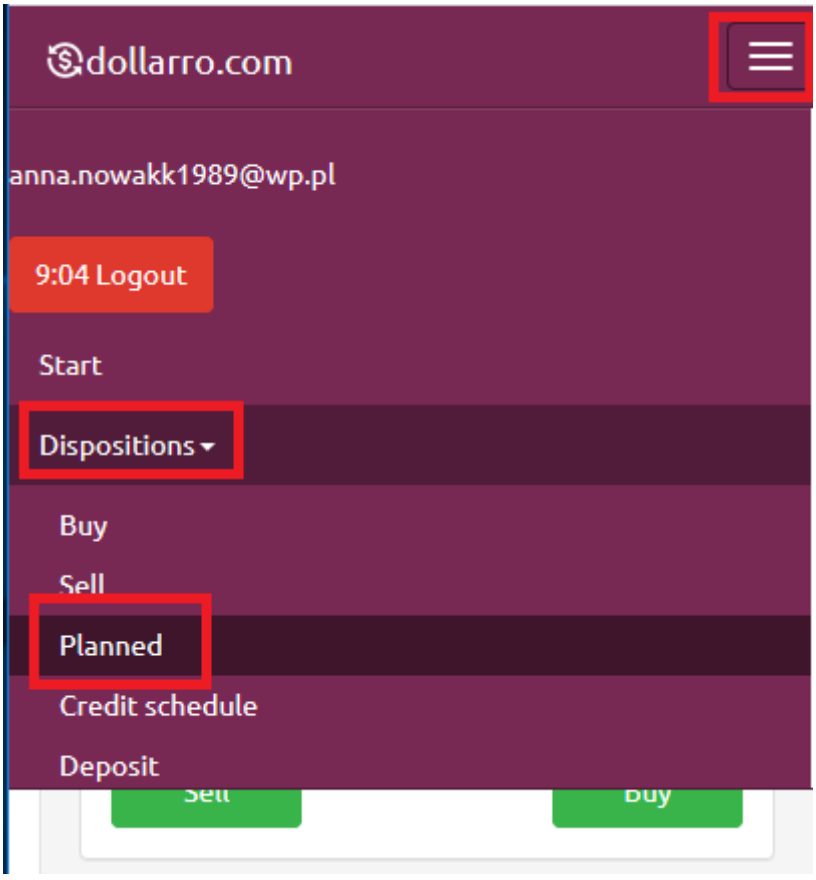

Figure 83. Planned transactions in top menu.

In order to add a planned transaction, click 'Add planned transaction' box at the bottom of Start panel [see *Figure 82*] or in the top menu click 'Dispositions' button and select option 'Planned' [see *Figure 83].*

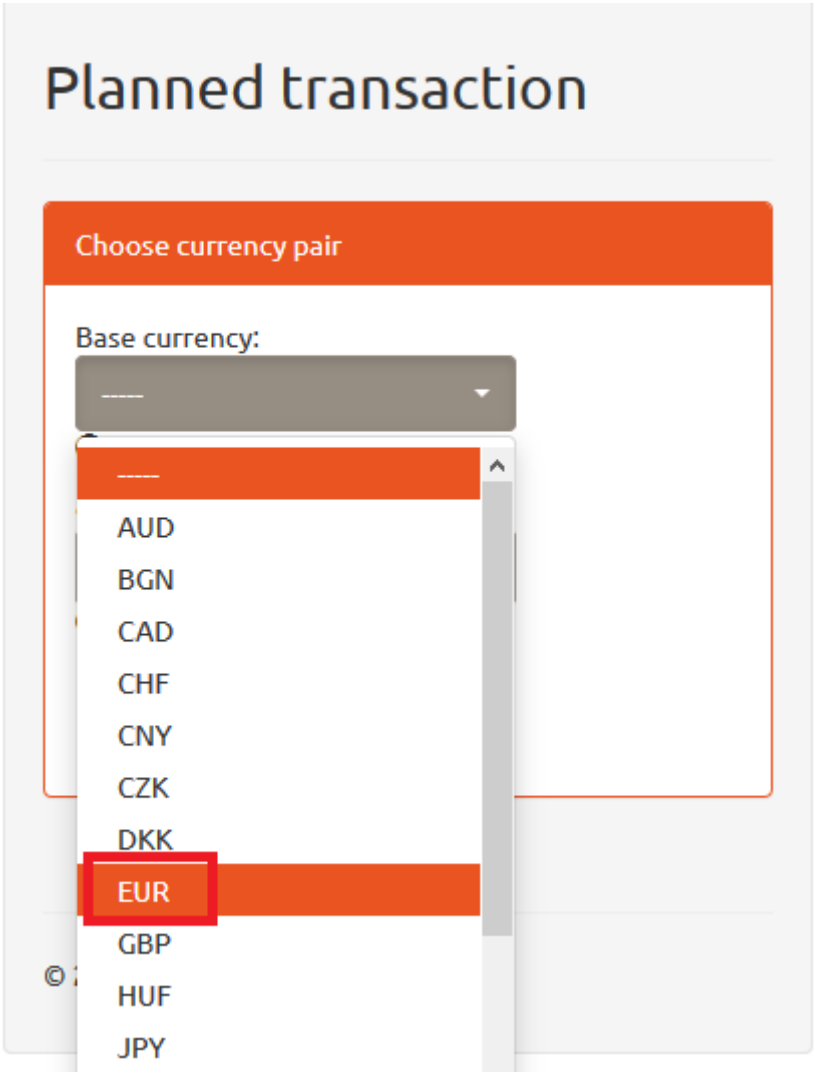

Figure 84. Planned transactions. Choosing base currency.

Now choose the base currency [see *Figure 84*], 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.

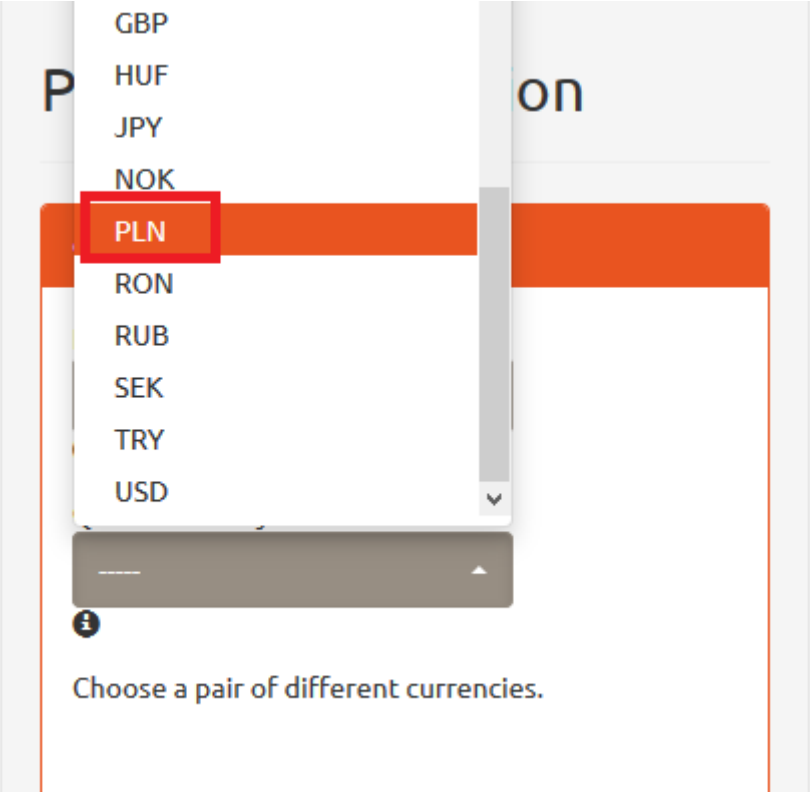

Figure 85. Planned transactions. Choosing quote currency.

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 85*]. 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.

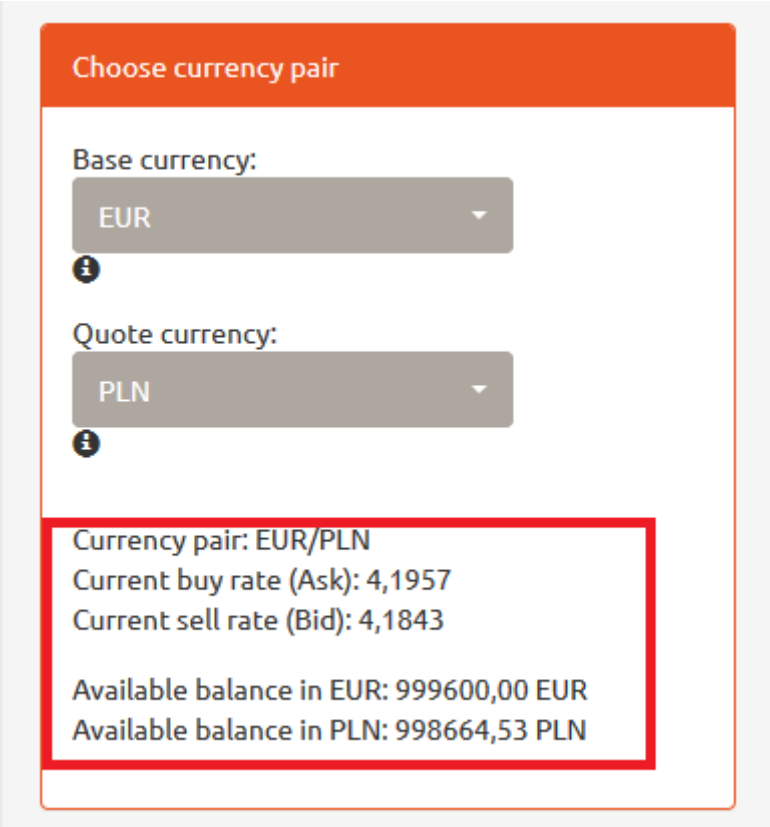

Figure 86. Planned transactions. Current exchange rates.

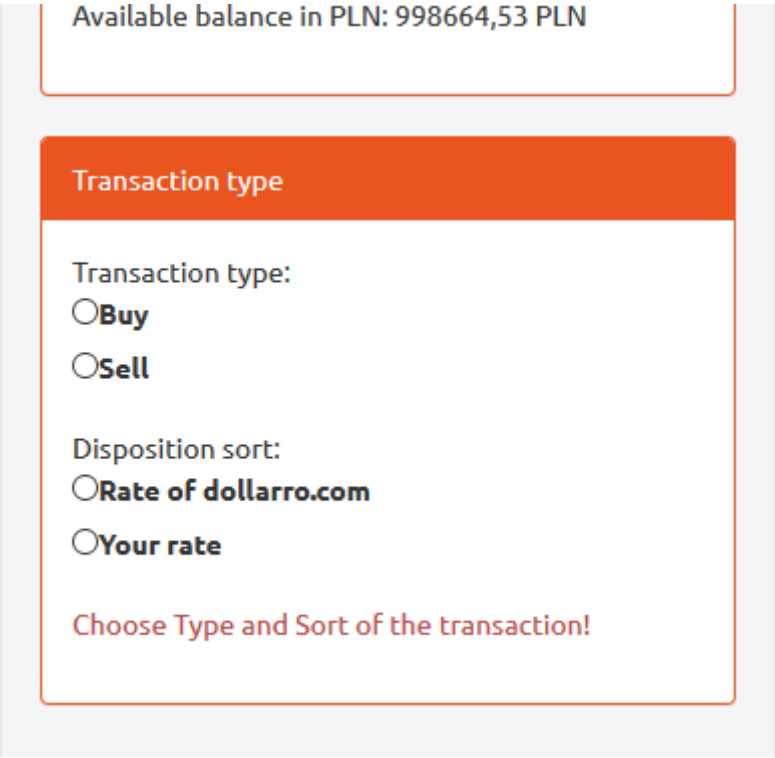

Figure 87. Planned transactions. Type and sort of performed transaction.

In the same panel, there is information about available resources and current exchange rates for buying and selling [see *Figure 86*]. In the next step, user is supposed to choose the type and sort of transaction to be performed [see *Figure 87*].

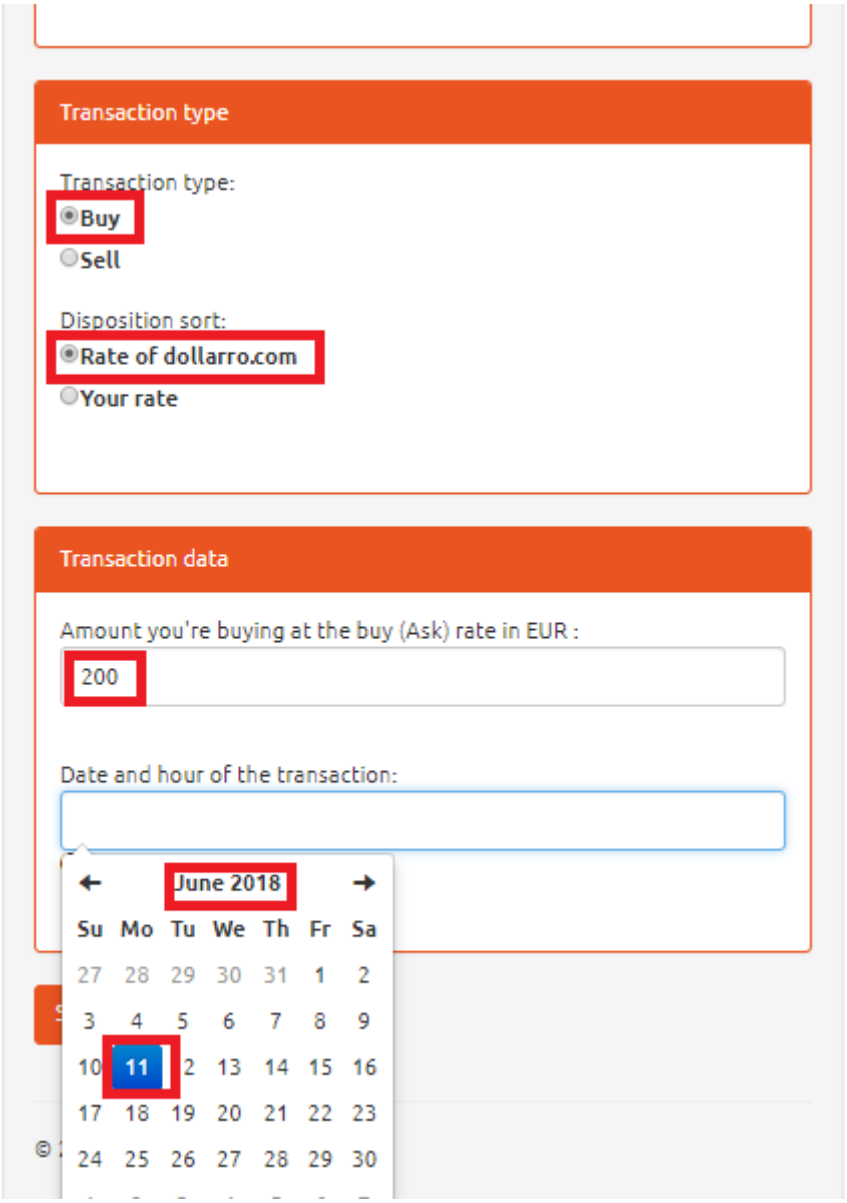

Figure 88. Planned transactions. Transaction details.

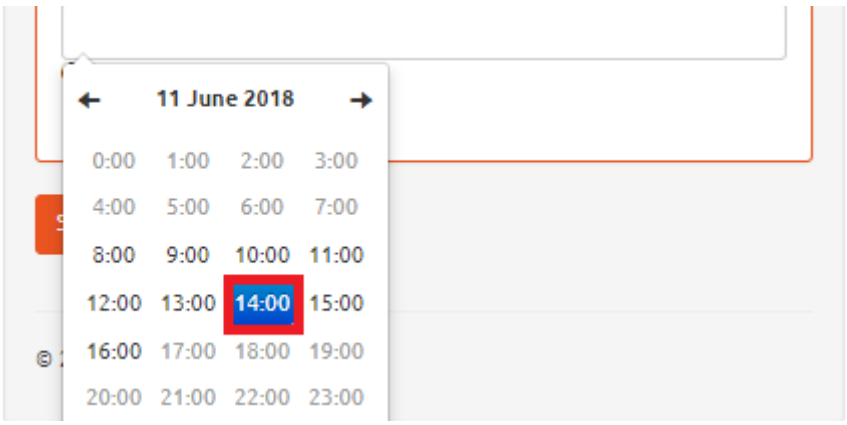

Figure 89. Planned transactions. Transaction date.

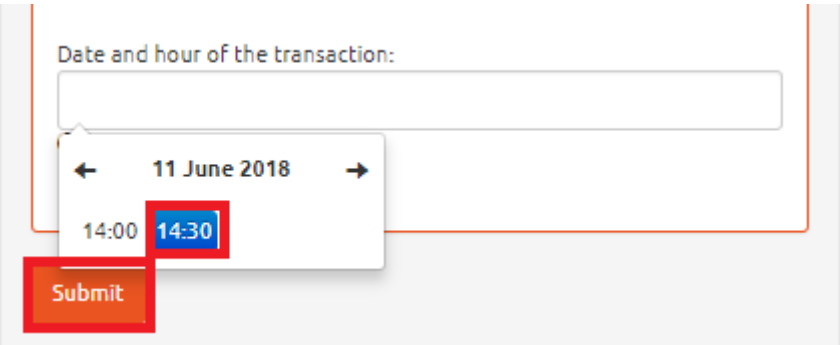

Figure 90. Planned transactions. Transaction time.

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 88*]. 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 89*], time: hour [see *Figure 89]* and minutes [see *Figure 90*] of the planned transaction. Then click 'Confirm' button.

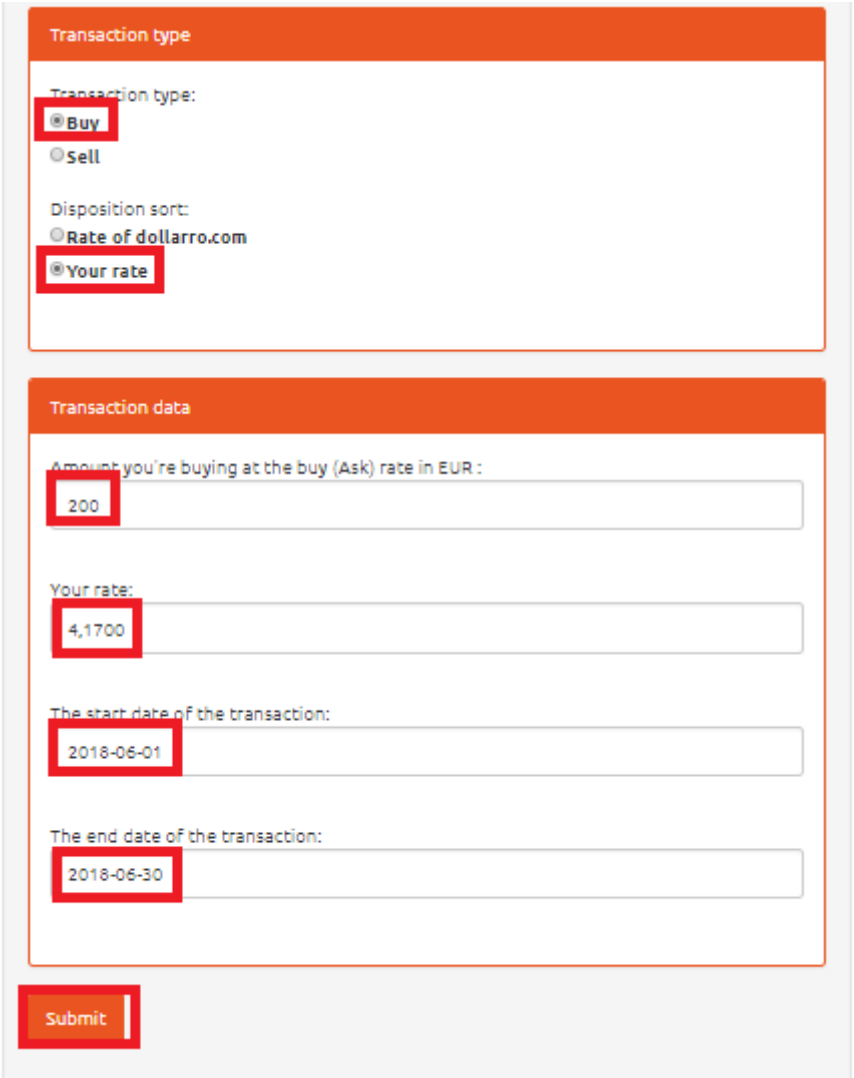

Figure 91. Planned transactions. Transaction details.

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 91*]. 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.

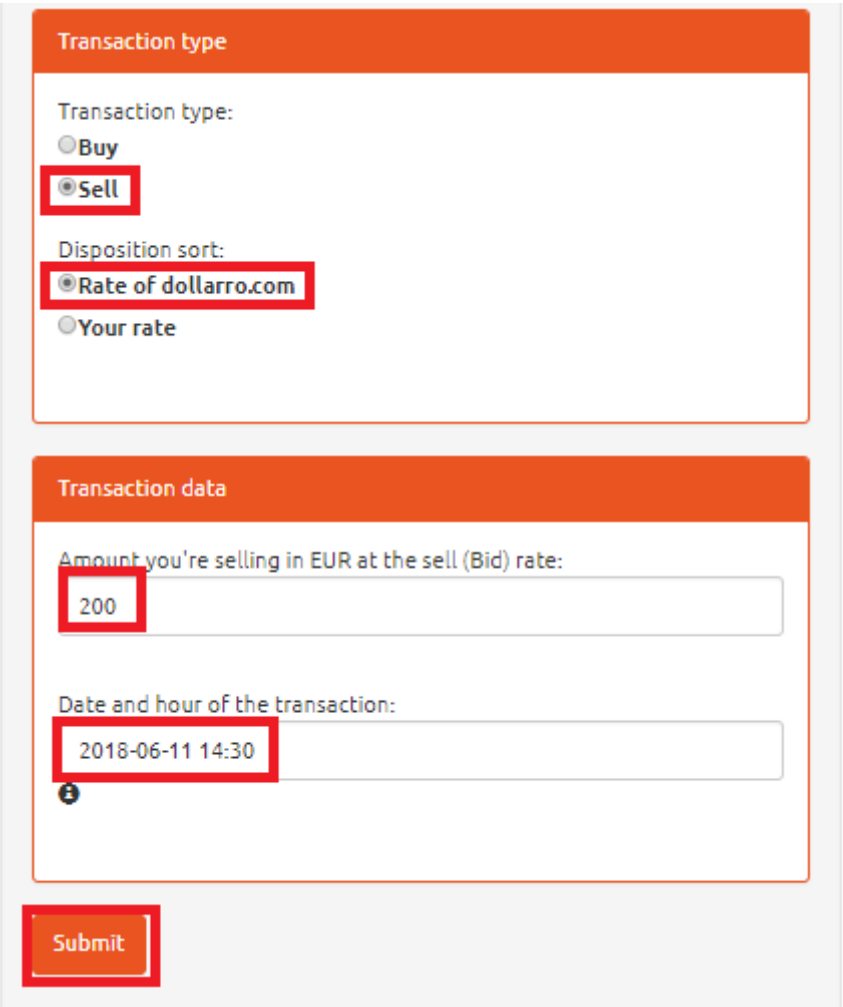

Figure 92. Planned transactions. choosing transaction 1/2.

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 92*].

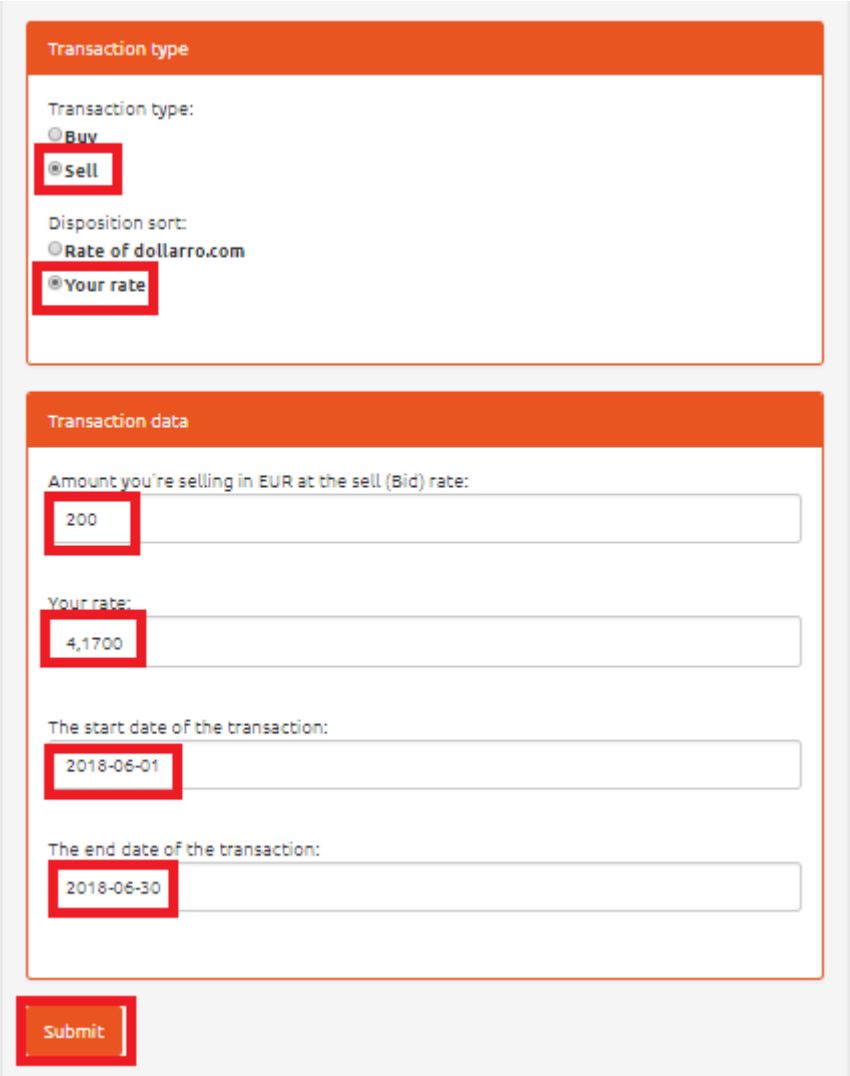

Figure 93. Planned transactions. Choosing transactions 2/2.

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 93*]. If the currency is available for sale at the intended rate, the transaction is automatically executed.

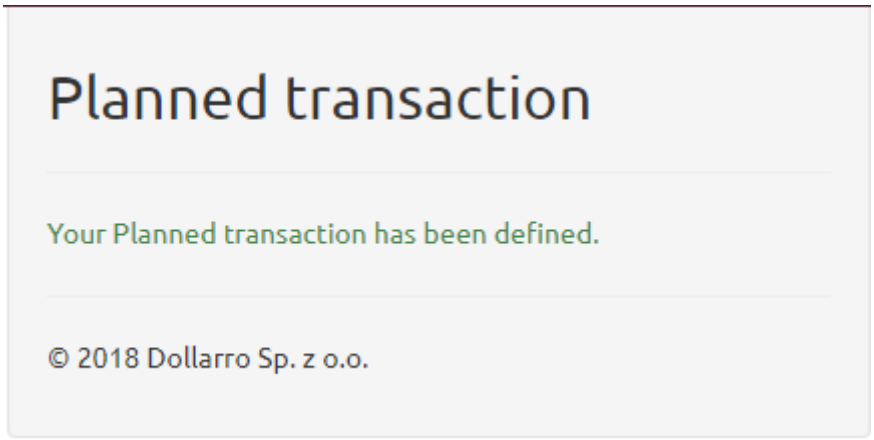

Figure 94. Planned transactions. Defining order.

Having added the planned transaction, the system will display information about the defined order [see *Figure 94*].

11 Review of planned transaction

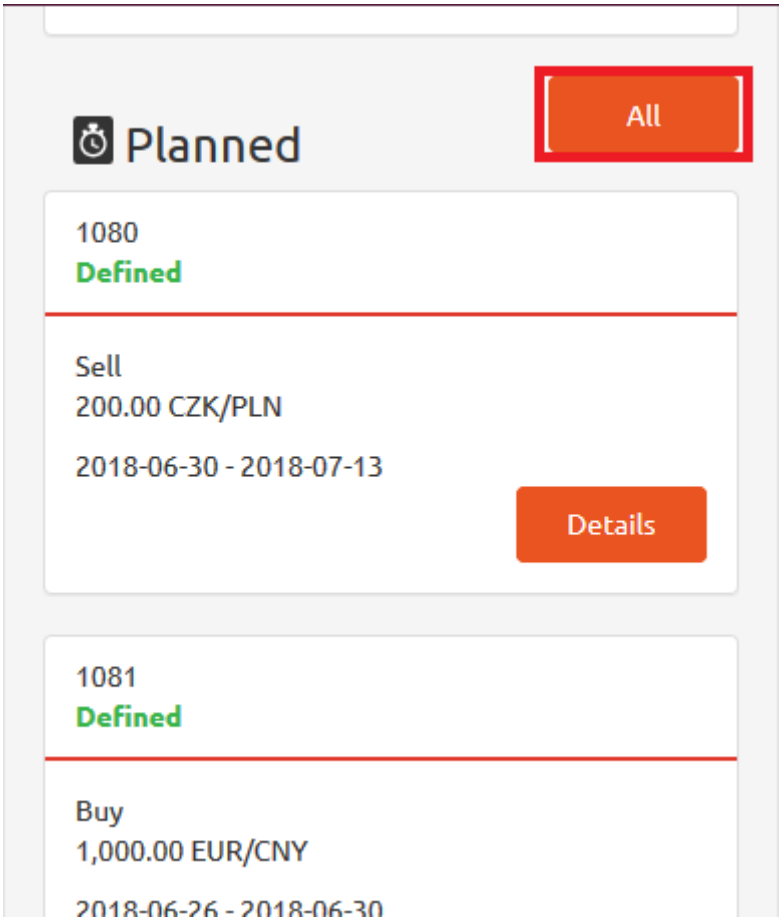

Figure 95. Review of planned transactions.

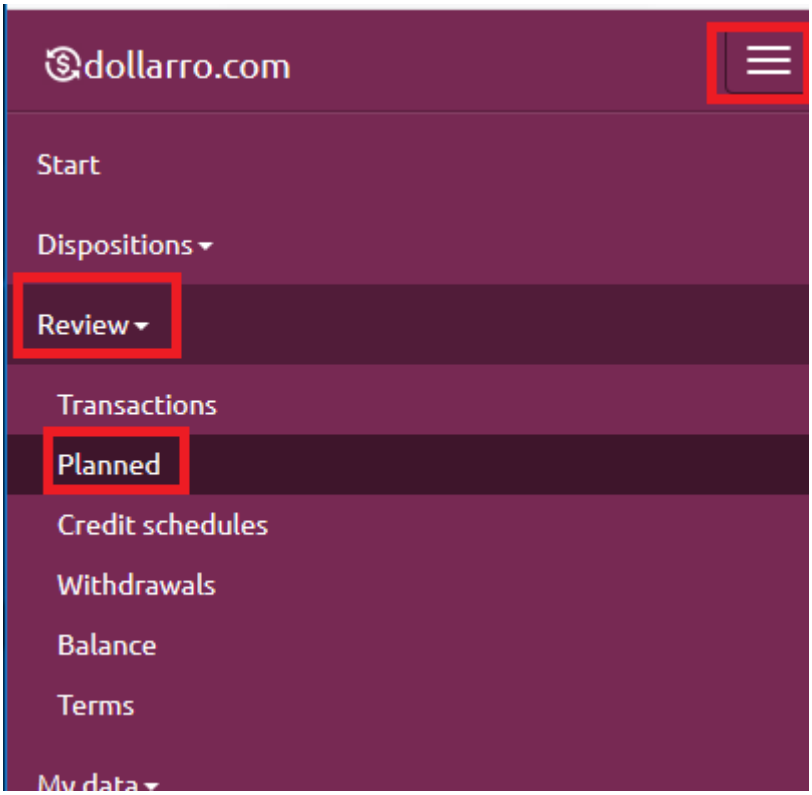

Figure 96. Review of planned transactions from top menu.

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 95*] or in the top menu by clicking 'Review' button and selecting option 'Planned' [see *Figure 96*].

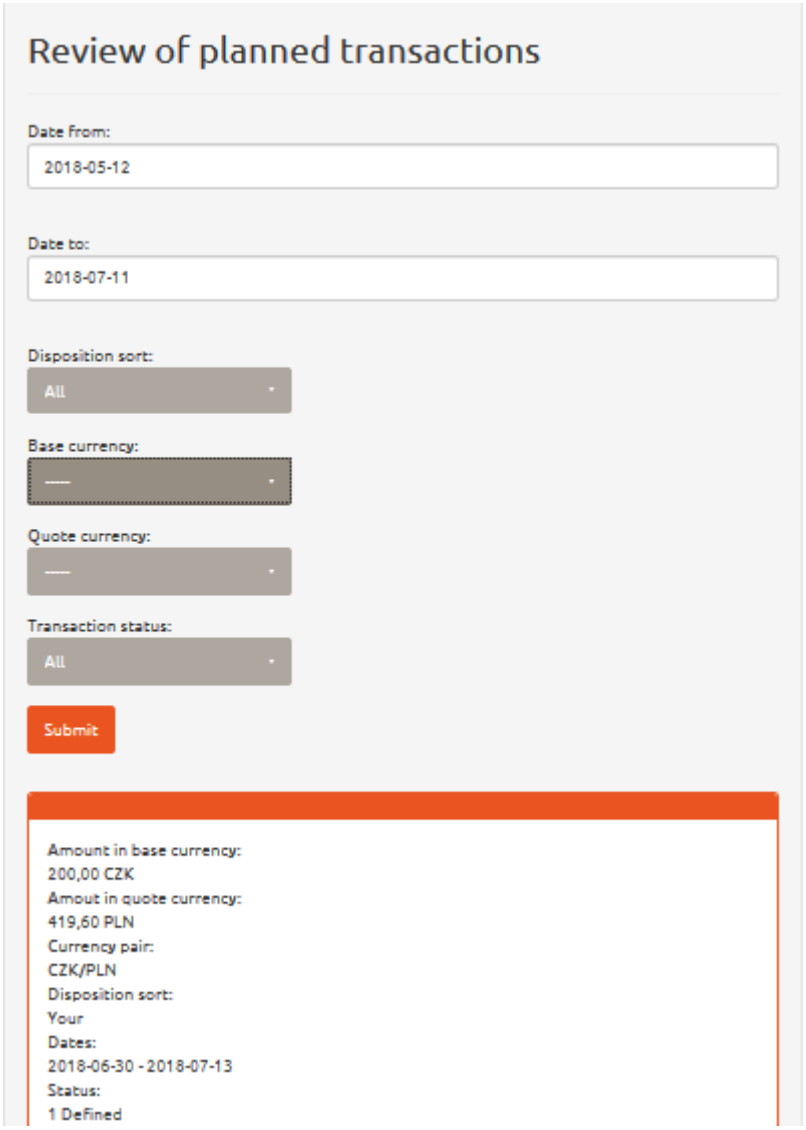

Figure 97. Review of planned transactions. Overview.

In this panel, there is a listing of all planned transactions that user has ever performed [see *Figure 97*].

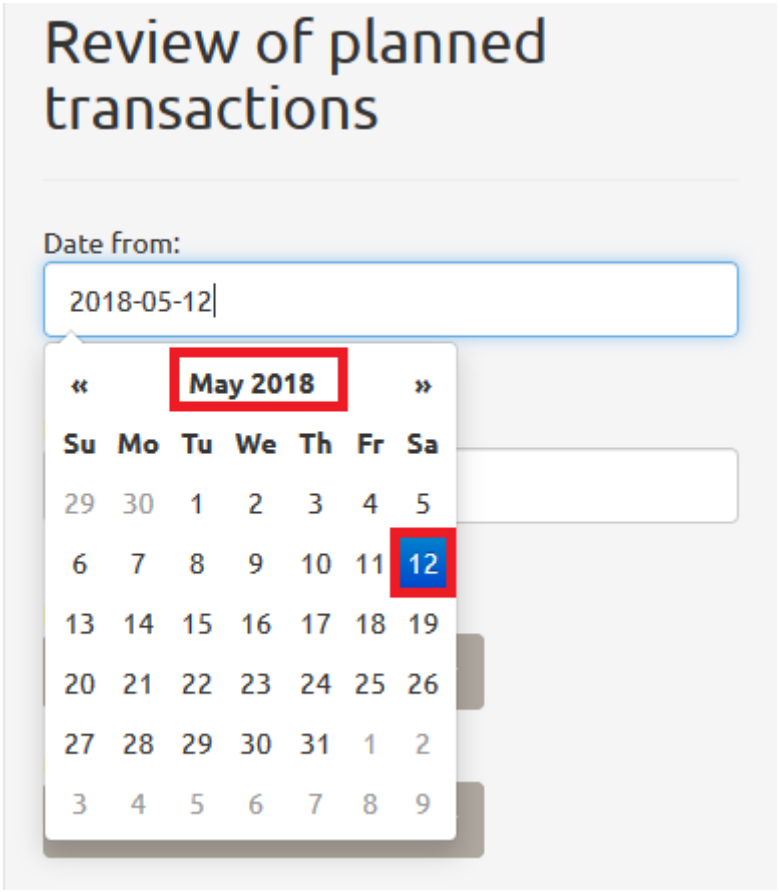

Figure 98. Review of planned transactions. Selecting start day.

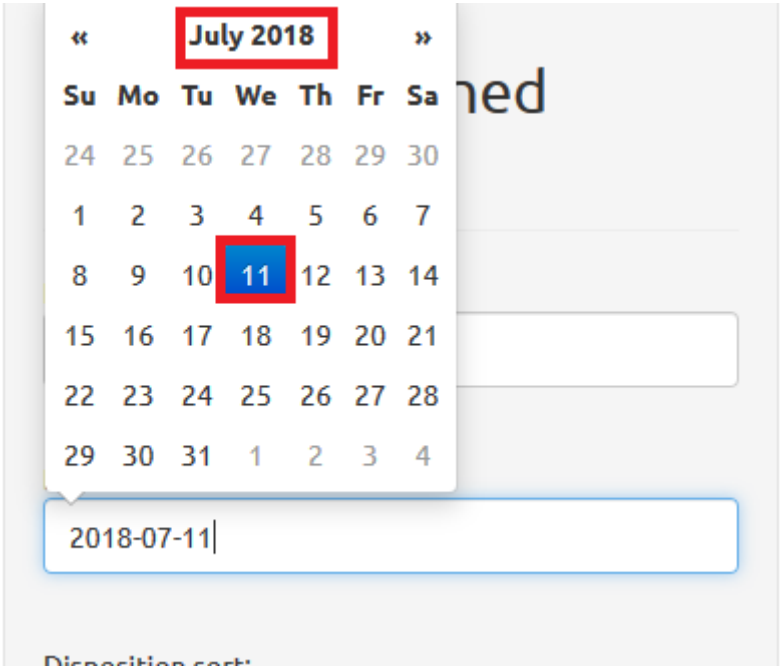

Figure 99. Review of planned transactions. Selecting end day.

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 98*] and the end day (e.g. 23rd June 2018) in line 'Date to' [see *Figure 99*].

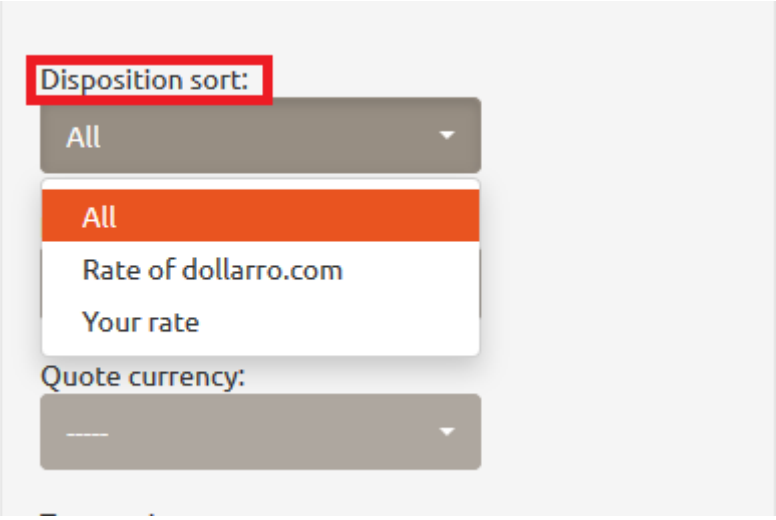

Figure 100. Review of planned transactions. Sort of disposition.

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 100*].

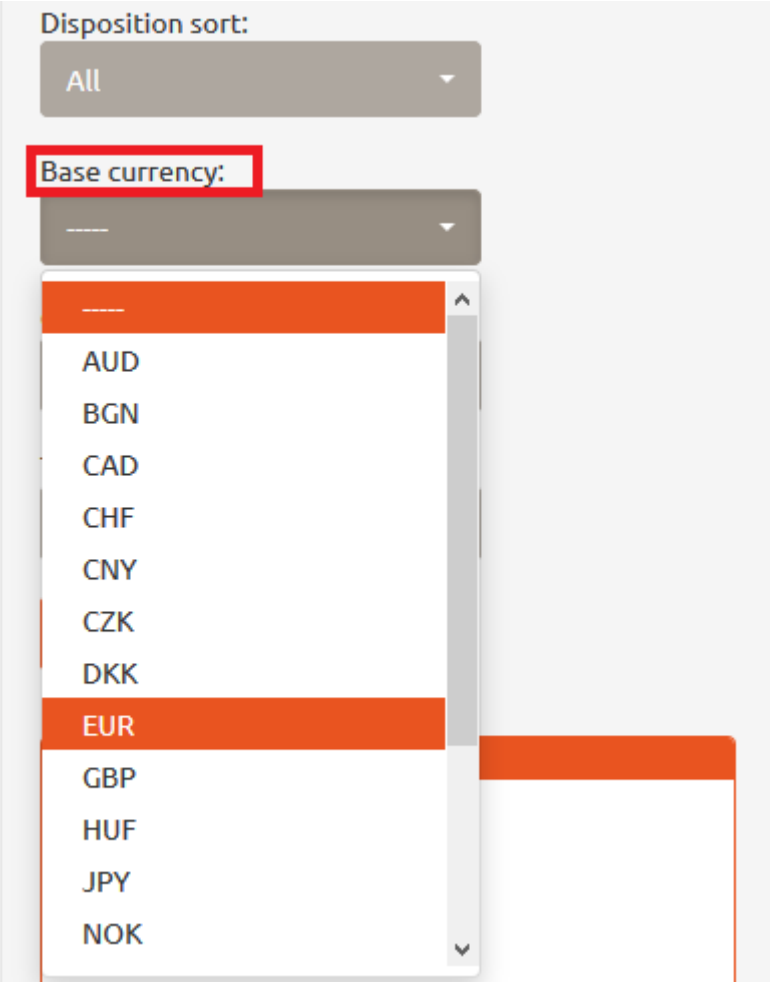

Figure 101. Review of planned transactions. Base currency.

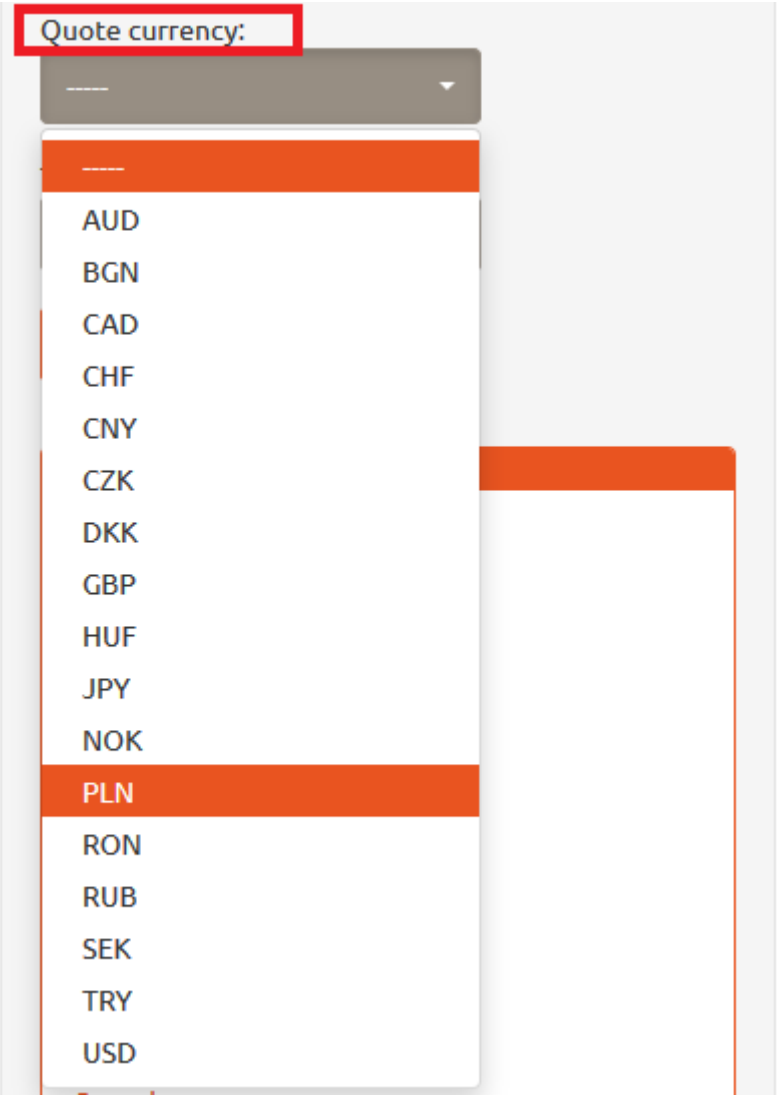

Figure 102. Review of planned transactions. Quote currency.

Currency is another criteria used for narrowing the search of planned transactions. Here, choose the base currency [see *Figure 101*] and quote currency [see *Figure 102*] used for the performed transactions.

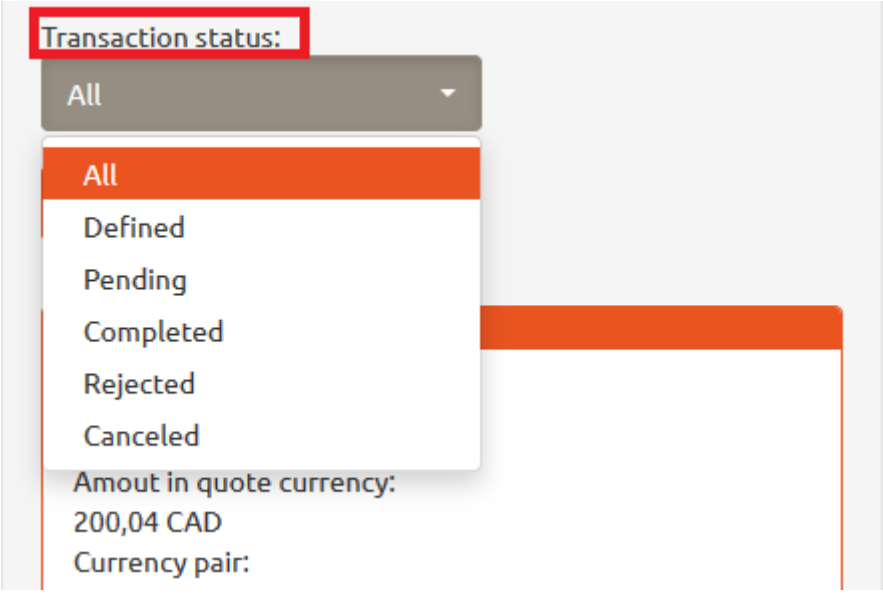

Figure 103. Review of planned transactions. Status of transaction.

The search of planned transaction can be also narrowed by their status. Possible transaction statuses [see *Figure 103*]:

- All
- Defined
- Pending
- Completed
- Rejected
- Cancelled

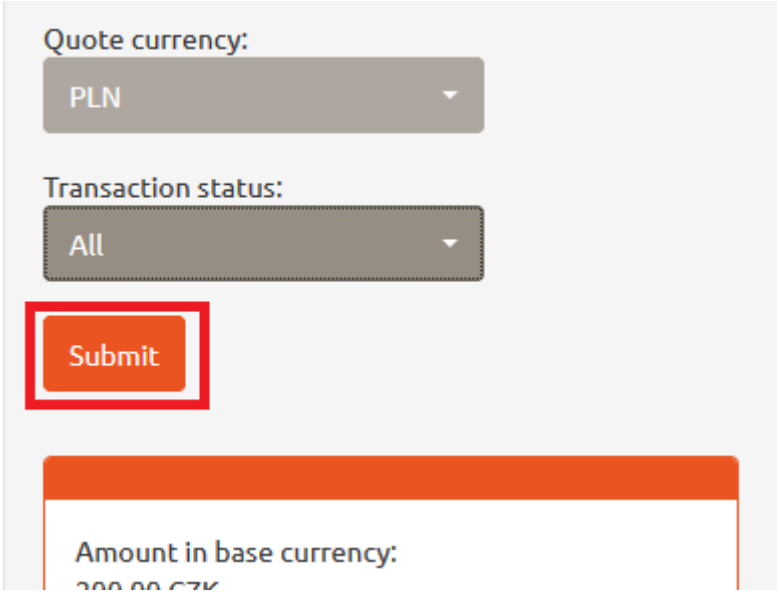

Figure 104. Review of planned transactions. 'Submit' button.

Having chosen the criteria for narrowing the search for planned transactions, click 'Submit' button [see *Figure 104*].

Figure 105. Review of planned transactions. Details.

In response, the system will display the details of transactions with respect to specific searching criteria [see *Figure 105*].

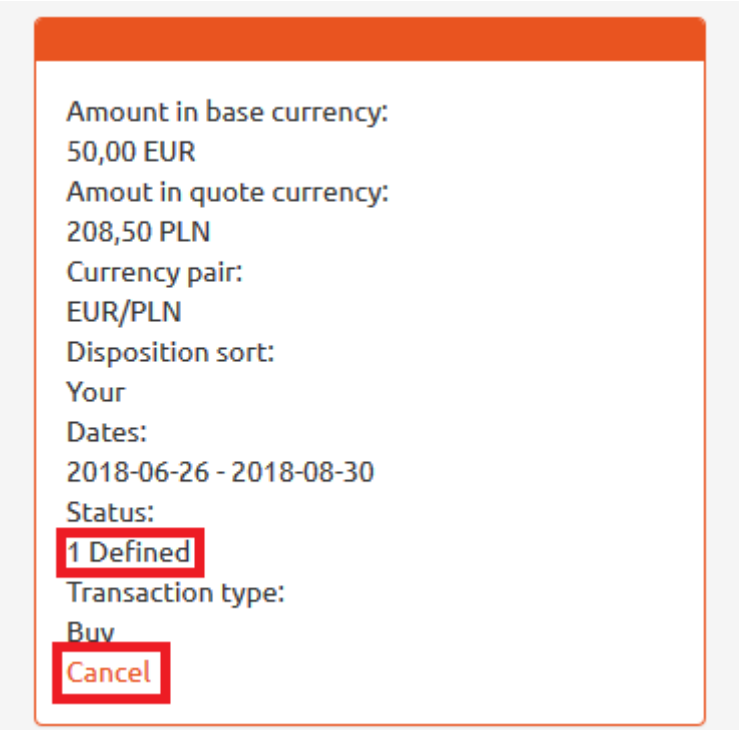

Figure 106. Review of planned transactions. Status of disposition.

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 106*].

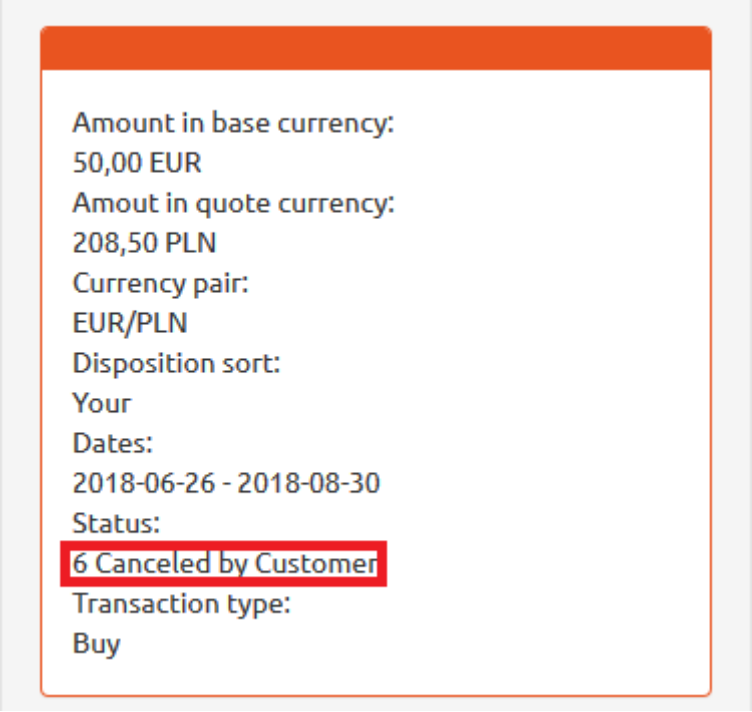

Figure 107. Review of planned transactions. Cancellation.

After having the transaction cancelled, the system changes it status for 'Cancelled by Customer' [see *Figure 107*].

12 Balance

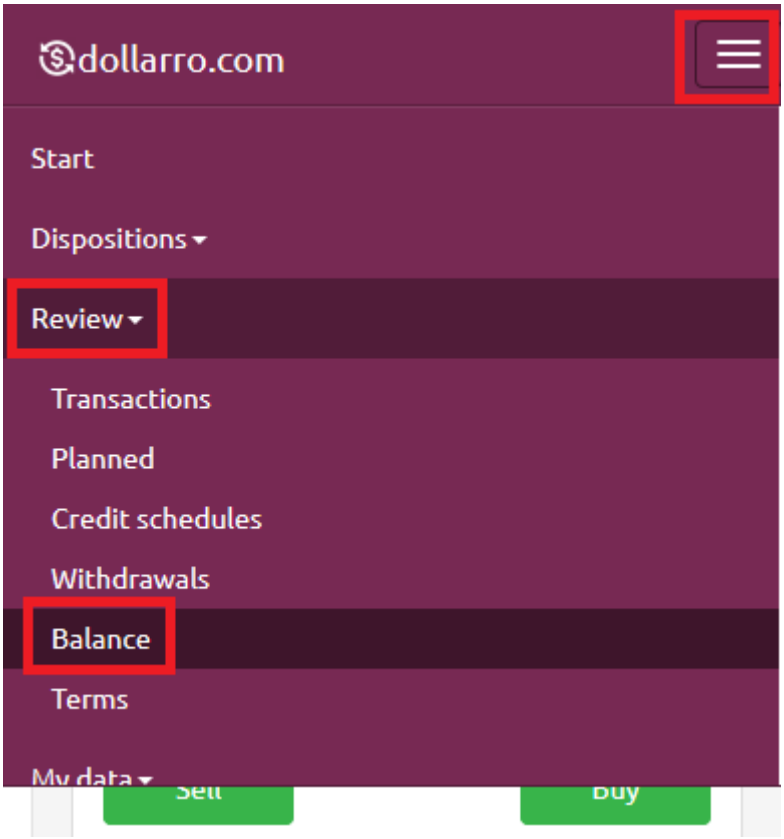

Figure 108. Account balance.

In order to check your account balance, click 'Review' button in the top menu and select option 'Balance' [see *Figure 108*].

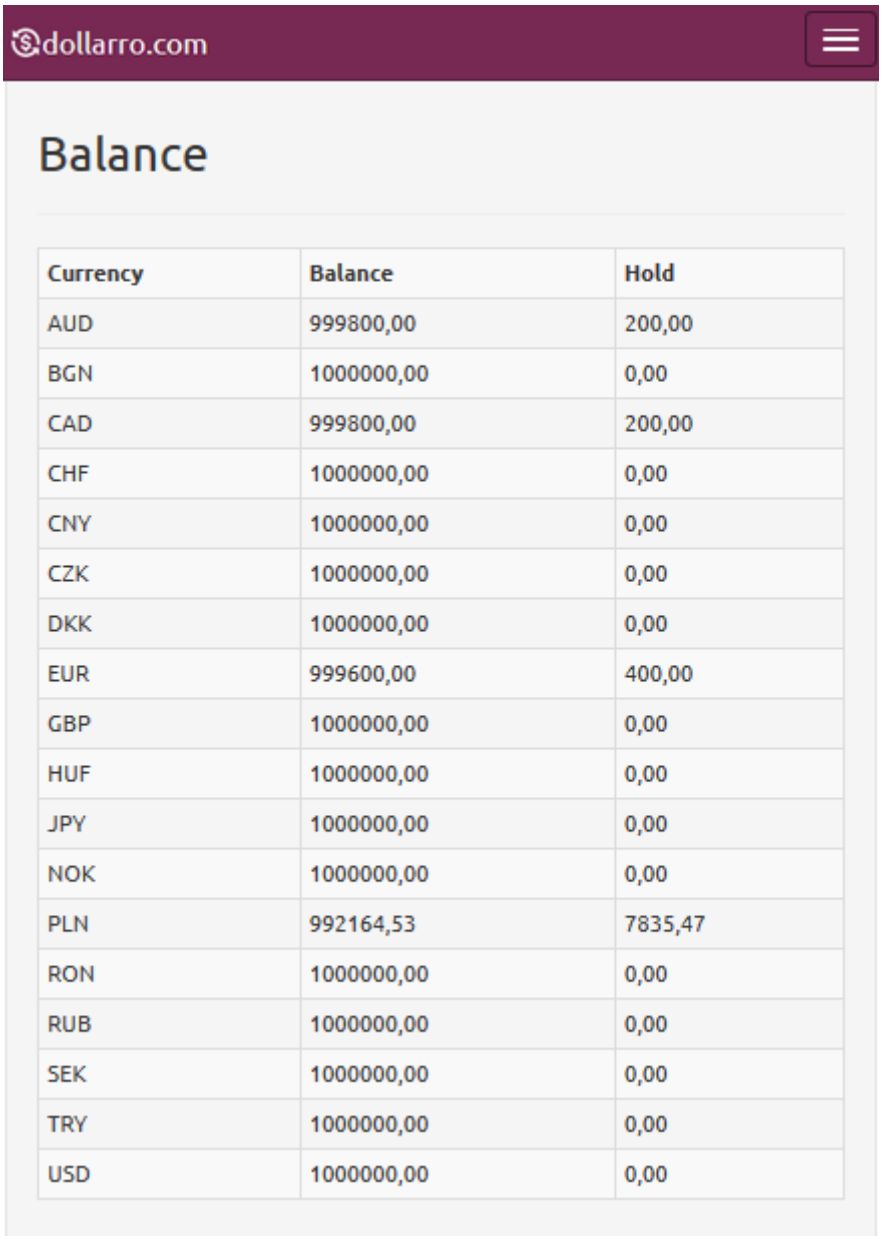

Figure 109. Account balance. Details.

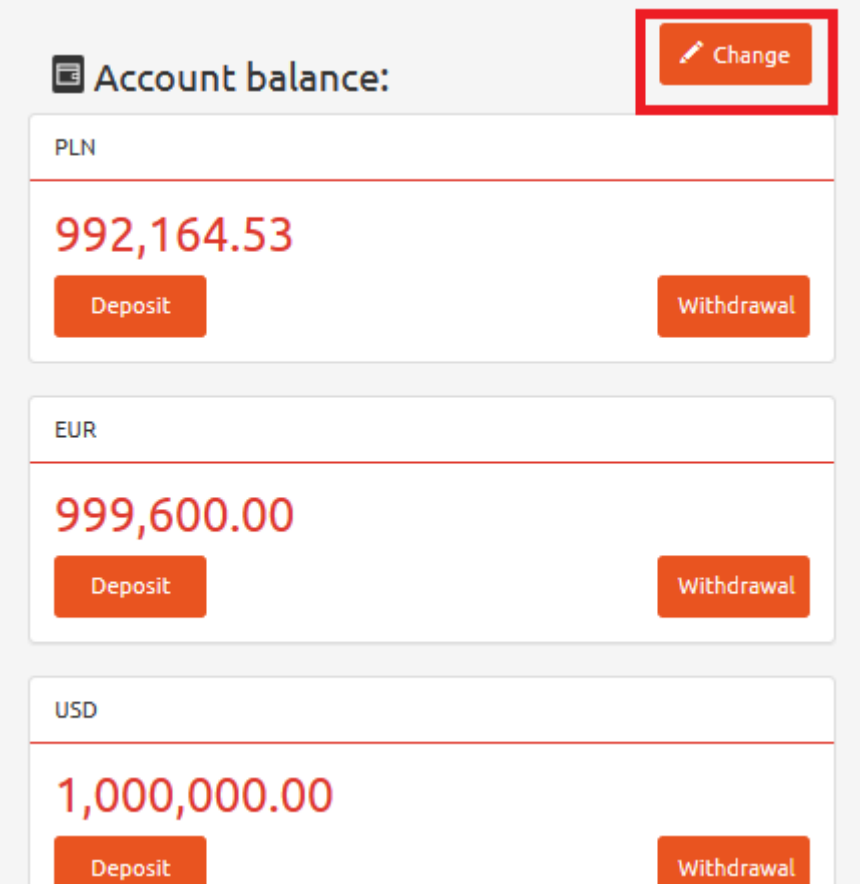

Figure 110. Account balance. Changing number of visualized boxes.

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 110*].

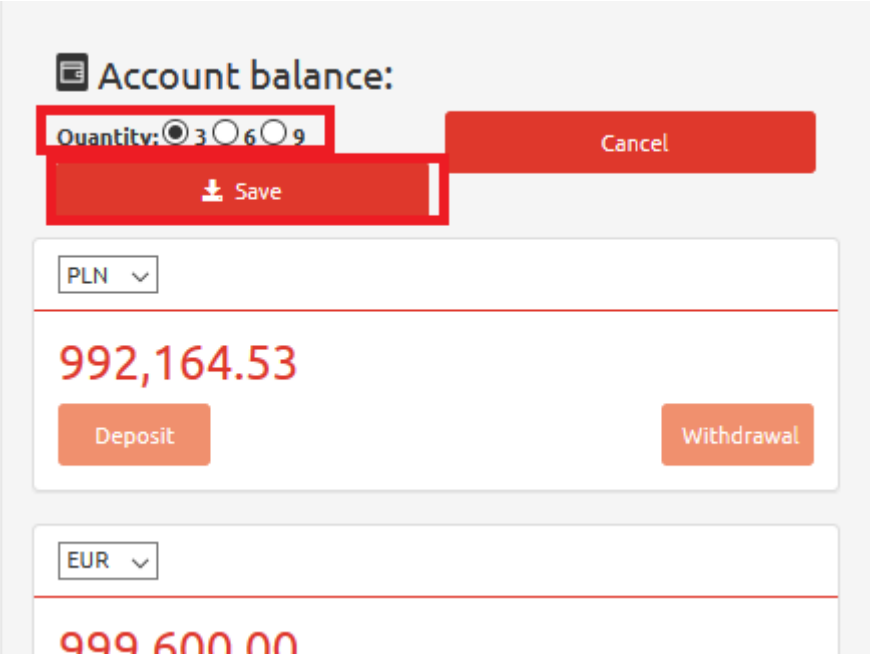

Figure 111. Account balance. Saving overview changes.

Here you can choose the number of visualized boxes, i.e. 3, 6 or 9. Then click 'Save' button [see *Figure 111]*.

13 Deposit

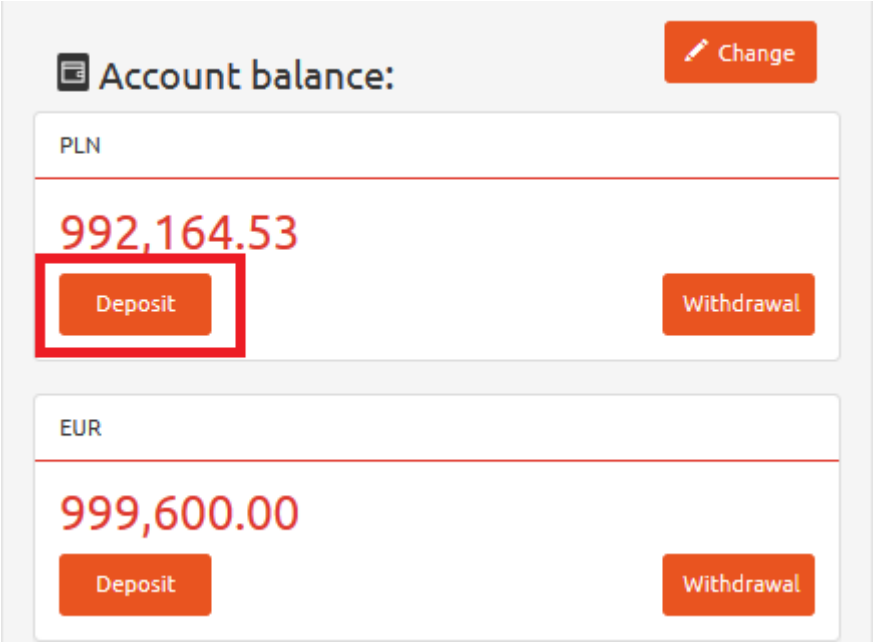

Figure 112. Deposit.

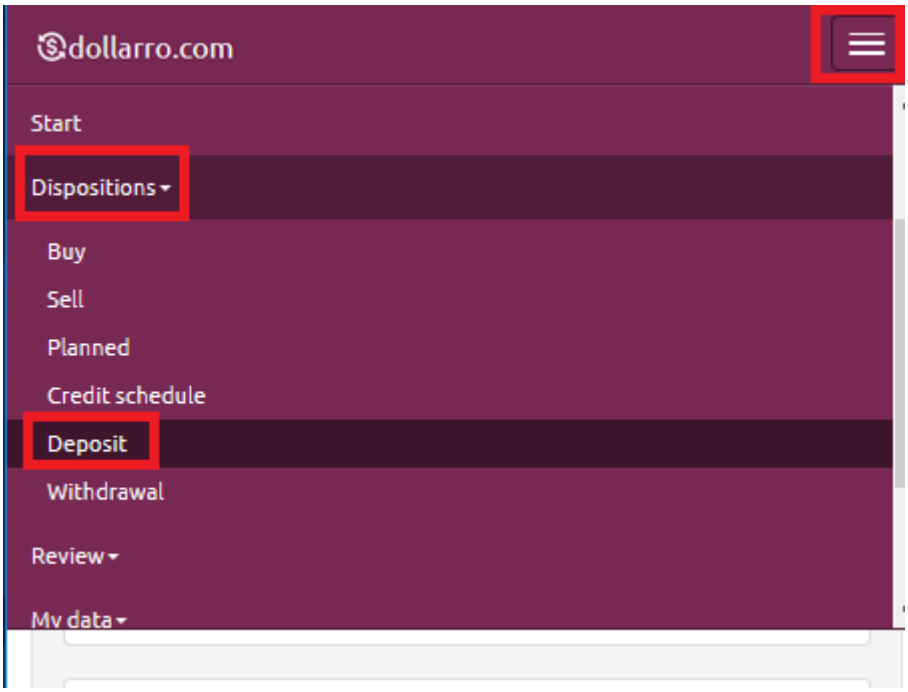

Figure 113. Making deposit via top menu.

If you want to make a deposit in dollarro.com system, click 'Deposit' button in 'Account balance' box in Start panel [see *Figure 112*] or click 'Disposition' button in the top menu and choose option 'Deposit' [see *Figure 113*].

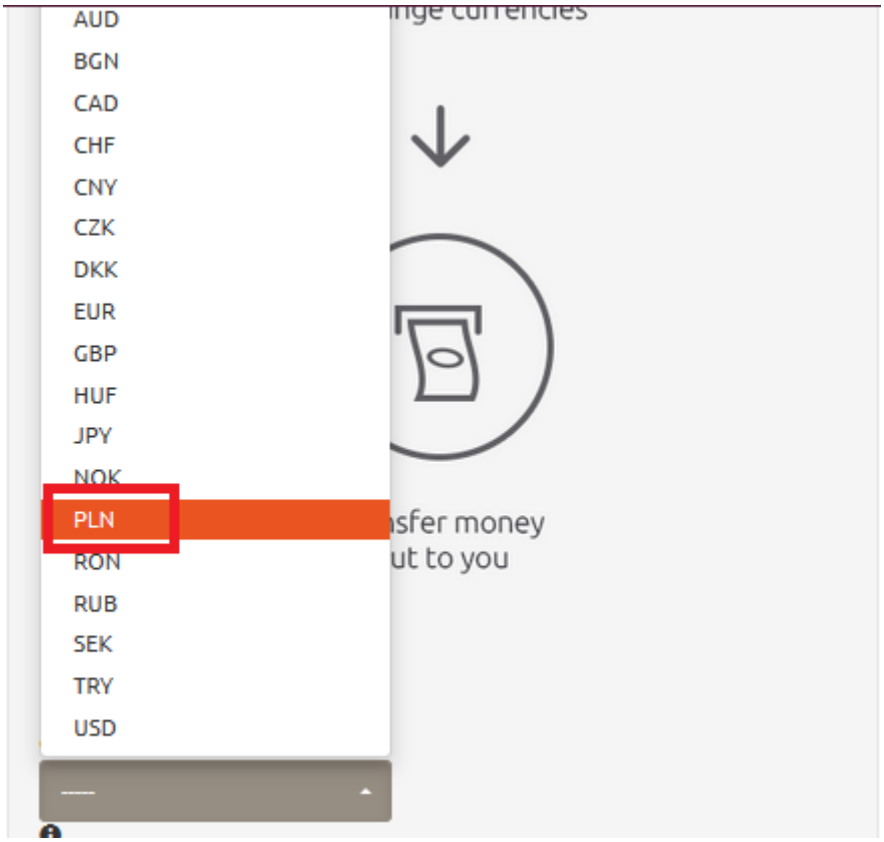

Figure 114. Making deposit. Choosing currency.

Next, choose currency of the account to be used for transferring resources to the system [see *Figure 114*].

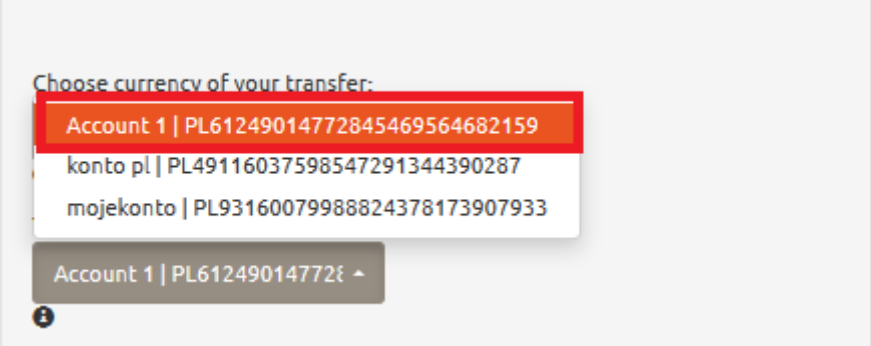

Figure 115. Making deposit. Choosing account.

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 115*].

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’]

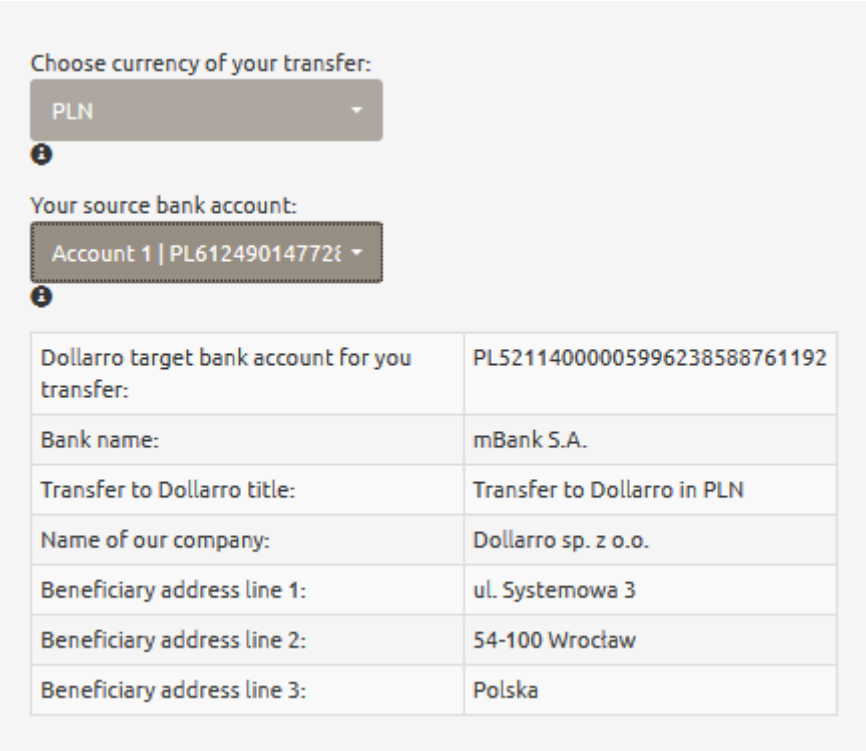

Figure 116. Making deposit. Banking details.

Next, the system displays the number and details of the banking account in dollarro.com, in which user deposits the resources [see *Figure 116*]. *This bank account belongs to Dollarro Ltd.*

14 Withdrawal

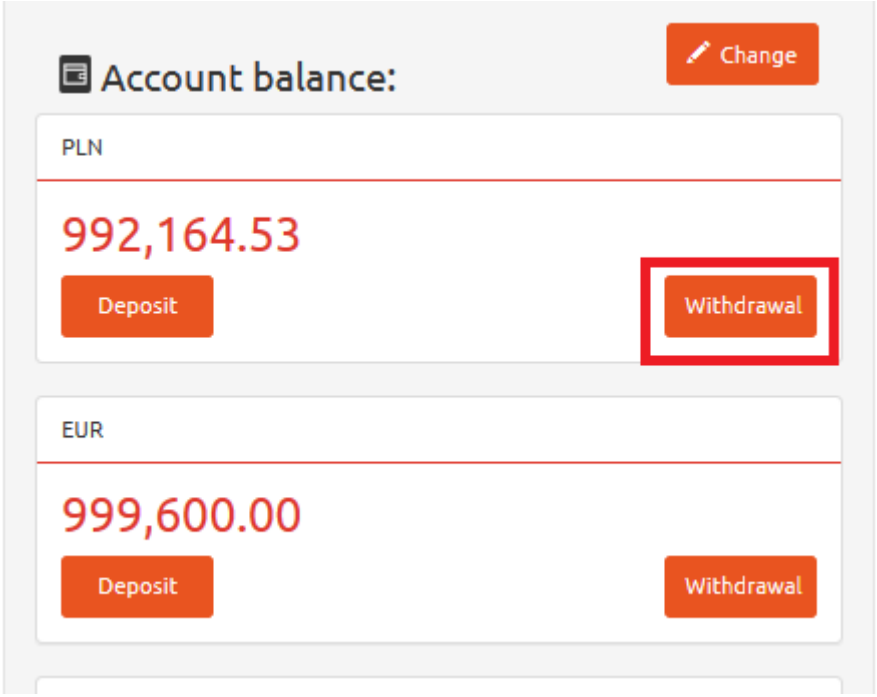

Figure 117. Withdrawal 1/2.

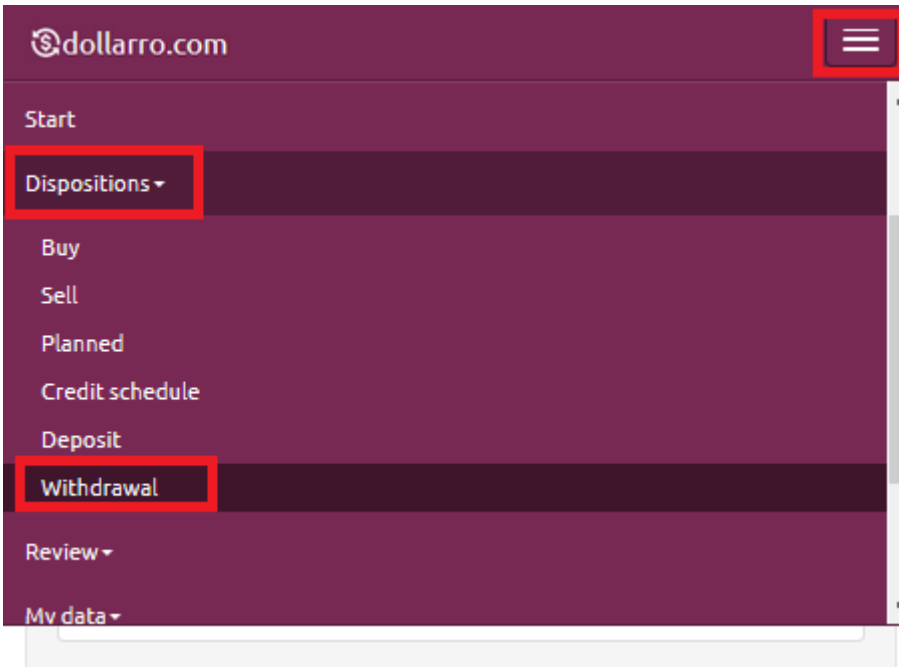

Figure 118. Withdrawal 2/2.

If you want to make a withdrawal in dollarro.com system, click 'Withdrawal' button in 'Account balance' box in Start panel [see *Figure 117*] or click 'Disposition' button in the top menu and choose option 'Withdrawal' [see *Figure 118*].

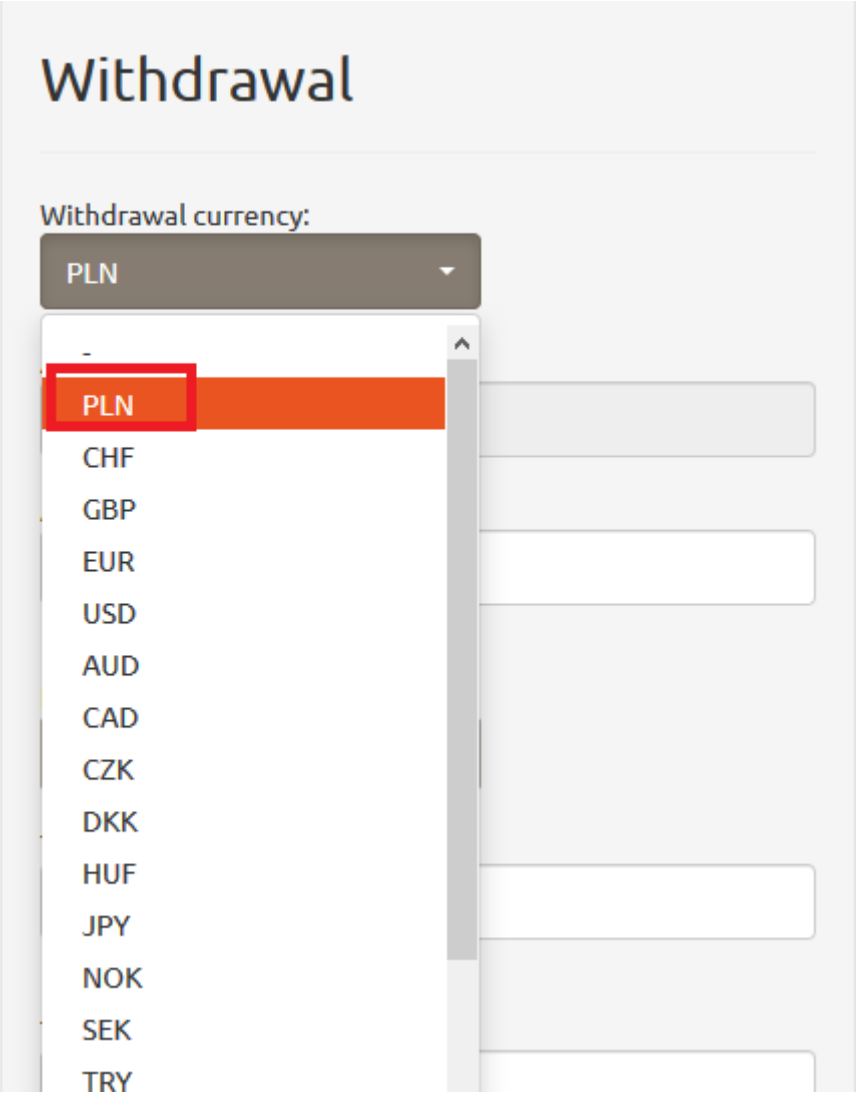

Figure 119. Withdrawal. Choosing currency.

Next, choose currency for the transfer to be executed [see *Figure 119*].

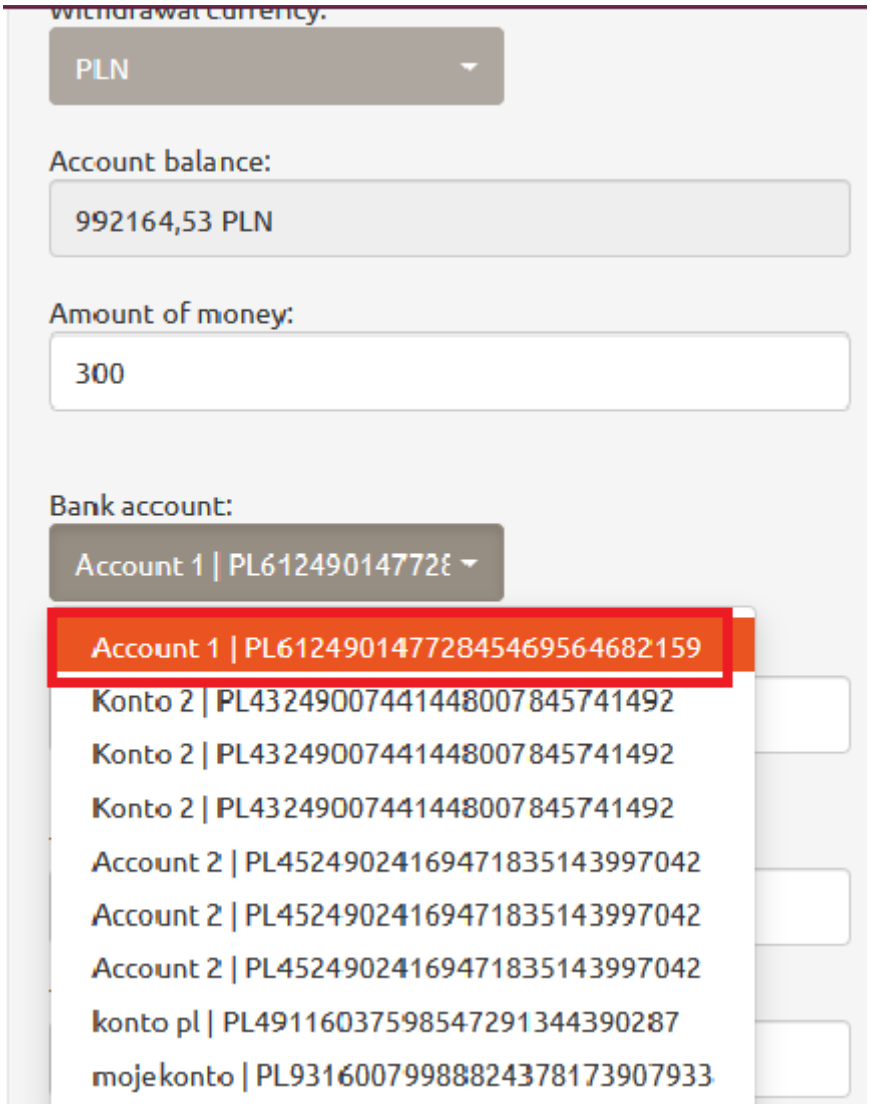

Figure 120. Withdrawal. Choosing bank account.

Next, type in the amount to be transferred and choose one of the already defined bank accounts [see *Figure 120*].

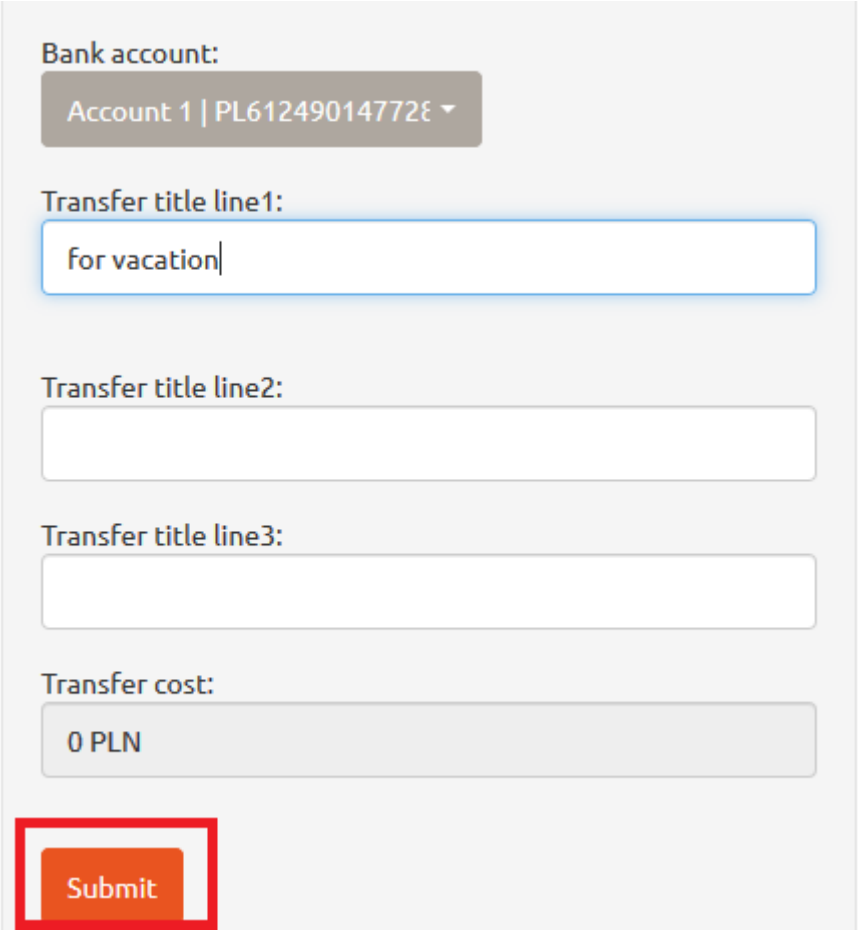

Figure 121. Withdrawal. 'Submit' button.

Next, type in the title of transfer and click 'Submit' button [see *Figure 121*].

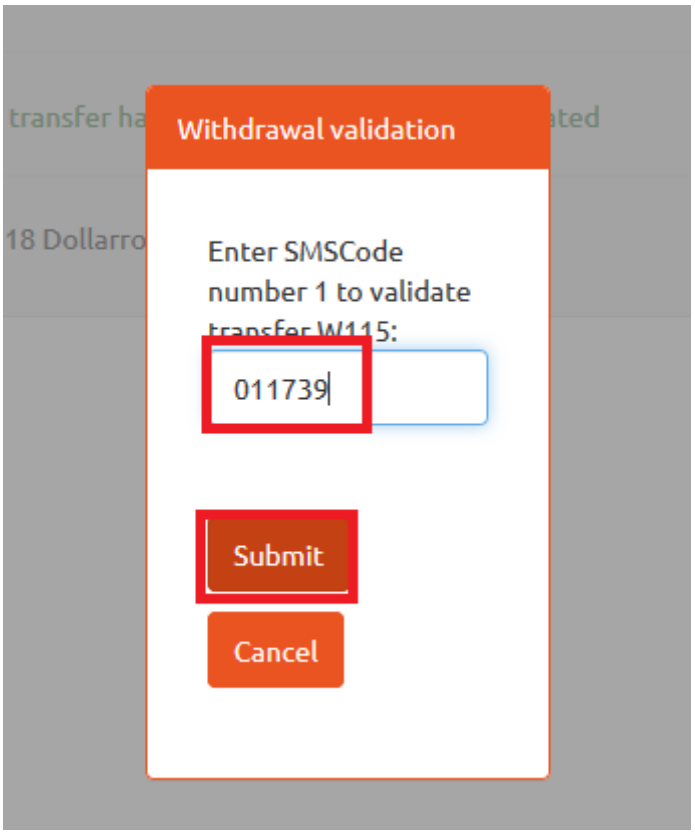

Figure 122. Withdrawal. Short text message code.

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 122*].

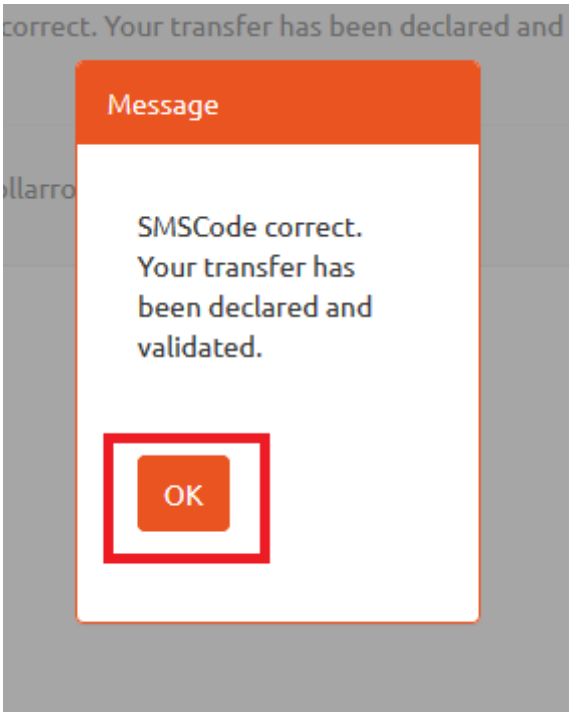

Figure 123. Withdrawal. Validation.

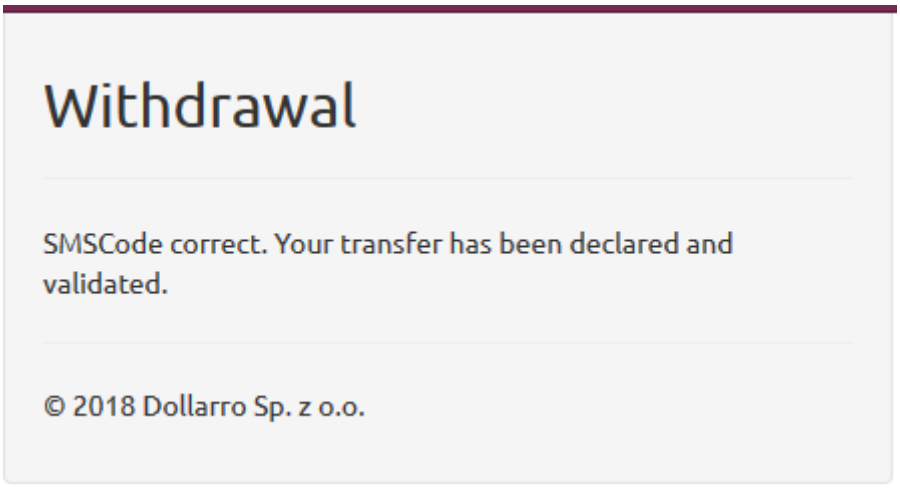

Figure 124. Withdrawal. Information on transfer declaration and validation.

If the code is valid [see *Figure 123*], you will be informed that the transfer is declared and validated [see *Figure 124*].

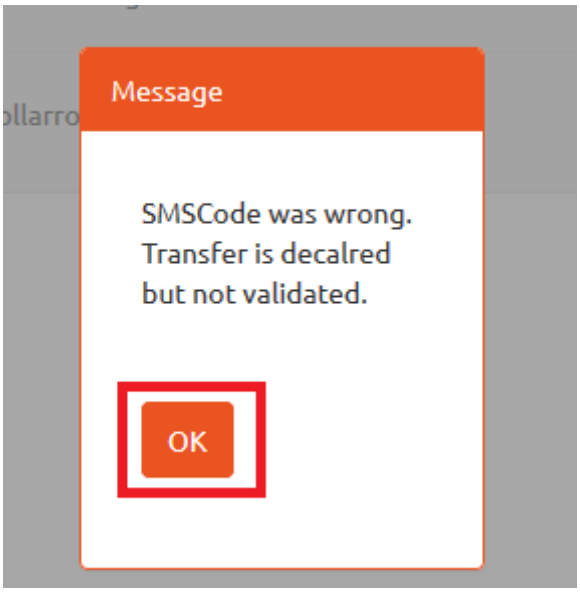

Figure 125. Withdrawal. Information on entering invalid short text message code.

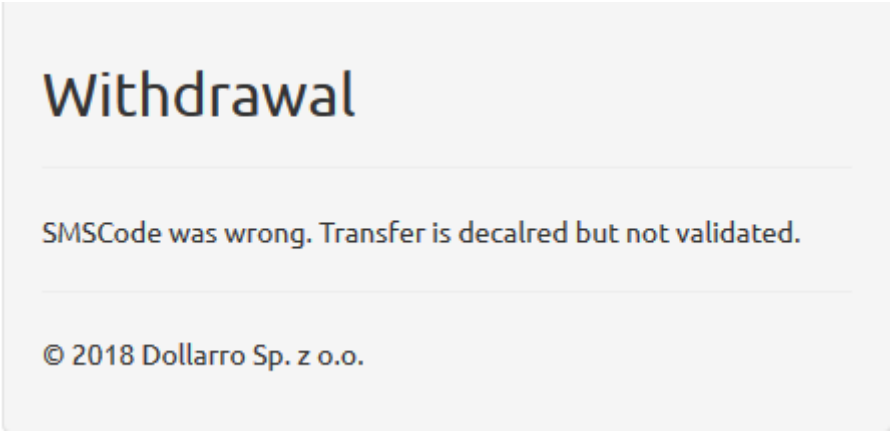

Figure 126. Withdrawal. Informing about lock of transfer validation.

If case of entering an invalid short text message code, you will be informed that the transfer is declared but not validated [see *Figures 125, 126*].

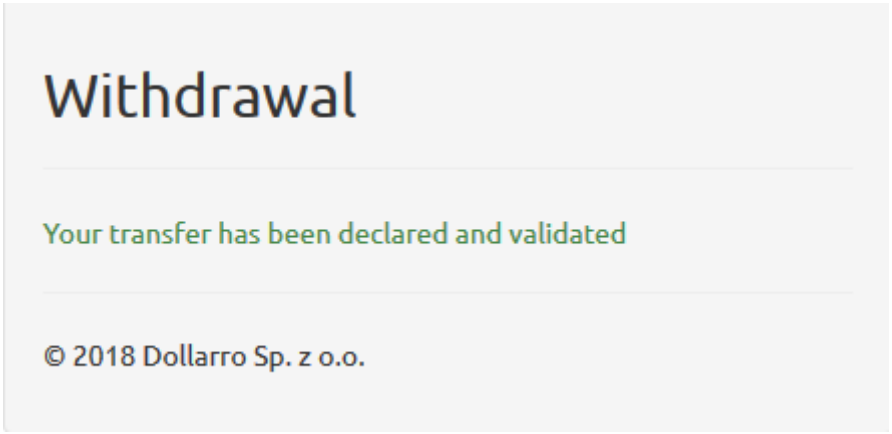

Figure 127. Withdrawal. Transfer declared.

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 127*].

15 Review of withdrawals

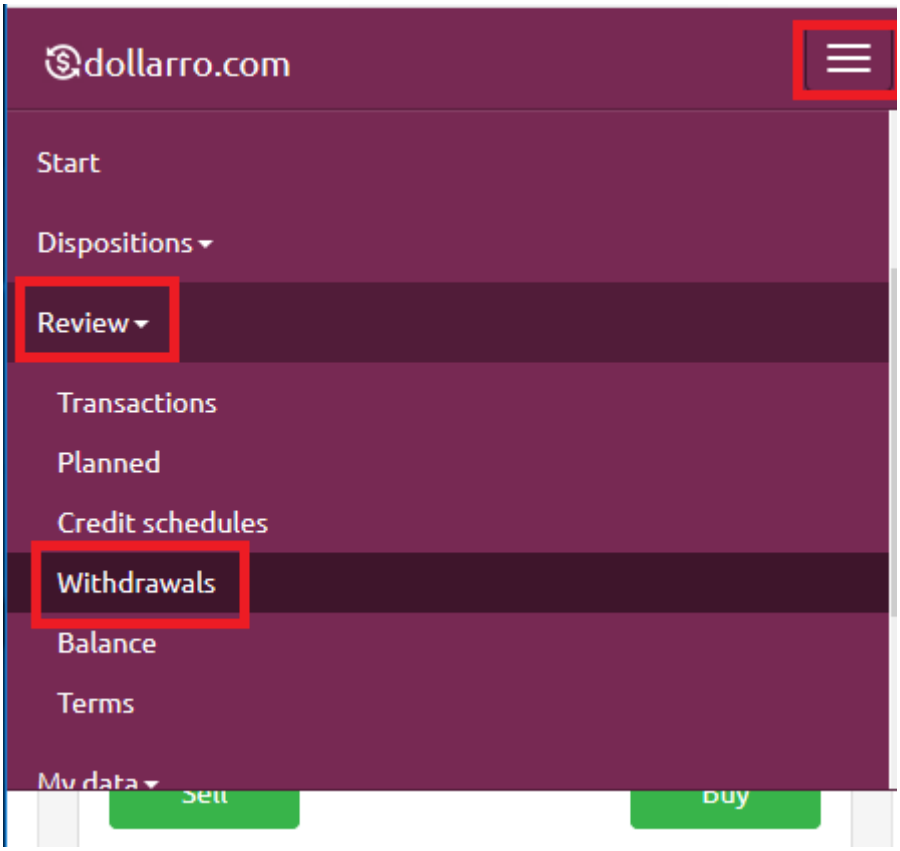

Figure 128. Review of withdrawals in top menu.

In order to review all withdrawals executed by user, in the top menu click 'Review' button and clicking option 'Withdrawals' [see *Figure 128*].

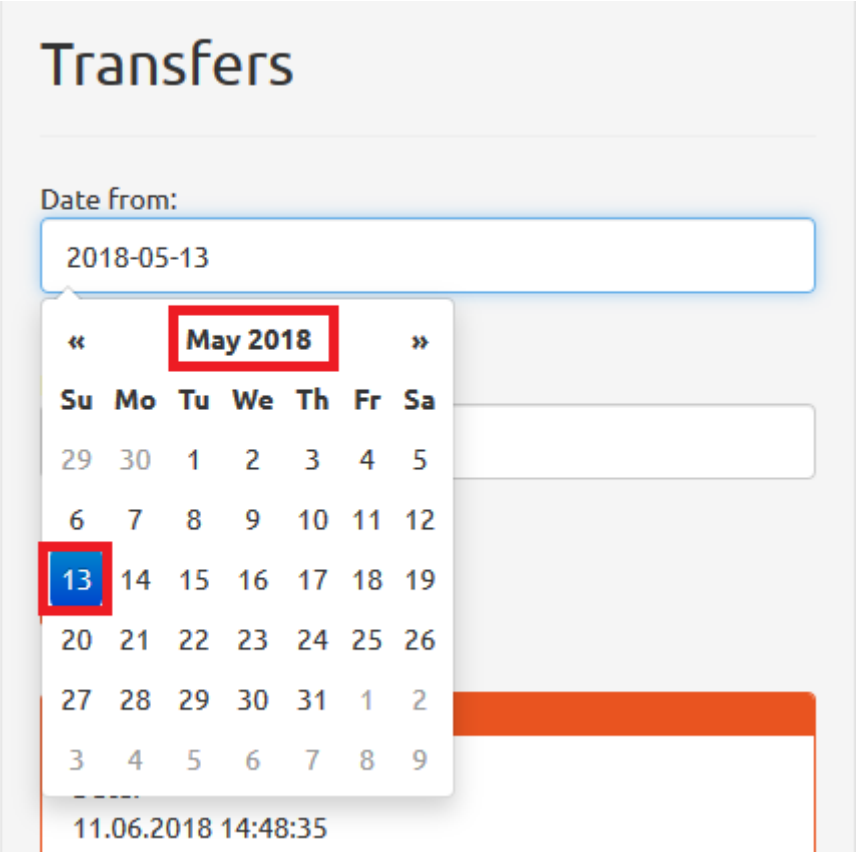

Figure 129. Review of withdrawals. Start day.

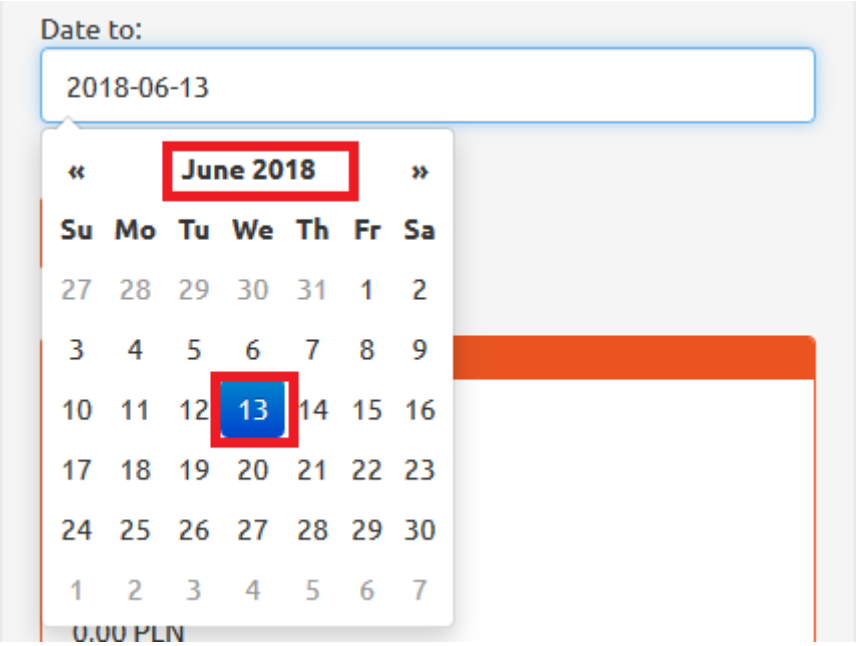

Figure 130. Review of withdrawals. End day.

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 129*] and the end day (e.g. 25th May 2018) in line 'Date to' [see *Figure 130*].

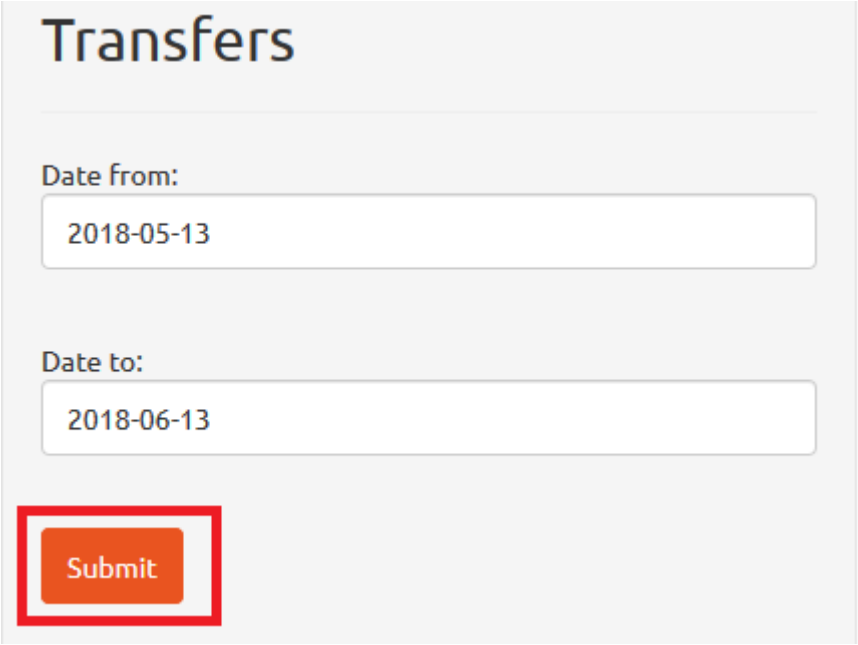

Figure 131. Review of withdrawals. 'Submit' button.

Next, click ’Submit’ button [see *Figure 131*].

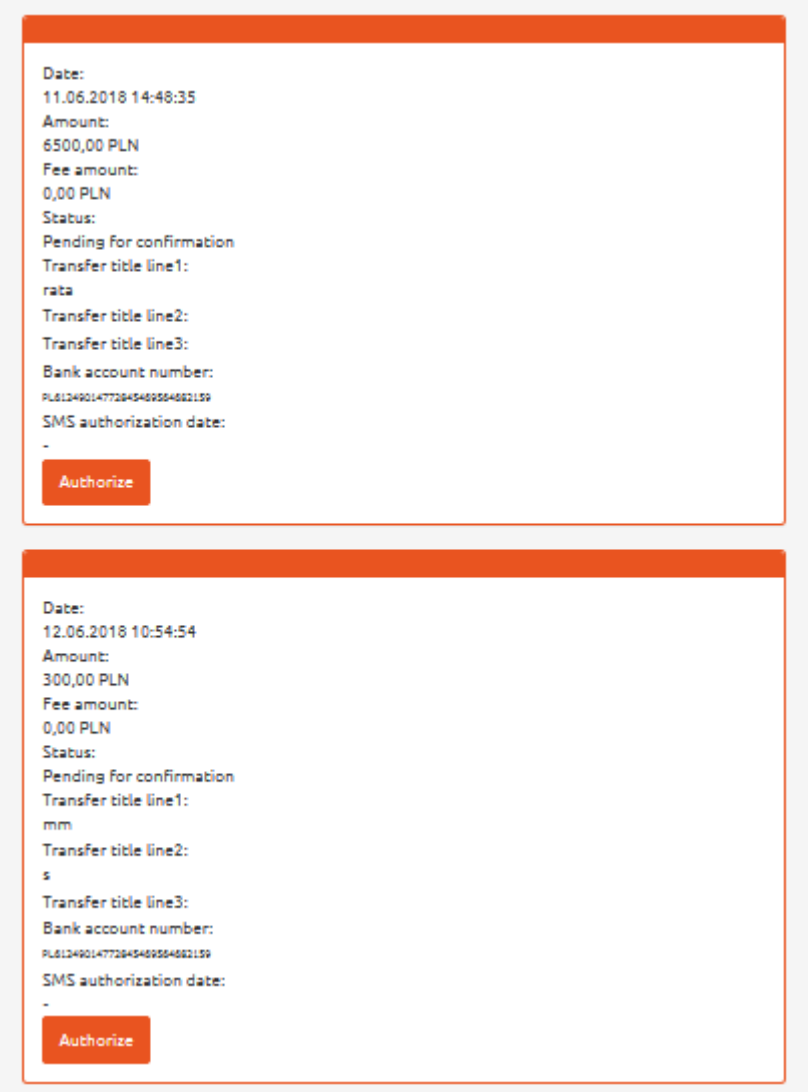

Figure 132. Review of withdrawals. Transfer listing.

In response, the system will display the list of transactions performed by user within a specific period of time [see *Figure 132*].

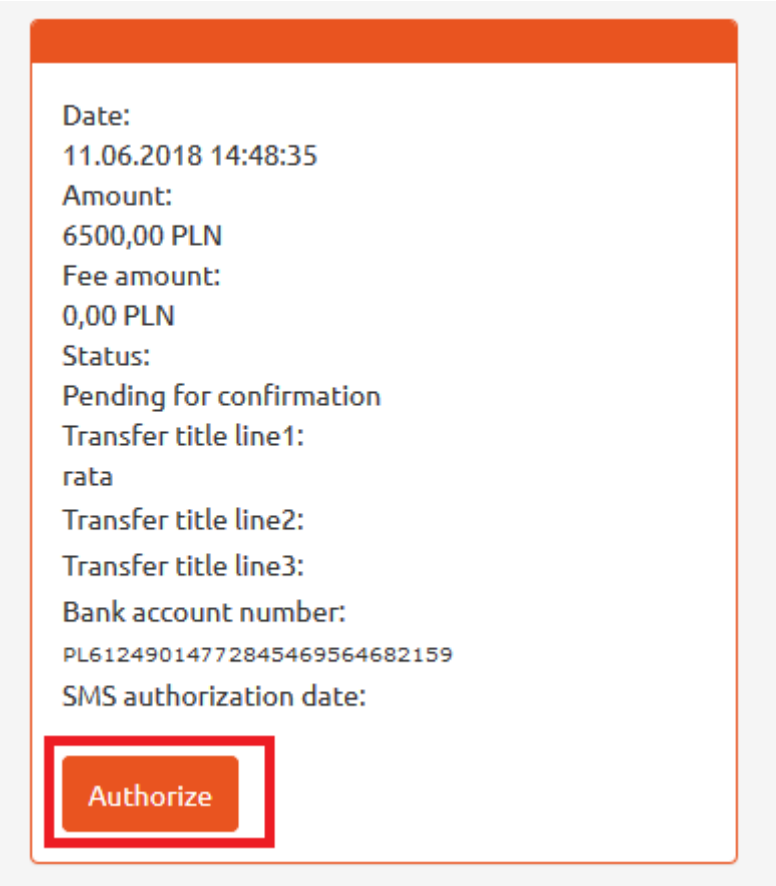

Figure 133. Review of withdrawals. 'Authorize' button.

Here, you can authorize your defined transfers by clicking 'Authorize' button [see *Figure 133*].

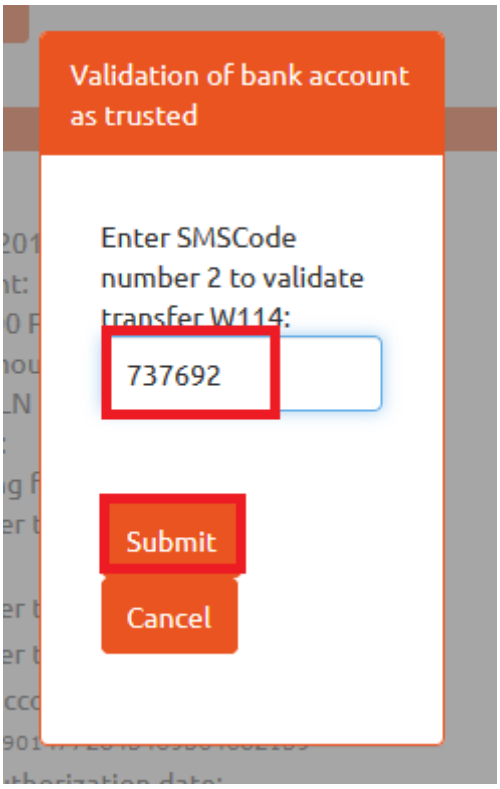

Figure 134. Review of withdrawals. Short text message code for validation

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 134*].

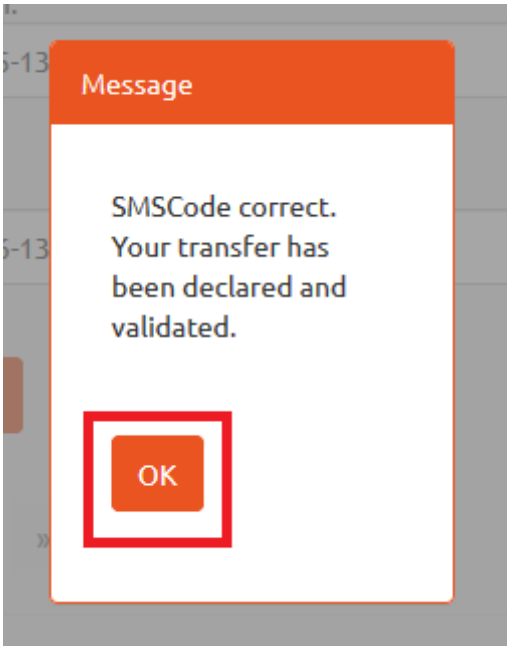

Figure 135. Review of withdrawals. Information on transfer declaration and validation.

If the code is valid, you will be informed that the transfer is declared and validated [see *Figure 135*].

16 Credit payments schedules

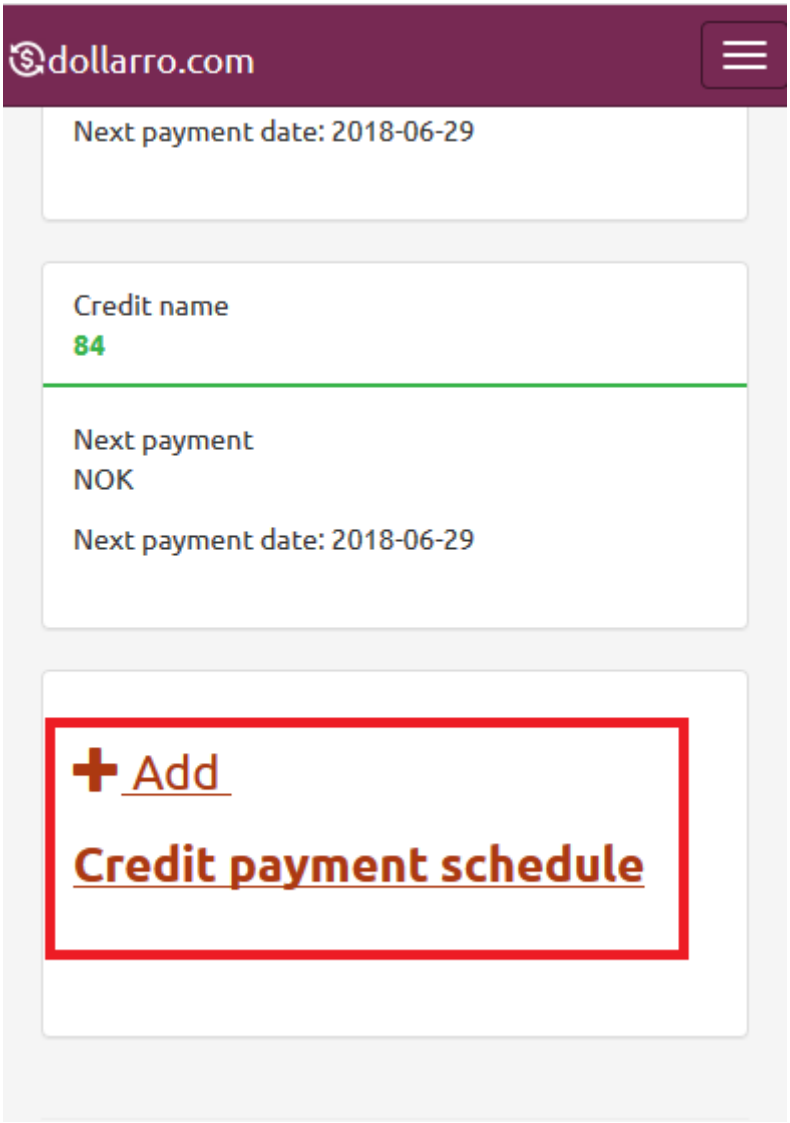

Figure 136. Credit payment schedules. Adding order.

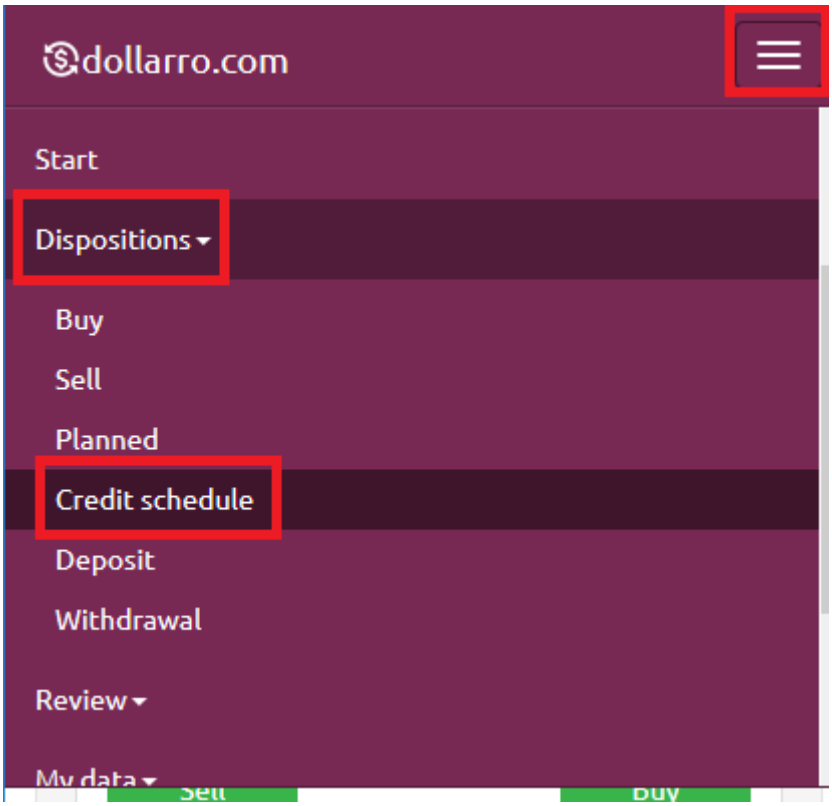

Figure 137. Credit payment schedules. Adding order from top menu.

For adding an order to credit payment schedules, click 'Add credit payment schedule' box at the bottom of Start panel [see *Figure 136*] or click 'Dispositions' button in the top menu and select option 'Credit schedule' [see *Figure 137].*

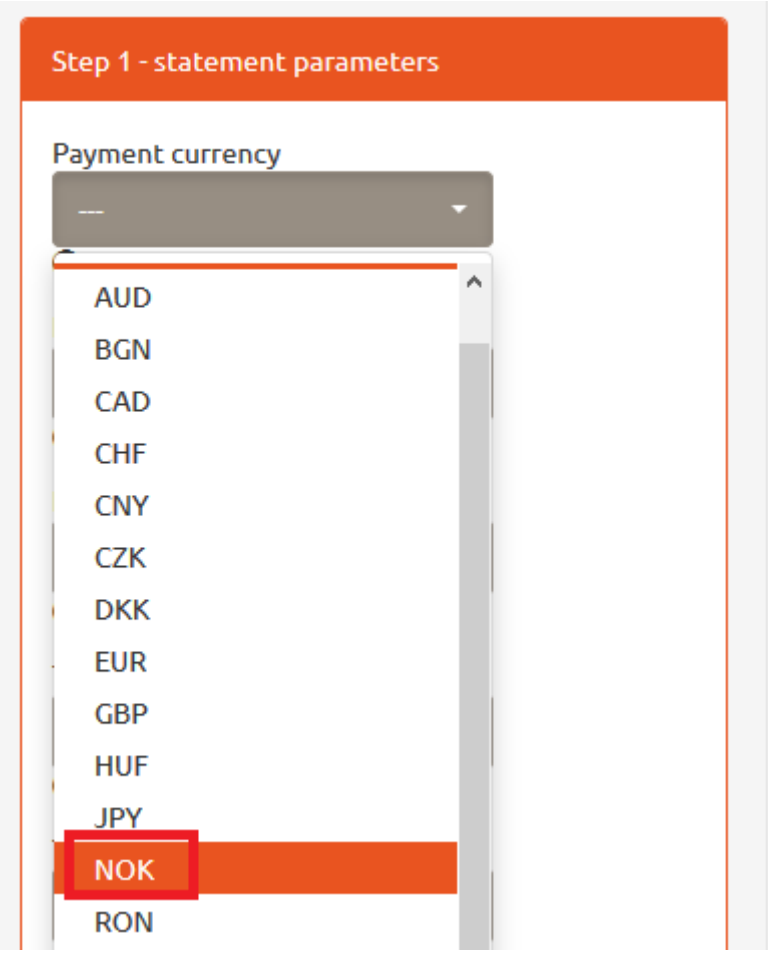

Figure 138. Credit payment schedules. Choosing currency.

Next, choose the currency for paying your credit (e.g. NOK) [see *Figure 138*].

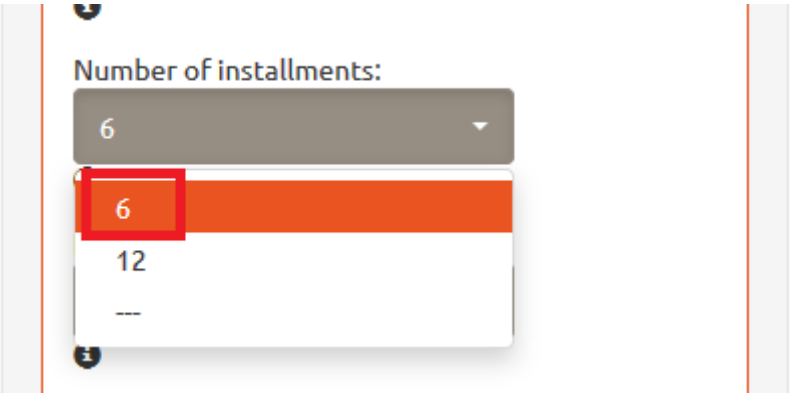

Figure 139. credit payment schedules. Setting number of installments.

In the next step, choose the initial number of installments (i.e. 6 or 12) [see *Figure 139*]. At a later stage, you will be able to increase the number of installments for the schedule.

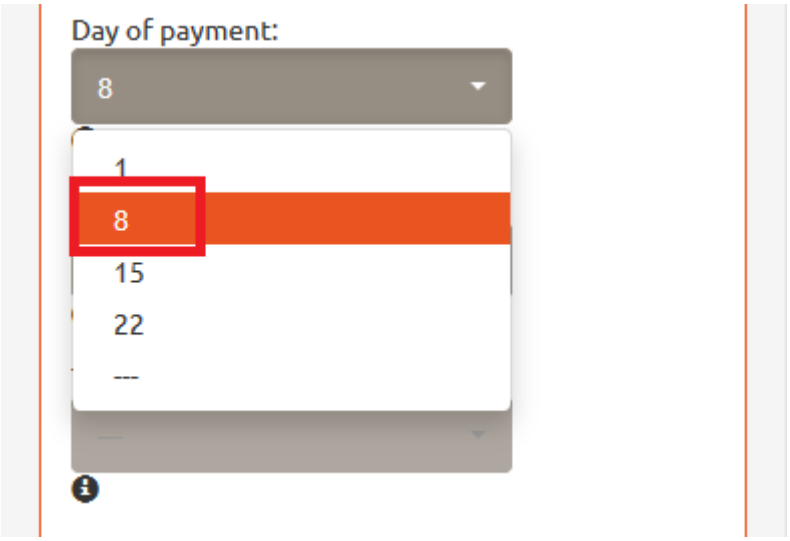

Figure 140. Credit payment schedules. Setting payment day.

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 140*]. User is supposed to transfer PLN resources to dollarro.pl before that day.

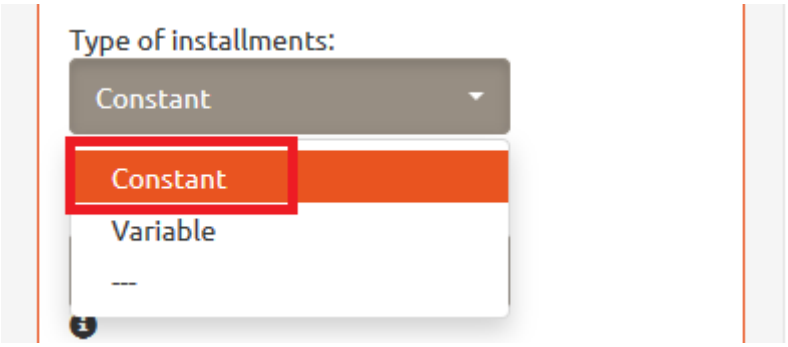

Figure 141. Credit payment schedules. Constant instalments.

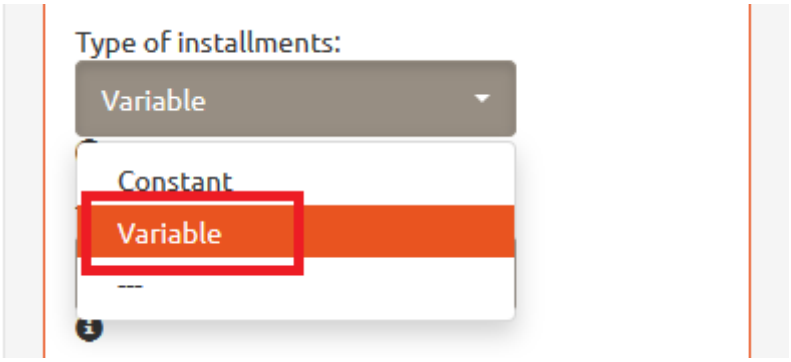

Figure 142. credit payment schedules. Variable instalments.

Next, choose the type of instalments (i.e. fixed or variable) [see *Figures 141, 142*].

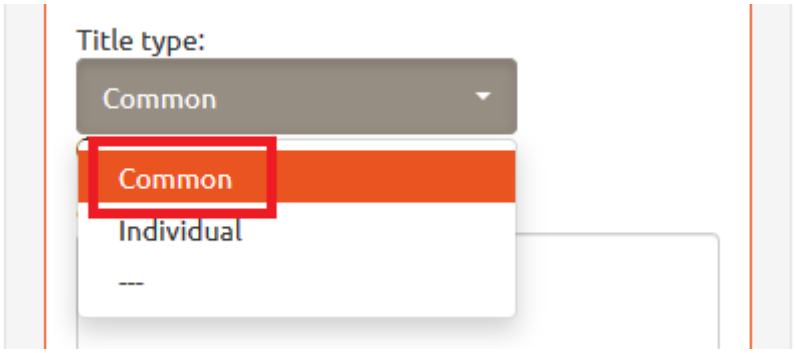

Figure 143. Credit payment schedules. Common title.

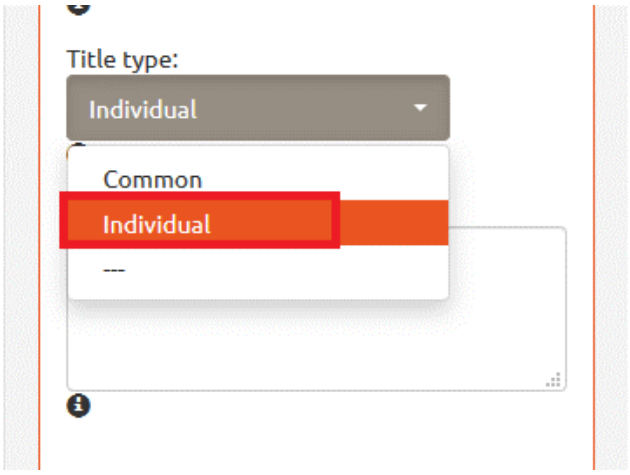

Figure 144. Credit payment schedules. Individual title.

User chooses the title type (either a common one to all instalments or individual for every single instalment) [see *Figures 143,144*].

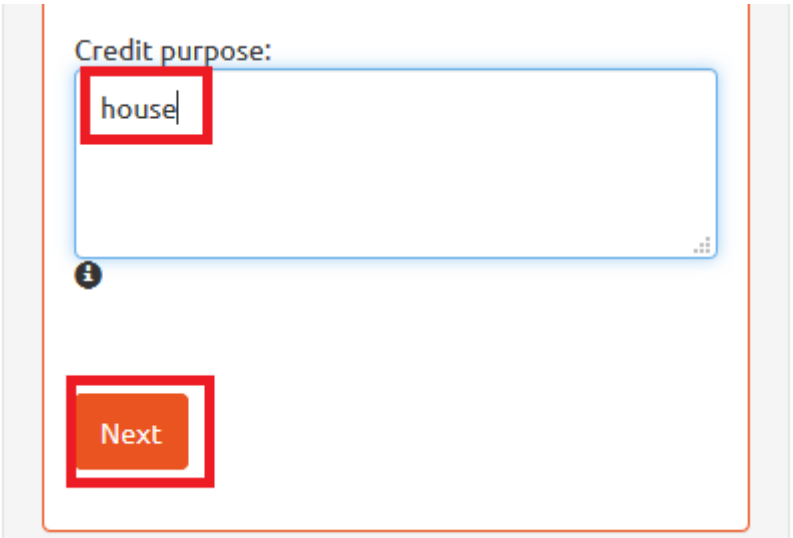

Figure 145. Credit payment schedules. Loan purpose.

Now type in the loan purpose, i.e. what the loan money is spent on. Then, click 'Next' button [see *Figure 145*].

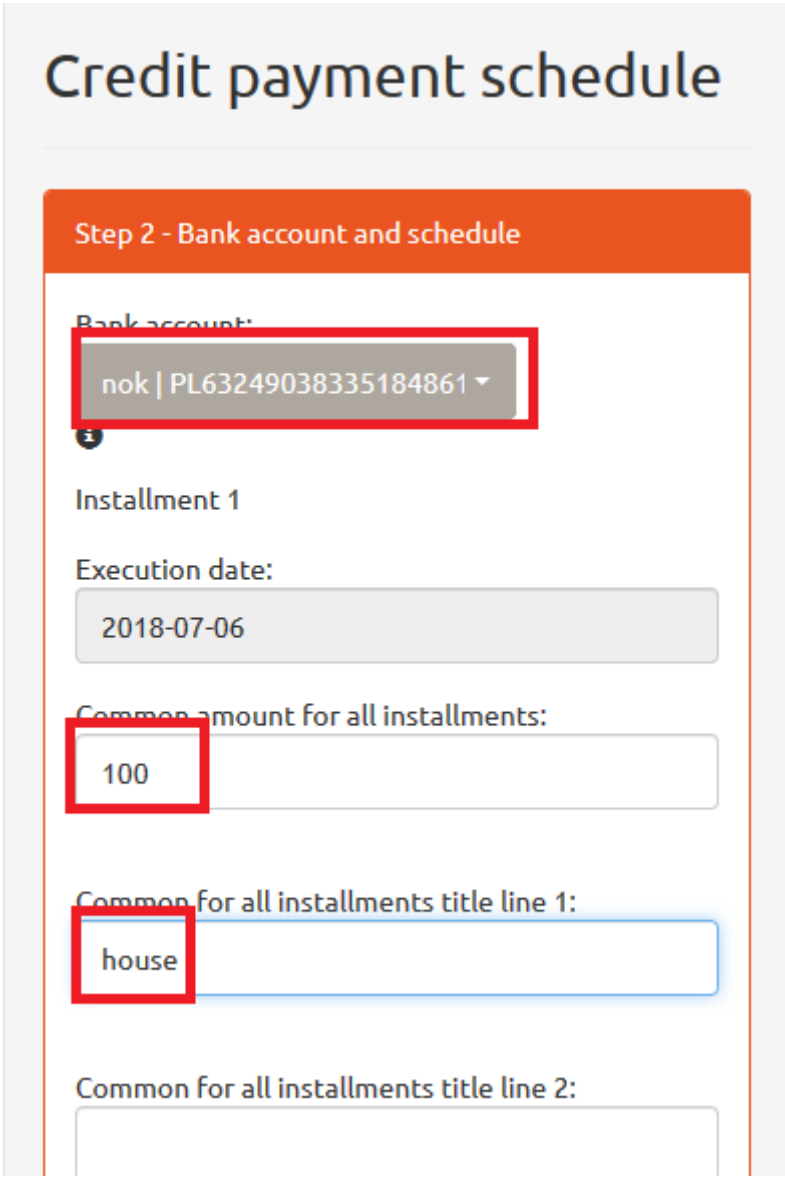

Figure 146. Credit payment schedules. Loan purpose.

Now type in the loan purpose, i.e. what the loan money is spent on. Then, click 'Next' button [see *Figure 146*].

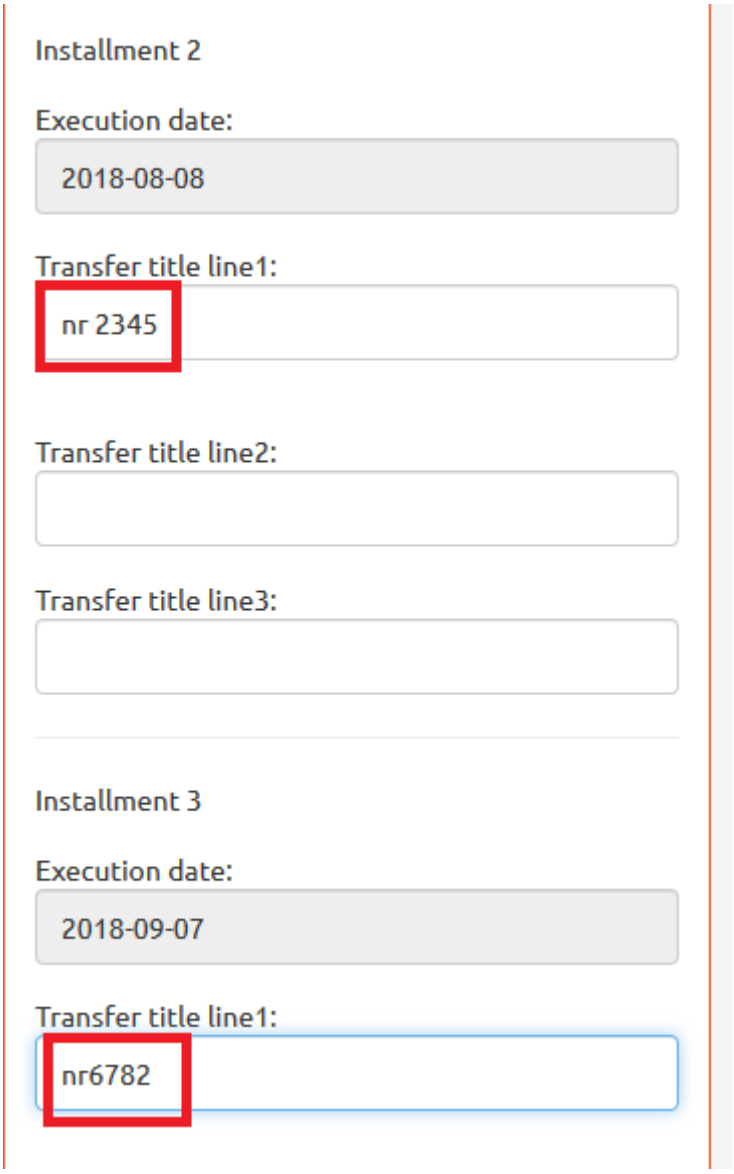

Figure 147. Credit payment schedules. Selecting bank account. Credit amount

In the subsequent stage, select the bank account to which the loan in foreign currency is supposed to be paid [see *Figure 147*]. 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 146*] or individual titles for every single instalment [see *Figure 147*].

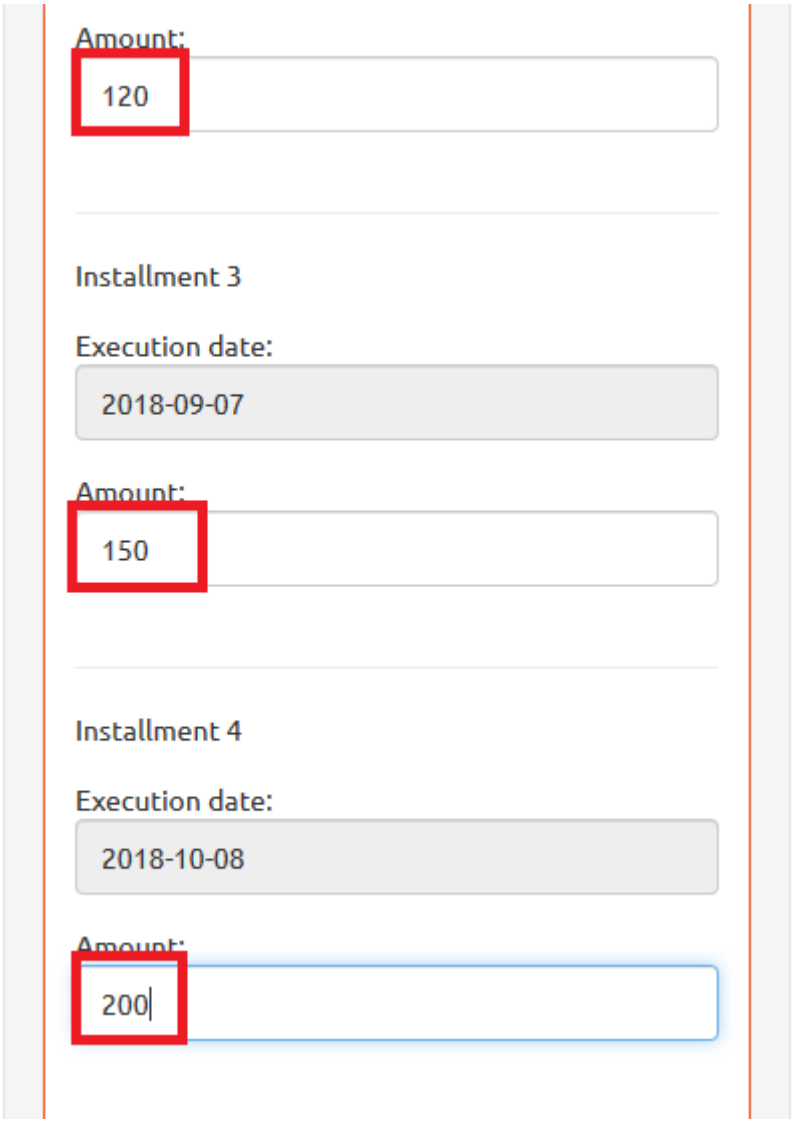

Figure 148. Credit payment schedules. Variable instalments.

Having selected the variable instalments, user types invariable amounts for every single instalment [see *Figure 148*].

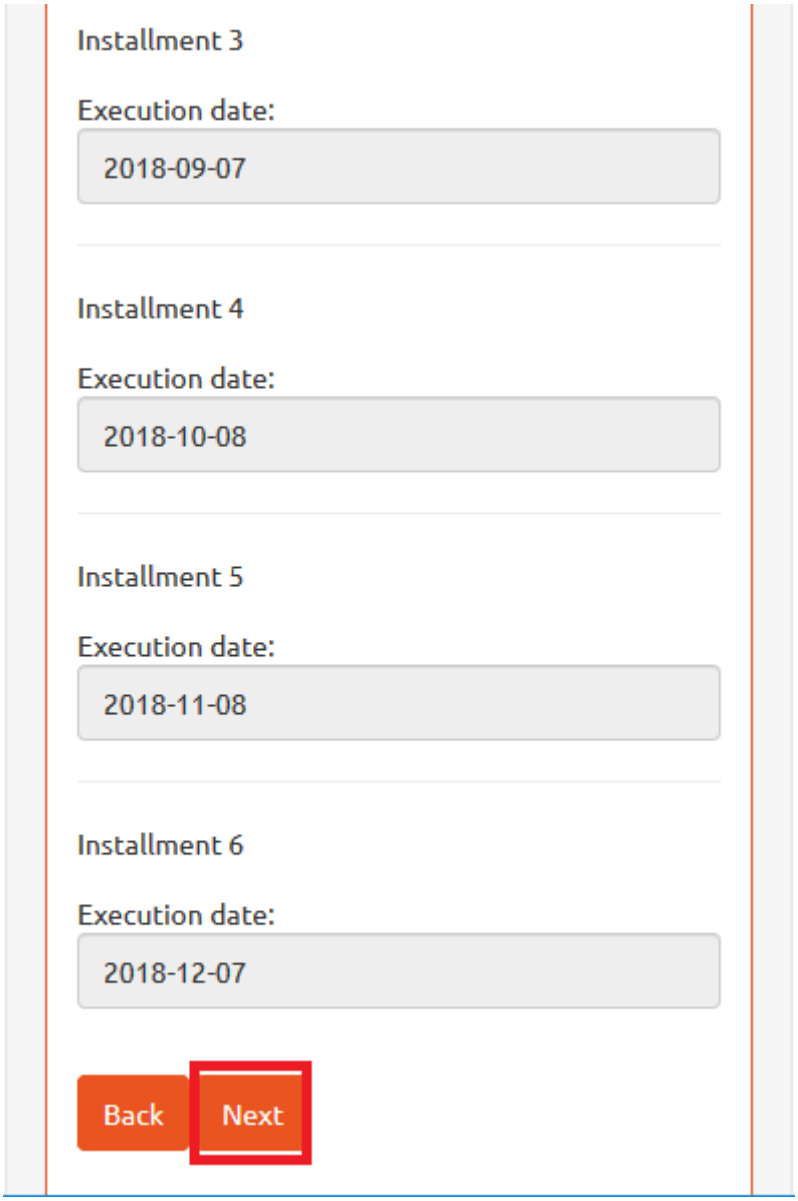

Figure 149. Credit payment schedules. Fixed instalments.

Now the system displays the credit payment schedule. Please, read it and click 'Next' button [see *Figure 149*].

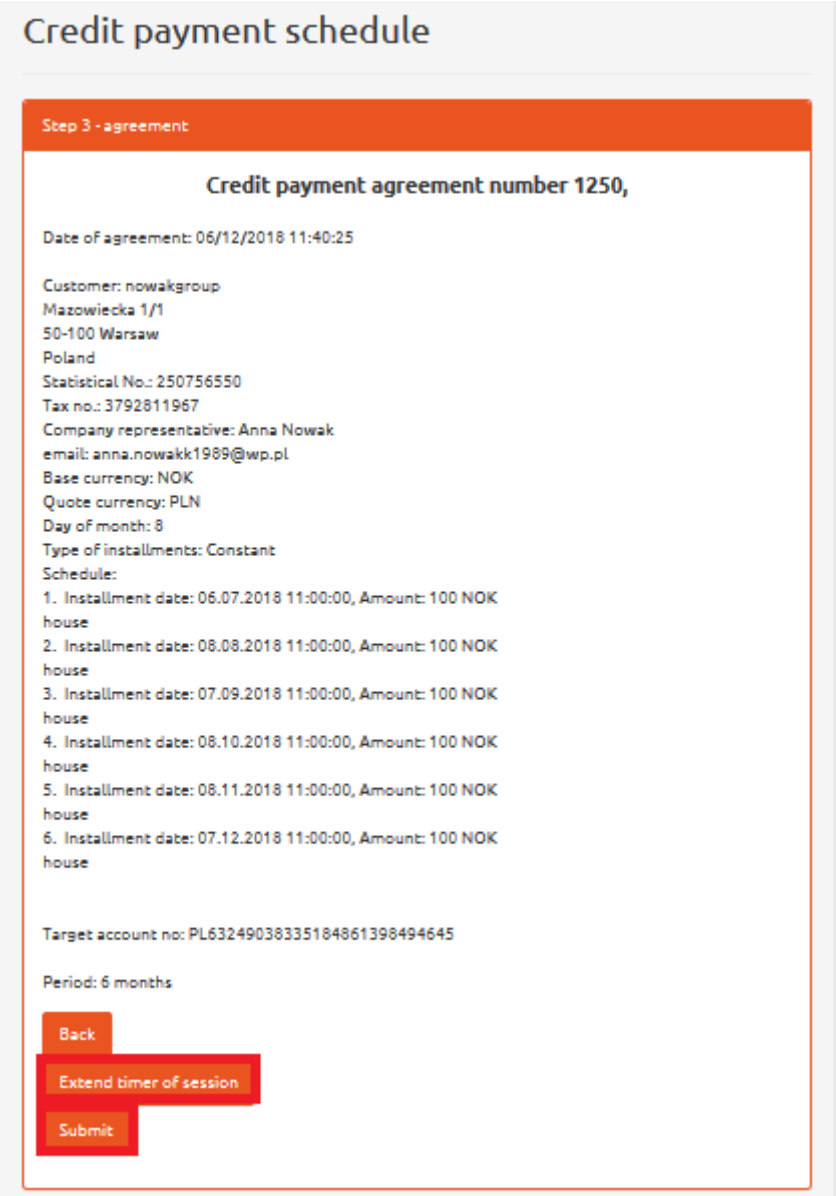

Figure 150. Credit payment schedules. Agreement.

In the next stage, user is obliged to read the Agreement on Credit payment schedule. To accept it, click 'Submit' button [see *Figure 150*]. If necessary, extend the session time for reading the agreement by clicking 'Extend time of session' button [see *Figure 150*].

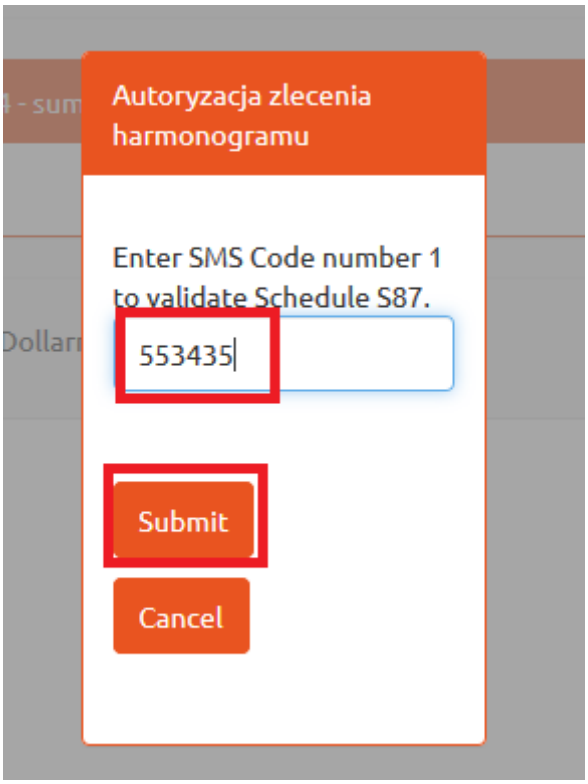

Figure 151. Credit payment schedules. Short text message code for agreement confirmation.

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 151*]. The code is valid for the next 5 minutes following the reception of the short text message.

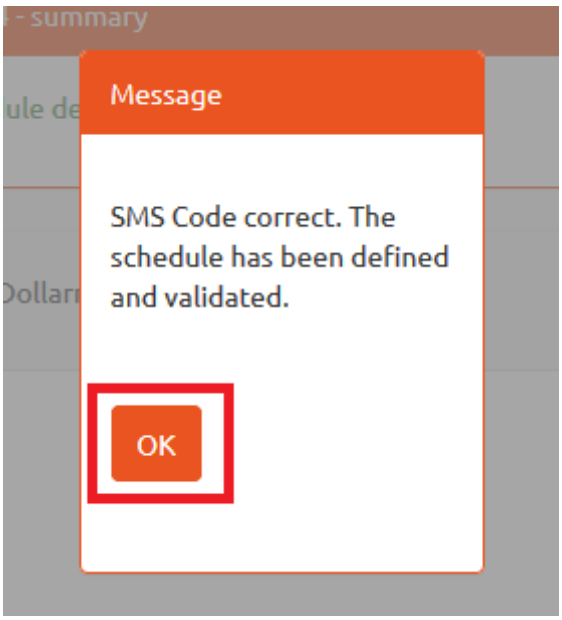

Figure 152. Credit payment schedules. Information on authorization.

If the code is valid, you will be informed that the order is declared and validated [see *Figure 152*].

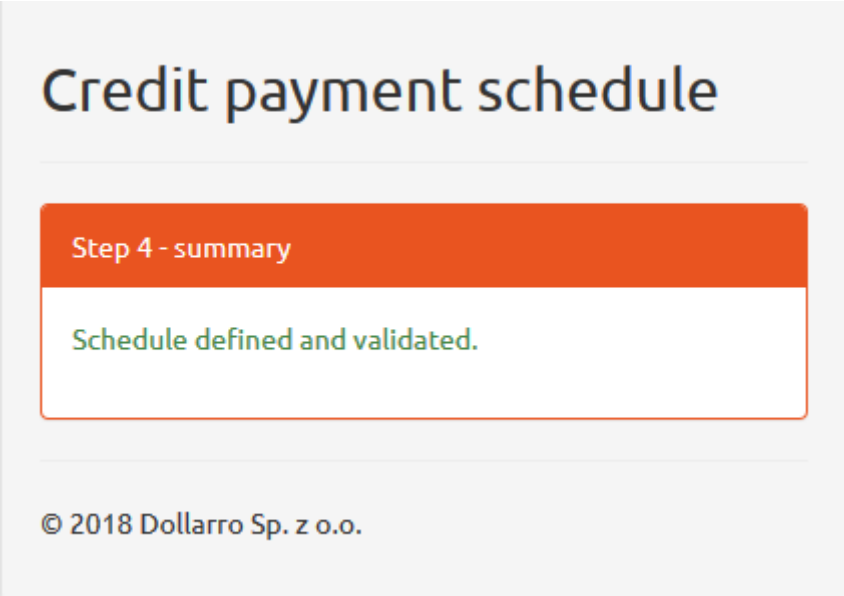

Figure 153. Credit payment schedules. Summary.

Now the summary order is displayed on the screen [see *Figure 153*].

17 Review of credit payments schedules

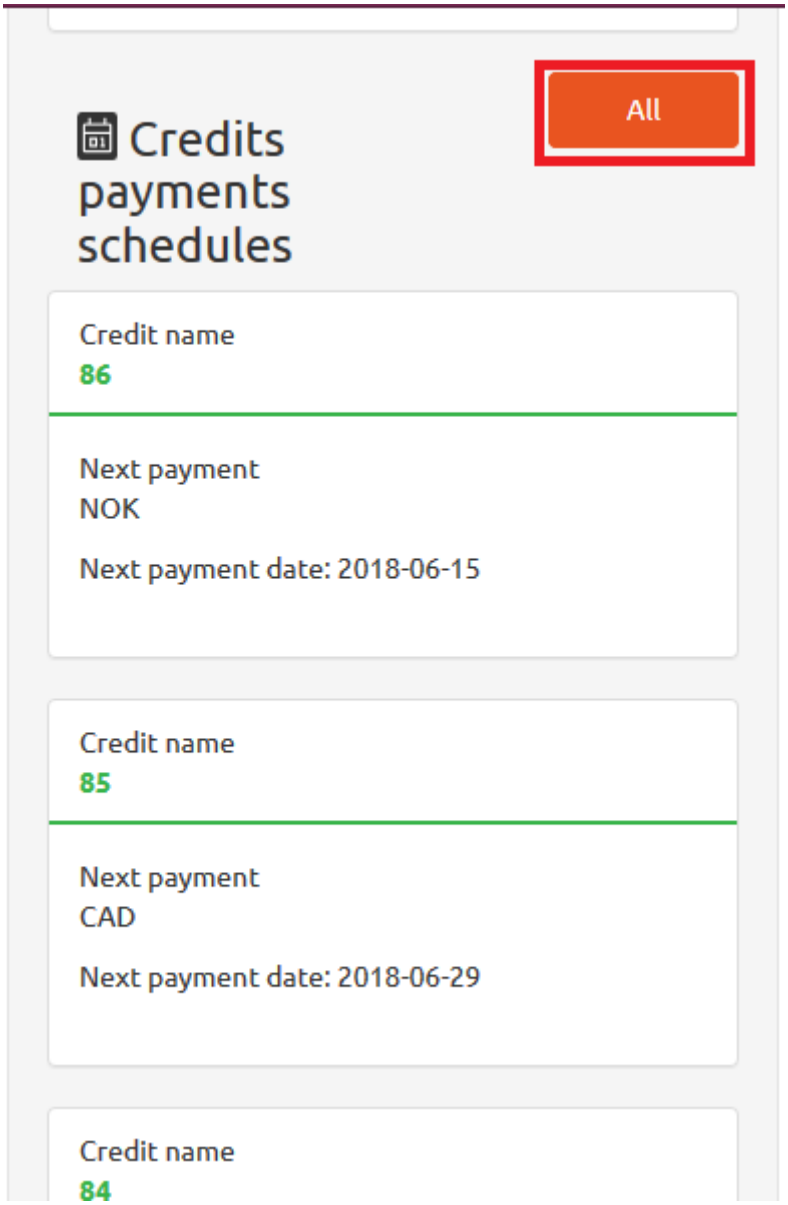

Figure 154. Reviewing credit payment schedules from Start panel.

At the bottom of Start panel, you have access to the review of all credit payment schedules [see *Figure 154*].

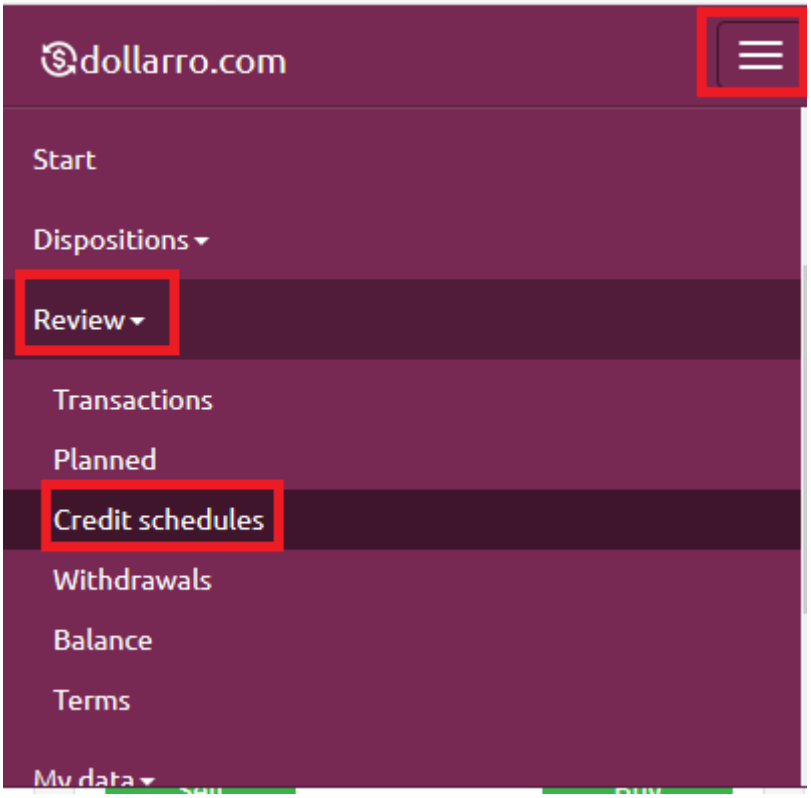

Figure 155. Review credit payment schedules from top menu.

In order to review all credit payment schedules, in Start panel click option 'All' in box of 'Credit payment schedules' [see *Figure 154*] or in the top menu by clicking 'Review' button and selecting option 'Credit schedules' [see *Figure 155*].

17.1 Details of particular orders for credit payment schedules

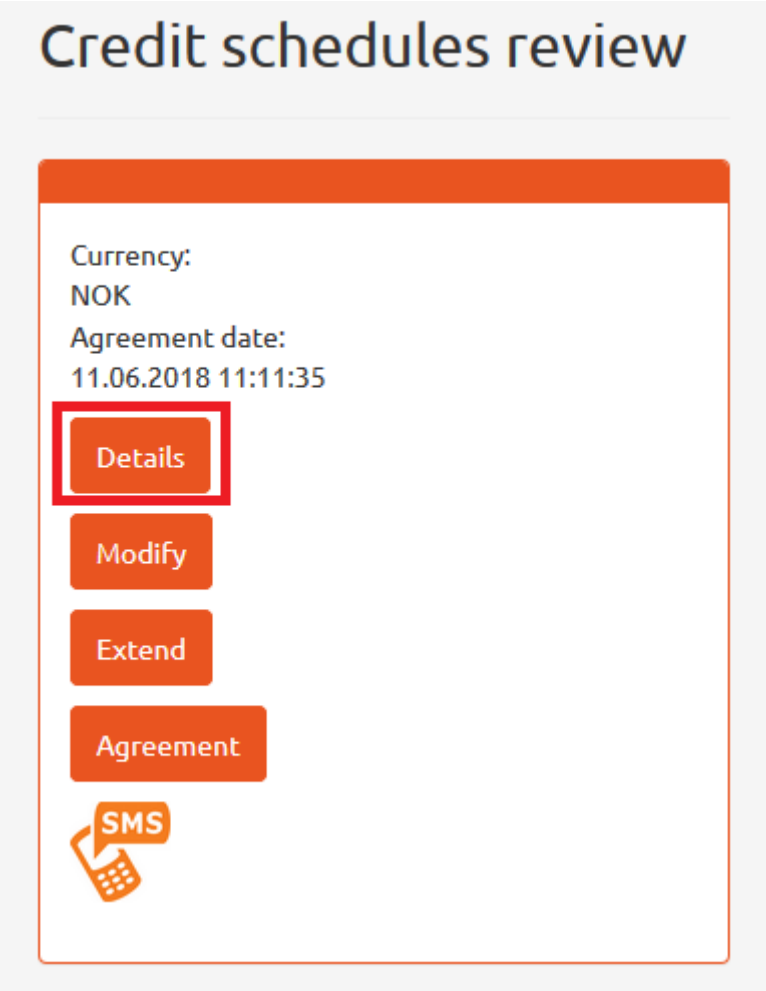

Figure 156. Reviewing credit payment schedules. Details 1/2.

In order to review a particular order for credit payment schedule, click 'Details' button [see *Figure 156*].

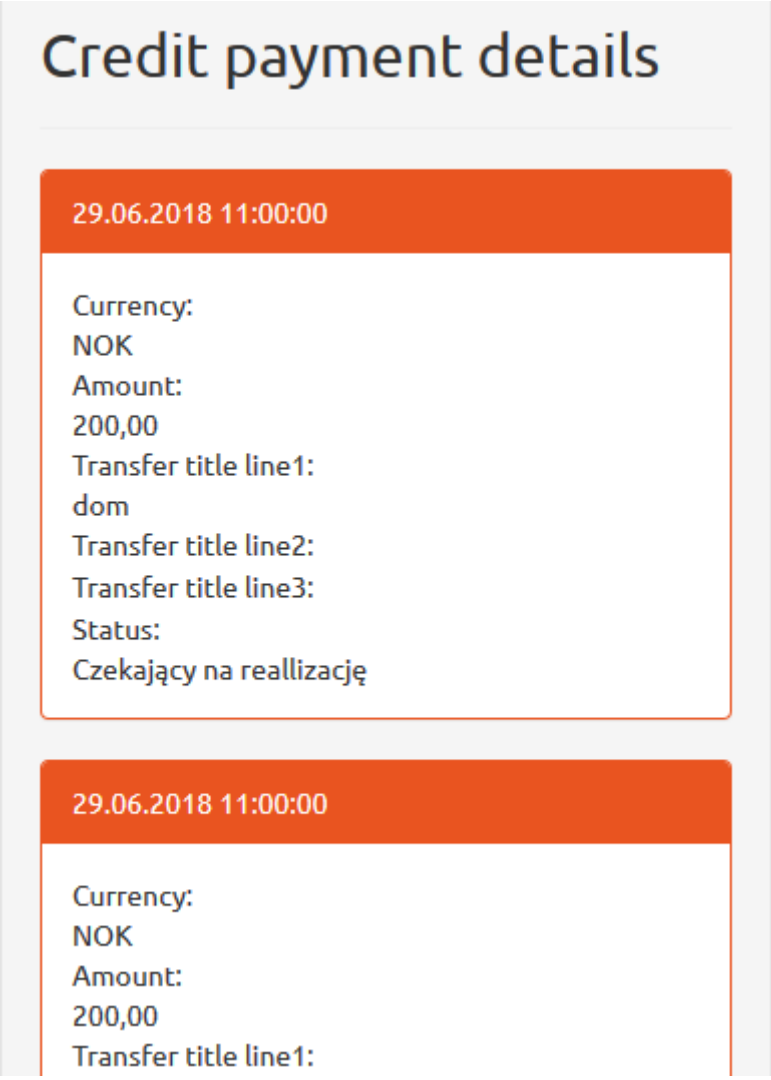

Figure 157. Reviewing credit payment schedules. Details 2/2.

17.2 Modifying credit payment schedules

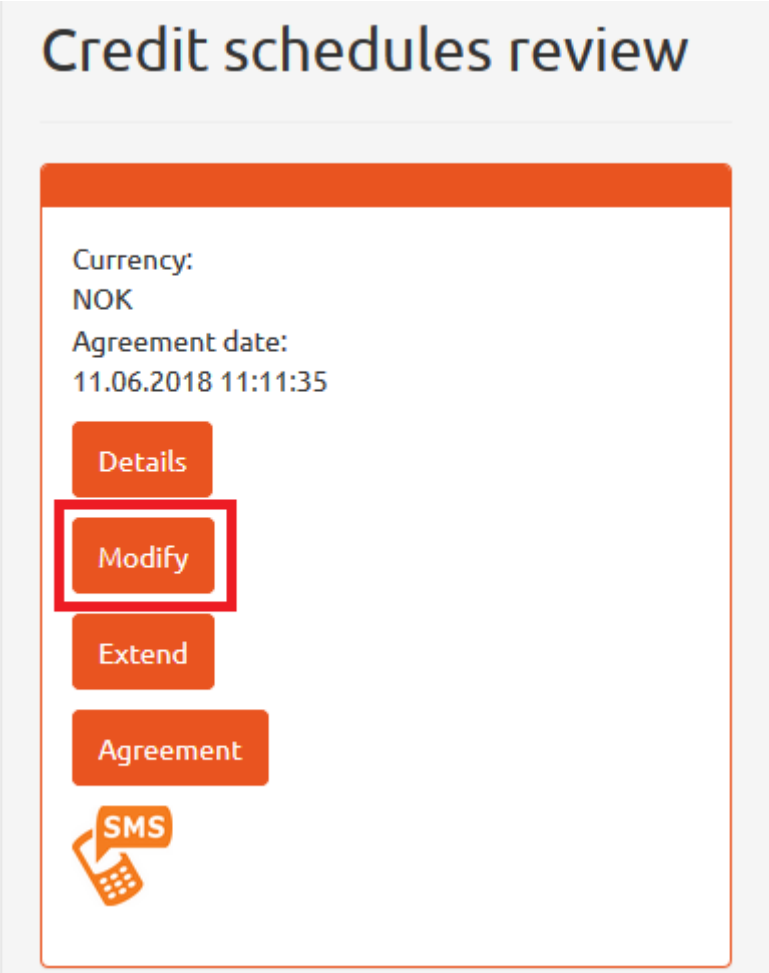

Figure 158. Reviewing credit payment schedules. Modification 1/2.

In order to modify a credit payment schedule, click 'Modify' button [see *Figure 158*].

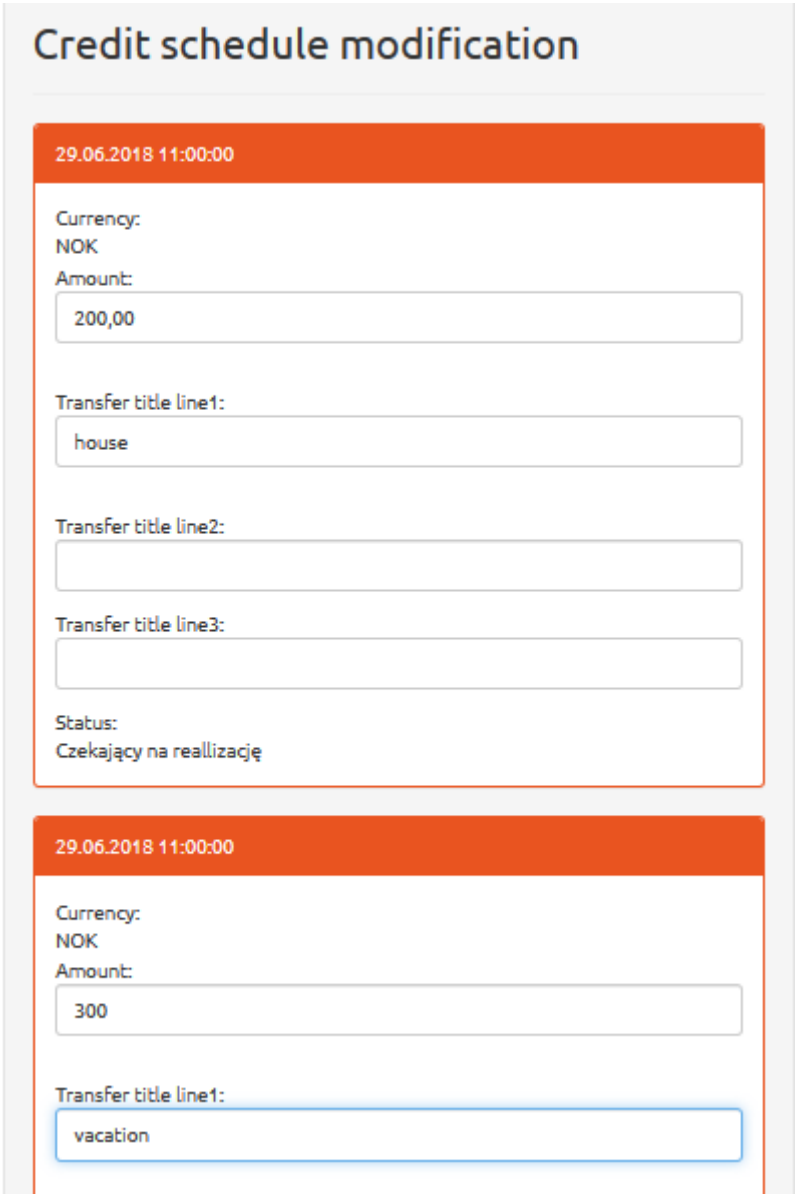

Figure 159. Reviewing credit payment schedules. Modification 2/2.

Here user can modify the installment amount and its title [see *Figure 159*].

17.3 Extending repayment period

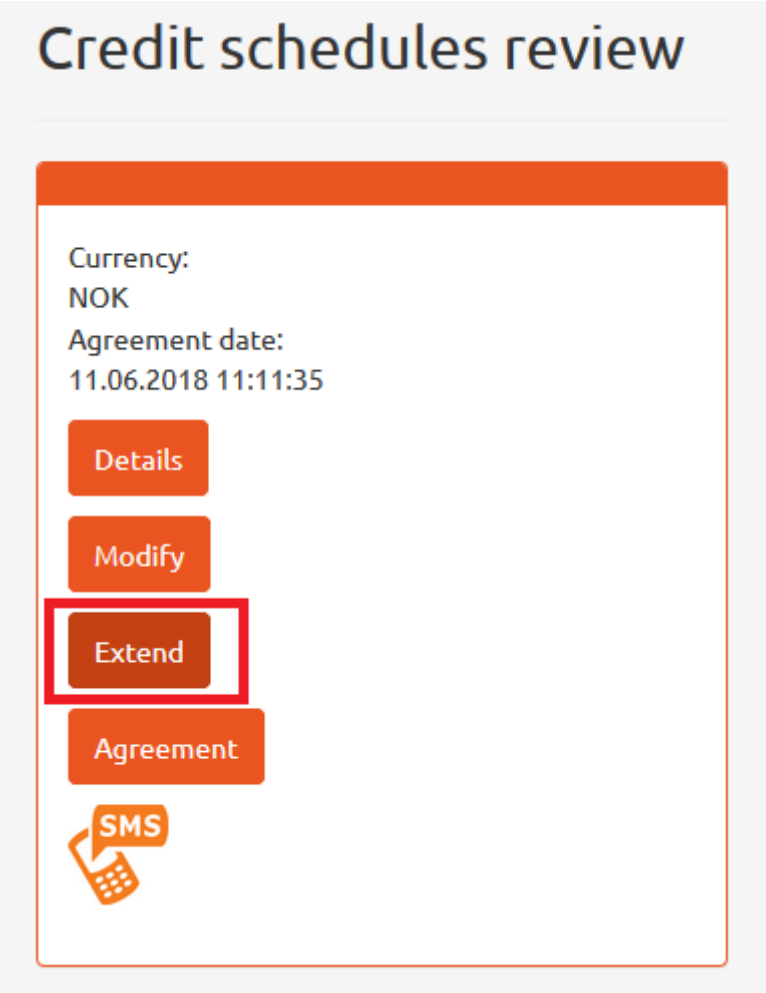

Figure 160. Reviewing credit payment schedules. Extension.

In order to extend an order for credit payment schedule, click 'Extend' button [see *Figure 160*].

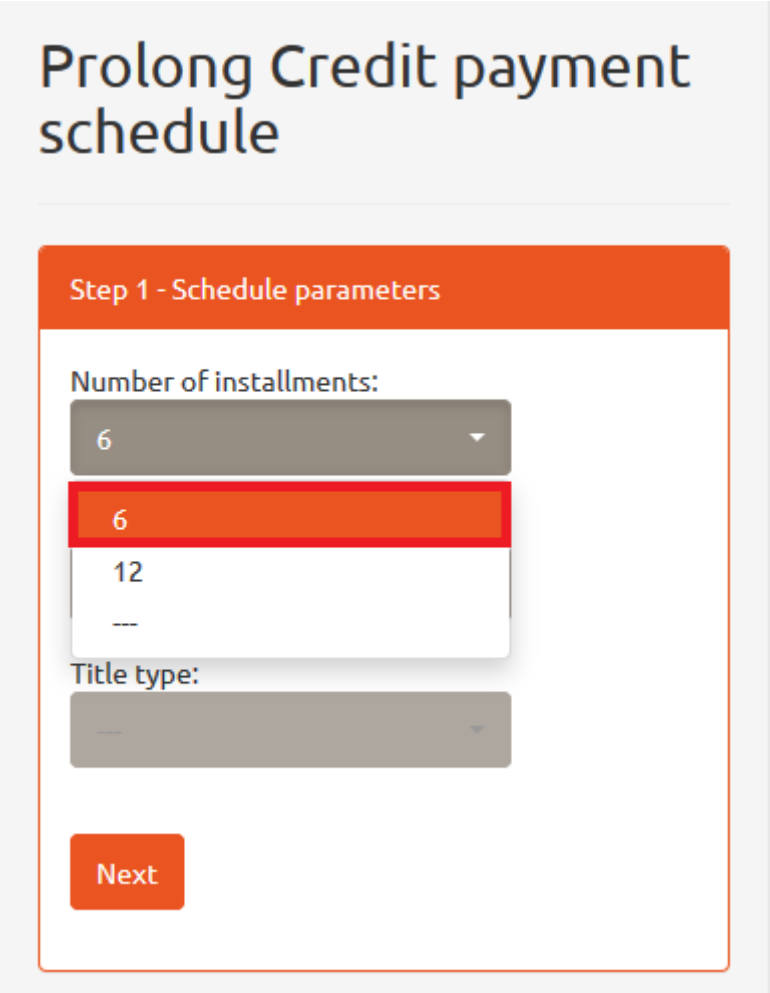

Figure 161. Reviewing credit payment schedules. Extension. Number of instalments.

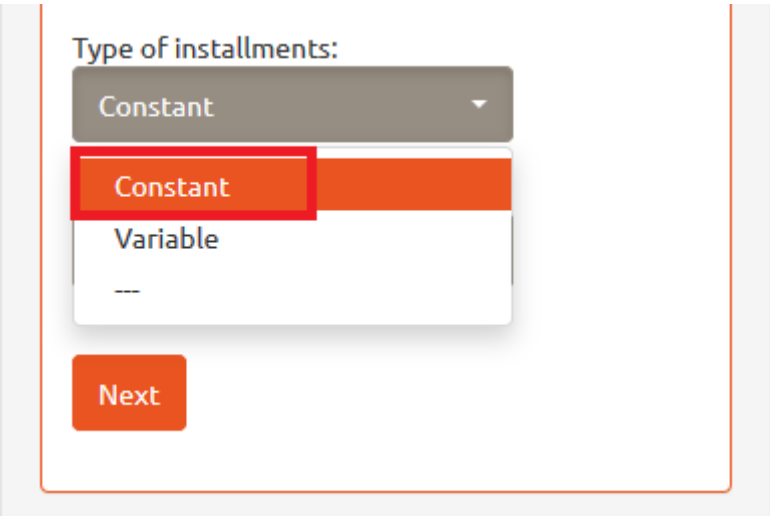

Figure 162. Reviewing credit payment schedules. Extension. Type of installments.

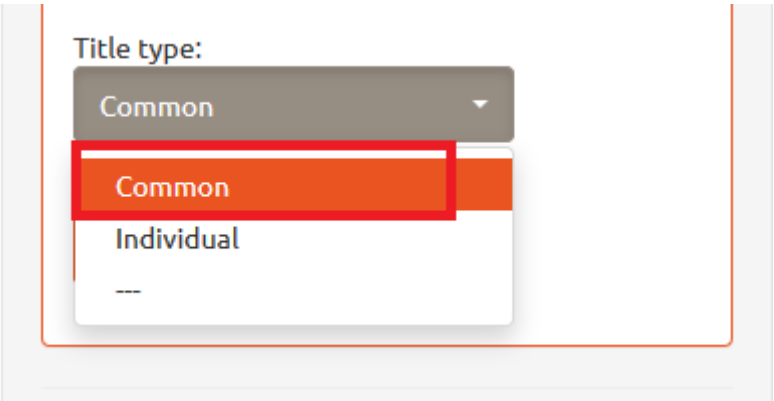

Figure 163. Reviewing credit payment schedules. Extension. Titles of installments.

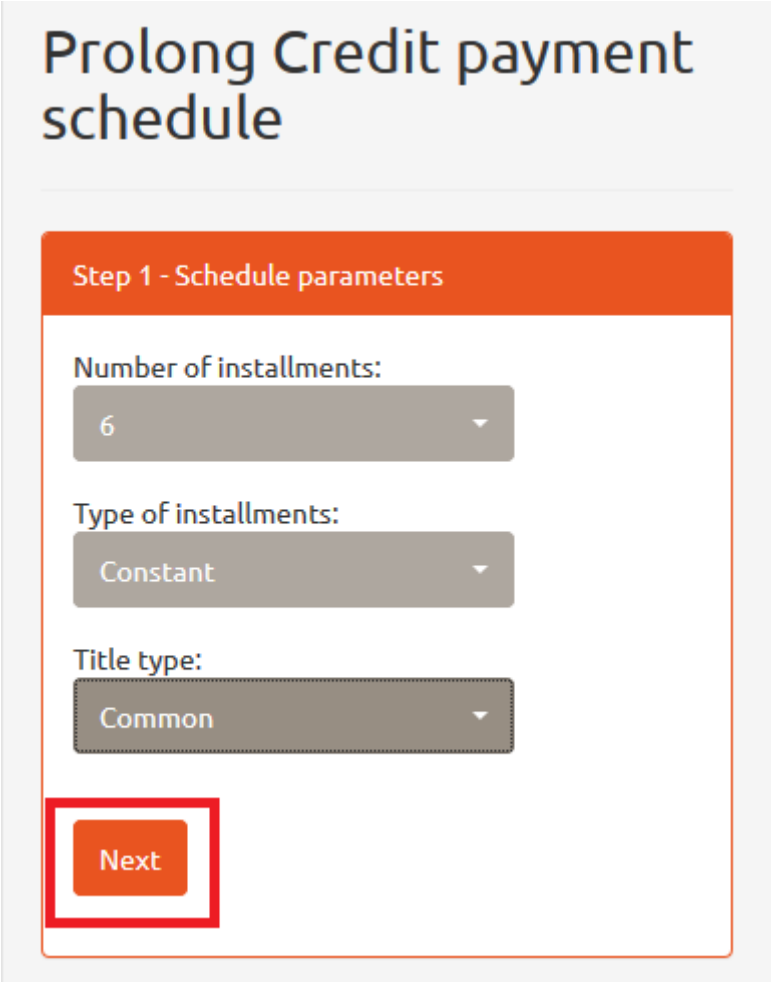

Figure 164. Reviewing credit payment schedules. Extension. 'Next' button.

Next, choose the number of installments [see *Figure 161*], their type [see *Figure 162*] and title [see *Figure 163)*. Then click 'Next' button [see *Figure 164*].

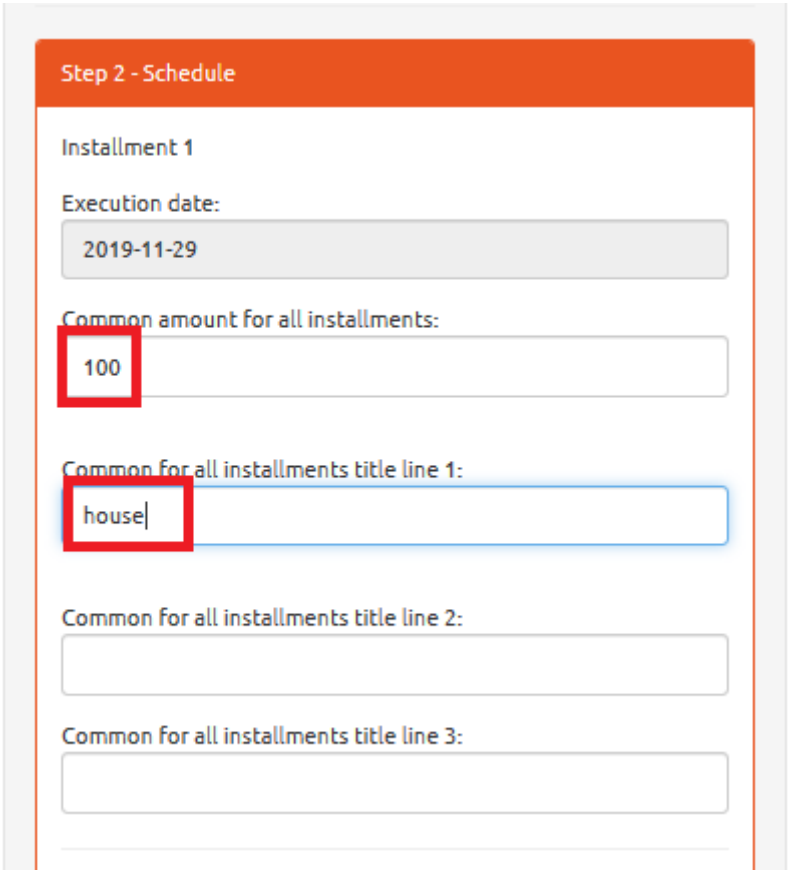

Figure 165. Reviewing credit payment schedules. Extension. Credit amount.

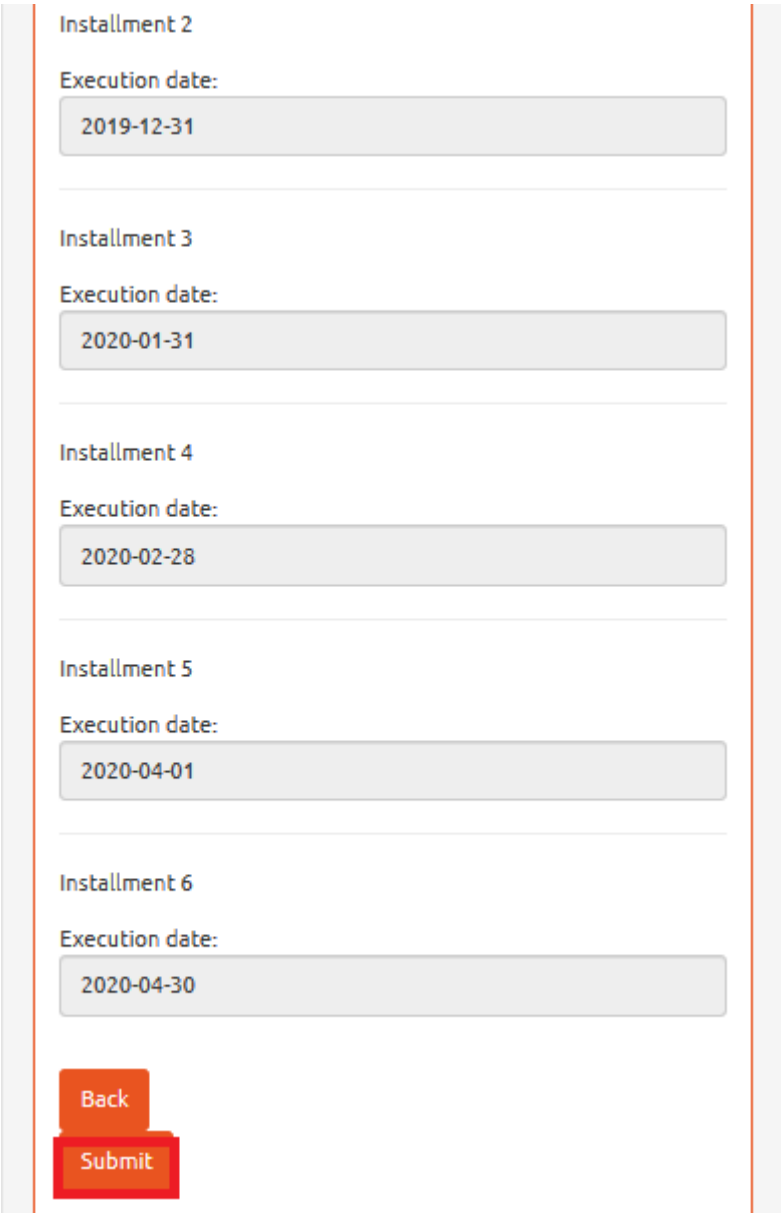

Figure 166. Reviewing credit payment schedules. Extension. Credit amount.

In the next stage, type in the credit amount and its title. Then click 'Submit' button [see *Figure 166*].

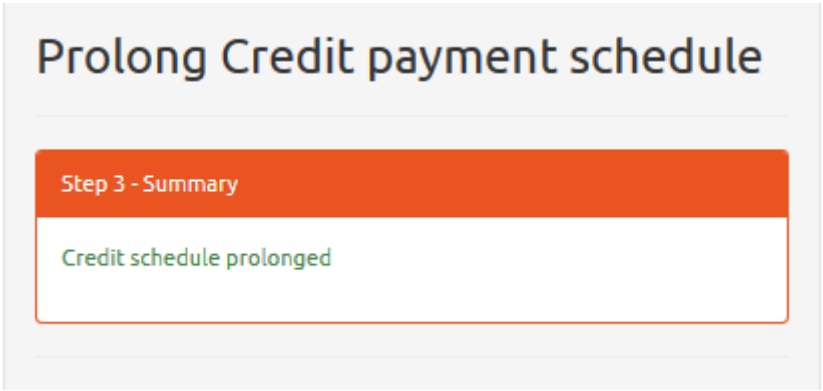

Figure 167. reviewing credit payment schedules. Summary.

Having saved the changes, the summary is displayed [see *Figure 167*].

17.4 Reviewing agreement on credit payment schedule

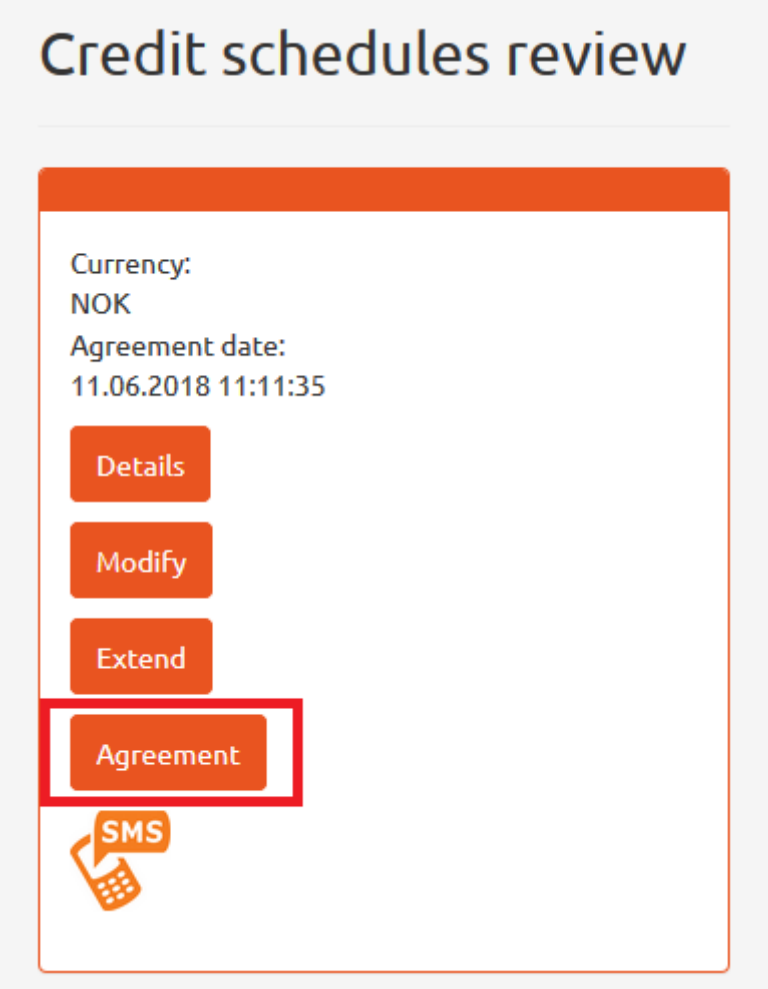

Figure 168. Reviewing credit payment schedules. Agreement.

To preview the content of agreement on credit payment schedule, click 'Agreement' button [see *Figure 168*].

18 Main password change

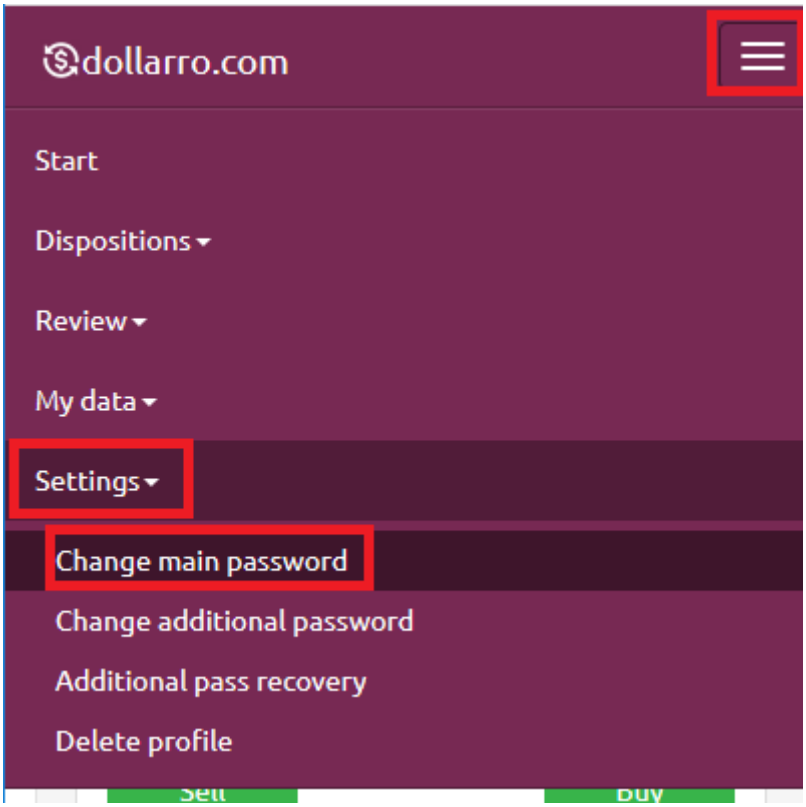

Figure 169. Main password change

For changing the main password, click 'Settings' button in the top menu and select option 'Change main password' [see *Figure 169*].

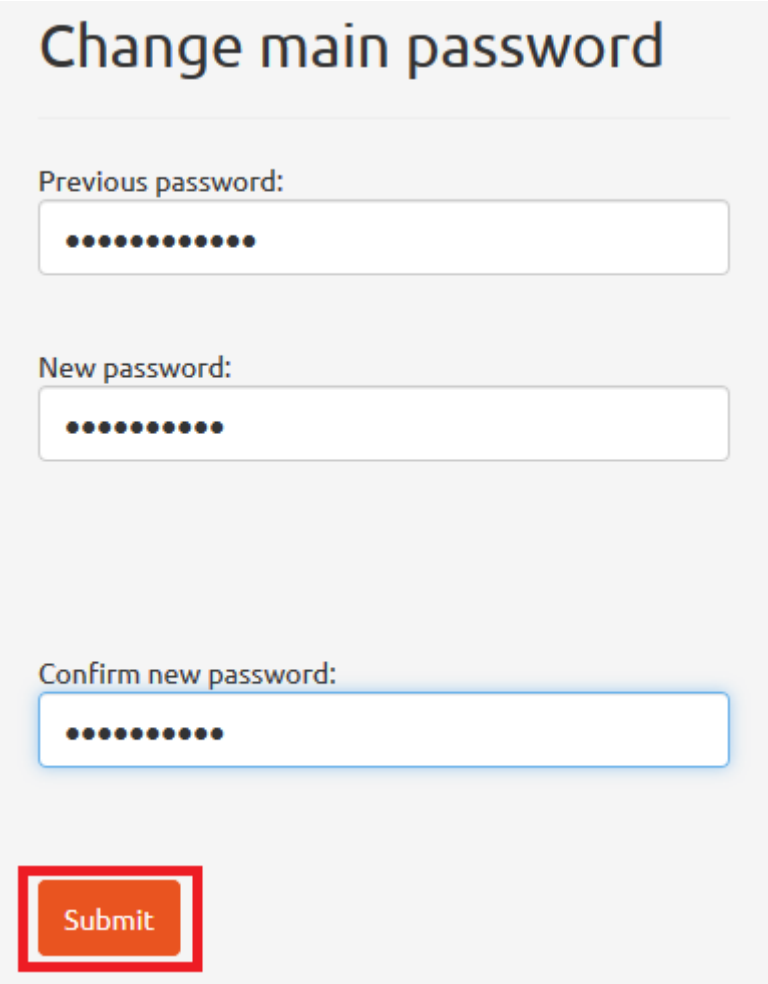

Figure 170. Main password change. Entering password.

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 170*].

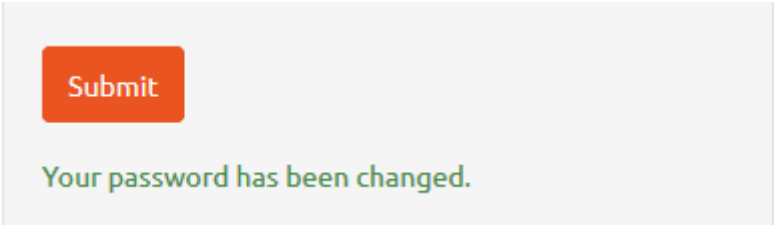

Figure 171. Main password change. Confirmation.

System displays confirmation on the main password change. From now on, user is supposed to use the new password [see *Figure 171*].

19 Main password reset

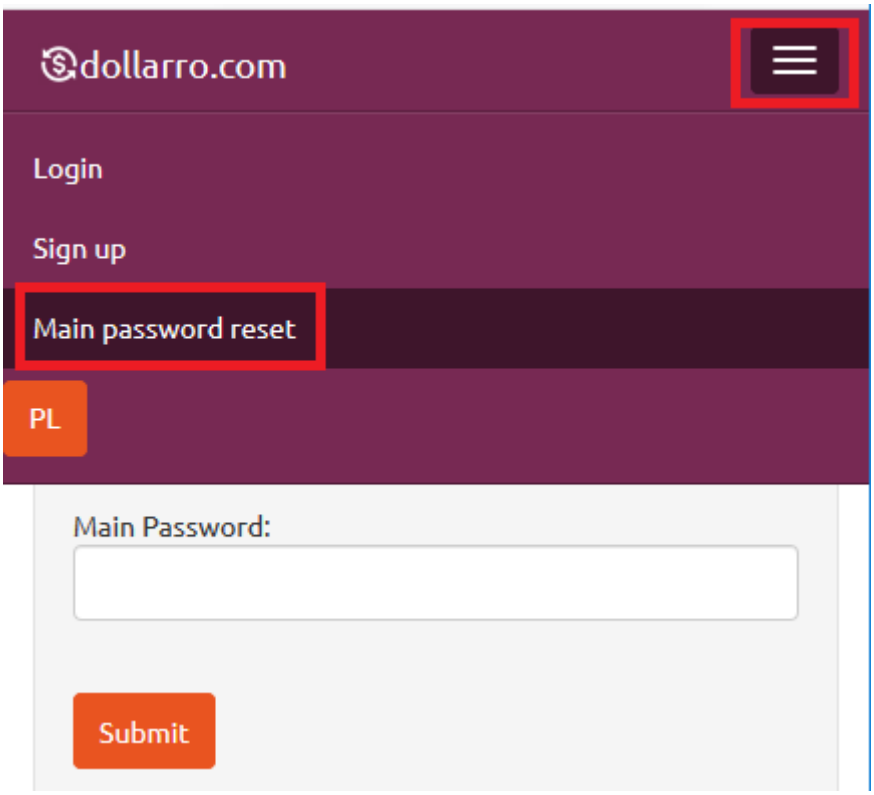

Figure 172. Main password reset.

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 172*].

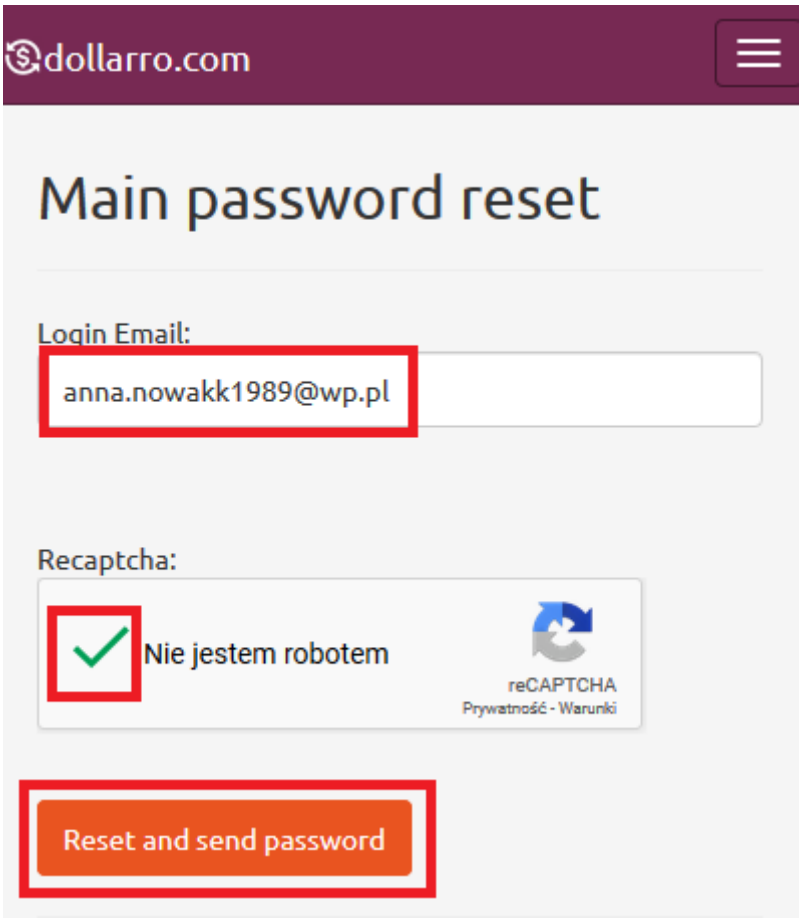

Figure 173. Main password reset. Providing e-mail address.

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 173*].

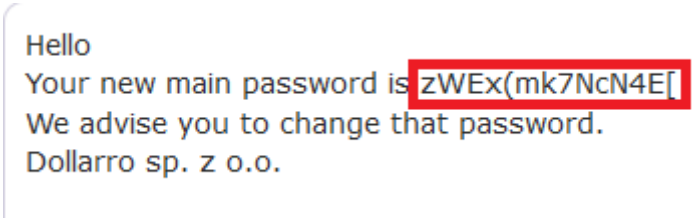

Figure 174. Main password reset. New password.

System generates new password and send it to your email address [see *Figure 174]*. The password may be modified any time (→'Settings'→'Change main password').

20 Additional password change

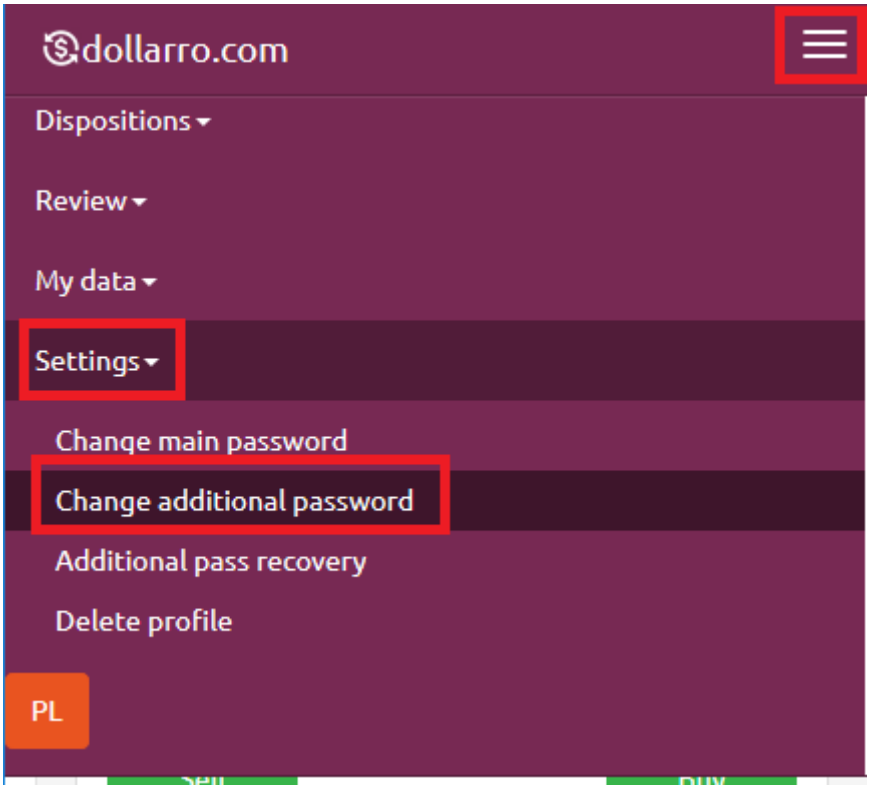

Figure 175. Additional password change.

For changing additional password, click 'Settings' button in the top menu and select option 'Change additional password' [see *Figure 175*].

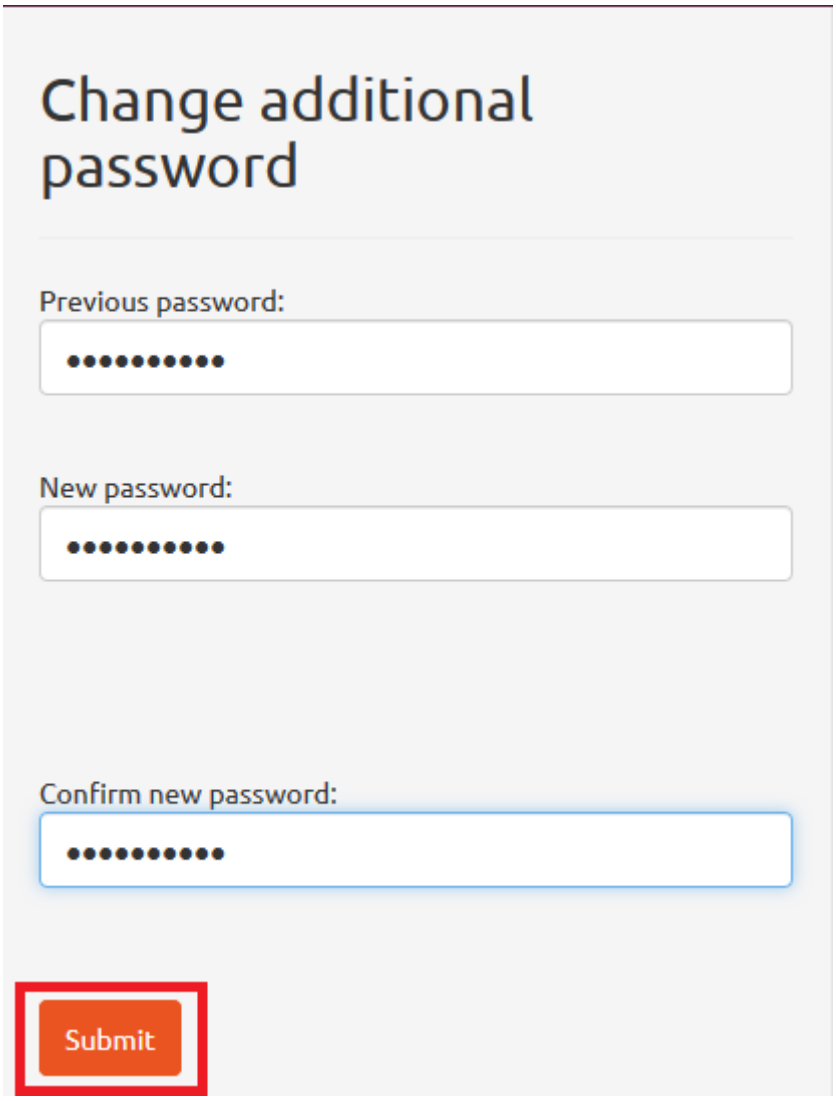

Figure 176. Additional password change. Entering password.

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 176*].

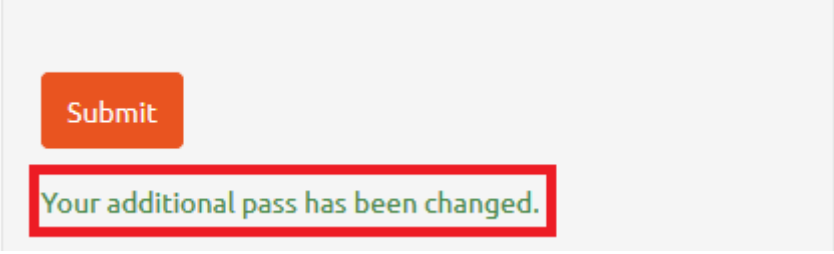

Figure 177. Additional password change. Confirmation.

System displays confirmation of the additional password change [see *Figure 177*]. From now on, user is supposed to use the new password.

21 Additional password recovery

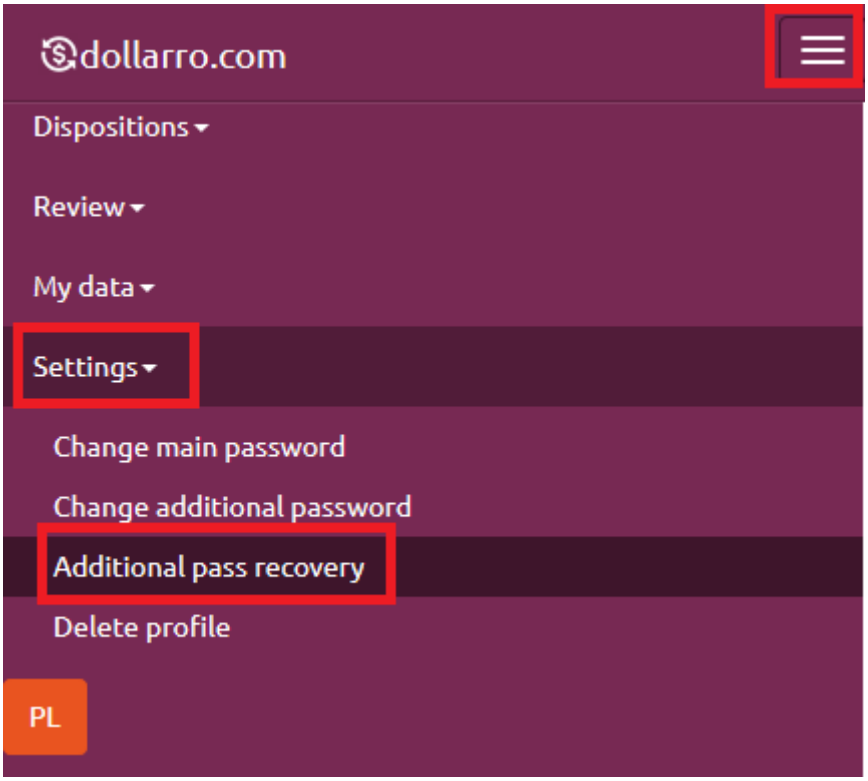

Figure 178. Additional password recovery.

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 178*].

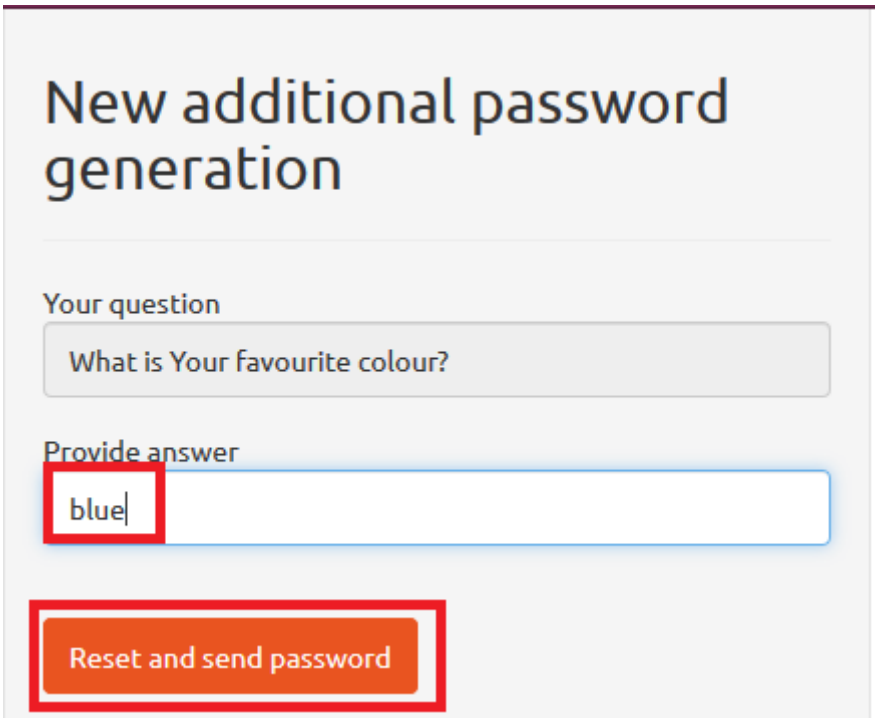

Figure 179. New additional password generation.

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 179*].

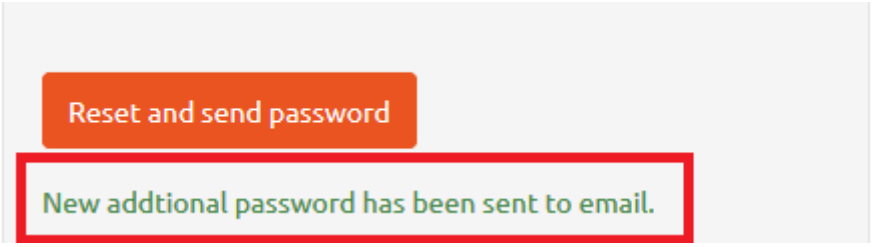

Figure 180. New additional password

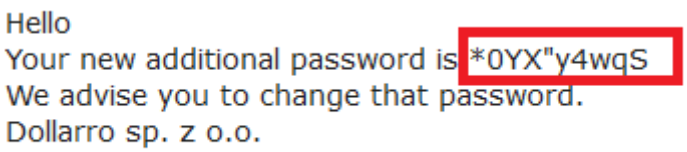

Figure 181. New additional password. E-mail.

Now, the new additional password is being generated and sent to your email address [see *Figure 181]*. The password may be modified any time (→'Settings'→'Change additional password').

22 Profil deletion

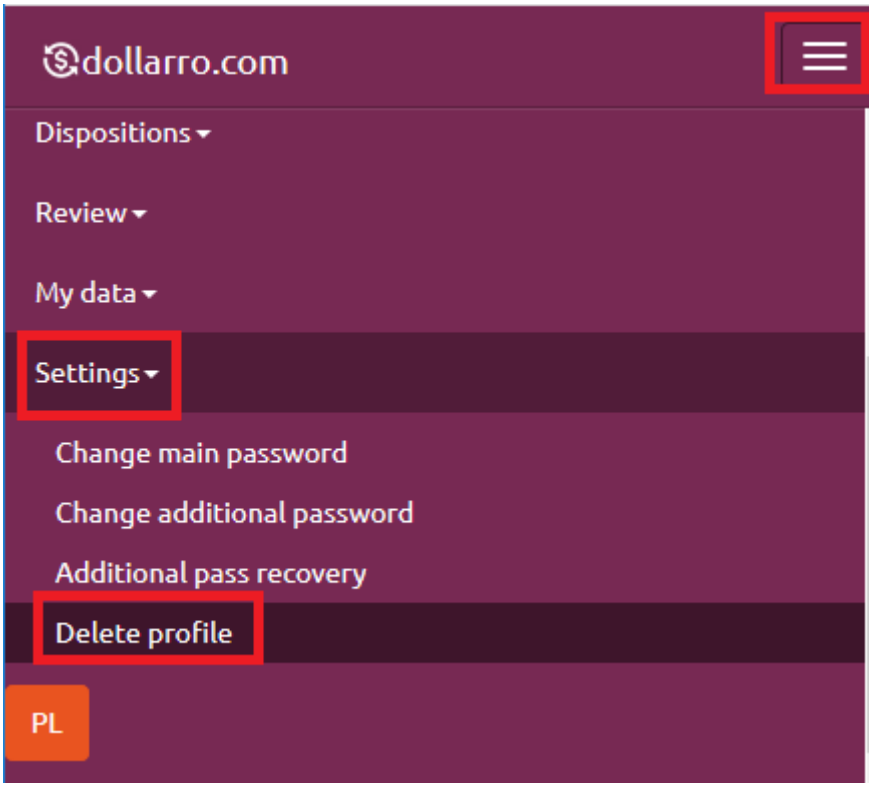

Figure 182. Profile deletion.

For deleting the profile on dollarro.com website, click 'Settings' button in the main menu and select option 'Delete profile' [see *Figure 182*].

23 Language change

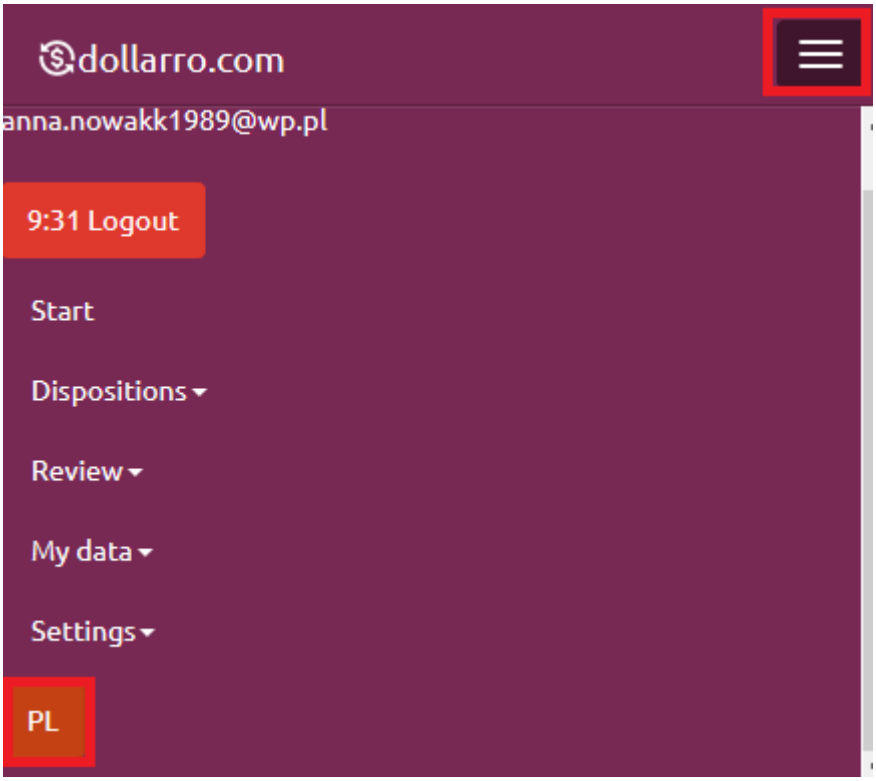

Figure 183. Language change 1/2.

To switch to English language version of the website, click ‘EN’ button located in the top right corner [see *Figure 183*].

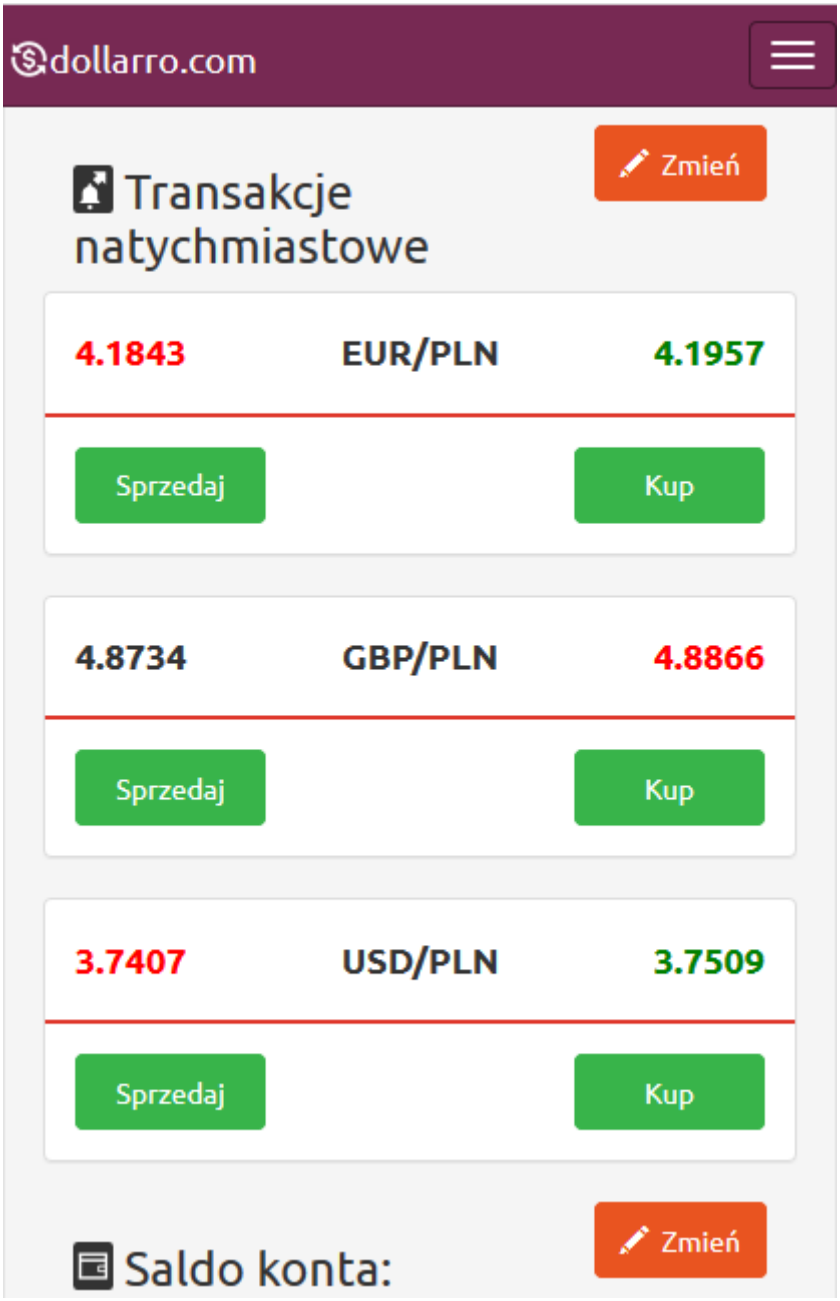

Figure 184. Language change 2/2.

Once it is clicked, English version of the website is displayed [see *Figure 184*].

24 Logging out

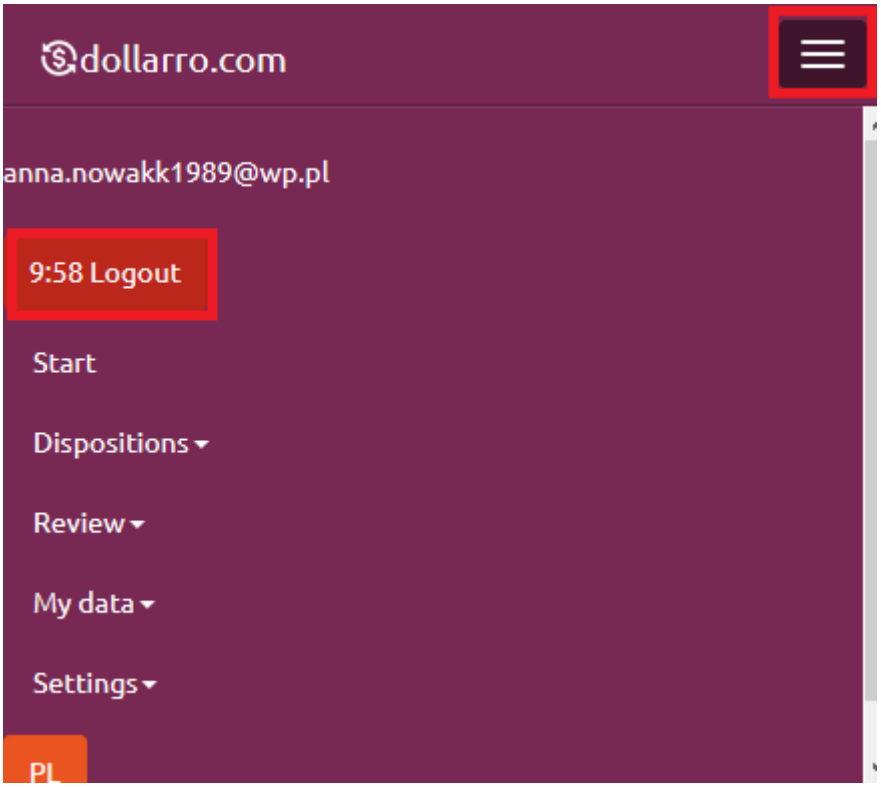

Figure 185. Logging out of the system.

To log out of the dollarro.com website, click 'Logout' button in the top menu [see *Figure 185*]. If the system fails to detect any activity for more than 10 minutes, user is automatically logged out.

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