



**CASTLE
CURRENCY™**
Currency Exchange
International Payments

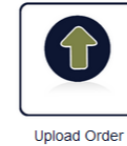
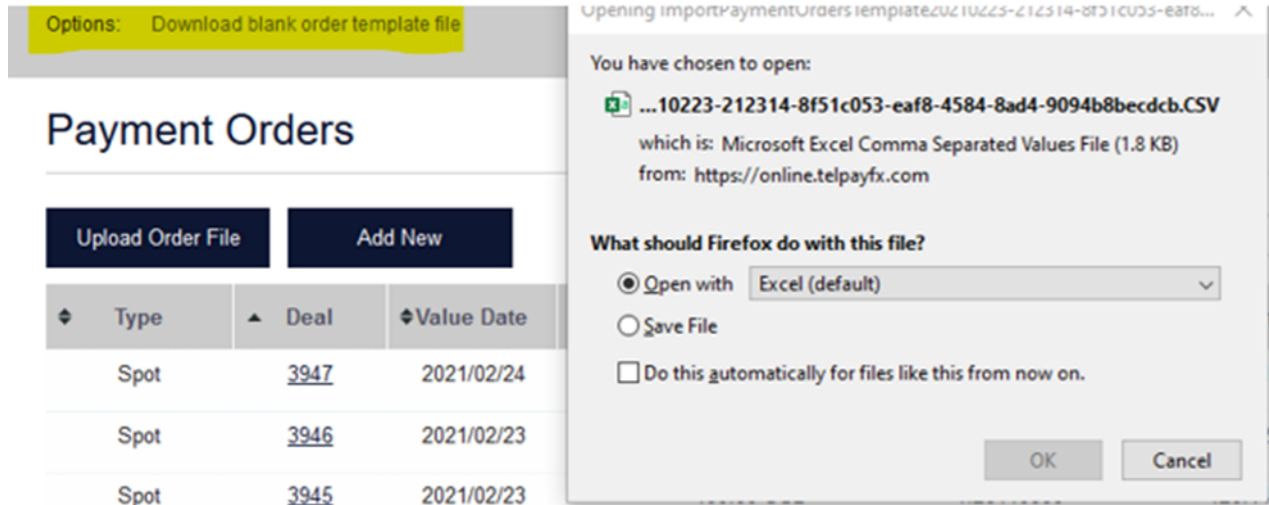
Import Multiple Payments

CastleFX ONLINE MANUAL

How to use the CastleFX Online
Customer Payment Portal



Import Payment Details



Multiple payments: To import multiple payments the Upload Order function will be used.

Download Template: After selecting Upload Order, you can download and open the template near the top of the screen: Click on “Options: Download blank order template file”

Prepare Payment File: The details of your payments will be in the template. You should only need to change the highlighted items below, Amount and Reference. Required items are

Instrument = Electronic Funds Transfer

Currency = Currency purchasing

* Note you must only have one currency for each payment group so delete any others not applicable to this payment group

Amount = Amount of payment

Beneficiary ID = ID provided in the downloaded template

Beneficiary Name = Name of Beneficiary / Payee provided in the downloaded template

Date = Payment Date

Reference = Your Payment Reference ex. Invoice number

	A	B	C	D	E	F	G	H	I
1	Instrument	Currency	Amount	Beneficiary ID	Beneficiary Name	Date	Reference	External Account Key	
2	Electronic Funds Transfer	USD	65315	1158-183	TOBA-456123	2/25/2021	Inv 3		
3	Electronic Funds Transfer	USD	452	1199-228	R2D2-ART123	2/26/2021	Pay		
4	Electronic Funds Transfer	USD	54732	1061-70	XYZ LTD-242424	2/27/2021	98		

Upload Payment Order File

Document * No file selected.

Upload Payment File: Once you complete the your payment file and saved it - Click “Upload Order File”. Browse for your local file then Click “Upload”. It will auto prepopulate the Payment Order Screen.

Payment Order No:

Buy

Sell

Settlement

Value Date

Total Lines	Total Payment	Total Fees
3	120,499.00 USD	
Total to Pay		

Instrument	Beneficiary	We send (USD)	We pay (CAD)	Fee	Reference
Electronic Funds Transfer	TOBA - Stride Credit Union	65,315.00			Inv 3
Electronic Funds Transfer	R2D2 - Banco de Credito del Peru	452.00			Pay
Electronic Funds Transfer	XYZ LTD - Wells Fargo Bank, National Association{(WFBIUS6SXXX)}, 4...	54,732.00			98

[+ New Line](#)

Confirm All Details: The Payment Order No: screen will pop up with your payments. Confirm all details and make any remaining changes necessary.

Accept the Quote: Click “Quote” then “Accept”. The payments will be completed.