FXOnline User Guide

This User Guide comprises of the steps/ instructions to be followed by the customers on the new FXOnline system.

August 2015
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1. Logging in

a. Open URL

To access the application, use the URL https://fx-online.icicibank.com
Once a user clicks on this URL, the below page will appear.

| 1. New URL fx-online.icicibank.com (Old URL: fxonline.icicibank.com) |
| 2. No java applet dependency. |
| 3. Recommended browsers are Google Chrome 30 and later, Mozilla Firefox 20 and later, Internet Explorer 11 and later. |

For login issues, kindly refer the Troubleshooting section on page 22.
b. Enter User ID and Password

To login, the user registered on FXOnline has to enter the User ID and Password.

To login, click on Sign in with User ID and Password. For existing users, the user id would remain same post migration but new password will be communicated through e-mail, 1 day before the migration date.

c. Home page view

Post successful login, you can cross-check the dealer name and customer short name as shown below.

Authorised user of the counterparty can check the user name and counterparty short name.
2. Creating Workspace

a. Currency Configuration


To add currency pairs, click on the currency config tab.

New: Customer to choose mapped currency pairs
Old: Customer to create and choose mapped currency pair

‘Available currency’ column will contain the mapped currency pairs.
Currency Configuration

Click on the currency pairs to select. For multiple selections, press Ctrl and click on the desired currency.

To move the currency pairs from available to selected currency column, click on the right arrow button.
Currency Configuration

To configure the currency pairs on the dashboard, click on “Save” and then confirm after clicking on “Yes”.

b. View Screen

Dashboard post currency pairs selection – below screen will appear.
3. Dealing

a. Deal booking

For booking deals, click on (Buy or Sell) for the required currency pair. When you click on the rate box, deal entry window will open. Sell and Buy mentioned above are from your (customer) perspective.

A - Default setting - Outright option is selected. To book time option deal, select Time Option in the deal booking window.
B - Deal entry window where customer can cross-check whether User has selected the correct side and currency pair by checking the message.
C - Default setting - CASH tenor will populate. You can click on the drop-down and change the tenor as per requirement. Customer can choose deal tenor from the mapped tenors.
D - Respective side of the deal will appear.
E - Maturity date will get auto populated basis tenor selected; except for Tenor ‘Broken’ where customer needs to manually select the value date of the deal.
F - Comments field is a compulsory field where customers need to enter the underlying details. Only three special characters namely dot(.), comma(,) and front slash(/) are allowed.
G - Deal Type is defaulted to UNDERLYING-OTHER for Cash, Tom and Spot deals. For forwards, Deal Type can be selected. Refer Annexure 1 for details on (different deal types to be selected for different underlyings for which forward is booked)
H - Transaction Type is defaulted to REM_GTSU.
I - Click on Submit post selecting tenor and entering amount and details in the comment field.
J - Enter the amount to be bought or sold. The other currency amount will populate post submit button is clicked.
Deal booking window

You will be asked to confirm the deal details before committing a deal. You need to click on ‘Yes’ to proceed and get rate. If any deal parameter is required to be changed, then you can click on ‘No’ and change the details and click on Submit once again.

Deal booking

Rate will appear post Submit is clicked

Click on ‘Accept’ to book the deal or ‘Reject’ to book the deal later. Once Accept is clicked, deal will get booked.

Timer for rate acceptance will appear for you to Accept the deal.
Deal booking

Booked deals will appear in the Deal History blotter with status as Committed.

Deal confirmation message will appear with the transaction no., once Accept is clicked.
c. Deal booking – Forward

For booking forward the initial screen will remain the same as shown in (Point 1 and Point 6 under ‘Dealing’ section). Post clicking on rate box, below screen appears.

For forward deals you can select the Tenor 1M, 2M…12M according to the forward maturity dates. The maturity dates will not be editable if tenors selected are from 1M till 12M.

You need to select BROKEN Tenor, if you want to book forward deals for any particular future date.

As soon as BROKEN tenor is selected, Maturity date will be editable. You can change the month as well as year and choose the maturity date.

Maturity dates will auto-populate, basis the tenor selected and will not be editable if tenors selected are from 1M till 12M.
Deal booking – Forward

Deal Type field becomes editable if any forward tenor is selected with default being ‘Underlying Others’. You can select the appropriate deal type from the list. (Refer Annexure 1)

Post selecting the deal type and entering details such as amount and comments, click on Submit and then Accept to book the deal similar to Cash, Tom or Spot deal booking.
d. Deal booking – Time Option

Select Time Option in the Deal entry window to book Time option deals.

When Time Option is selected, one extra field of option date will appear for selection.

Select the option tenor and maturity tenor and enter the amount and comments and then click on Submit. System will not allow to book Time option deals with a difference in maturities of more than thirty days.

Click on Submit and then Accept to book the deal.
e. Deal Booking – Forward Cancellation

Instead of booking a reverse deal, customers can click on the action button in the deal blotter and cancel the deal.

Option to choose and arrange select fields to customize the deal history blotter.

Select date range basis which forward deal booked earlier will appear in deal history blotter.

Deal Booking – Forward cancellation (Deal history blotter view given below)

All the deals done in the specified date range will appear in the deal blotter.

Maturity date of the deal

Out of all the deals, select the deal which is to be cancelled according to the maturity date.
Deal Booking – Forward cancellation (Deal history blotter view given below)

To cancel the deal, click on the action button which will give a pop-up message to ‘Cancel Deal’.

Cancellation deal entry window will open with the pre-filled details.

To part-cancel a deal, you can modify original deal amount (less than original).

Nothing is required to be filled in the second currency field. It will automatically populate the value once you click on Submit.

Deal Type will have a default selection – UNDERLYING CANCEL. Comments will also be auto-populated by the system.
Deal Booking – Forward cancellation (Once submit is clicked, the cancellation deal will be booked as shown below)

4. Record Keeping
   a. Deal ticket

To see the deal ticket, you need to click on the underlined Tran No. from the deal blotter. Deal ticket will open once Trans No. is clicked.

Once you click on Accept as shown in the “Deal Booking point no. 4” on page 9, Cancellation deal will get booked and system will give the transaction number.

If you want to take a printout of the deal ticket then you can click on Print.
b. Deal report in excel

You can click on the drop-down in the deal blotter to download the deals data in .csv format or copy the data from the blotter and paste it in Excel by using Copy to Clipboard option. Similarly this option can be used in the Reports - Client wise transaction and Deal Slip option.

Deal report in excel basis different filters (date, currency pair, product and Deal Type)

You can access client wise transaction report to check details of the deals booked along with Murex deal number.

You can select the From date and To date as per your requirement.

You can click on Reports option to view the deals done by you.

Click on Get button for display of data.

Option to filter the report currency pair wise, Product wise (Cash, Tom, Spot and Forward) and Deal Type wise.
Deal report in excel basis Maturity status

You can use the deal slip option to check the Maturity status of the deals.

System will reflect the maturity status as Open or Matured according to the maturity date and value date.

5. Trouble Shooting

a. Login Issues

You need to click on "Trouble Logging In?" link for changing your password or unlocking your user-id.
Login issues – Forgot Password: Option to be used only if User is in active status and User ID is in ‘unlocked’ status.

You can reset your password using the ‘Forgot Password’ option. This option will work only if the User ID is not locked. Please refer point no. 3 in Troubleshooting if User ID is locked.

To reset the password, enter FXOnline User ID, e-mail ID and Account No. and then click on Submit.

a) If the data entered is correct, then system will successfully reset the password and send the password to the registered e-mail ID.

b) If the data entered is wrong, system will ask user to re-enter correct data.

Login issues – Unlock User ID/ Password: Option to be used only if User ID is in ‘locked’ status.

Unlock User ID option to be used to reset the password in case ID gets locked.

In case your User ID is locked, then UNLOCK USERID option can be used to reset password, but the ID will still be in locked status. A message will appear to contact the respective Relationship Manager (RM) for unlocking the User ID.
b. Deal booking – Cash cut off validation

If cash tenor is selected for any currency pair for which cash cut-off is over, then you will get this validation message. If Yes is clicked, then system will take the tenor as TOM.

c. Migration process for existing active users:

1. User ID will remain the same. New password will be communicated to you 1 day before the date of migration.
2. User ID will be in active status by default.
3. You will be able to login using existing User ID and new Password.
### 6. Annexure 1

<table>
<thead>
<tr>
<th>Deal Basis</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO UNDERLYING</td>
<td>Deals booked without underlying up to USD 2,50,000 (Special dispensation)</td>
</tr>
<tr>
<td>PAST PERFORMANCE</td>
<td>Deals booked under Past Performance limits</td>
</tr>
<tr>
<td>Past Performance FC/FC Export</td>
<td>FC/FC deals booked under Past Performance with Export limits</td>
</tr>
<tr>
<td>Past Performance Fc/FC Import</td>
<td>FC/FC deals booked under Past Performance with Import limits</td>
</tr>
<tr>
<td>UNDERLYING – EEFC</td>
<td>Deals booked EEFC</td>
</tr>
<tr>
<td>UNDERLYING - OTHER</td>
<td>IF Underlying submitted as Invoice, purchase order, trade agreement, etc.</td>
</tr>
<tr>
<td>UNDERLYING-BC-ICICI</td>
<td>IF Underlying submitted as ICICI Buyers credit</td>
</tr>
<tr>
<td>UNDERLYING-BC-THIRDPARTY</td>
<td>IF Underlying submitted as Other than ICICI Buyers credit</td>
</tr>
<tr>
<td>UNDERLYING-ECB-ICICI</td>
<td>IF Underlying submitted as &quot;ICICI Buyers credit&quot;</td>
</tr>
<tr>
<td>UNDERLYING-ECB-THIRDPARTY</td>
<td>IF Underlying submitted as Other than &quot;ICICI ECB&quot;</td>
</tr>
<tr>
<td>UNDERLYING-FCNR LOAN-ICICI</td>
<td>IF underlying submitted as &quot;ICICI Foreign Currency Non Resident Loan&quot;</td>
</tr>
<tr>
<td>UNDERLYING-FCNR LOAN-THIRDPARTY</td>
<td>IF underlying submitted as &quot;Non ICICI Foreign Currency Non Resident Loan&quot;</td>
</tr>
<tr>
<td>UNDERLYING-FCTL-ICICI</td>
<td>IF underlying submitted as &quot;ICICI Foreign Currency Term Loan&quot;</td>
</tr>
<tr>
<td>UNDERLYING-FCTL-THIRDPARTY</td>
<td>IF underlying submitted as &quot;Non ICICI Foreign Currency Term Loan&quot;</td>
</tr>
<tr>
<td>UNDERLYING-INR LOAN-ICICI</td>
<td>Only for derivative deals</td>
</tr>
<tr>
<td>UNDERLYING-INR LOAN-THIRDPARTY</td>
<td>Only for derivative deals</td>
</tr>
<tr>
<td>UNDERLYING-LC-ICICI</td>
<td>IF underlying submitted as &quot;ICICI Letter of Credit&quot;</td>
</tr>
<tr>
<td>UNDERLYING-LC-THIRDPARTY</td>
<td>IF underlying submitted as &quot;Non ICICI Letter of Credit&quot;</td>
</tr>
<tr>
<td>UNDERLYING-PCFC-ICICI</td>
<td>Forwards Not allowed</td>
</tr>
<tr>
<td>UNDERLYING-PCFC-THIRDPARTY</td>
<td>Forwards Not allowed</td>
</tr>
<tr>
<td>UNDERLYING-WCDL-ICICI</td>
<td>IF underlying submitted as ICICI Working Capital Demand Loan</td>
</tr>
<tr>
<td>UNDERLYING-WCDL-THIRDPARTY</td>
<td>IF underlying submitted as Non ICICI Working Capital Demand Loan</td>
</tr>
<tr>
<td>Underlying CANCEL</td>
<td>If any existing deal is to be cancelled</td>
</tr>
<tr>
<td>Underlying-FCCB</td>
<td>IF underlying submitted as Foreign Currency Convertible Bonds</td>
</tr>
<tr>
<td>NC Underlying</td>
<td>IF deals booked under Non Cancellable (Only utilisation is allowed)</td>
</tr>
</tbody>
</table>