

Payee Manager Enrollment Guide

2023

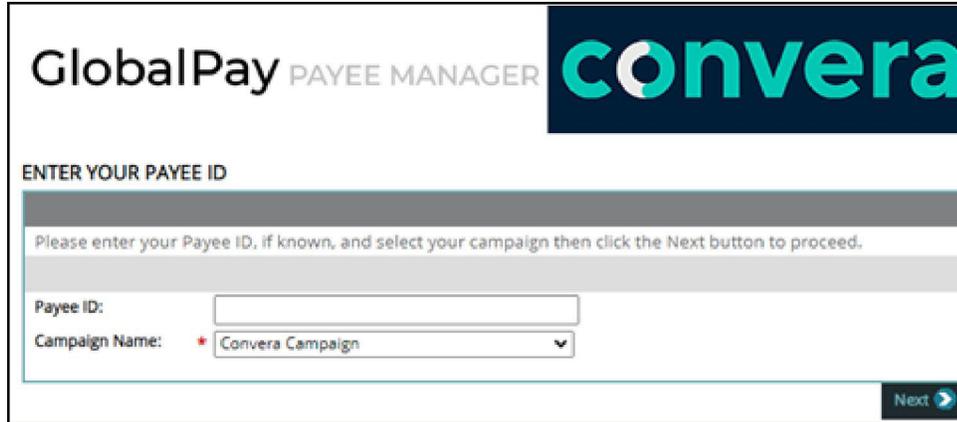


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1. Request to Enroll

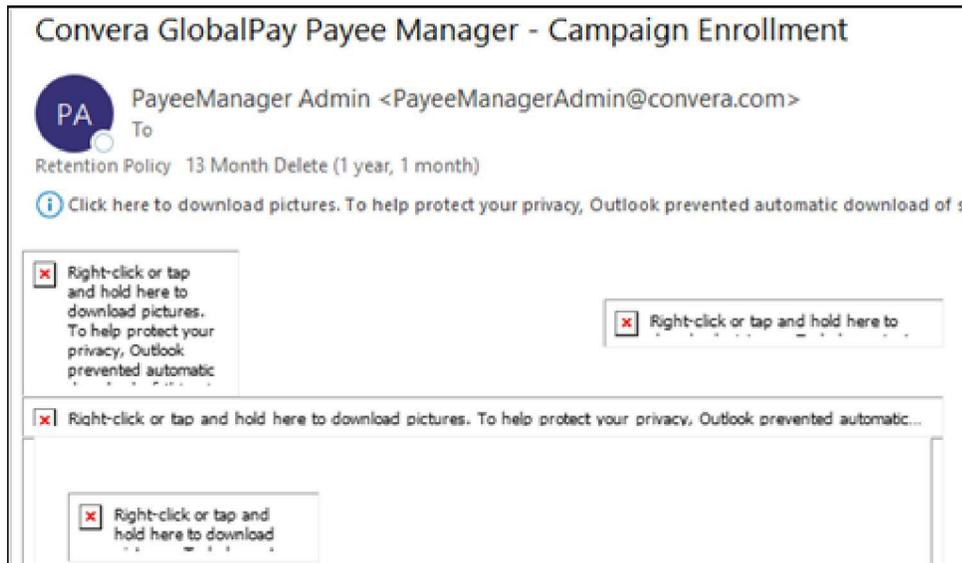
a. From client email with enrollment link or landing page with an embedded enrollment link.

- ┆ Enter Payee ID and select Campaign.
- ┆ Payee ID is not mandatory and can be left blank.
- ┆ Campaign selection is only needed if there are more than one. *If needed client will supply.*



b. From email address payeemanageradmin@convera.com

- ┆ Click the button **Enroll Today**.
- ┆ If you do not see any images within the email you may need to right-click on the image and download them.



TIP: Please note that campaign pages will differ slightly depending on the client's needs.

- Enter your email address then click **Next**.

The screenshot shows the 'GlobalPay PAYEE MANAGER' interface with the 'convera' logo. Below the header, it says 'PLEASE ENTER EMAIL ADDRESS'. There is a large grey input field for the email address. Below this, there are two smaller input fields: 'Email:' with a red asterisk and a red 'x' icon, and 'Campaign Name:' with the text 'Convera Campaign' pre-filled. A 'Next' button with a right-pointing arrow is located at the bottom right of the form.

2. Enter the recipient information under the **Payee Contact Information** heading. Required fields are indicated by an asterisk (*). Click **Next**.

The screenshot shows the 'convera' logo at the top right and 'Client's Logo Here' at the top left. The main heading is 'BENEFICIARY ENROLLMENT'. Below this is a progress bar with six steps, where step 1 is highlighted in blue. A grey bar below the progress bar contains the text 'Please provide contact information for the business or individual represented in this enrollment.' The form is titled 'Beneficiary Contact Information' and contains the following fields: 'Payee ID:' with the value '111'; 'Company or Individual Name:' with a red asterisk and a red 'x' icon; 'Address Line 1:', 'Address Line 2:', 'City:', 'Country:', 'State/Province:', 'Postal Code:', 'Phone Number:', and 'Tax ID:', all with red asterisks. A legend at the bottom indicates that the red asterisk means 'Required Information'. A 'Next' button with a right-pointing arrow is at the bottom right.

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

3. Enter the remaining recipient information under the **Enrollee Contact Information** heading and click **Next**.

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BENEFICIARY ENROLLMENT

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Please provide contact information for the person completing this enrollment.

Enrollee Contact Information

First Name: *

Last Name: *

Title:

E-mail: *

Confirm E-mail: *

Phone Number: *

* Required Information

Next →

4. Select a **username** and **password** under the **Login Information** heading. These login credentials will be used for accessing your information once the enrollment is activated. There are two options, you can create new login credentials or if you are an existing Payee Manager user, you can create a Single Sign On by entering your existing username and password.

- This step may be excluded from some registrations.

- a. To create new user credentials

- Enter your Unique ID as your **Username**, this needs to be 6-50 alpha-numeric characters.
- Enter a **Password**, this needs to be 8-20 characters in length with at least 1 uppercase, 1 lowercase, 1 number, and 1 special character.
- Select a question from the **Challenge Question** dropdown list.
- Provide an answer in the **Challenge Answer** field. Click **Next**.

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

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Please create a unique username and password for accessing Payee Manager.

Login Information

Existing User

New User

Username: * (6-50 characters)

Password: * 1 uppercase, 1 lowercase, 1 number, 1 special character, 8-20 characters

Confirm Password: *

Challenge Question: *

Challenge Answer: * Show

* Required Information

Next →

b. To link to an existing user

- 1. Enter your **Username**.
- 1. Enter your **Password**.
 - 1. If a match is found when you click next, your banking details will pre-populate.
 - 1. If not an exact match, you will need to try again or enroll as a new user.

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Please create a unique username and password for accessing Payee Manager.

Login Information

Existing User

Username: *

Password: *

[Forgot Password?](#)

New User

* Required Information

Next →

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

5. Enter your banking information under the **Bank Account Information** heading and click **Find-A-Bank**.

The screenshot shows the 'BENEFICIARY ENROLLMENT' page with a progress bar at the top containing steps 1 through 6. Step 3 is highlighted. Below the progress bar is a 'Back' button. The main heading is 'BENEFICIARY ENROLLMENT'. Below it, a message reads: 'Please provide your bank instructions and remittance option for receipt of payment.' The 'Bank Account Information' section contains the following fields: 'Bank Account No.(including IBAN, Clabe, etc.):', 'Name on Bank Account:', 'Bank Country:', and 'Currency:'. Each field has a red asterisk to its left. Below these fields is a 'Find A Bank' button with a right-pointing arrow. At the bottom of this section, there is a link 'Enter Bank Manually Details' with a dropdown arrow and a note: 'Please use Find a Bank to pre-populate your bank account details.'

- a. If you do not wish to use the **Find-A-Bank** feature, you can manually enter your bank account information under the **Enter Bank Manually** heading. Complete all fields as applicable.

The screenshot shows the 'Enter Bank Manually Details' section. It includes a link 'Enter Bank Manually Details' with a dropdown arrow. Below this are several input fields: 'Bank Name:', 'Bank Account Type:' (with a dropdown menu showing 'Checking'), 'Bank SWIFT Address:', 'Bank Street Address:', 'Bank City:', 'Bank Province/State:', 'Bank Postal/Zip Code:', and 'SWIFT Branch Details:'.

6. Otherwise, enter the required information under the Search Using Bank Details or IBAN heading, including IBAN OR Routing Code/SWIFT and click **Search**.

The screenshot shows the 'FIND A BANK' section. It has a heading 'FIND A BANK' and a sub-heading 'Search using bank details or an IBAN'. Below this are several input fields: 'IBAN:', 'Or', 'Country:' (with a dropdown menu showing 'United States'), 'Routing Code:', 'SWIFT:', 'Bank Name:', 'City:', 'Address:', and 'State/Province:'. A red asterisk is visible to the right of the 'City' field. At the bottom right of the form is a 'Search' button with a magnifying glass icon. Below the form, there is a note: 'Select a bank branch and save.' and a small text 'SWIFTRef Data Inside'.

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

7. Select your bank from the list provided and click the **Save** button.
8. If available, select to receive your payment by Fastest Electronic Payment (Wire) or Least Cost Electronic Payment (ACH).
 - Provide the **Bank Routing Code** or **Local Bank Routing Code**.
 - Bank Routing Number is the ABA# for US Banks only. It must be 9 digits and identifies the bank which holds your account.
 - Least Cost Electronic Payment (ACH) is only used for the following local currencies channels AUD, CAD, EUR, GBP, HKD, NZD, NOK, USD, and SGD. All other currencies will be sent using the Fastest Electronic Payment (Wire) option.

The screenshot shows a form section with the following elements:

- Fastest Electronic Payment:** Enabled, Preferred form of payment. Below it is a text input field for "Bank Routing Code".
- Intermediary Bank:** Enabled, [Details](#) (with a dropdown arrow).
- Least Cost Electronic Payment:** Enabled, Preferred form of payment. Below it is a text input field for "Local Bank Routing Code".

9. Identify whether an **Intermediary Bank** should be enabled and provide bank details.



An Intermediary bank is a bank that acts on behalf of the recipient's bank. Payment will reach the intermediary bank before being credited to the recipient. We highly recommend you contact your financial institution to determine whether an intermediary bank is needed to receive funds from the United States. Failure to do so may result in payment being returned unprocessed.

The screenshot shows the "Intermediary Bank" form section with the following fields:

- Intermediary Bank:** Enabled, [Details](#) (with a dropdown arrow).
- Bank Name: [Text Input]
- Bank Account No.(including IBAN, Clabe, etc.): [Text Input]
- Bank SWIFT Address: [Text Input]
- Bank Routing Code: [Text Input]
- Bank Street Address: [Text Input]
- Bank City: [Text Input]
- Bank Province/State: [Text Input]
- Bank Country: [Dropdown Menu]

10. Enter the required information under the **Notification of Electronic Payment Initiation** heading.

The screenshot shows the "Notification of Electronic Payment Initiation" form section with the following elements:

- Notification of Electronic Payment Initiation** (Section Header)
- Pay Alert e-mails are generated when a payment is initiated and allow you to track your payment online at our secure website. Multiple e-mail addresses should be separated by a comma or a semicolon.
- Pay Alert E-mail: [Text Input]
- Language: [Dropdown Menu] (Currently set to English)
- Other Information/Notes: [Text Area]

11. Enter the required information under the **Remittance Options** (if available) heading and click **Next**.

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

Remittance Options	
Delivery Option:	<input type="text" value="Email"/>
Delivery Format:	<input type="text" value="Readable Format (Portrait)"/>
Remit Attention:	<input type="text"/>
Remit E-mail Address:	<input type="text"/>

* Required Information

[Next](#)

12. Read the **Service Agreement**, select the checkbox to agree to the terms and conditions and click **Submit Enrollment Request**.

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Please indicate your acceptance of the Convera Service Agreement, or download for further review.

Service Agreement

You must accept the terms of this agreement before sending the enrollment request.

Click Agreement Text Displayed Here

Download Agreement

I agree to the Service Agreement and have reviewed the Online Privacy Statement.

[Submit Enrollment Request](#)

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

13. Review the enrollment details and click **Confirm**.

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Beneficiary Contact **rauer.ra**

request.

Payee ID:

Company or Individual Name:

Address Line 1:

Address Line 2:

City:

Country:

State/Province:

Postal Code:

Phone Number:

Tax ID:

Enrollee **COOPICI NIDMIRCO**

First Name:

Last Name:

Title:

E-mail:

Phone Number:

L. IrdonTIMON

Username:

Challenge Question:

Challenge Answer:

IWT 1444.GG I.CDFOIII

Jr. &RoodPim L. 44.6 MIK
ItMA

Name on Bank Account:

Bank Country:

Currency:

Bank Name:

Bank Account Type:

Bank SWIFT Address:

Bank Street Address:

Bank City:

Bank Province/State:

Bank Postal/Zip Code:

SWIFT Branch Details:

Least Cost Electronic Payment

Least Cost Electronic Payment:

Local Bank Routing Code:

Notification of Electronic Payment Initiation

Pay Alert E-mail:

Language:

Other Information/Notes:

Remittance Options

Delivery Option:

Delivery Format:

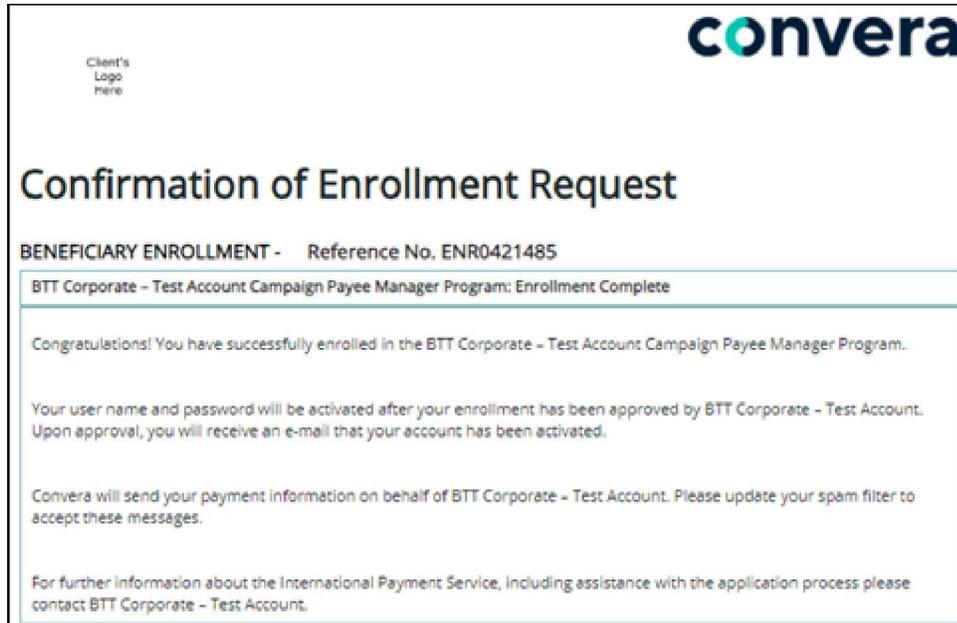
Remit Attention:

Remit E-mail Address:

**Sample confirmation
screen details are
intentionally hidden.**

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

14. The enrollment is now complete.



The image shows a confirmation email template from Convera. It features the Convera logo in the top right corner and a placeholder for the client's logo in the top left. The main heading is "Confirmation of Enrollment Request". Below this, it specifies "BENEFICIARY ENROLLMENT - Reference No. ENR0421485". A highlighted section contains the subject line "BTT Corporate - Test Account Campaign Payee Manager Program: Enrollment Complete". The body of the email includes three paragraphs: a congratulatory message, a note about user name and password activation, and a note about payment information and spam filters. A final paragraph provides contact information for further assistance.

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Confirmation of Enrollment Request

BENEFICIARY ENROLLMENT - Reference No. ENR0421485

BTT Corporate - Test Account Campaign Payee Manager Program: Enrollment Complete

Congratulations! You have successfully enrolled in the BTT Corporate - Test Account Campaign Payee Manager Program.

Your user name and password will be activated after your enrollment has been approved by BTT Corporate - Test Account. Upon approval, you will receive an e-mail that your account has been activated.

Convera will send your payment information on behalf of BTT Corporate - Test Account. Please update your spam filter to accept these messages.

For further information about the International Payment Service, including assistance with the application process please contact BTT Corporate - Test Account.

TIP: Please note that campaign pages will differ slightly depending on the client's needs.

For more information

convera.com

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