



How to log on to CIBC foreign exchange online:

- Go to: www.fxdealing.cibc.com
- Click on Sign On
- Insert your Card number and Password
- Click on Sign On

User tip

Don't let your browser remember your password.

Set up your Settlement Instructions:

You can set up your Settlement Instructions beforehand using the Admin tab or you can add them directly to your trade.

Do you always do the same types of trades? (i.e. transfer between my USD and CAD accounts) If so, set up your Default Settlement Instructions first before completing your first trade.

User tip

Use "Default Instructions" for easier settlement. Best suited for clients who always do the same type of transactions.

- Click on Admin tab
- Click on Set up Settlement Instructions
- Click on New Settlement Instruction tab (the last link on the page)
- Select Currency from drop down list
- Click on appropriate tab: CIBC Bank Account, Send Wire, or Issue Draft
- Insert Instruction Name (Create a name for your settlement instruction)
- Insert appropriate information for your bank account, wire, or draft details
- Note: If you want this to be your default instruction, click on small box beside "Make this the Default Settlement Instruction".
- Click on Save

Hints:

Avoiding "Invalid action errors":

- Do not double click on any action button or
- Allow the page to fully load up before hitting another action button.

Locating wire reference number:

- Select History tab.
- Search and select the trade you are inquiring on.
- Click on red Reference # to select trade you are inquiring on.
- Click on View Settlements.
- Click on Credit Details.
- Click on red account number under Account Beneficiary field.
- A new browser window will appear. The wire reference number will appear on the bottom of the page.

Downloading trade details on any previous trades:

- Select History tab.
- Search and select the trades you are inquiring on.
- Use the Download function to export trades to a .txt file.
- Note: All trades are archived online for one year from the trade date.

Buy/Sell Page:

- Select the currency you want to buy (click on down arrow)
- Select the currency you want to sell (click on down arrow)
- Insert the appropriate amount of transaction in either the buy or sell
- Select your settlement method
- Click on Next

User tip

BUY is a deposit to your account in that currency
SELL is a withdrawal from your account in that currency

Next Page:

- Select Same Day or Next Business Day
- Click on "Get Rate" Note: You will have 20 seconds to accept or decline the rate.
- After accepting the rate, a Trade Detail summary page will appear.

CONTACT INFORMATION:

- CIBC foreign exchange online support:
 - 1-877-224-2239 or 416-594-3911
 - Press option 1 – English, then option 1 again
 - Fax 416-594-8335
 - Email fxdeal@cibc.ca

How to settle your trade individually without using Default Settlement Instructions:

Settling via CIBC Bank Account:

- Change amount of payment, if necessary.
- Insert your transit and account number
- Click on Add to save this Instruction Name for future use. (Create a name for your settlement instruction. i.e. if it's your Canadian account, use CAD A/C)
- Click on OK on the pop up box
- Click OK on the main settlement screen located at the bottom of the page.
- Click on OK on the pop up box that asks if you want to finalize the settlement.

FX Centre Confirm Settle History Admin

Specify Credit Instructions for Trade # 3287313
New Credit Instruction

Outstanding amount owed to you **CAD 364,850.00**
Amount CAD

Credit account

Credit CAD account according to the following instruction

Account Holder Name

Transit - Account Number

Tip: you can this instruction to the list of instructions

Settling via Draft payment:

- Change amount of payment, if necessary.
- Click on Issue Draft
- Insert name of Beneficiary, name of Purchaser (i.e. you), select where CIBC will send draft (to your office or to the third party), and Beneficiary's address.
- Click on Add to save this Instruction Name for future use. (Create a name for your settlement instruction. i.e. use the name of the company you are sending the draft to – ABC Co. Inc)
- Click on OK on the pop up box
- Click OK on the main settlement screen located at the bottom of the page.
- Click on OK on the pop up box that asks if you want to finalize the settlement.

FX Centre Confirm Settle History Admin

Specify Credit Instructions for Trade # 3287315
New Credit Instruction

Outstanding amount owed to you **EUR 100,000.00**
Amount EUR

Credit EUR account according to the following instruction

Payable To (Beneficiary)

Remitter (Purchaser)

Tip: you can this instruction to the list of instructions

Special Instructions for CIBC

Notes

Note:Charges may be applicable

Settling via Wire payment:

- Change amount of payment, if necessary.
- Click on Send Wire tab
- Select who will pay for correspondent charges. The correspondent charge is a charge levied by the receiving bank; therefore CIBC would not know the amount of this charge before the wire is sent.
- Insert name of Beneficiary, their a/c #, their bank SWIFT code, and their bank's name and address. Optional fields are Clearing code type, Clearing code number and notes to beneficiary.
- Click on Add to save this Instruction Name for future use. A new pop up box will appear. (Create a name for your settlement instruction. i.e. use the name of the company you are sending the wire to - XYZ Co. Ltd)
- Click on OK on the pop up box.
- Click OK on the main settlement screen located at the bottom of the page.
- Click on OK on the pop up box that asks if you want to finalize the settlement.

FX Centre Confirm Settle History Admin

Specify Credit Instructions for Trade # 3287915
New Credit Instruction

Outstanding amount owed to you **EUR 100,000.00**
Amount EUR

Credit EUR account according to the following instruction

Correspondent charges to be paid by Sender Beneficiary

Beneficiary

Beneficiary Account Number

Bank SWIFT Code

Bank Name and Address

Clearing Code Type

Clearing Code Number

Notes to Beneficiary

Tip: you can this instruction to the list of instructions

Special Instructions for CIBC

Invoice Number

Notes

Note:Charges may be applicable

User tip

Do not forget to log off by clicking on [Sign Off](#) located on the upper right hand corner of the web page.

DEADLINES & CUT-OFF TIMES:

- Confirming trades – all trades need to be confirmed online by end of trade date.
Note: By settling a trade, you will automatically confirm it!
- Settling trades –
 - Account transfers** are required by 3:30 pm local time to the branch where your accounts are held.
 - Wire settlement** is by 3pm EST for USD wires. For non-USD wires, they are required by 3pm EST one business day prior to the value date.
 - Forward value dates** are required by 3:30 pm EST two business days prior to the value date.