



## Peloton Portal – Reference Guide

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11. Scheduling Payments in Client Portal
12. Connecting Accounting Systems (**Currently in BETA; contact Sales for any inquiries**)

## Accessing the Peloton Portal

### First Time Users

When logging in for the first time:

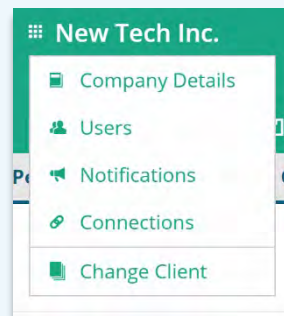
1. Access the portal: <https://portal.peloton-technologies.com/>
2. Enter your e-mail and temporary password
3. Check your e-mail for a notification from Peloton and click on the link in the message to confirm your e-mail
4. Log in again and set a new password

### Finding What You Need in the Peloton Portal

Logging in brings you to the home page. From there, you are able to navigate to any page you require. Simply click the icons to open menus for pages or features you want:

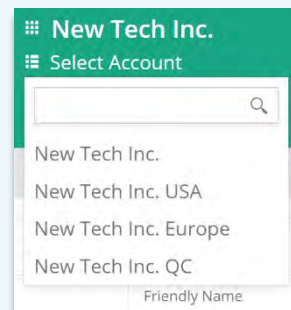
#### Client Menu

- Company Details
- Users
- Notifications
- Connections
- Change Client (available for users who have access to multiple clients)



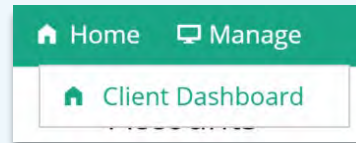
#### Select Account

(available for clients with multiple accounts)



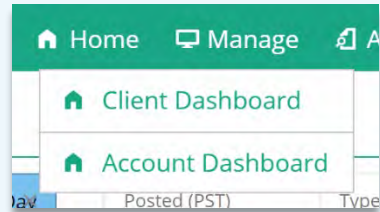
### Home (if no account is selected)

- Client Dashboard



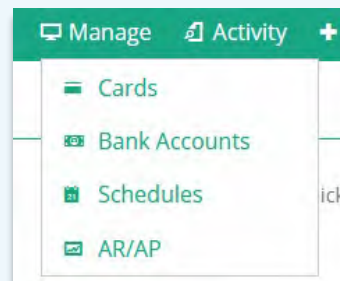
### Home (with account selected)

- Client Dashboard
- Account Dashboard



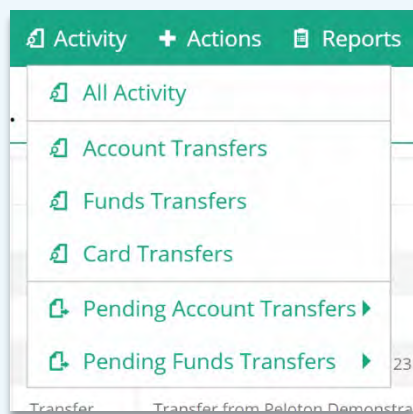
### Manage

- Cards
- Bank Accounts
- Schedules
- AR/AP



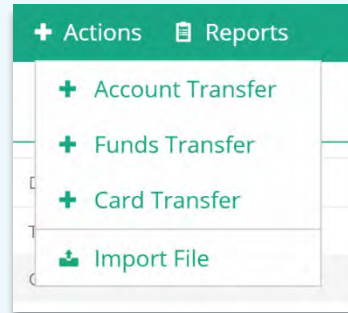
### Activity (an account must be selected)

- All Activity
- Accounts Transfers
- Funds Transfers
- Card Transfers
- Pending Account Transfers
  - Pending In
  - Pending Out
- Pending Funds Transfers
  - Pending In
  - Pending Out



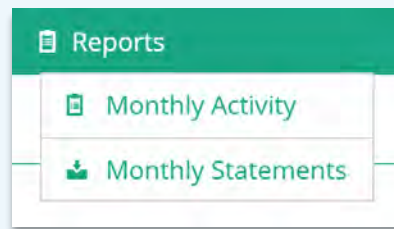
### Actions (an account must be selected)

- Account Transfer
- Funds Transfer
- Card Transfer
- Import File



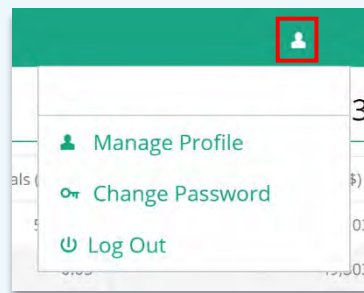
### Reports (an account must be selected)

- Monthly Activity
- Monthly Statements



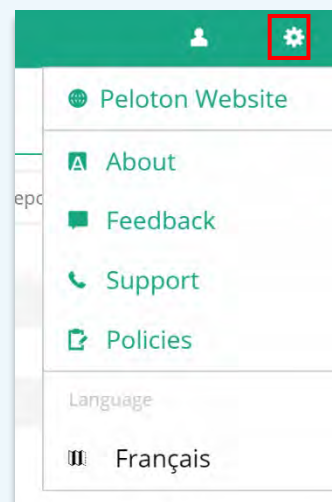
### Profile

- Manage Profile
- Change Password
- Log Out



### Gear icon

- Peloton Website
- About Peloton Portal
- Feedback
- Support
- Policies
- Language option



## The Client Dashboard

The Client Dashboard provides an overview of all the accounts available and provides quick access to common tasks at the client level such as Manage Users, Cards and Bank accounts. It also allows the user to access each individual account. You can click on "Select Account" or click on the links next to the account balances to transfer funds, process card transactions, view the account activity details, and download account reports.

The screenshot shows the Peloton Client Dashboard for New Tech Inc. (Client # B000000000021265). The dashboard includes a header with the Peloton logo, navigation links (Home, Manage), and a "Select Account" button. Below the header, there are three sections: Messages, Accounts, and a bottom row of action buttons.

**Messages:**

- Upcoming Bank Holiday: Remembrance Day (2020-11-11 00:00:00) is coming up in 9 days.
- Welcome to the new and improved Portal
- The Client Dashboard displays all your accounts

**Accounts Table:**

Account ID	Account Name	Currency	Balance	View Account	Account Transfer	Funds Transfer
14265	New Tech Inc.	CAD	\$ 50,000.00	<a href="#">View Account</a>	<a href="#">Account Transfer</a>	<a href="#">Funds Transfer</a>
14272	New Tech Inc. USA	USD	\$ 0.00	<a href="#">View Account</a>	<a href="#">Account Transfer</a>	<a href="#">Funds Transfer</a>
14273	New Tech Inc. Europe	EUR	€ 0.00	<a href="#">View Account</a>	<a href="#">Account Transfer</a>	<a href="#">Funds Transfer</a>
14274	New Tech Inc. QC	CAD	\$ 0.00	<a href="#">View Account</a>	<a href="#">Account Transfer</a>	<a href="#">Funds Transfer</a>

**Bottom Row of Buttons:**

- Users:** Manage Users of this portal
- Manage Cards:** Manage stored card information
- Manage Bank Accounts:** Manage stored banking information

## Search, Sort and Filter

At the top of a table of information, the Peloton Portal offers ways to search, sorts & filter.

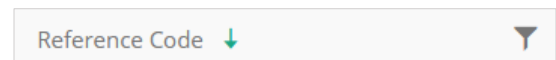
The screenshot shows the search and filter controls at the top of a table. It includes a "Posted (PDT)" filter, a "Reference Code" filter, a "Bank Account" filter, a "Type" filter, a "State" filter, and an "Amount (CAD)" filter. There is also a search bar with a magnifying glass icon and a dropdown menu for "All".


**To search** – you can choose the type of information you would like to search. Enter the text you want to look for in the "Search..." field

The screenshot shows the search dropdown menu open, displaying a list of search criteria: All, Amount, Bank Account Friendly Name, Bank Account Number, Bank Account Owner, Reference Code, and Type. The "All" option is selected. The search bar is labeled "Search..." and has a magnifying glass icon. Below the dropdown, there is a table with columns for "State" and "Amount (CAD)".

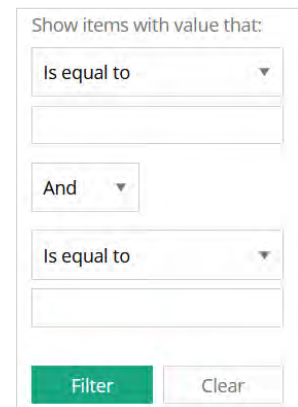
State	Amount (CAD)
Pending	\$-15.00
Pending	\$-37.00
Pending	\$-55.65


**To Sort** – Click the title of the column to toggle between the type of sort. You'll see which column is sorted when there's a green arrow in the title



**To Filter** – This is the filter icon . Whenever you see it, you can click to filter the information in that column. Some context might change, but in it you will see options to filter

Options on filtering may vary depending on the column and type of available information.

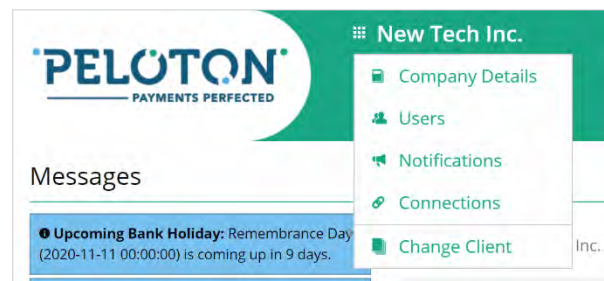


**To Export** – To export your information to an excel file click . This will download *what you see on the current screen* into an excel document

## Managing Users

To access the user management tool, click on the client icon and select "Users". The Users tool allows you to:

- Create logins for new users
- Edit user details and change users' roles and privileges
- Change the limits for users
- Disable any user no longer needed

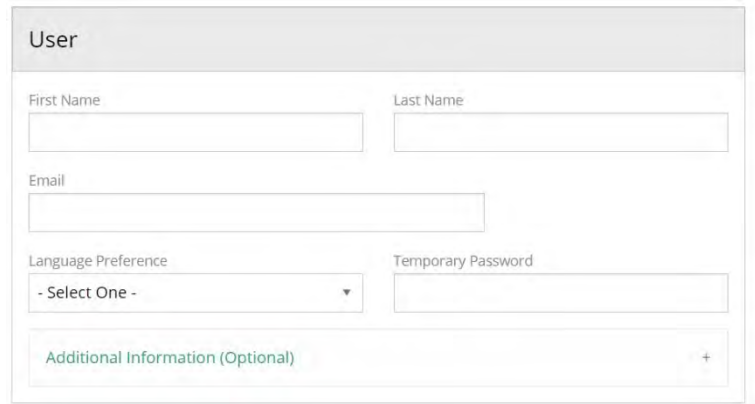


## Creating Login Credentials for a New User

From the Users page:

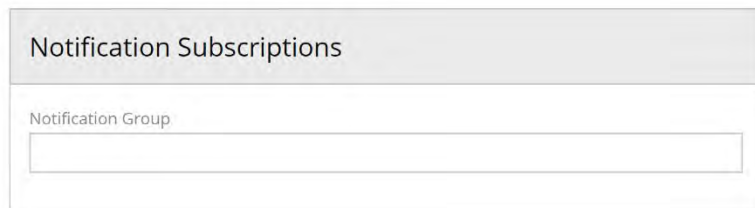
1. Click on "Add" in the Users sub-menu

2. Complete the user details, set the language preference and assign a temporary password



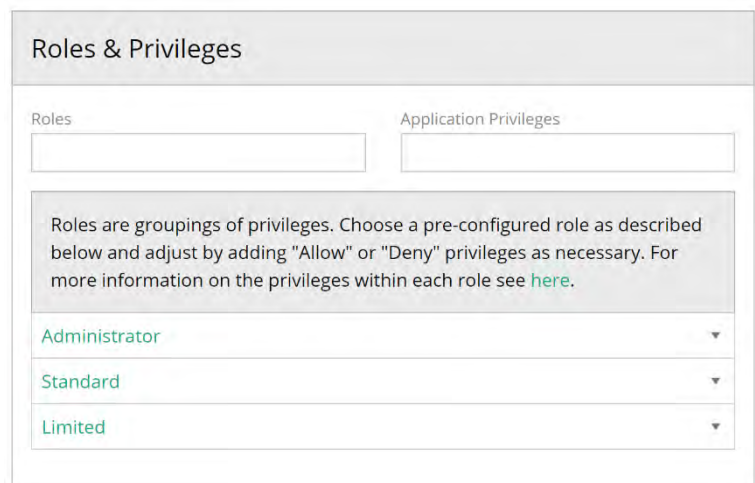
The 'User' form contains the following fields: First Name, Last Name, Email, Language Preference (a dropdown menu currently showing '- Select One -'), and Temporary Password. At the bottom, there is an 'Additional Information (Optional)' section with a plus icon to expand it.

3. Set the user's Notification Subscriptions to receive e-mails about activity on the account



The 'Notification Subscriptions' form has a single text input field labeled 'Notification Group'.

4. Set Roles & Privileges section based on the role of the user. Please note that roles are groupings of privileges. The Administrator has access to all features and settings of the Peloton Portal. The Standard role gives the user access to all the features and limited access to settings such as editing users. The Limited role only allows the user to view the information available in the portal



The 'Roles & Privileges' form includes a 'Roles' dropdown menu and an 'Application Privileges' text input field. Below these is a grey informational box stating: 'Roles are groupings of privileges. Choose a pre-configured role as described below and adjust by adding "Allow" or "Deny" privileges as necessary. For more information on the privileges within each role see [here](#).' Below this box is a list of three roles: Administrator, Standard, and Limited, each with a dropdown arrow.

5. Click "Add" to create the new user. They will be able to access the portal using their e-mail and the temporary password created. The new user will be required to change their password during their first access

## Removing Users

From the Users page:

1. Select the user you wish to remove
2. Click on the X at the right-hand side of the screen

Username ↑	Last Name	First Name	Limit	Roles
123@test.com	TTC	Test	\$0.00	Administrator

3. Review the user details, check the confirm box and click on "Remove"
4. The User page will refresh, and that user will no longer be listed in the User list

Users
Add
Remove

User Details

First Name  
Test

Last Name  
TTC

Email  
123@test.com

Language Preference  
English

Primary Phone

Alternate Email

Alternate Phone

☒ Confirm

Remove

## Editing Users

From the Users page:

1. Select the user you would like to edit
2. Click on the edit icon next to the user's email

<div> PELOTON New Tech Inc. Select Account Client # B0000000000021265 </div>				
<div> Users Add </div>				
<div> Export to Excel </div>				
Username ↑	Last Name	First Name	Limit	Roles
123@test.com	TTC	Test	\$0.00	Administrator
<div> 1 10 Items per page 1 of 1 Items </div>				



- In the edit screen, you will be able to change the user details, change their subscriptions and current roles and application privileges. If you would like to add a phone number and an alternate e-mail, click on "Additional Information" to expand the fields

- You can also edit the user's daily spending limit. For security reasons, \$30,000 is the highest limit that can be set to a user. If you require a higher limit, please contact Peloton Support team at [support@peloton-technologies.com](mailto:support@peloton-technologies.com)
- The user's e-mail is the only information that cannot be changed. If you need to change this information, you will need to remove this user and add a new one
- Click on "Save" to keep all the modifications

## Changing Your Password and setting Two-Factor Authentication

The user profile page will show all the details associated to the user and it will allow you to change your password and set two-factor authentications to enhance the security of your account.

- To change your password, select the profile icon on the right side of the screen and click on "Manage My Profile"

- In the Manage Login section, click on "Password" to view the "Change Password" link and click on the link to set a new password
- To set two-factor authentication, click on the "Off" button to change it to "On". Wait for the page to refresh to make sure the change was applied to the account

## Managing Bank Accounts

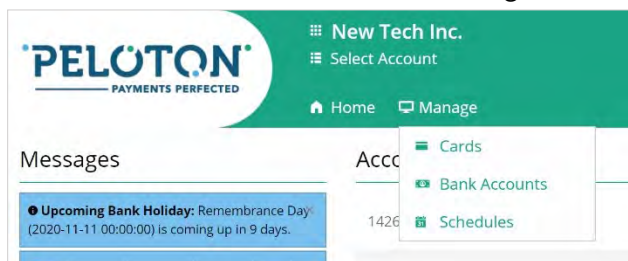
When you begin using the Peloton Portal, add the bank accounts your organization will use to fund the Peloton account or to send funds received in your Peloton account.

This tool also allows you to add the bank accounts of your suppliers, contractors, employees, etc., that will send you funds or receive payments from your Peloton Account.

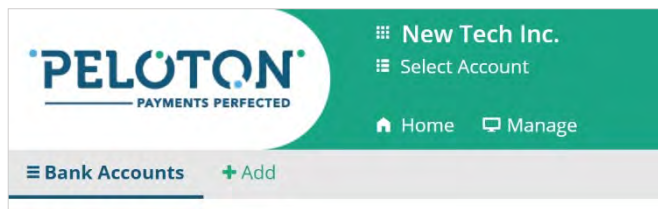
### Adding a New Bank Account

To add a new bank account:

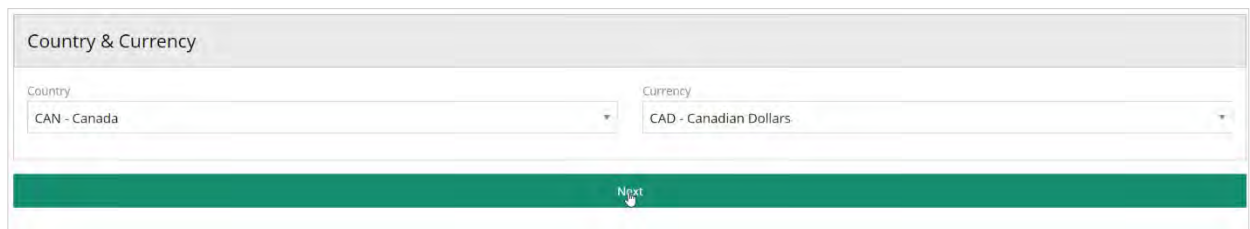
1. Click on "Bank Accounts" in the Manage menu



2. Click "Add"



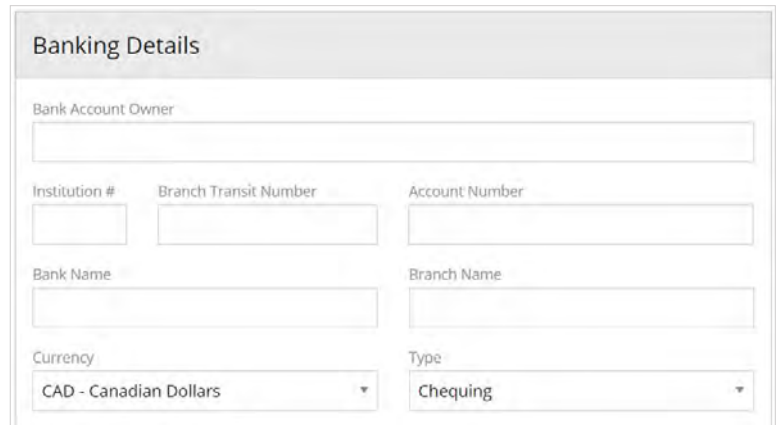
3. Complete the information in the Country and Currency section

A screenshot of the 'Country & Currency' form. The form has two dropdown menus: 'Country' and 'Currency'. The 'Country' dropdown is set to 'CAN - Canada' and the 'Currency' dropdown is set to 'CAD - Canadian Dollars'. Below the dropdowns, there's a green 'Next' button.

4. Fill in the Banking Details section

5. Update the Additional Information. In Friendly Name, you can add any information that helps you easily identify the bank account within the Client Portal. For example:

- "Operating Account"
- "PAD – John Smith"
- "Payroll – Jane Jones"

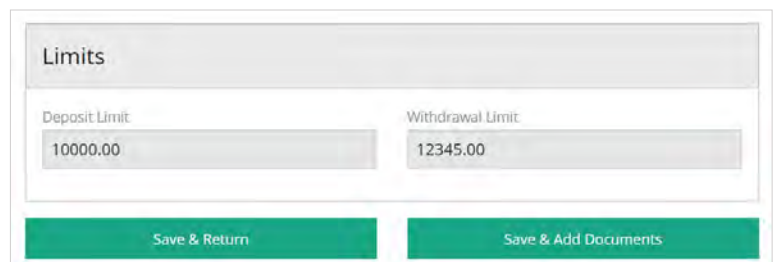


The Banking Details form contains the following fields:

- Bank Account Owner (text input)
- Institution # (text input)
- Branch Transit Number (text input)
- Account Number (text input)
- Bank Name (text input)
- Branch Name (text input)
- Currency (dropdown menu, currently set to CAD - Canadian Dollars)
- Type (dropdown menu, currently set to Chequing)

6. If you need to add Reference to the bank account, click on "References" to expand the fields

7. For security reasons, default limits are set. If you need a higher limit for a specific bank account, please contact Peloton Support



The Limits form contains the following fields:

- Deposit Limit (text input, currently set to 10000.00)
- Withdrawal Limit (text input, currently set to 12345.00)
- Save & Return button
- Save & Add Documents button

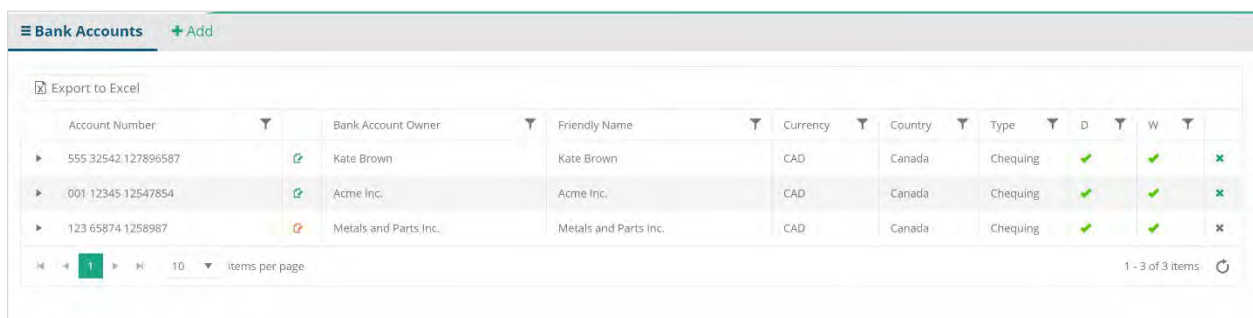
8. Click on "Save & Return" to add the bank account

9. Click on "Save & Add Documents" if you would like to keep a copy of a VOID cheque, EFT payment form on file

## Viewing Your Bank Account List

To view all the bank accounts saved on your Peloton Account, select "Bank Accounts" in the Manage menu.

Directly below the Bank Accounts submenu bar you will see a list of all bank accounts and key information for each of them.



The Bank Accounts list shows the following data:

Account Number	Bank Account Owner	Friendly Name	Currency	Country	Type	D	W	
555 32542 127896587	Kate Brown	Kate Brown	CAD	Canada	Chequing	✓	✓	✗
001 12345 12547854	Acme Inc.	Acme Inc.	CAD	Canada	Chequing	✓	✓	✗
123 65874 1258987	Metals and Parts Inc.	Metals and Parts Inc.	CAD	Canada	Chequing	✓	✓	✗

1 - 3 of 3 items

For more details, click the bank account's row and select the drop-down button to review the Details, References and Documents.

The screenshot shows a web interface for a bank account. At the top, there's a header with account information: '809 32154 987654321', '123 ABC Inc', '123 ABC Inc', 'CAD', 'Canada', and 'Chequing'. Below this is a navigation bar with tabs: 'Details', 'References', 'Documents', and 'Token'. The 'Details' tab is active. The main content area is divided into two columns. The left column contains 'Bank Name' (Not Set), 'Deposit to Bank Account' (Allowed), and 'Withdraw from Bank Account' (Allowed). The right column contains 'Branch Name' (Not Set), 'Deposit Limit' (\$10,000.00), and 'Withdrawal Limit' (\$12,345.00).

The Documents tab will allow you to save documents associated to the bank account, such as a void cheque or signed PAD agreement or to download any previously saved file.

## Removing a Bank Account

From the Bank Account page:

1. Select the bank account that will be deleted
2. Click on the X button on the right side of the screen
3. Check the confirm box and click on "Remove" to delete the bank account

It is not possible to remove a bank account that's being used by an active schedule. You will need to cancel the schedule before removing the card from the system

The screenshot shows a confirmation dialog for removing a bank account. The title is 'Bank Account Details'. It contains two sections: 'Bank Account Details' and 'Associated Documents'. The 'Bank Account Details' section shows 'Friendly Name: Kate Brown', 'Display Number: 555 32542 127896587', 'Bank Account Owner: Kate Brown', and 'Branch Name: Not Set'. The 'Associated Documents' section has a table with columns 'File Name', 'Type', and 'Create Time (PST)'. The table is empty, and the text 'Not Found' is displayed. Below the table, there's a pagination bar showing '0' items, '5' items per page, and 'No items to display'. At the bottom, there's a 'Confirm' checkbox (checked), a 'Remove' button, and a 'Cancel' button.

## Editing a Bank Account

From the Bank Account page:

1. Select the bank account that you need to edit
2. Click on the edit icon located between the Account Number and the Bank Account Owner
  - A green icon means that all the bank account information can be edited. An orange icon means that a transaction was previously processed using the bank account so editing will be limited
3. If the bank has been used in a transaction before, it will not be possible to edit the Institution, the Branch Transit, or the account numbers. If you need to modify these details, you will need to remove the current bank account and add a new one
4. For security reasons, the bank account's limit cannot be modified by the users. If you require a higher limit, please contact Peloton support team at [support@peloton-technologies.com](mailto:support@peloton-technologies.com)
5. Click on "Save" to keep all the modifications

Bank Accounts

Add

Export to Excel

	Account Number		Bank Account Owner		
▶	555 32542 127896587	<div></div>	Kate Brown		K
▶	001 12345 12547854	<div></div>	Acme Inc.		A
▶	123 65874 1258987	<div></div>	Metals and Parts Inc.		M

◀

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1

▶

▶

10

▼

items per page

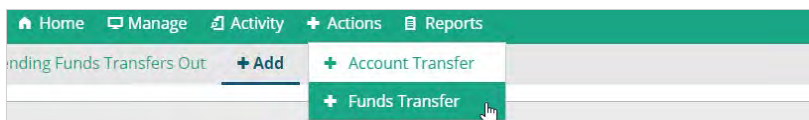
## Funds Transfers

### Moving Funds from Your Peloton Account to a Bank Account

Sending funds from your Peloton Account can be used to move money into your business' bank account or to perform other business functions such as crediting a supplier's bank account or payroll.

To send funds out of your Peloton Account and into a selected bank account:

1. Go to Actions and click on "Funds Transfer"



2. In the Send/Receive box, choose "Send Funds"
3. Enter the amount of the transfer
4. Select the bank account for the funds to be transferred to
5. Type a reference if applicable.
6. Click "Add"

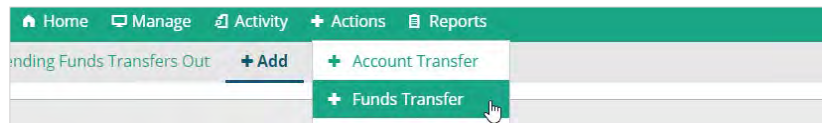
The screenshot shows the Peloton Payments Perfect interface for 'New Tech Inc.'. The top navigation bar includes Home, Manage, Activity, Actions, and Reports. Below the navigation bar, there are tabs for 'Pending Funds Transfers In', 'Pending Funds Transfers Out', and '+ Add'. The 'Funds Transfer' form is displayed with an 'Available Balance' of \$50,000.00. The 'Send / Receive' dropdown is set to 'Send Funds'. The 'Amount' field contains '\$ 695.00' and the 'Date' field contains '2020-11-03'. The 'Bank Account' dropdown is set to 'Metals and Parts Inc. | Metals and Parts Inc. | 123 65874 1258987'. The 'Reference 1' field contains 'Invoice 123/2020'. There are five reference fields in total, each with a '+' icon to its right. At the bottom of the form is a green 'Add' button.

## Moving Funds from a Bank Account to your Peloton Account

Receiving funds into your Peloton Account can be used to perform pre-authorized debits from your clients' bank accounts or to fund your Peloton Account for other purposes such as payroll, prepaying transaction fees, or in preparation for moving the funds to another bank account.

To receive funds from a bank account and into your Peloton Account:

1. Go to Actions and click on "Funds Transfer"
2. Go to the Send/Receive box and choose "Receive Funds"
3. Enter the amount of the transfer
4. Select the bank account that will be debited to provide the funds being deposited to your Peloton Account
5. Type a reference if applicable
6. Click "Add"



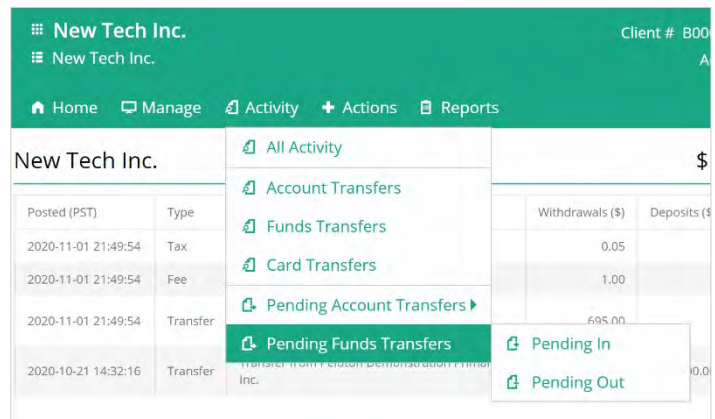
The screenshot shows the Peloton Payments Perfect interface for 'New Tech Inc.'. The top navigation bar includes Home, Manage, Activity, Actions, and Reports. Below the navigation bar, there are tabs for 'Pending Funds Transfers In', 'Pending Funds Transfers Out', and '+ Add'. The 'Funds Transfer' form is displayed with an 'Available Balance' of \$49,303.95. The 'Send / Receive' dropdown is set to 'Receive Funds'. The 'Amount' field contains '\$ 500.00' and the 'Date' field contains '2020-11-03'. The 'Bank Account' dropdown is set to 'Metals and Parts Inc. | Metals and Parts Inc. | 123 65874 1258987'. The 'Reference 1' field contains 'Rent Storage - Nov. 2020'. There are five reference fields in total, each with a '+' icon to its right. At the bottom of the form is a green 'Add' button.



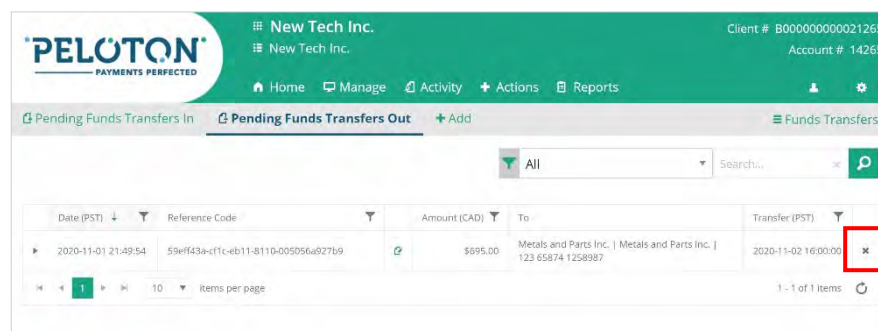
## Cancelling a Funds Transfer

If a funds transfer is made by mistake, you can cancel it easily and without cost before it is processed by Peloton.

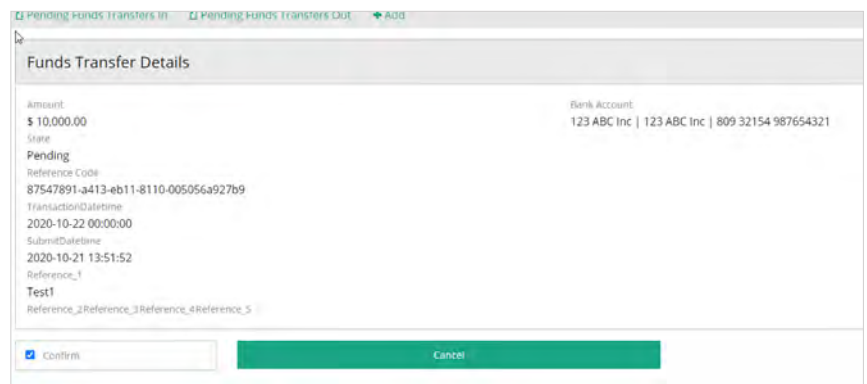
1. Go to Activity, select "Pending Account Transfer" and click on "Pending In" or "Pending Out" depending on the type of funds transfer that needs to be cancelled



2. Choose the transfer that you would like to cancel and click on the X at the right-hand side of the screen



3. Review the details of the funds transfer, check the confirm box and click on the "Cancel" button to cancel the transaction



## Activity

The account activity section provides the details of all the transactions processed on the account. You have multiple views available.

- “All Activity” will provide a list of everything processed on the account, including taxes and fees
- The “Account Transfer”, “Funds Transfers” and “Card Transfers” options will give a list of transactions based on the type of transaction selected
- “Pending Funds Transfers” and “Pending Account Transfers” will show you the list of all transactions that were created but were not processed by Peloton (funds transfers) or accepted by you or by the receiving party (account transfers)

Posted (PST)	Type	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
2020-11-01 21:49:54	Tax	GST			49,303.95
2020-11-01 21:49:54	Fee	EFT Withdrawal Fee	1.00		49,304.00
2020-11-01 21:49:54	Transfer	EFT to Metals and Parts Inc. (#123 65874 ***8887)	695.00		49,305.00
2020-10-21 14:32:16	Transfer	Transfer from Peloton Demonstration Primary Inc.		50000.00	50,000.00

## Download a Funds Transfer or a Card Transfer receipt

The portal offers the ability to download receipts for individual transactions (card transfers and funds transfers). To download a receipt:

1. Click on “Activity” and select the type of the transaction of the required receipt (funds transfers or card transfers)
2. In the Activity page, select the transaction and open its details by clicking on the drop-down button on the left-hand side of the screen
3. Click on “Receipt” to open the tab
4. Click on the “Download” button to get the PDF receipt

Posted (PST)	Reference Code	Bank Account	Type	State	Amount (CAD)
2020-11-02 16:00:00	550F643A-D15-0B11-811105050A0A02/769	Metals and Parts Inc.   Metals and Parts Inc.   123 65874 1238967	Withdrawal	Pending	\$-695.00

If you check the Include Fees & Taxes Summary box, those will be listed in the receipt file

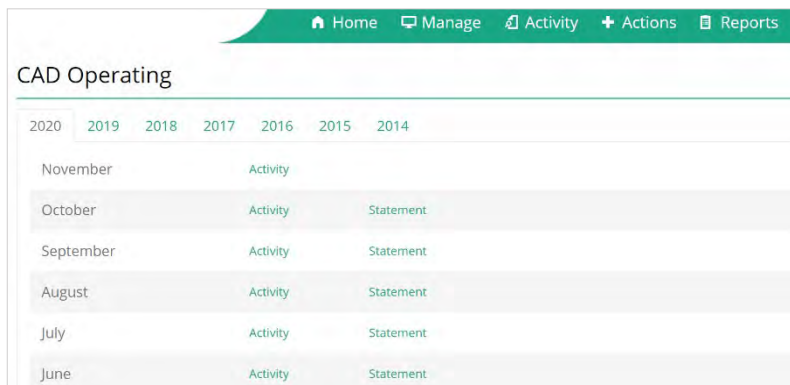


## Activity Reports and Account Statements

The Peloton Portal allows you to better manage your data by providing activity reports and account statements.

To download the Monthly Activity Reports and the Account Statements:

1. Select "Reports" and click on "Monthly Activity" or "Monthly Statements"
2. Select the year and the month
3. Click on the desired "Activity" or "Statement" button to download the report



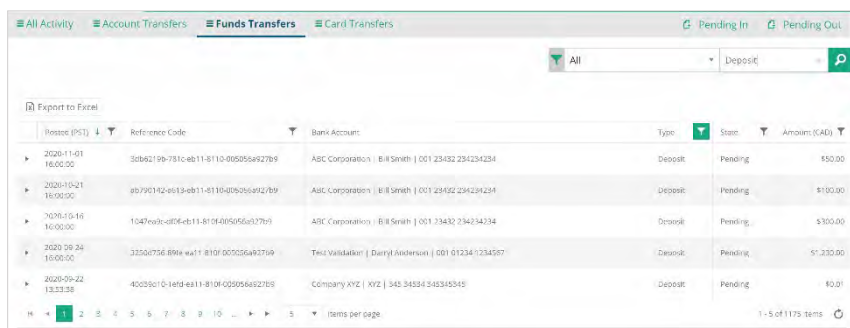
2020	2019	2018	2017	2016	2015	2014
November						
				Activity		
October						
				Activity		Statement
September						
				Activity		Statement
August						
				Activity		Statement
July						
				Activity		Statement
June						
				Activity		Statement

## Creating and downloading a custom report

The Activity tools allow you to create custom reports, such as a report containing only the card transactions processed on the account, or a report containing the funds transfers processed to and from a specific bank account.

To create these reports:

1. Select Activity and click on the type of activity pertinent to the report you would like to create. The next steps will show you how to create a custom funds transfers report, but the same procedure can be applied to all types of transactions
2. In the Funds Transfers page, filter the information by clicking on the filter icon next to headers or use the search tool (when available) to narrow down the transactions needed in the report
3. After the information is selected, click on "Export to Excel" to download the report



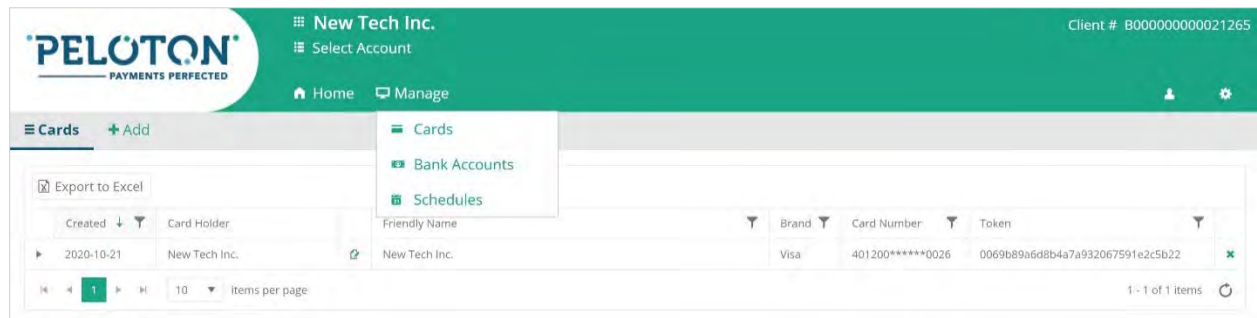
Date (PST)	Reference Code	Bank Account	Type	Status	Amount (CAD)
2020-11-01 16:00:00	3cb6219b-781c-eb11-8100-005056a927b9	ABC Corporation   Bill Smith   001 23432 2343234	Deposit	Pending	\$50.00
2020-10-21 16:00:00	ab790142-eb13-eb11-8100-005056a927b9	ABC Corporation   Bill Smith   001 23432 2343234	Deposit	Pending	\$100.00
2020-10-16 16:00:00	1047e0bc-d8f4eb-11-8100-005056a927b9	ABC Corporation   Bill Smith   001 23432 2343234	Deposit	Pending	\$100.00
2020-09-24 16:00:00	310a0736-89e4eb-11-8100-005056a927b9	Test Validation   Danny Andersen   001 01234 1234567	Deposit	Pending	\$* 200.00
2020-09-22 13:23:35	40059010-1ef4eb-11-8100-005056a927b9	Company XYZ   XYZ   345 34534 34534545	Deposit	Pending	\$0.01

The report will contain only the items listed in the screen. If you need a report with all items, increase the items per page on the bottom of the grid to display all entries in one page

## Credit Cards

The Peloton Portal allows you to save and keep yours or your customers' credit card information. All credit card information is securely stored by Peloton Technologies Inc. according to the PCI SSC Data Security Standards.

You will be able to see and manage all the credit cards saved on your account by accessing the Credit Card page. To access this information, select "Manage" and click on "Cards"



## Adding a Credit Card

From the Credit Card page:

1. Click on "Add" in the credit card sub-menu bar
2. Fill out the form with the credit card details and its billing information

- Update the Additional Information fields. In Friendly Name, you can add any information that helps you easily identify the credit card within the Peloton Portal. You can also add an order number or references by clicking on the titles to expand the fields

- Click on "Add Card" to save the information entered, or...
- Click on "Verify & Add Card" to send the card information to the acquirer bank to confirm the card details are valid. To verify the card, the system will process a pre-authorization of \$0.50. This amount will not show up in the card statement and it will expire after some time. No action is required after the verification is completed

## Editing a Credit Card

From the Credit Card page:

- Select the card that you need to edit
- Click on the edit icon located between the card holder name and the card Friendly Name

Created	Card Holder	Friendly Name
2020-10-21	New Tech Inc.	New Tech Inc.

- In the edit page, you will be able to modify most details of the card, including expiry date and Friendly Name


It is not possible to edit the Card Type or the card number. If the current card number is no longer valid, you will need to remove the card and add a new one

- Click on "Save" to keep all the modifications

## Removing a card

From the Credit Card page:

- Select the card that will be deleted
- Click on the X button on the left side of the screen

Card Number	Token	
401200*****0026	0069b89a6d8b4a7a932067591e2c5b22	
1 - 1 of 1 items		

- In the remove page, review the card information, check the confirm box and click on "Remove" to delete the credit card

It is not possible to remove a card that's being used by an active schedule. You will need to cancel the schedule before removing the card from the system

**PELOTON** | New Tech Inc. | Select Account | Client # 8000000000021265

**Cards** + Add X Remove

**Card Details**

Token: 0069b89a6d8b4a7a932067591e2c5b22  
 Card Number: 401200\*\*\*\*\*0026  
 Brand: Visa  
 Expiry: 10/22

Friendly Name: New Tech Inc.  
 Card Holder: New Tech Inc.  
 Billing Month: 01

☒ Confirm


## Processing a Transaction on a Saved Card

From the Credit Card page:

- Locate the card that will be charged
- Click on the drop-down button on the left-hand side of the screen
- Click on "Charge" to open the tab

**Cards** + Add

Export to Excel

Created	Card Holder	Friendly Name	Brand	Card Number	Token	
2020-10-21	New Tech Inc.	New Tech Inc.	Visa	401200*****0026	0069b89a6d8b4a7a932067591e2c5b22	

**Transfers** **References** **Charge** **Expiry**

Order Number: fbado0fea3064002a6a7aaeb7953f2

Amount: \$ 100.00

Reference 1:

Reference 2:

Reference 3:

Reference 4:

Reference 5:

☒ Confirm

- Change the order number if needed
- Add the amount of the transaction

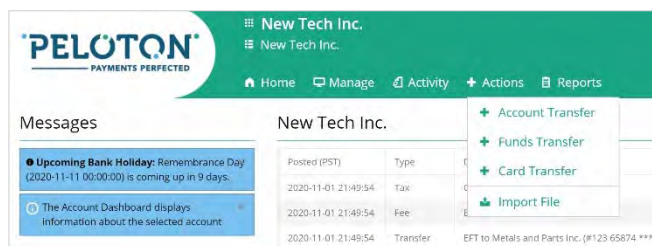
6. Add references if required
7. Check the confirm box
8. Click Purchase to complete the transaction, or...
9. Click on "Pre-authorize" to process a pre-authorization on the card

If the transaction is approved a confirmation message is displayed and the balance of the account is updated. If it is declined an error message will be displayed containing the reason why the transaction was not approved.

## Processing a Transaction Using a Card not on File

The system allows you to process card transactions using cards that are not saved in the system. This option is indicated for one-time payments or for customers that do not wish to have their credit card information saved in our system. To process a card transaction:

1. Select Action and click on "Card Transfer"



2. Fill out the card and the billing details
3. Add an order number
4. Add the card transaction amount
5. Add references if needed by clicking in "Reference" to expand the fields
6. Check the "Save Card" box if you want to keep the card details on file
7. Check the confirm box and click "Purchase" to complete the transaction, or...
8. Click on "Pre-authorize" to process a pre-authorization on the card

## Returning a Card Transaction

It is possible to process a full return of the transaction or a partial return. To do this:

1. Select Activity and click on "Card Transfer"
2. Locate the card transaction that you would like to return
3. Click on the drop-down button on the left-hand side of the screen to open the transaction options
4. Click on "Actions" to open the tab
5. Click on "Return"
6. Review the information
7. Edit the order number if needed
8. Check the confirm box
9. Click on "Return" to process a full return
10. If you would like to process a partial return, change the amount of the "Amount" field before clicking on "Return"

The screenshot shows the 'Return' form in the Peloton system. The form is titled 'Return' and has a tab labeled 'Return'. It contains the following fields:

- Card:** P Sherman | P Sherman | 401200\*\*\*\*\*0026
- Date (PST):** 2020-10-19 12:23:47
- Amount (CAD):** \$ 10.00
- Order Number:** 666dbb0a0e6d458e9d9fa9f0cd71b9
- Additional Information:** (empty field with a plus icon)
- Confirm:** (checked checkbox)
- Return:** (green button)

## Completing or Cancelling a Pre-Authorization

1. Select Activity and click on "Card Transfer"
2. Locate the pre-authorization that you would like to complete or cancel
3. Click on the drop-down button on the left-hand side of the screen to open the transaction options

The screenshot shows the 'Card Transfers' table in the Peloton system. The table has the following columns: Posted (PST), Reference Code, Order Number, Type, Card, Brand, Amount (CAD), and Approved (CAD). The table contains one row of data:

Posted (PST)	Reference Code	Order Number	Type	Card	Brand	Amount (CAD)	Approved (CAD)
2020-10-19 15:56:47	31b6e610-6710-eb11-8110-005056a927b9	666dbb0a0e6d458e9d9fa9f0cd71b9	PA	P Sherman   P Sherman   401200*****0026	visa	\$100.00	\$100.00

Below the table, there are buttons for 'Complete' and 'Cancel'.

4. Click on "Actions" to open the tab

5. Click on "Complete"
6. Check the confirm box
7. Click on "Complete" to process the full amount of the pre-authorization

The screenshot shows a web interface for 'Complete Pre-Authorization'. At the top, there are tabs: 'Card Transfers', '+ Add', and 'Complete Pre-Authorization' (which is selected). Below the tabs is a form titled 'Complete Pre-Authorization'. The form contains the following fields:

- Card:** P Sherman | P Sherman | 401200\*\*\*\*\*0026
- Pre-Authorization Date (PST):** 2020-11-02 15:56:47
- Amount (CAD):** \$ 100.00 (with up and down arrows for adjustment)
- Order Number:** 666dbb0a0e6d458e9d9fa9f0cd71b9
- Additional Information:** A text area with a green '+' icon to add more information.

At the bottom of the form, there is a checkbox labeled 'Confirm' which is checked, and a large green button labeled 'Complete'.

8. If you want to complete just a part of the total amount pre-authorized, change the amount of the "Amount" field before clicking on "Complete"
9. To cancel the pre-authorization, click on "Cancel" in the Action tab
10. Review the information, check the confirm box and click on "Cancel"

## Account Transfers

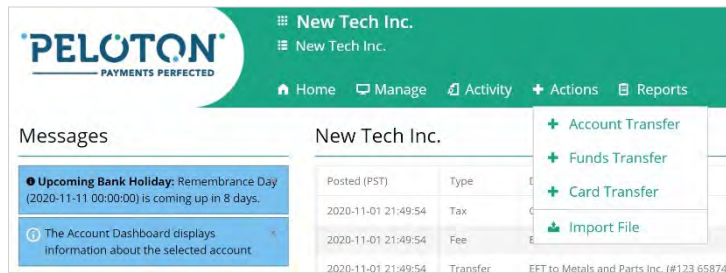
A client has the option to have multiple accounts in the same currency or in multiple currencies. The Account Transfer tools allows funds to be transferred between Peloton accounts of the same currency.

If you would like to transfer to or from an account of a different currency, contact our support for competitive currency exchange rates.

## Creating an Account Transfer

Transfers between two accounts of the same client are automatically processed and accepted. To create a new account transfer:

1. Select Actions and click on "Account Transfer" in the Actions menu



2. Select between your accounts
3. Select the originating account in "From" and the receiving account in "To"
4. Add the amount
5. Add up to five references related to this transaction
6. Click on "Add" to create the account transfer

It is not possible to cancel this type of transfer. If needed you can create a new transfer in the opposite direction

A screenshot of the 'Account Transfer' form in the Peloton Payments interface. The form has two tabs: 'Pending Account Transfers In' and 'Pending Account Transfers Out'. The 'Add' button is highlighted. The form includes a radio button to select 'Between your accounts' (selected) or 'To another client'. Below this are dropdown menus for 'From' (showing '14265 | New Tech Inc. | \$49,303.95') and 'To'. There is an 'Amount' field with a dropdown arrow. Below the amount field are five 'Reference' fields, each with a plus icon to add more references. At the bottom right is a green 'Add' button.



## Creating an Account Transfer to another Peloton Client

1. Select Actions and click on "Account Transfer" in the Actions menu
2. Select "To another client"
3. Select the originating account in "From"
4. Type the account token in the to field. The beneficiary of the transfer can find and provide this information by clicking on the client icon and then clicking on "Company Details". The account tokens will be listed in the REST & SOAP API Settings section of the Company Details page
5. Add the amount
6. Add up to five references
7. Click on "Add" to create the account transfer

This type of Account Transfers is not automatically processed in the Peloton Account that will receive the funds. An authorized user needs to review and accept the transaction. To accept an Account Transfer:

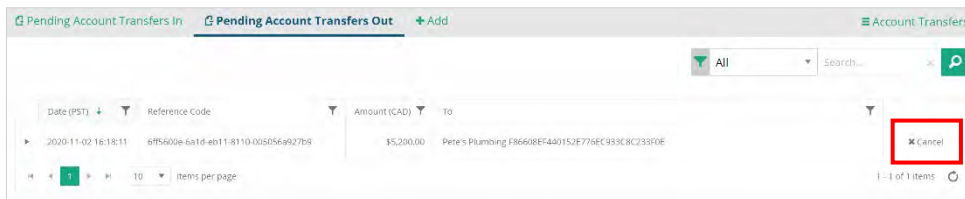
1. Select Activity, go to "Pending Account Transfer" and click on "Pending In"
2. Review the account transfer details
3. Click on the "Accept" link on the right side of the screen to accept the funds

Date (PST)	Reference Code	Amount (CAD)	From	
2020-09-24 16:03:34	9745098d-c2feea11-8101-000956a027b0	\$5.00	Rocha Test Inc. 368CD6A10891054B817D36541B78774C	Accept

## Cancelling an Account Transfer to another Peloton Client

An account transfer can be cancelled at any time before the transfer is accepted by the beneficiary client. To cancel an account transfer:

1. Select Activity, Pending Account Transfers and click on "Pending Out"



2. Select the account transfer in the list
3. Click on "x Cancel" on the right side of the screen to cancel the transfer
4. Review the account transfer details
5. Check the confirm box
6. Click on "Cancel"

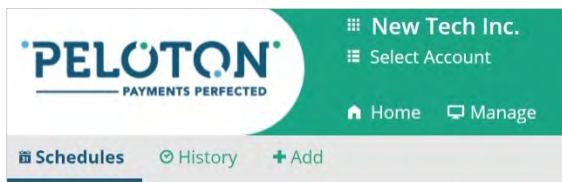
## Scheduling Payments in Client Portal

The Peloton Portal includes the ability to schedule Funds Transfers (EFTs) and credit card payments in advance. These may be one-time payments or recurring payments. Click the "Schedules" icon in the Manage menu to begin.

### One-Time Credit Card Payments

To Schedule a one-time credit card payment:

1. Click "Add" in the Schedules sub-menu



2. Select the account that will process the transaction

3. Select "Card Transfer" as the payment method

4. Select the card

If no card is displayed or you cannot find the credit card in the list, the card needs to be added to the system (see "How to Add a Card" for more details)

5. Add the amount of the card transaction

**Schedule Details**

Account: 14181 | 123 ABC Inc. | CAD

Payment Method: Card Transfer - Charge or send funds to a Card

Card: - Select One -

Send / Receive: Receive Funds

Amount calculation type: Fixed Amount

Amount:

Activate when created: ☒

6. Select one-time charge and the date of the card transaction

**Occurrence**

Type: One-time

Date: 2020-11-27

7. Add a customized friendly name
8. Add a customized Order Number
9. To add references, click on the References bar to expand the fields
10. To view the schedule summary, click on the green button to load all the details
11. Click on the "Add" button to save the schedule

**Additional Information**

Friendly Name: 2020-11-27 Card Transfer

Order Number:

References: +

**Summary**

Description:

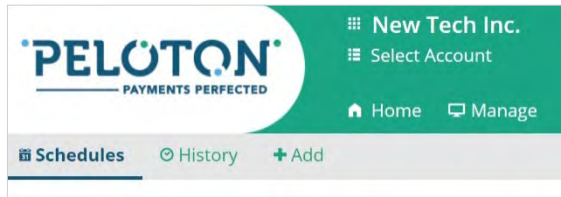
Next Schedule Date:

Next Action Date:

## Recurring Credit Card Payments

To schedule a recurring credit card payment:

1. Click "Add" in the Schedules sub-menu



2. Select the account that will process the transaction
3. Select "Card Transfer" as the Payment Method
4. Select the card

If no card is displayed or you cannot find the credit card in the list, the card needs to be added to the system (see "How to Add a Card" for more details)

A screenshot of the 'Schedule Details' form. It contains several dropdown menus: 'Account' (showing '14181 | 123 ABC Inc. | CAD'), 'Payment Method' (showing 'Card Transfer - Charge or send funds to a Card'), 'Card' (showing '- Select One -'), and 'Send / Receive' (showing 'Receive Funds'). There are also fields for 'Amount calculation type' (set to 'Fixed Amount') and 'Amount' (with a spinner). At the bottom, there is a checkbox labeled 'Activate when created' which is checked.

5. Add the amount of the card transaction
6. Select "Recurring" and update the occurrence information such as start date, end date, frequency, day, etc.

A screenshot of the 'Occurrence' form. It includes a 'Type' dropdown set to 'Recurring'. There are 'Start Date' and 'End Date' fields, both with calendar icons; the start date is '2020-10-23' and the end date is '2020-10-29'. A 'Frequency' dropdown is open, showing options: 'Weekly', '- Select One -', 'Daily', 'Weekly' (highlighted in blue), and 'Monthly'. To the right of the frequency dropdown is a section labeled 'On' with checkboxes for each day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

7. Add a customized friendly name
8. Add a customized Order Number
9. To add references, click on the "References" bar to expand the fields
10. To view the Schedule Summary, click on the green button to load all the details
11. Click on the "Add" button to save the schedule

Additional Information

Friendly Name

Provide a friendly name for display / search purposes

2020-11-27 Card Transfer

Order Number

Set a default order number for recurring transactions

References

Summary

Description:

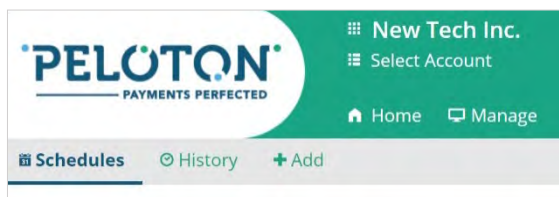
Next Schedule Date:

Next Action Date:

## One-time Funds Transfer

To schedule a one-time funds transfer:

1. Click "Add" in the Schedules sub-menu



2. Select the account that will process the transaction
3. Select "Funds Transfer – Receive or send funds to a Bank Account" as the Payment Method
4. Select the bank account
5. Select "Send" or "Receive"

Schedule Details

Account

14265 | New Tech Inc. | CAD

Payment Method

Funds Transfer - Receive from or send funds to a Bank Account

Bank Account

Metals and Parts Inc. | Metals and Parts Inc. | 123 65874 1258987

Send / Receive

Send Funds

Amount calculation type

Fixed Amount

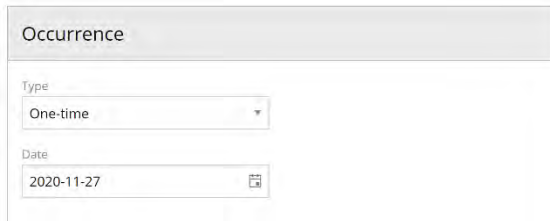
Amount

\$ 100.00

Activate when created

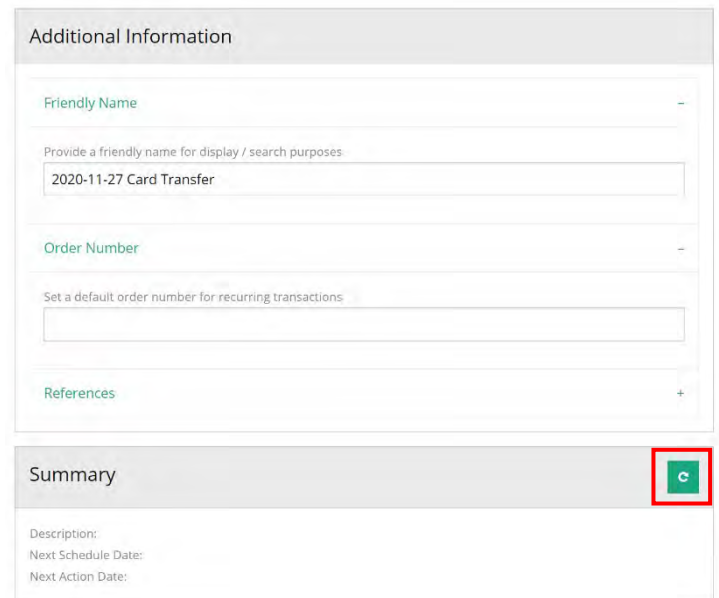
☒

6. If you are sending funds out of the Peloton account, you have the option to send all the available balance on the day of the transfer to the selected bank account. To do this, select "Available Balance" in Amount Calculation type, otherwise, select "Fixed Amount" and add an amount to the Amount field
7. In Occurrence, select "One-time" in Type and the date of the card transaction



The screenshot shows a form titled "Occurrence". It has a "Type" dropdown menu set to "One-time" and a "Date" field set to "2020-11-27".

8. Add a customized friendly name
9. Add a customized Order Number
10. To add references, click on the "References" bar to expand the fields
11. To view the Schedule Summary, click on the green button to load all the details
12. Click on the "Add" button to save the schedule

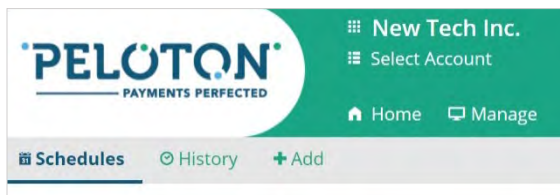


The screenshot shows two sections of the form. The "Additional Information" section has three expandable fields: "Friendly Name" (with a text input field containing "2020-11-27 Card Transfer"), "Order Number" (with a text input field), and "References" (with a plus icon). The "Summary" section has a green button with a white "c" icon, which is highlighted with a red box. Below the button, there are labels for "Description:", "Next Schedule Date:", and "Next Action Date:".

## Recurring Pre-Authorized Debits

To schedule a recurring funds transfer:

1. Click "Add" in the Schedules sub-menu



2. Select the account that will process the transaction
3. Select "Funds Transfer – Receive or send funds to a Bank Account" as the Payment Method
4. Select the bank account
5. Select "Send" or "Receive"

The 'Schedule Details' form contains the following fields:

- Account:** A dropdown menu showing '14265 | New Tech Inc. | CAD'.
- Payment Method:** A dropdown menu showing 'Funds Transfer - Receive from or send funds to a Bank Account'.
- Bank Account:** A dropdown menu showing 'Metals and Parts Inc. | Metals and Parts Inc. | 123 65874 1258987'.
- Send / Receive:** A dropdown menu showing 'Send Funds'.
- Amount calculation type:** A dropdown menu showing 'Fixed Amount'.
- Amount:** A text input field showing '\$ 100.00'.
- Activate when created:** A checkbox that is checked.

6. If you are sending funds out of the Peloton account, you have the option to send all the available balance on the day of the transfer to the selected bank account. To do this, select "Available Balance" in Amount Calculation type, otherwise, select "Fixed Amount" and add an amount to the Amount field
7. Select "Recurring" and update the Occurrence information such as start date, end date, frequency, day, etc.

The 'Occurrence' form contains the following fields:

- Type:** A dropdown menu showing 'Recurring'.
- Start Date:** A date input field showing '2020-10-23'.
- End Date:** A date input field showing '2020-10-29'.
- Frequency:** A dropdown menu showing 'Weekly'.
- On:** A list of days with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

8. Add a customized friendly name
9. Add a customized Order Number
10. To add references, click on the "References" bar to expand the fields
11. To view the Schedule Summary, click on the green button to load all the details
12. Click on the "Add" button to save the schedule

Additional Information

Friendly Name

Provide a friendly name for display / search purposes

2020-11-27 Card Transfer

Order Number

Set a default order number for recurring transactions

References

Summary

Description:

Next Schedule Date:



Next Action Date:

## Manage an Existing Payment Schedule

If you want to deactivate or delete an existing schedule, you can do that from the Schedules Page.

Directly below the Schedules submenu bar, you will see a list of all active scheduled payments and key information for each payment.

1. Click on the Edit Icon for the payment you would like to change

▶ Funds Transfer 123 Test		123 ABC Inc.	\$10.50	CAD
▶ 2020-04-24 Card Transfer		123 ABC Inc.	\$25.00	CAD

2. In the Edit page, below the Schedule Details, change the State as required to Active, Inactive, Cancelled or Complete
  - Select "Inactive" if you want to stop the payments but want the option to reactivate them in the future
  - Select "Cancelled" if you want to cancel the scheduled payment
  - Select "Complete" if you are certain you no longer require the future occurrences of the schedule

Schedules cancelled or completed cannot be reactivated. A new schedule will need to be created.

To view all schedules that were completed or cancelled, click on History in the Schedule sub-menu bar.



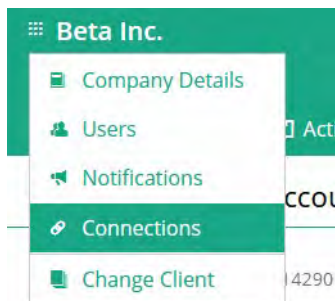
## Connecting Accounting Systems *(Currently in BETA; contact Sales for any inquiries)*

### Connect

To connect the Peloton Portal with your accounting system:

**Before you begin**, please make you have an appropriate "Peloton" ledger in your Chart of Accounts. We recommend setting this up as a "Current Asset."

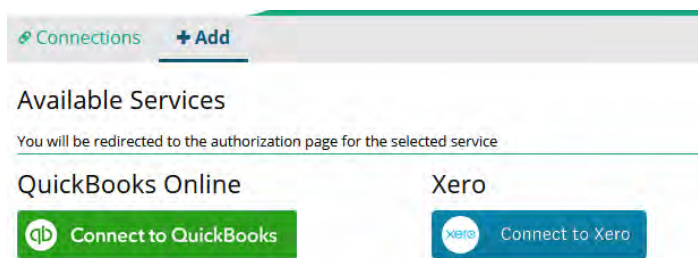
1. Select "Connections" from Client Menu



2. Click "Add" in the Connections sub-menu



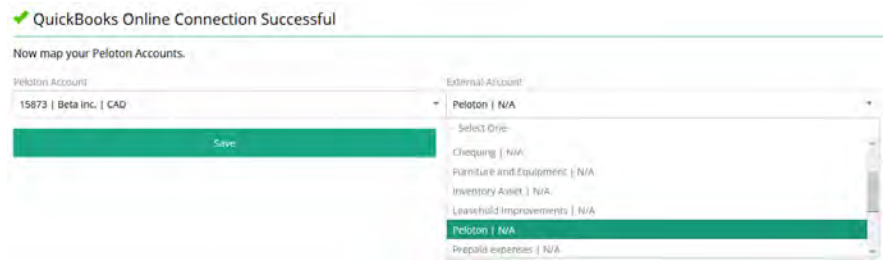
3. Choose your accounting application



4. You'll automatically be redirected to you accounting application and asked to login and verify our app

Depending on your application, they might require additional approvals to allow Peloton to connect. Please accept these.

- Choose your Peloton Ledger in "External Account"
- Click "Save"



## Sync Bills & Invoices

If you don't see the new bills or invoices you expect to see, hit sync to have the Peloton Portal, fetch anything new to process.

- Click "Sync Now" from the AR/AP Processing Sub-menu



## Make/Receive a Payment

- Select Items you wish to process.
- Click Make Payment (or Request Payment)
- Review Contact Information and if satisfied, click "Continue"
- Select the Bank Account by clicking "-Select-" under "Payment Method"
- Click Continue

7 receivable(s) to process

Customer	Document #	Document Date	Due Date	Description	Currency	Remaining
Kampinski Inc.	1017	2021-04-15	2021-05-15		CAD	\$22.22
International Investments Advisors	1016	2021-04-11	2021-05-11	Name Badges ...	CAD	\$4,497.00
Tyler Hornick LLC	1013	2021-04-11	2021-05-11	Monthly consulting agreement...	CAD	\$1,243.90
Tyler Hornick LLC	1014	2021-05-10	2021-06-09	Name Badges ...	CAD	\$3,672.30
	1011	2021-02-24	2021-03-26	consult on event options and considerations ...	CAD	\$452.00
Kia International Ltd	1010	2021-02-24	2021-03-26	Name Badges ...	CAD	\$1,695.00
Young's Architects	1009	2021-01-23	2021-02-24	Name Badges ...	CAD	\$7,345.00
<b>Total</b>						<b>\$18,836.72</b>

Exclude Match payment Request payment

### Receivables: Review Customer Information

Name	Contact	Email	Address	Slip
International Investments Advisors	Anil Kumar Pillai		Studio 205, Winkfield, G092 0BA	Slip
Kampinski Inc.	Rick Kampinski	beta.kampinski@peloton-technology.com		Slip

Back Continue

### Receivable: Prepare Payment Requests

Item	Document Number	Document Date	Description	Payment Method	Payment Method	Payment (new 2021)	Remaining	Payment
Kampinski Inc.	1017	2021-04-15	Rick's Travel	- Select One -		2021-04-15	0.00	22.22
International Investments Advisors	1016	2021-04-11	Name Badges ...	- Select One -		2021-04-11	0.00	4,497.00
<b>Total</b>								<b>\$4,497.00</b>

Back Continue

- Review & click Submit
- Your bill or invoice will now be marked as paid in your accounting system.

## Excluding/Un-Excluding

If you want to hide items from your payables or receivables to process, you can choose to exclude them. At anytime you can un-excluded them.

- Select the items you want to exclude
- Scroll down and click exclude
- Confirm

7 receivable(s) to process

Customer	Document #	Document Date	Due Date	Description		Remaining
Kempinski Inc.	1017	2021-04-15	2021-05-15	...	CAD	\$22.22
International Business Solutions	1016	2021-04-11	2021-05-11	Name Badges ...	CAD	\$4,407.80
Tyler International LLC	1013	2021-04-11	2021-05-11	Monthly consulting agreement ...	CAD	\$1,343.00
Tyler International LLC	1014	2021-03-10	2021-04-28	Name Badges ...	CAD	\$3,672.50
	1011	2021-03-24	2021-03-28	consult on event options and considerations ...	CAD	\$452.00
Ko International Ltd	1010	2021-03-24	2021-03-28	Name Badges ...	CAD	\$1,695.00
Yeung's Architects	1009	2021-01-25	2021-02-24	Name Badges ...	CAD	\$7,345.00
				<b>Total</b>		<b>\$18,936.72</b>

Exclude Match payment Request payment

To un-exclude:

- Select "View Excluded"

Receivables (5) Payables (2) Unactionable (0)

5 receivable(s) to process

[View Excluded \(2\)](#)

Customer	Document #	Document Date	Due Date	Description		Remaining
Whitehead and Sons	1014	2021-03-28	2021-04-27	Name Badges ...	CAD	\$3,672.50
Jordan Burgess	1011	2021-03-14	2021-04-13	consult on event options and considerations ...	CAD	\$452.00
Adwin Ko	1010	2021-03-14	2021-04-13	Name Badges ...	CAD	\$1,695.00
Benjamin Yeung	1009	2021-02-12	2021-03-14	Name Badges ...	CAD	\$7,345.00
Benjamin Yeung	1008	2021-02-12	2021-03-14	consulting for their upcoming event ...	CAD	\$904.00
				<b>Total</b>		<b>\$14,068.50</b>

Exclude Match payment Request payment

- Select the items to include back
- Scroll down and click "Include"
- Confirm

Receivables (5) Payables (2) Unactionable (0)

2 excluded receivable(s)

Customer	Document #	Document Date
Anilkumar Pillai	1016	2021-04-29
Whitehead and Sons	1013	2021-04-29

Include

## Matching

In instances where you have already made a payment through Peloton, for example schedules. This process will step you through each selected item to find the related payment. From there it will automatically update the payment in your accounting software.

1. Select the items you want to match
2. The first item you select to match will show a list of funds transfers already in the Peloton Ports.
3. Filter the results to find a funds transfer that is related to your items.

To learn more, go to Section 4 Search, Sort & Filter on page 5.

4. Select and click Match payment
5. From the list of fund transfers find and select the payment that matches.
6. Click "Match"
7. Repeat Step 4 for all transactions
8. Review your matches
9. Check Confirm
10. Click "Match & Sync"
11. Your bill or invoice will now be marked as paid in your accounting system.

Receivables (3)   Payables (4)   Unactionable (0)

3 receivable(s) to process

Customer	Document #	Document Date	Due Date	Description	Currency	Remaining
<input checked="" type="checkbox"/> Jordan Burgess	1011	2021-05-24	2021-03-06	consult on event options and considerations ...	CAD	\$317.00
<input checked="" type="checkbox"/> Robert Kib	1010	2021-02-24	2021-03-06	Home Design ...	CAD	\$1,695.00
<input type="checkbox"/> Benjamin Young	1008	2021-01-31	2021-03-24	Home Design ...	CAD	\$7,345.00
				<b>Total</b>		<b>\$9,357.00</b>

Exclude   Match payment   Request payment

Customer: Jordan Burgess   Document #: 1011   Document Date: 2021-05-24   Due Date: 2021-03-06   Description: consult on event options and considerations ...   Currency: CAD   Remaining: \$317.00

Invoice #	Invoice Date	Type	Description	Amount	Balance
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00

Back   Match & Sync   Confirm

Customer: Jordan Burgess   Document #: 1011   Document Date: 2021-05-24   Due Date: 2021-03-06   Description: consult on event options and considerations ...   Currency: CAD   Remaining: \$317.00

Invoice #	Invoice Date	Type	Description	Amount	Balance
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00
2021-05-24-05-24	2021-05-24	Point Transfer	875 Item - Benjamin Corp. / 875 Item - Benjamin Corp.	\$317.00	\$317.00

Back   Match & Sync   Confirm