



Peloton Portal – Reference Guide

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Accessing the Peloton Portal

First Time Users

When logging in for the first time:

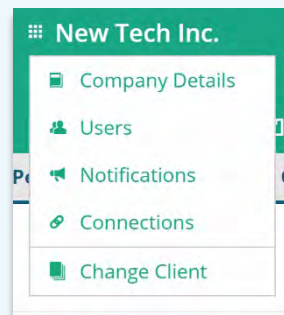
1. Access the portal: <https://portal.peloton-technologies.com/>
2. Enter your e-mail and temporary password
3. Check your e-mail for a notification from Peloton and click on the link in the message to confirm your e-mail
4. Log in again and set a new password

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:

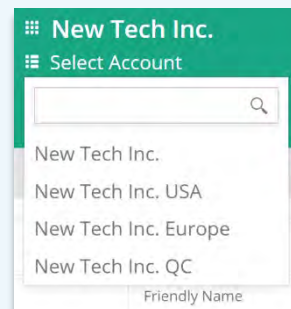
Client Menu

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



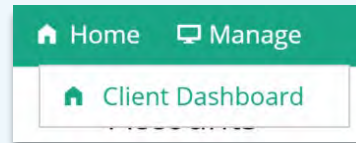
Select Account

(available for clients with multiple accounts)



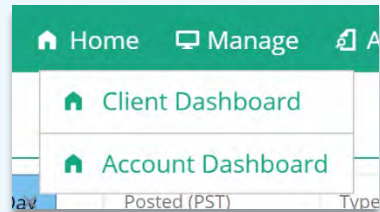
Home (if no account is selected)

- Client Dashboard



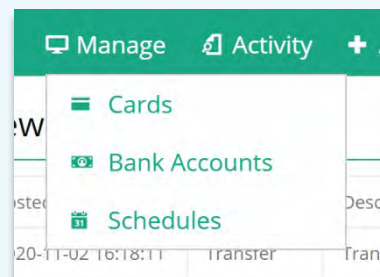
Home (with account selected)

- Client Dashboard
- Account Dashboard



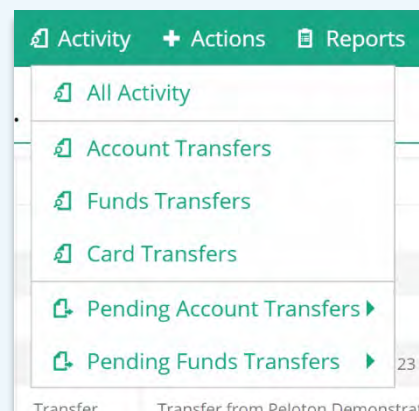
Manage

- Cards
- Bank Accounts
- Schedules



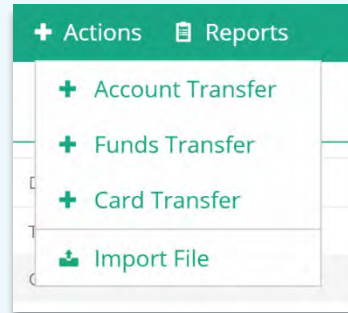
Activity (an account must be selected)

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



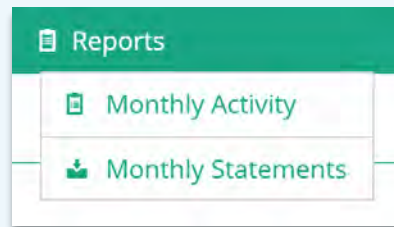
Actions (an account must be selected)

- Add new Account Transfer
- Add new Funds Transfer
- Add new Card Transfer
- Import File



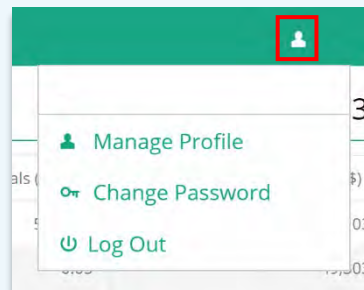
Reports (an account must be selected)

- Monthly Activity
- Monthly Statements



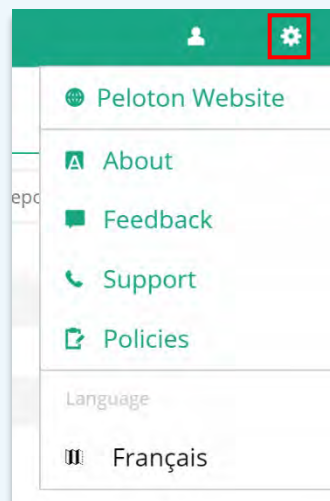
Profile

- 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 Payments Client Dashboard for New Tech Inc. (Client # B000000000021265). The dashboard includes a header with the Peloton logo, client name, and navigation links. Below the header, there are sections for Messages, Accounts, and three main action buttons: Users, Manage Cards, and Manage Bank Accounts.

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:

Account ID	Account Name	Currency	Balance	View Account	Account Transfer	Funds Transfer
14265	New Tech Inc.	CAD	\$ 50,000.00	View Account	Account Transfer	Funds Transfer
14272	New Tech Inc. USA	USD	\$ 0.00	View Account	Account Transfer	Funds Transfer
14273	New Tech Inc. Europe	EUR	€ 0.00	View Account	Account Transfer	Funds Transfer
14274	New Tech Inc. QC	CAD	\$ 0.00	View Account	Account Transfer	Funds Transfer

Users: Manage Users of this portal

Manage Cards: Manage stored card information

Manage Bank Accounts: Manage stored banking information

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

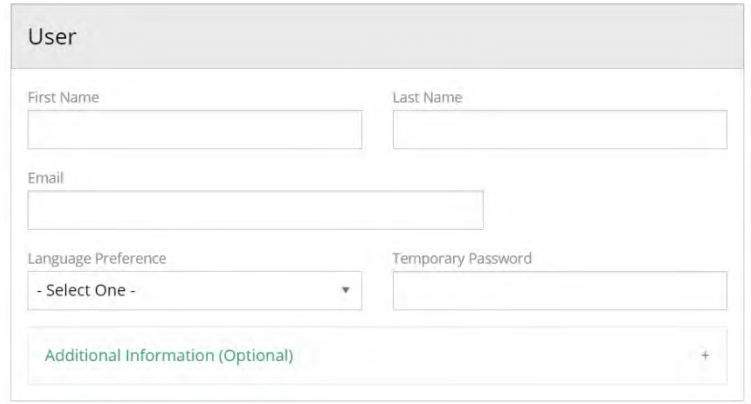
This screenshot shows the Peloton Payments Client Dashboard with the “Users” menu item highlighted in the top right navigation bar. The menu options are: Company Details, Users, Notifications, Connections, and Change Client. The “Users” option is selected, and the “Messages” section is visible below the header.

Creating Login Credentials for a New User

From the Users page:

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

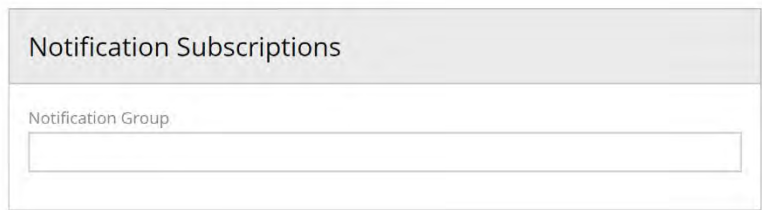
2. Complete the user details, set the language preference and assign a temporary password.



The 'User' form contains the following fields:

- First Name:
- Last Name:
- Email:
- Language Preference:
- Temporary Password:
- Additional Information (Optional):

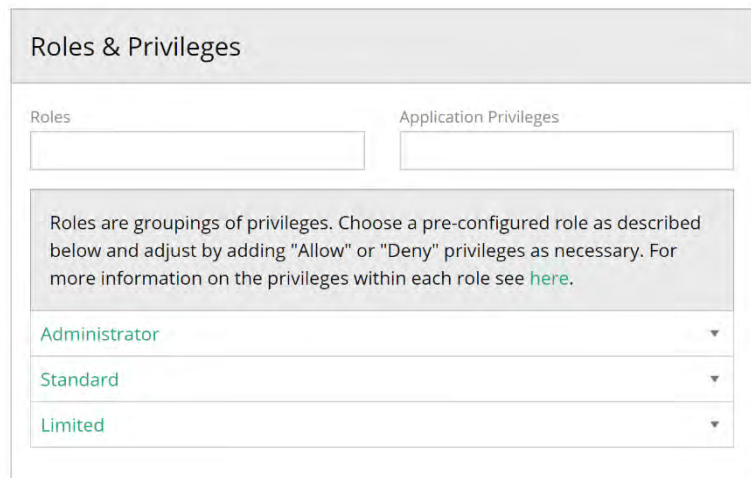
3. Set the user's Notification Subscriptions to receive e-mails about activity on the account.



The 'Notification Subscriptions' form contains the following field:

- 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 contains the following fields:

- Roles:
- Application Privileges:

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](#).

- Administrator
- Standard
- Limited

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](#) [X Remove](#)

User Details

First Name	Last Name
Test	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.

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PAYMENTS PERFECTED

New Tech Inc.

Select Account

Client # B000000000021265

[Home](#) [Manage](#)

[Users](#) [+ Add](#)

Export to Excel

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

1 of 1 items

3. 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.

4. 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.
5. 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.
6. 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.

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

Account ID	Account Name	Currency	Balance
14265	New Tech Inc.	CAD	\$ -49,303.95
14272	New Tech Inc. USA	USD	\$ 0.00

2. In the Manage Login section, click on "Password" to view the "Change Password" link and click on the link to set a new password in the Manage Login section, click on "Password" to view the "Change Password" link and click on the link to set a new password.
3. 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

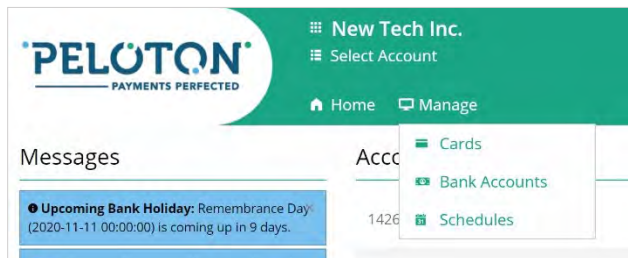
When you begin using the Peloton Portal, add the bank accounts your organization will use to fund the Peloton account or to send funds received in your Peloton account.

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.

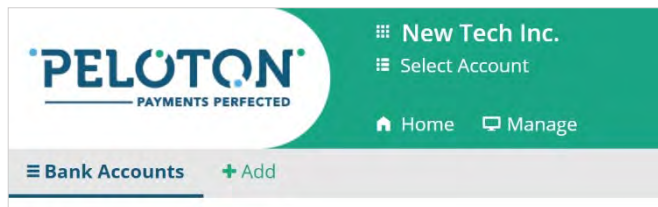
Adding a New Bank Account

To add a new bank account:

1. Click on “Bank Accounts” in the Manage menu.



2. Click “Add”.



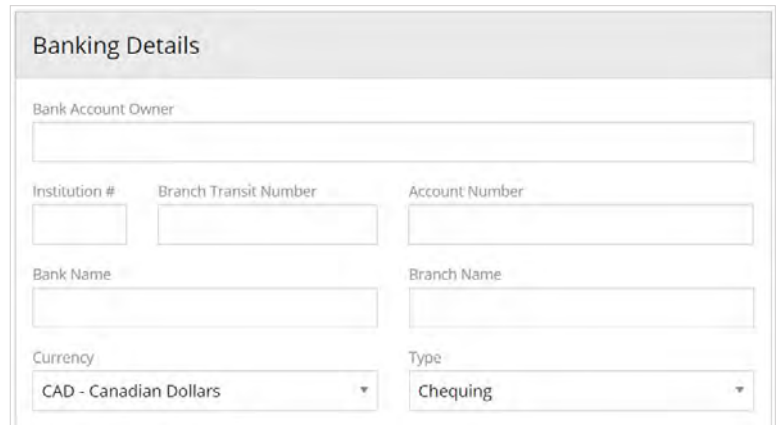
3. Complete the information in the Country and Currency section.

A screenshot of the 'Country & Currency' form. It 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"

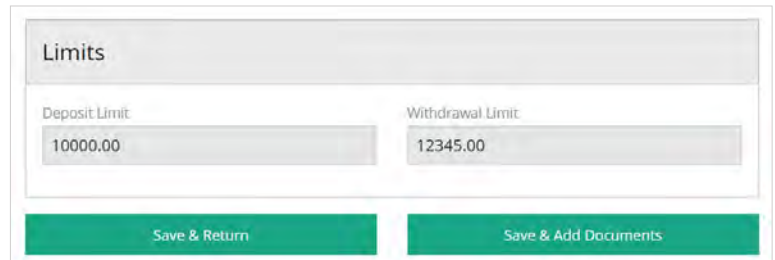


The Banking Details form contains the following fields:

- 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

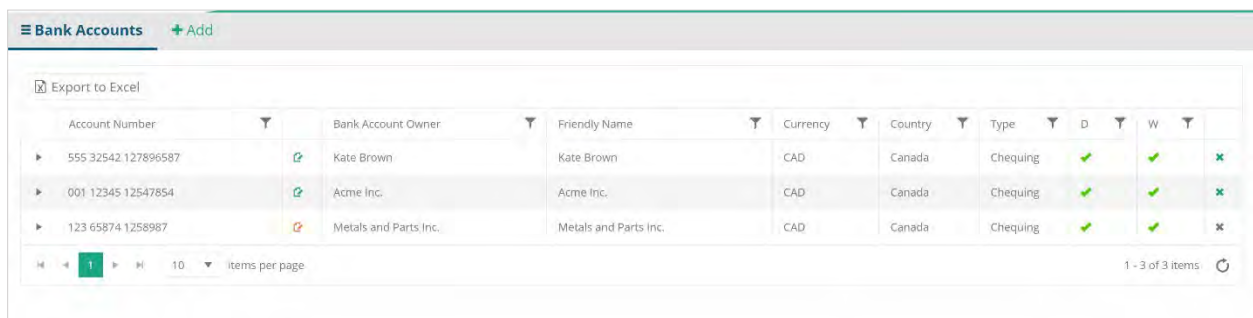
8. Click on "Save & Return" to add the bank account.

9. Click on "Save & Add Documents" if you would like to keep a copy of a VOID cheque or 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 table displays the following information for each account:

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	✓	✓

At the bottom of the table, there is a pagination bar showing "1 - 3 of 3 items" and a "10 items per page" dropdown.

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



Bank Name	Branch Name
Not Set	Not Set
Deposit to Bank Account Allowed	Deposit Limit \$10,000.00
Withdraw from Bank Account Allowed	Withdrawal Limit \$12,345.00

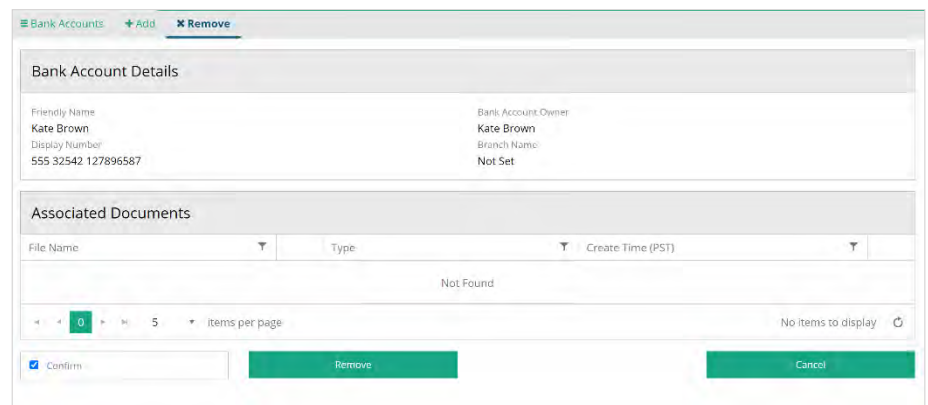
The Documents tab will allow you to save documents associated to the bank account, such as a void cheque or signed PAD agreement or to download any previously saved file.

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.



Friendly Name	Bank Account Owner
Kate Brown	Kate Brown
Display Number: 555 32542 127896587	Branch Name: Not Set

File Name	Type	Create Time (PST)
Not Found		

Confirm ☒ Remove Cancel

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

Bank Accounts

Add

Export to Excel

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

◀

1

▶

10

▼

items per page

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.
5. Click on "Save" to keep all the modifications.

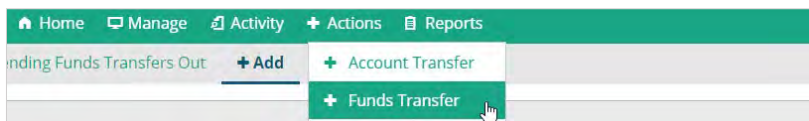
Funds Transfers

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".



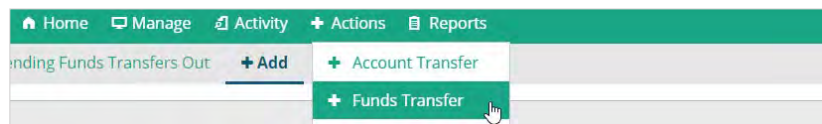
2. In the Send/Receive box, choose "Send Funds".
3. Enter the amount of the transfer.
4. Select the bank account for the funds to be transferred to.
5. Type a reference if applicable.
6. Click "Add".

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:

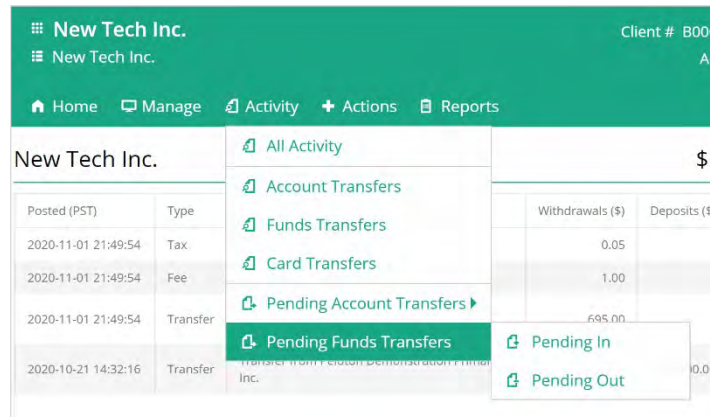
1. Go to Actions and click on "Funds Transfer".
2. Go to the Send/Receive box and choose "Receive Funds".
3. Enter the amount of the transfer.
4. Select the bank account that will be debited to provide the funds being deposited to your Peloton Account.
5. Type a reference if applicable.
6. Click "Add".



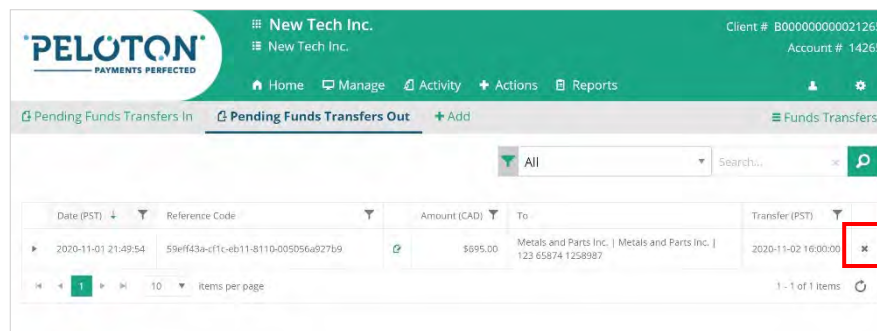
Cancelling a Funds Transfer

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

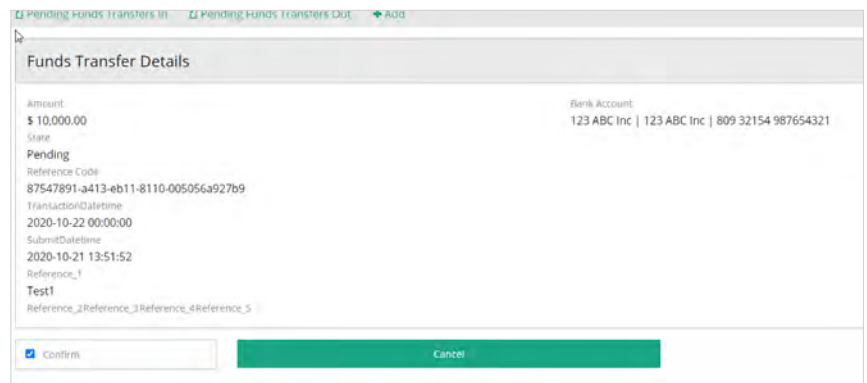
1. Go to Activity, select “Pending Account Transfer” and click on “Pending In” or “Pending Out” depending on the type of funds transfer that needs to be cancelled.



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	0.05		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	Status	Amount (CAD)
2020-11-01 21:49:54	5587434-d1-e0b11-811000505002/50	Metals and Parts Inc. Metals and Parts Inc. 123 65874 1238887	Withdrawal	Pending	\$695.00

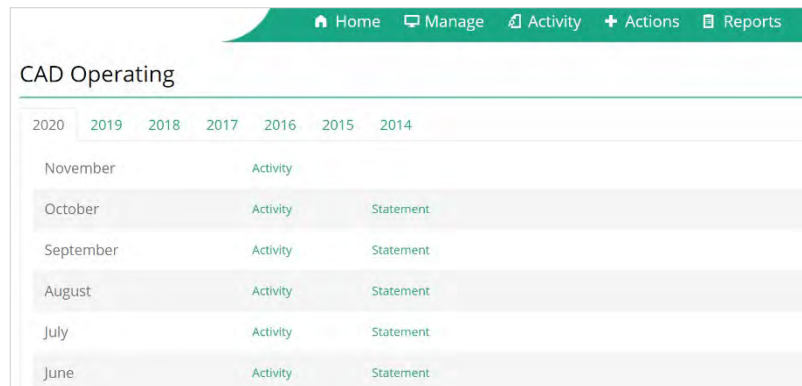
If you check the Include Fees & Taxes Summary box, those will be listed in the receipt file.

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.



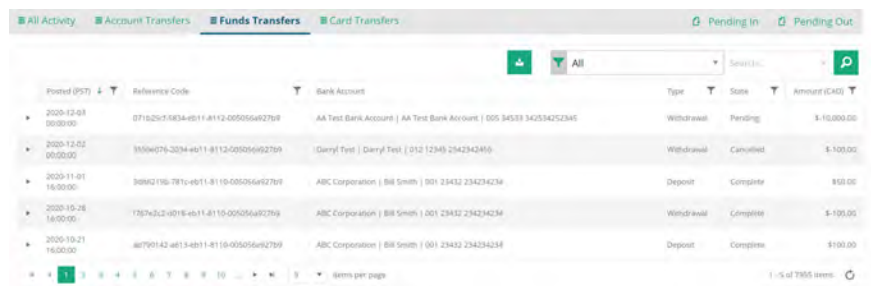
CAD Operating						
2020	2019	2018	2017	2016	2015	2014
November				Activity		
October				Activity	Statement	
September				Activity	Statement	
August				Activity	Statement	
July				Activity	Statement	
June				Activity	Statement	

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 the download icon to get the report.



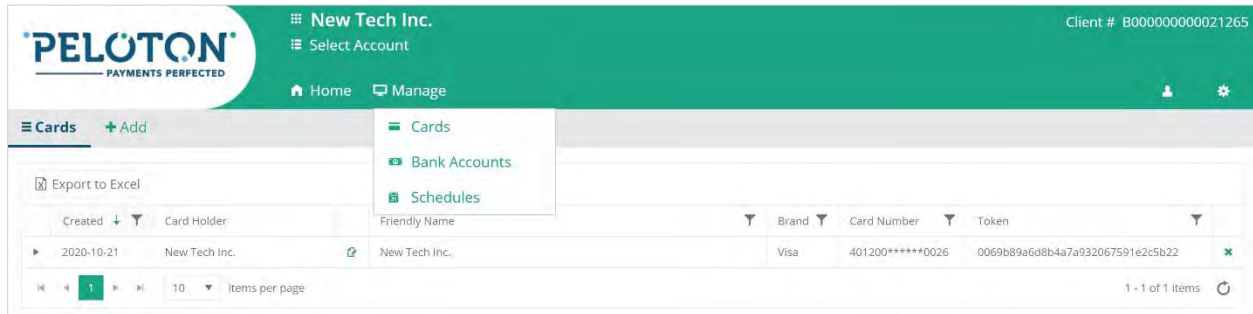
Funds Transfers						
Posted (PST)	Reference Code	Bank Account	Type	Status	Amount (CAD)	
2020-12-08 09:00:00	07182615183449111112-000000002708	AA Test Bank Account AA Test Bank Account 005 34533 3423342345	Withdrawal	Pending	\$ -10,000.00	
2020-12-02 00:00:00	31004076-303449111112-000000002708	(Darryl Test Darryl Test 212 12345 2342342345	Withdrawal	Cancelled	\$ -100.00	
2020-11-01 16:00:00	30862186-781549111112-000000002708	ABC Corporation Bill Smith 901 23452 2342342345	Deposit	Complete	\$100.00	
2020-10-28 16:00:00	17674212-001849111112-000000002708	ABC Corporation Bill Smith 901 23452 2342342345	Withdrawal	Complete	\$ -100.00	
2020-10-21 16:00:00	40790142-401549111112-000000002708	ABC Corporation Bill Smith 901 23452 2342342345	Deposit	Complete	\$100.00	

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.

Card Details

Card Number:

Name on Card:

Expiry: Expiry Month Expiry Year

Security Digits:

Billing Details

BillingName:

Address: Apt / Unit / Suite:

Country: Province / State:

City: Postal Code:

EmailAddress: PhoneNumber:

- 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 may 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 PAYMENTS PERFECTED

New Tech Inc. Client # 8000000000021285

Select Account

Cards + Add X Remove

Card Details

Token: 0069b89a6d8b4a7a932067591e2c5b22

Card Number: 401200*****0026

Brand: Visa

Expiry Year: 22

Identity Name: New Tech Inc.

Card Holder: New Tech Inc.

Expiry Month: 01

☒ Confirm Remove

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.
- Select an Account
- Change the order number if needed.
- Add the amount of the transaction.
- Add references if required.

Cards + Add

27A Studio

Transfers References Charge Tokens

Account: 14266 | Brenda's Bookkeeping | CAD

Order Number: df3f28a6ab9d4aeb99cb80379eb77d

Amount: \$

Reference 1

Reference 2

Reference 3

Reference 4

Reference 5

☐ Confirm Charge Cancel

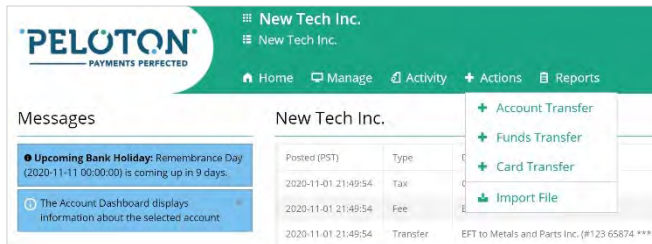
7. Check the confirm box.
8. Click Purchase to complete the transaction, or...
9. Click on "Pre-authorize" to process a pre-authorization on the card.

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.

- Click on the drop-down button on the left-hand side of the screen to open the transaction options.
- Click on "Actions" to open the tab.
- Click on "Return".

- Review the information.
- Edit the order number if needed.
- Check the confirm box.

The screenshot shows a 'Return' form with 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:** ☒ Confirm
- Return:** (button)

- Click on "Return" to process a full return.
- If you would like to process a partial return, change the amount of the "Amount" field before clicking on "Return".

Completing or Cancelling a Pre-Authorization

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

The screenshot shows a table with the following columns:

- Posted (PST)
- Reference Code
- Order Number
- Type
- Card
- Brand
- Amount (CAD)
- Approved (CAD)

The table contains one row of data:

Posted (PST)	Reference Code	Order Number	Type	Card	Brand	Amount (CAD)	Approved (CAD)
2020-11-02 15:50:47	31b66c10-6710-4b71-8f11-020505a927b9	666dbb0a0e6d458e9d9fa9f0cd71b9	PA	P Sherman P Sherman 401200*****0026	VISA	\$100.00	\$100.00

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

- Click on "Actions" to open the tab.
- Click on "Complete".
- Check the confirm box.
- Click on "Complete" to process the full amount of the pre-authorization.

Complete Pre-Authorization

Card: P Sherman | P Sherman | 401200*****0026

Pre-Authorization Date (PST): 2020-11-02 15:56:47

Amount (CAD): \$ 100.00

Order Number: 666dbb0a0e6d458e9d9fa9f0cd71b9

Additional Information

☒ Confirm 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.

PELOTON PAYMENTS PERFECTED

New Tech Inc.

Home Manage Activity **Actions** Reports

Messages

- Upcoming Bank Holiday: Remembrance Day (2020-11-11 00:00:00) is coming up in 8 days.
- The Account Dashboard displays information about the selected account.

New Tech Inc.

Posted (PST)	Type
2020-11-01 21:49:54	Tax
2020-11-01 21:49:54	Fee
2020-11-01 21:49:54	Transfer

FFT to Metals and Parts Inc. (#123.65874)

Actions Menu:

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

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.

The screenshot shows the 'Account Transfer' form with the 'Between your accounts' radio button selected. The 'From' field is populated with '14265 | New Tech Inc. | \$49,303.95'. The 'To' field is empty. The 'Amount' field is empty. There are five reference fields, all of which are empty. The 'Add' button is at the bottom right.

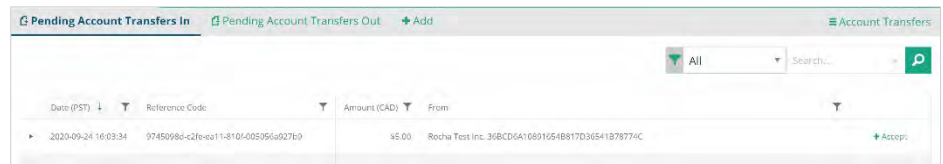
Creating an Account Transfer to another Peloton Client

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.

The screenshot shows the 'Account Transfer' form with the 'To another client' radio button selected. The 'From' field is populated with '14265 | New Tech Inc. | \$49,303.95'. The 'To' field is populated with the account token '6B0D8B42B7F5DF9C05261673452D83A4'. The 'Amount' field is populated with '\$ 150.00'. The 'Reference 1' field is populated with 'Monthly payment'. The 'Add' button is at the bottom right.

This type of account transfer 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”.

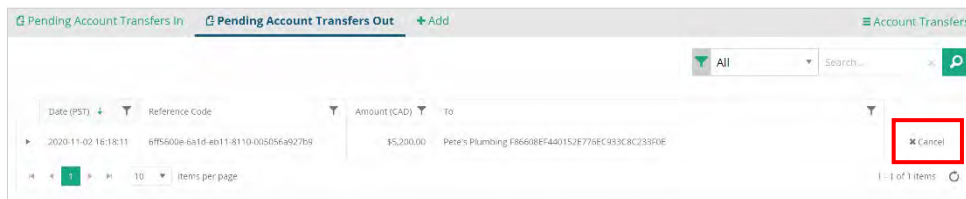


2. Review the account transfer details.
3. Click on the “Accept” link on the right side of the screen to accept the funds.

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”.

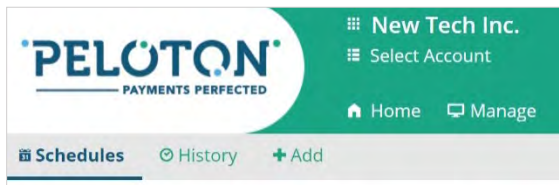
Scheduling Payments in Client Portal

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)

A screenshot of the 'Schedule Details' form. It contains several dropdown menus and input fields: '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), and 'Amount' (empty field). There is also a checkbox for 'Activate when created' which is checked.

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

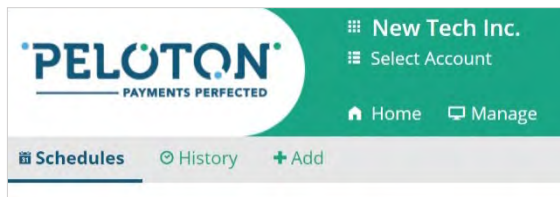
A screenshot of the 'Occurrence' form. It has a 'Type' dropdown menu set to 'One-time' and a 'Date' field set to '2020-11-27' with a calendar icon.

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.

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)

5. Add the amount of the card transaction.

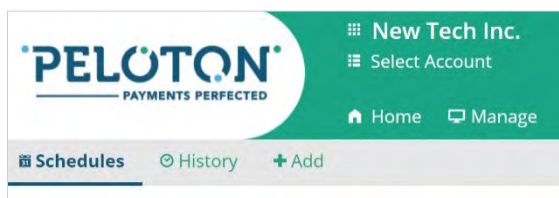
6. Select "Recurring" and update the occurrence information such as start date, end date, frequency, day, etc.

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.

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.

Occurrence

Type

One-time

Date

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.

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:

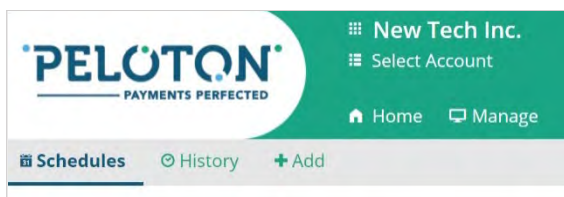
Next Schedule Date:

Next Action Date:

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 screenshot shows the 'Schedule Details' form. It has several sections: 'Account' with a dropdown menu showing '14265 | New Tech Inc. | CAD'; 'Payment Method' with a dropdown menu showing 'Funds Transfer - Receive from or send funds to a Bank Account'; 'Bank Account' with a dropdown menu showing 'Metals and Parts Inc. | Metals and Parts Inc. | 123 65874 1258987'; 'Send / Receive' with a dropdown menu showing 'Send Funds'; 'Amount calculation type' with a dropdown menu showing 'Fixed Amount'; and 'Amount' with a text input field showing '\$ 100.00'. There is also a checkbox labeled 'Activate when created' which 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 screenshot shows the 'Occurrence' form. It has several sections: 'Type' with a dropdown menu showing 'Recurring'; 'Start Date' with a text input field showing '2020-10-23' and a calendar icon; 'End Date' with a text input field showing '2020-10-29' and a calendar icon; 'Frequency' with a dropdown menu showing 'Weekly' and a list of options: '- Select One -', 'Daily', 'Weekly' (highlighted), and 'Monthly'; and a section for 'On' with checkboxes for '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.

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		3 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.