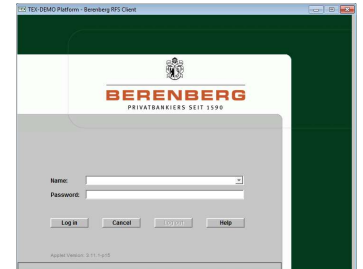


Quick Reference Guide

to Berenberg Single Account Online Trading

Login

1. Access Berenberg Online Trading.
2. Bookmark the Berenberg Online Trading side under Favourites.



Spot/Outright Deal

3. Select the deal type by clicking the "Spot/Outright" button.
4. Select the currency pair by scrolling the drop down list or by entering the first letter of the currency short cut and selecting the wanted currency short cut.
5. Select the tenor by scrolling the drop down list and selecting the wanted tenor.
6. Select the Sell or Buy price by clicking the price field.



The Product Definition window appears.

7. Enter the amount to be traded for trade volume.
 - Note:** You can shortcut the amount by entering "3k", "10m" or "1b" for thousands, millions and billions.
8. Enter the value date in the date field.
9. Click the Send button.



The live Quote Window opens.

10. Click the Price field for deal execution before the timeout expires or click the "Cancel" or "Amend" button before the timeout expires.



The Deal Confirmation Window opens.

11. Click the "Close" button or click "Export" button to save the deal confirmation in your user directory or click "Print" button to print the deal confirmation on your printer.



Deal blotter

12. View the trade by selecting Deal Blotter ➔ Executed Requests from the menu bar

