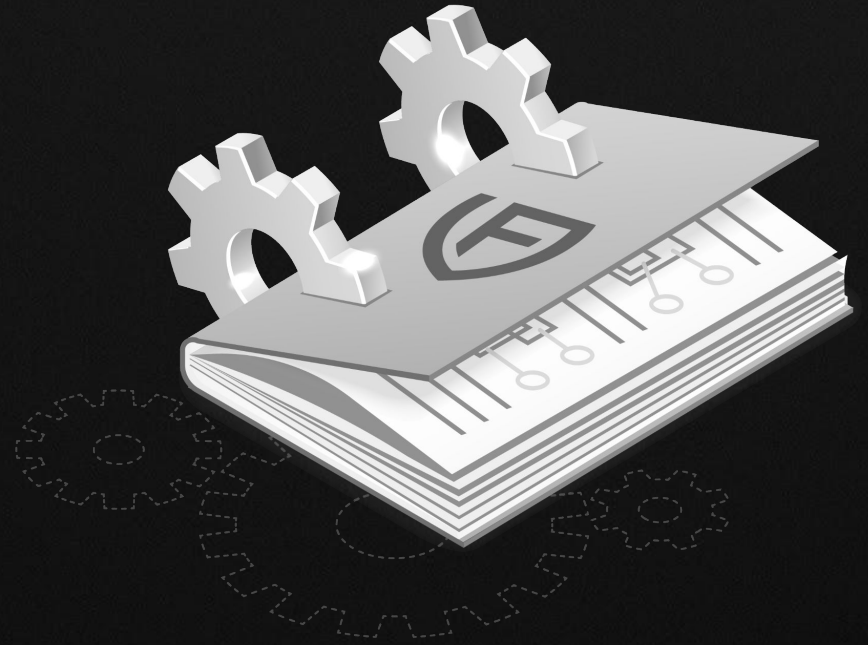




# User Guide

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# Virtual Account



## Introduction to Virtual Account

FV Bank allows customers to generate unique virtual account numbers tied to their counterparties. This enables clients to automate the payment attribution with virtual account numbers.

### Key

- Pre-generate virtual account numbers for each of your counterparty.
- Basic KYC is shared, allowing pre-approval for more streamline transaction approval.
- Provide each counterparty a dedicated virtual account number and deposit instructions.
- 1-to-1 matching of transactions via the unique deposit instructions, whenever a counterparty sends a deposit, for automated reconciliation.

### Highlights:

**Note:** This is an add-on feature with additional costs. The following steps in this user guide will only appear on your banking portal once it has been enabled for your account. If you are interested in this feature, please reach out to your Account Manager or mail us at [sales@fvbank.us](mailto:sales@fvbank.us) for further information.

For details on Virtual Account fees, please refer to our [banking fee schedule](#).

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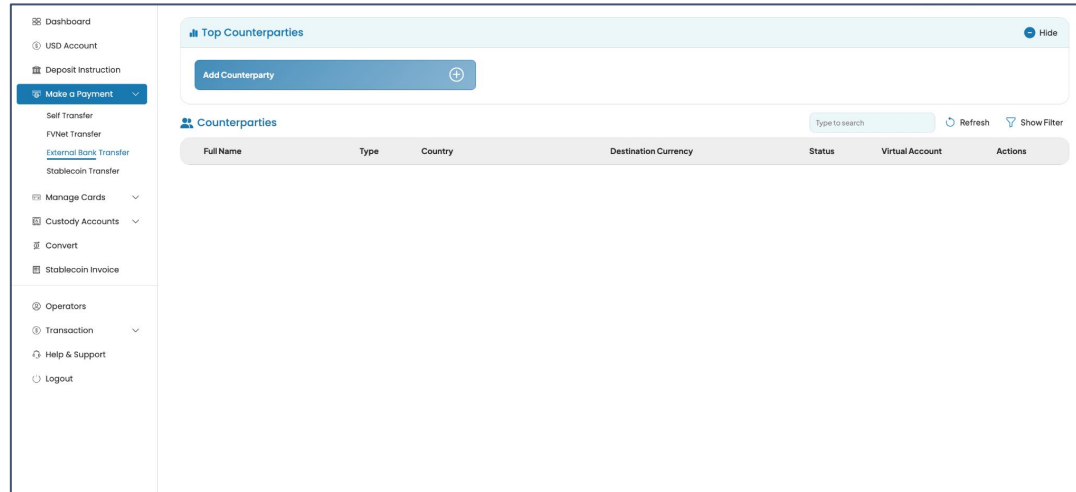
Create Virtual Account (New Counterparty)

Create Virtual Account (Existing Counterparty)

## How to create Virtual Account (New Counterparty)

Step 1

To create a virtual account, go to **Make a Payment** option in the left side menu and select **External Bank Transfer**.



Step 2

This screen will show you the list of already created counterparties. As we are creating a virtual account for a new counterparty, select **“Add Counterparty”** under the Top Counterparties section.

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## Step 3

### Choose the Counterparty Type:

- Business
- Individual
- Self (Your account with another bank)

Here, we are creating a Business Counterparty, select **Business** and **Submit**.

< Select the counterparty type\*

Please select the appropriate category for the counterparty.

Business Individual Your account with other bank

Submit

1 2

< Select the counterparty type\*

Please select the appropriate category for the counterparty.

Business Individual Your account with other bank

Legal Business Name \*

Enter Legal Business Name

Business formation date \*

dd/mm/yyyy

Business registration number \*

Enter Business registration number

Business registration country \*

Select Business registration country

Email \*

Enter Email

Relationship \*

Select Relationship

Next

1 2

< Select the counterparty type\*

Please select the appropriate category for the counterparty.

Business Individual Your account with other bank

First name \*

Enter First name

Middle name

Enter Middle name

Last name \*

Enter Last name

Date of birth \*

dd/mm/yyyy

Email \*

Enter Email

Relationship \*

Select Relationship

Next

- **Individual Counterparty:** Provide the counterparty's Date of Birth and the required identity details based on the selected document type.
- **Business Counterparty:** Provide the business registration details, including the registration number, country of registration, and expiration date (if applicable), as per the supporting document.
- Choose **Self** if you're sending funds to your own account, no virtual account will be created.

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## Step 4

For a **Business counterparty**, provide the following information - Legal Business Name, Business Formation Date, Business Registration Number, Country of Registration, and Email Address.

Then select the **relationship with the counterparty** from the available options. Click **“Next”** once all information has been entered.

1 2

< Select the counterparty type\*

Please select the appropriate category for the counterparty.

Business Individual Your account with other bank

Legal Business Name \*

Enter Legal Business Name

Business formation date \*

dd/mm/yyyy

Business registration number \*

Enter Business registration number

Business registration country \*

Select Business registration country

Email \*

Enter Email

Relationship \*

Select Relationship

Next

1 2

< Select the counterparty type\*

Please select the appropriate category for the counterparty.

Business Individual Your account with other bank

Legal Business Name \*

ABC Technology LLC

Business formation date \*

01/01/2000

Business registration number \*

98762521XX

Business registration country \*

United States of America

Email \*

admin@xxx.xx

Relationship \*

Affiliate  
Client  
Contractor  
Employee  
Vendor  
Others not listed

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Create Virtual Account (Existing Counterparty)

## Step 5

Provide the counterparty's **additional details**, including, Complete address information and Contact details. Next, select the **purpose** of creating the counterparty:

- **Only to receive funds** – Creates a counterparty for incoming payments i.e. to create Virtual Account
- **Both** – For sending and receiving payments

The screenshot shows a form titled "Address & Phone Information" with a progress indicator at the top showing steps 1, 2, and 3. Step 2 is active. The form includes the following fields:

- Address Information**
  - Address line 1\*: 121 Newark Avenue (with a "View on map" link)
  - Address line 2: Downtown Jersey City
  - Zip code\*: 07302
  - City\*: Jersey City
  - Region/state: New Jersey
  - Country\*: United States of America (dropdown menu)
- Phone Information**
  - Mobile phone\*: Select (dropdown menu) (201) 555-0123
  - Land-line phone: (201) 555-0123
- Purpose of creating a counterparty**
  - Only to receive funds (Selected, with subtext "Create Virtual Account")
  - Only to make payments (with subtext "For other beneficiaries")
  - Both

Navigation buttons "Previous" and "Next" are located at the bottom of the form.

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Introduction to Virtual Account

Create Virtual Account (New Counterparty)

Create Virtual Account (Existing Counterparty)

## Create Virtual Account

Step 6

Enter the required business details to create a Virtual Account for the counterparty. Select the **Document Type** from the dropdown and provide the following information - **Document Issuing Country, Document Number, Expiration Date**, Upload the **business document** and **“Submit”**.

**Create Virtual Account**

Please enter the required details below to create a virtual account. This account will be used to receive payments.

Document Type \*

Business Documents

- Articles of Incorporation
- Bylaws
- Partnership Agreements
- Operating Agreement
- Certificate of Incorporation

dd/mm/yyyy

Business Document File \*

Upload Your Document

Previous Skip Submit

Counterparty added successfully. It may take a moment to appear. If not, contact support@fvbank.us

**Note:** The following business documents are accepted:

- Articles of Incorporation
- Partnership Agreements
- Operating Agreement
- Certificate of Incorporation
- Business Registration Certificate
- Proof of Business Registration and Legal Existence

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## Introduction to Virtual Account

## Create Virtual Account (New Counterparty)

## Create Virtual Account (Existing Counterparty)

Your counterparty and its virtual account have been created successfully. To view the virtual account details, click on the **counterparty row**.

The screenshot shows a dashboard with a sidebar on the left containing navigation options: Dashboard, USD Account, Deposit Instruction, Make a Payment (selected), Self Transfer, FVNet Transfer, External Bank Transfer, Stablecoin Transfer, Manage Cards, Custody Accounts, Convert, and Stablecoin Invoice. The main content area is titled 'Top Counterparties' and includes an 'Add Counterparty' button. Below this is a 'Counterparties' table with the following data:

Full Name	Type	Country	Destination Currency	Status	Virtual Account	Actions
<a href="#">ABC Technology LLC</a> admin@xxx.xx	R	US		ACTIVE	780008000466	

This is a close-up view of the 'Counterparties' table. The selected row is highlighted in light blue and contains the following information:

Full Name	Type	Country	Destination Currency	Status	Virtual Account	Actions
<a href="#">ABC Technology LLC</a> admin@xxx.xx	R	US		ACTIVE	780008000466	

**Note:** Everytime you create a counterparty, the status will initially appear as **Pending**, as it undergoes automated **compliance review**. After a few minutes, refresh the screen to see the status updated to **Active**.

If the status appears as **Rejected**, our compliance team will review the details, and you'll receive an email update.

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Create Virtual Account (New Counterparty)

Create Virtual Account (Existing Counterparty)

Here, you can view the virtual account details for your counterparty across different payment methods, including, international wire, domestic wire, and stablecoin deposits. You can share these deposit details with your counterparty to receive funds.

< ABC Technology LLC ACTIVE Add Payment Instrument

<b>Basic Information</b>	<b>Address Information</b>	<b>Document Information</b>
<b>Business Name</b> ABC Technology LLC <b>Business Registration Number</b> 9876252XXX <b>Business Registration Country</b> United States of America <b>Email</b> admin@xxx.xx <b>Phone</b> +12012219876	<b>Address</b> 121 Newark Avenue Downtown Jersey Cl... <b>City</b> Jersey City <b>State</b> New Jersey <b>Country</b> United States of America <b>Postal Code</b> 07302	<b>ID Type</b> Operating Agreement <b>ID Number</b> XXXXXXXXXXXXX <b>ID Expiration Date</b> 01-01-2030 <b>Issuing Country (Per Document)</b> United States of America <b>Uploaded Document</b> <a href="#">OperatingAgreement.pdf</a>

**Deposit Information**

<b>International Wire</b>	<b>Domestic Wire</b>
<b>Bank Name</b> FV Bank International Inc. <b>SWIFT</b> ITLLPRS2XXX <b>Bank Address</b> 270 Muñoz Rivera Avenue, Suite 1120, San Juan, PR 00918 <b>Account Number</b> 780008000466 <a href="#">Show</a>	<b>Receiving Bank Name</b> FV Bank International Inc. <b>Receiving Bank Address</b> 270 Muñoz Rivera Avenue, Suite 1120, San Juan, PR 00918 <b>Routing Number/ABA</b> 111326275 <b>Beneficiary Name</b> FV Bank International Inc. <a href="#">Show</a>
<b>USDC Stablecoin Deposit</b>	
<b>Deposit Address</b> 0x16043ef5652712465963963031dc222dbd888f9e <b>Currency</b> USDC <b>Stablecoin Network</b> ETH(ERC20) <a href="#">Note:</a> Deposits must be transferred on the ETH (ERC20) Blockchain. Any asset other than USDC sent to this address will not reach FV Bank and will be lost. Lost transfers may not be recoverable.	<a href="#">Note:</a> Domestic Wire - Please use these instructions for any wires within the United States. You will need to provide this information to the bank that is sending the wire to your FV Bank Account. You must provide the Reference for your FV Bank account in the Reference/Memo Field.

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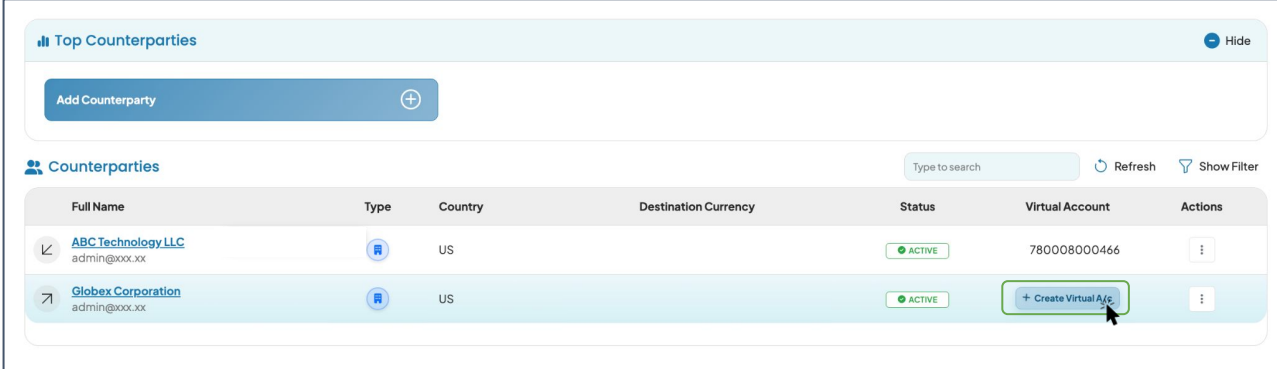
Introduction to Virtual Account

Create Virtual Account (New Counterparty)

Create Virtual Account (Existing Counterparty)

## Create Virtual Account (Existing Counterparty)

To create a virtual account for an existing counterparty, click **“Create Virtual Account”** next to the respective counterparty.



The screenshot displays a user interface for managing counterparties. At the top, there is a section for 'Top Counterparties' with a 'Hide' button. Below this is an 'Add Counterparty' button. The main section is titled 'Counterparties' and includes a search bar, a 'Refresh' button, and a 'Show Filter' button. A table lists two counterparties: 'ABC Technology LLC' and 'Globex Corporation'. The 'Globex Corporation' row is highlighted in light blue and has a '+ Create Virtual A/c' button in the 'Virtual Account' column, which is pointed to by a mouse cursor.

Full Name	Type	Country	Destination Currency	Status	Virtual Account	Actions
<a href="#">ABC Technology LLC</a> admin@xxx.xx	R	US		ACTIVE	780008000466	⋮
<a href="#">Globex Corporation</a> admin@xxx.xx	R	US		ACTIVE	+ Create Virtual A/c	⋮

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Create Virtual Account (New Counterparty)

Create Virtual Account (Existing Counterparty)

Provide the required business information to create a Virtual Account for the selected counterparty.

Select the **Document Type** from the dropdown and provide the following information - **Document Issuing Country, Document Number, Expiration Date**, Upload the **business document** and **“Submit”**.

[< Create Virtual Account](#)

Please enter the required details below to create a virtual account. This account will be used to receive payments.

**Business formation date \*** ⓘ

dd/mm/yyyy 🗑️

**Document Type \***

Select Document Type ▼

**Issuing Country (Per Document) \***

Select Issuing Country (Per Document) ▼

**Document Number \***

Enter Document Number

**Document Expiration Date \***

dd/mm/yyyy 🗑️

**Business Document File \***

Upload Your Document 📁

**Submit**