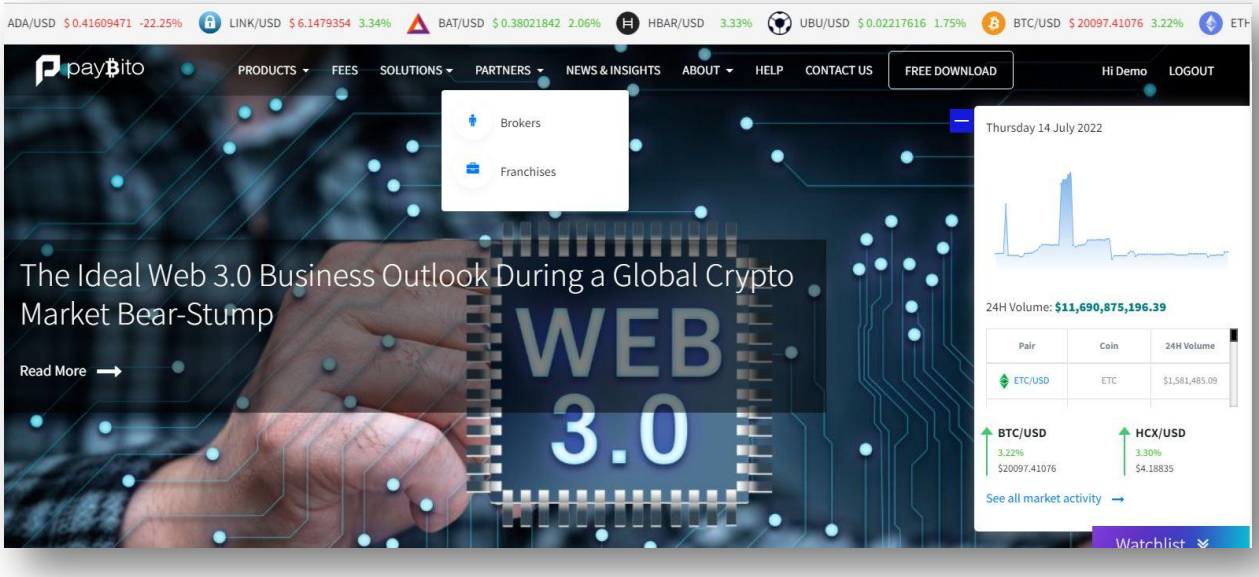
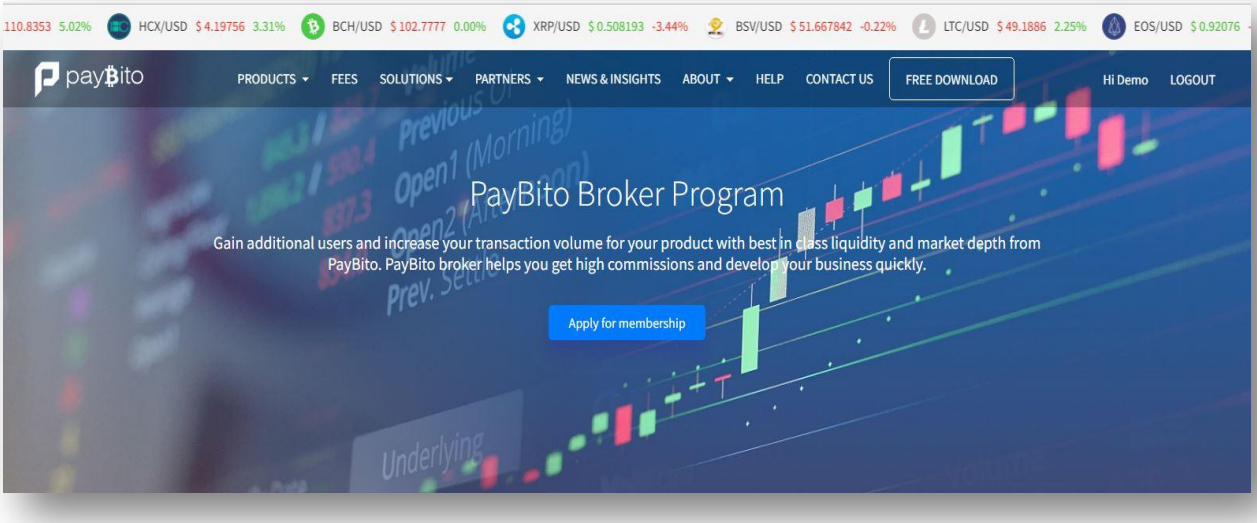
Broker Registration Process



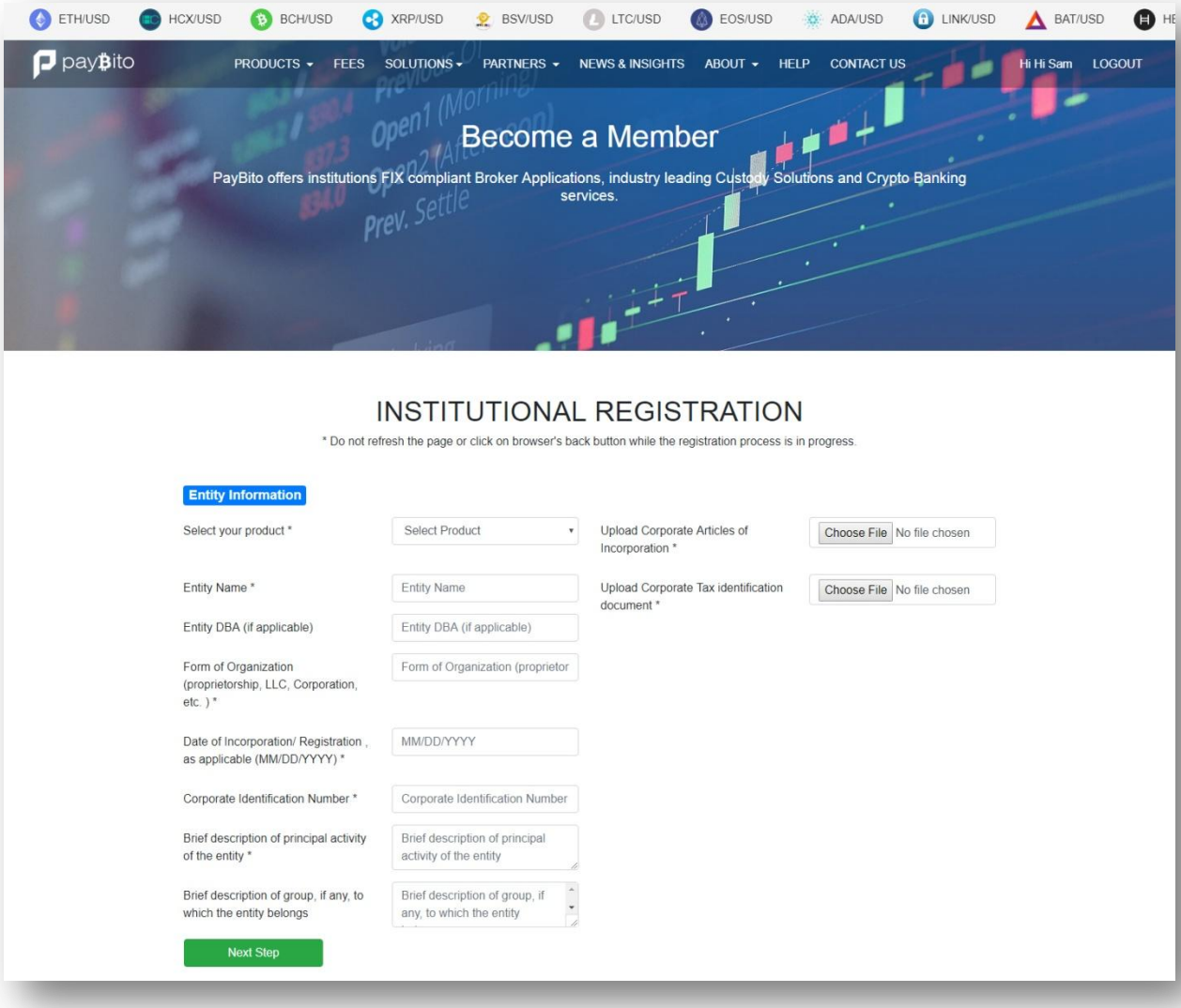
Step 1: Paybito Website

Go to Paybito.com Click on the Partner Menu & Click Broker then apply for Membership.



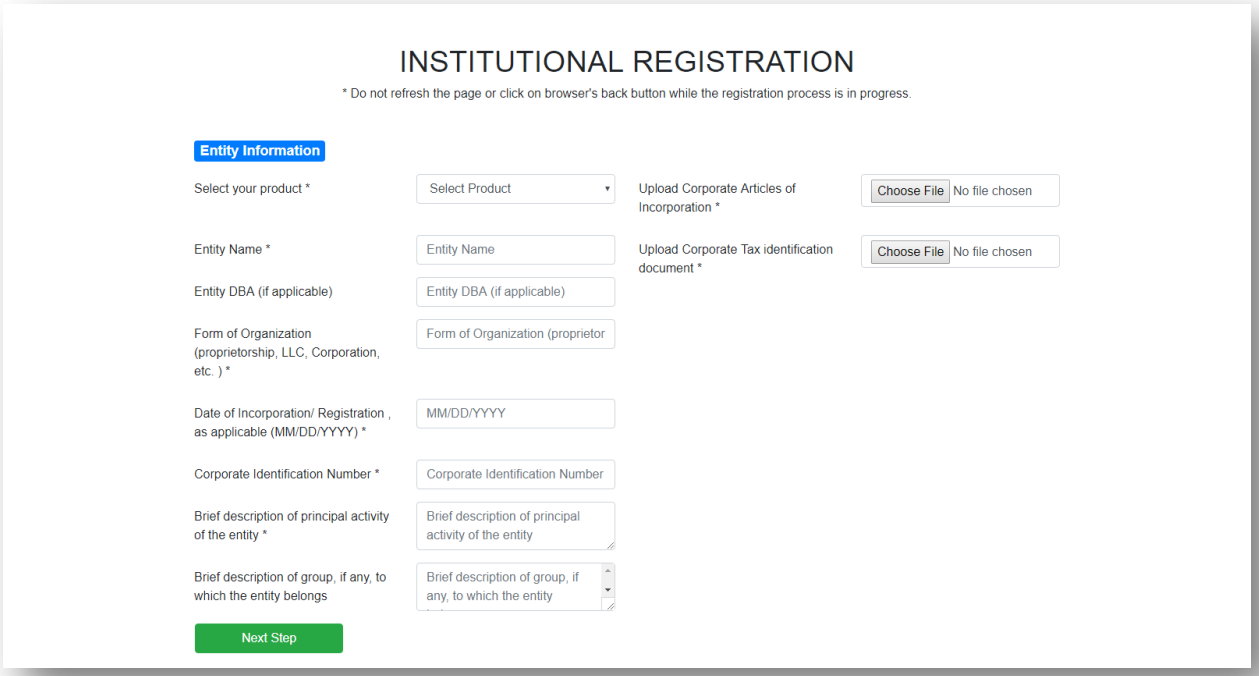
Step 2: Broker Menu

When we Click On 'Apply for Membership', it opens "INSTITUTIONAL REGISTRATION PAGE" & fills the entity information form. Fields marked with * are mandatory.



Step 3: Broker Entity Information

When opening the " INSTITUTIONAL REGISTRATION PAGE" Click On ‘Select your Product’ then Select ‘Paybito Broker’ and fill in all the details that are compulsory and click submit button.



Step 4: Broker Registered Office Information

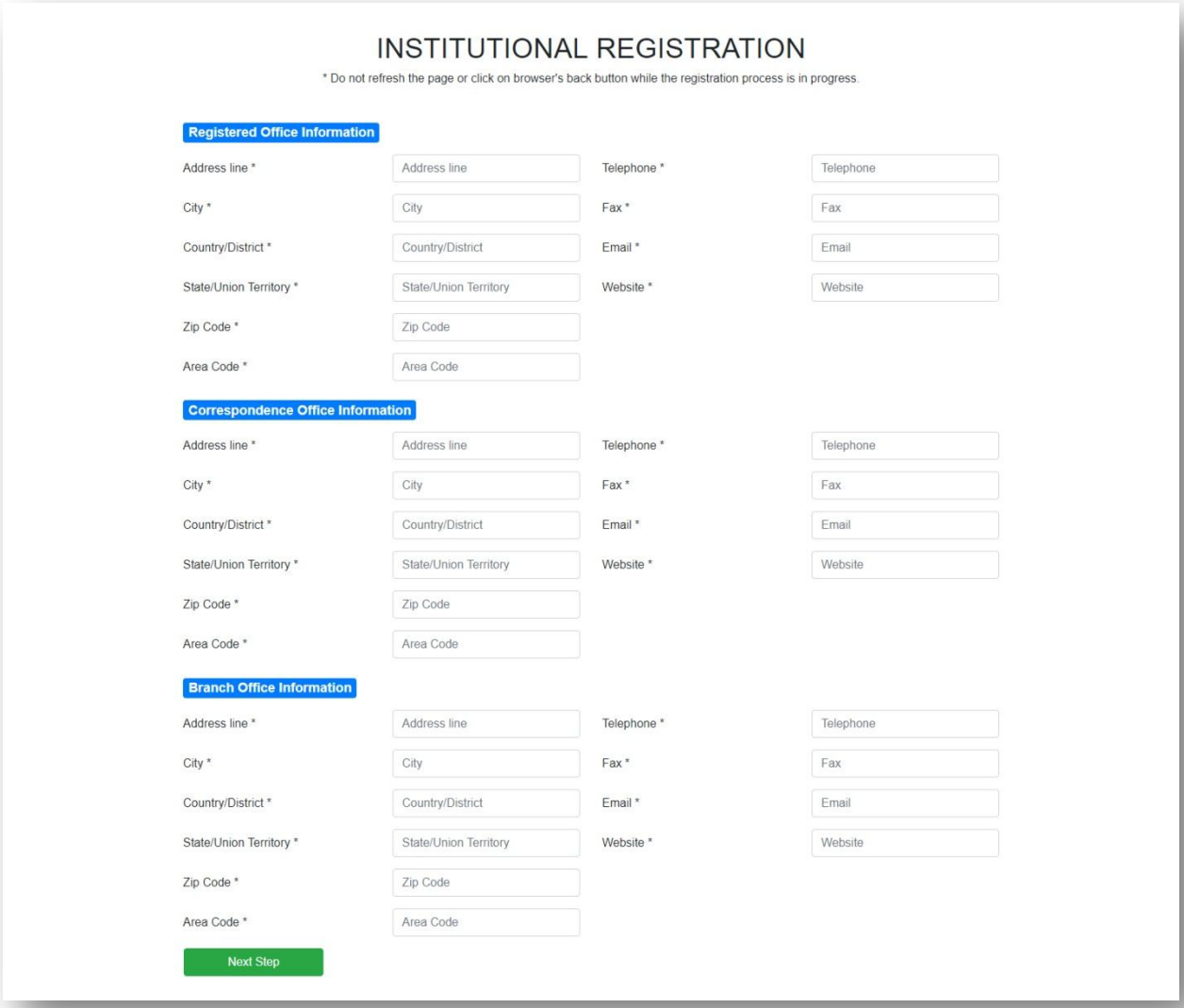
When we click on the 'Next step' its redirects to the 'Registered Office Information page'. There are three sections-

(1) Registered Office Information

(2) Correspondence Office Information

(3) Batch Office Information.

Fill in all the information & click on 'Next step'.



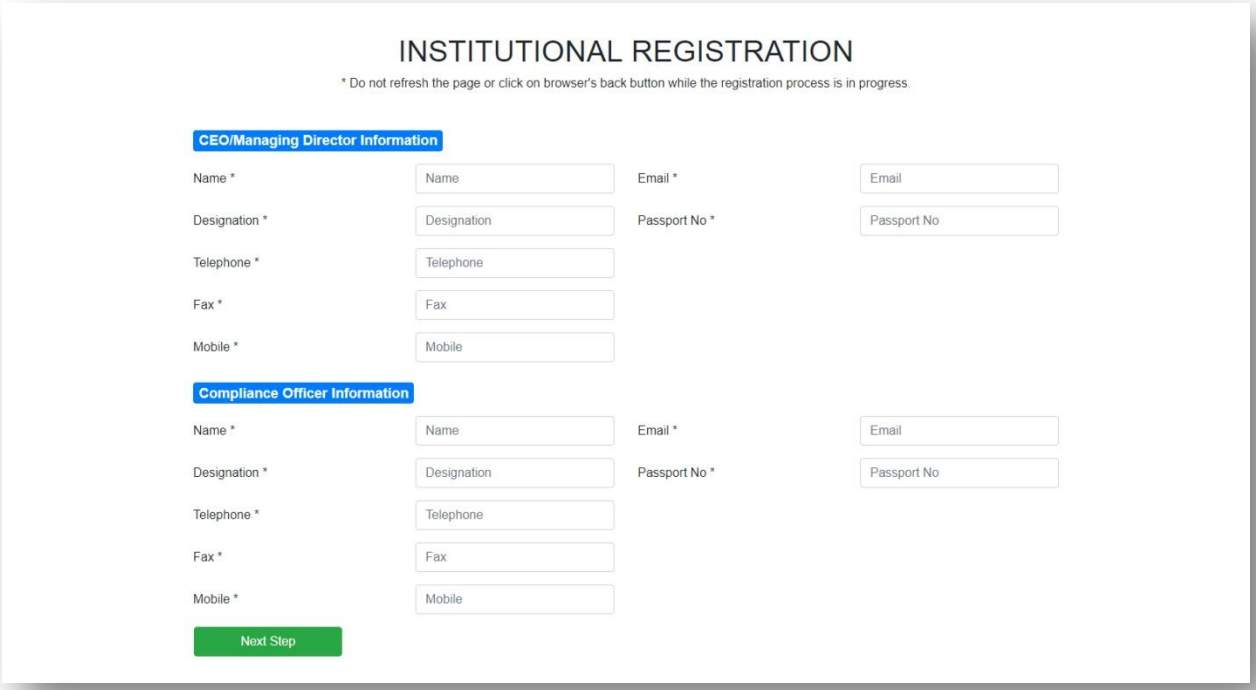
Step 5: Broker CEO/Managing Director Information

It redirects to the CEO/Managing Director Information page. There are two-section

(1) CEO/Managing Director Information and

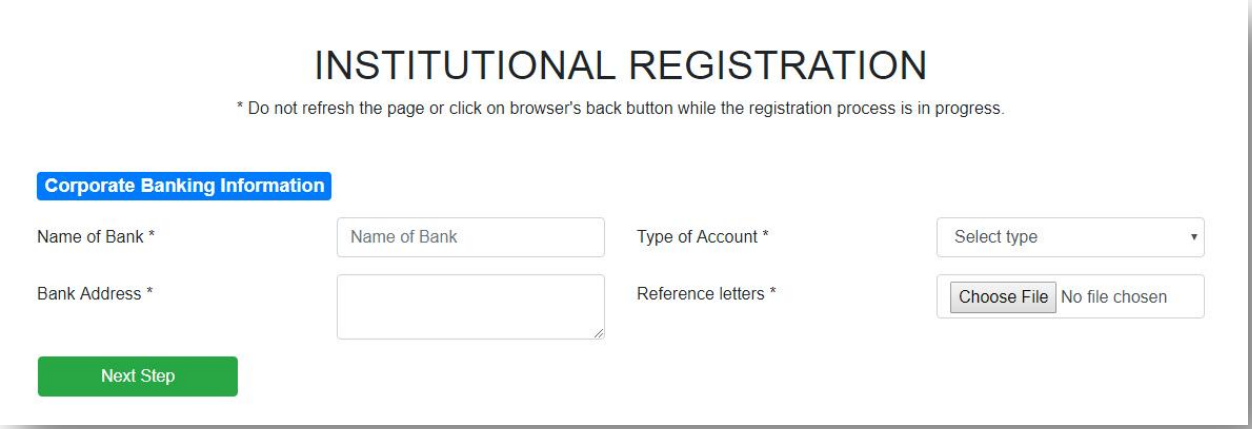
(2) Compliance Officer Information

Fill in all the information& click on 'Next step'.



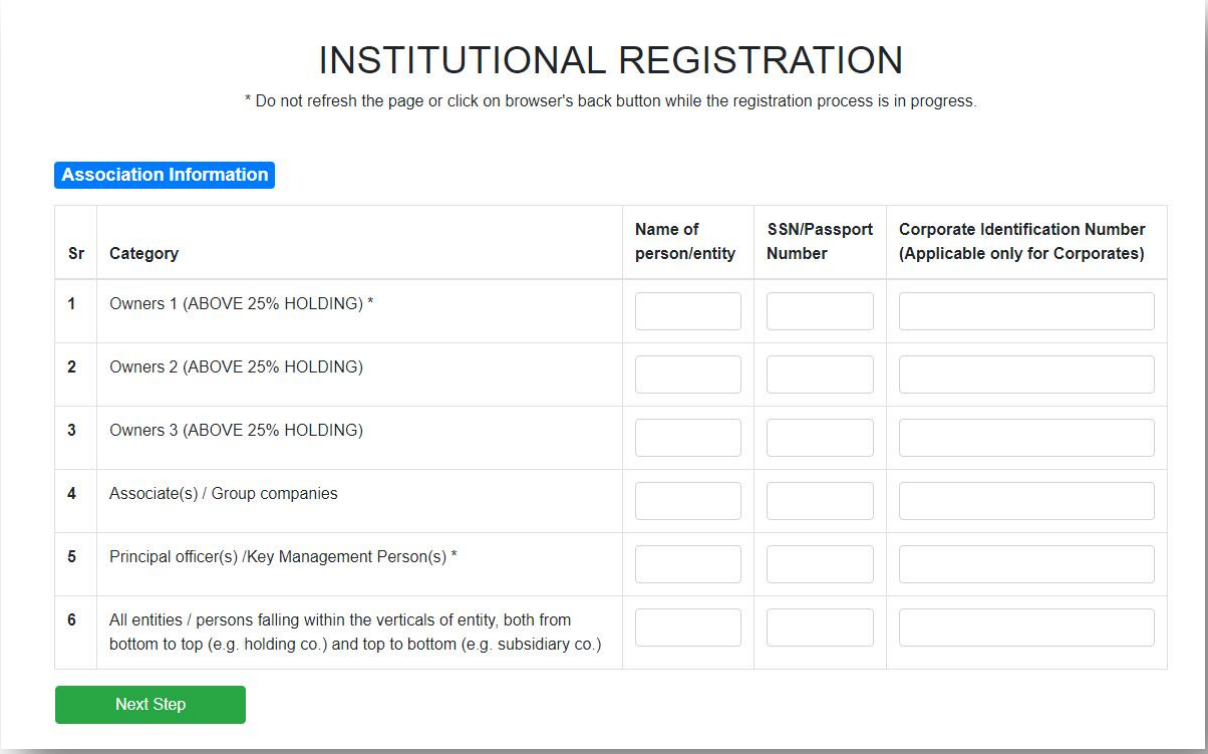
Step 6: Broker Corporate Banking Information

Fill in all the information here & click on 'Next step'.



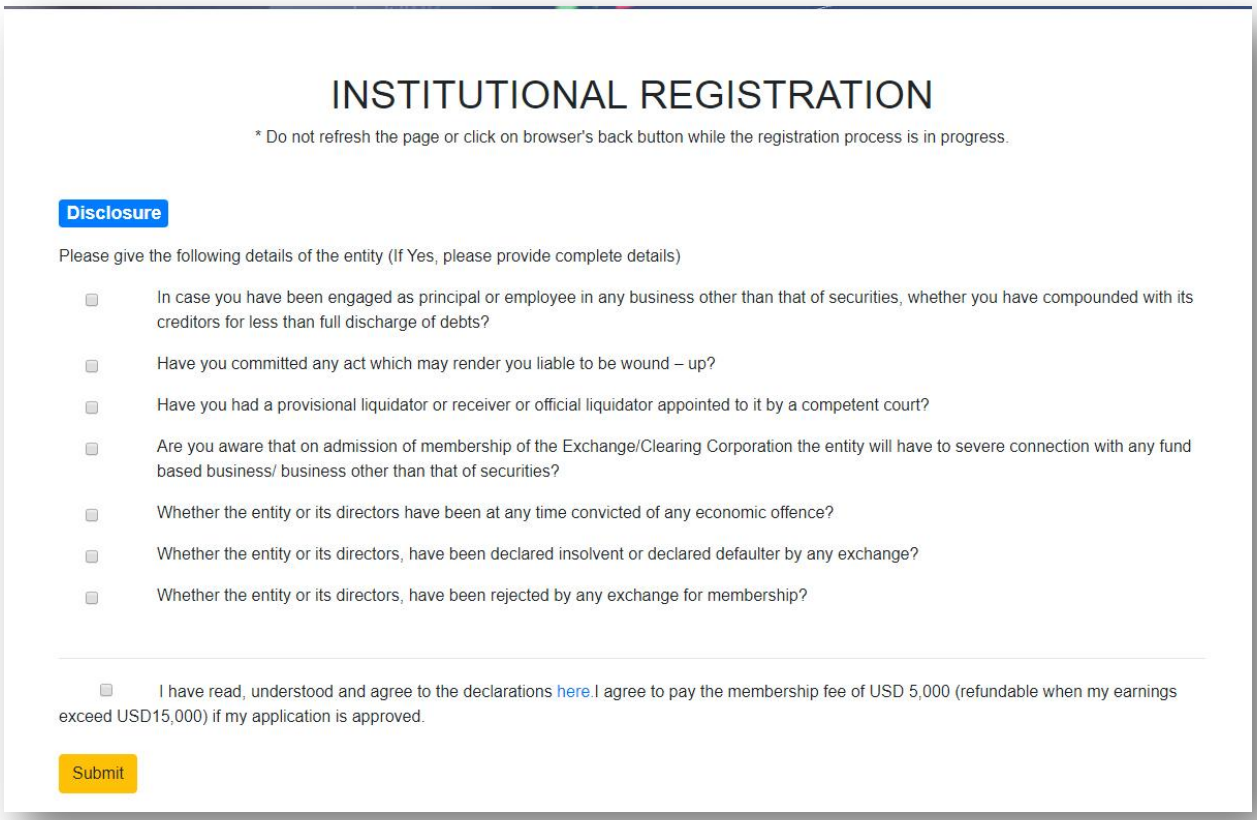
Step 7: Broker Association Information

In this section the 'Association Information page' will appear. Fill in all the information& click on 'Next step'.



Step 8: Disclosure

In Disclosure page, Fill in all the information& click on 'Next step'.



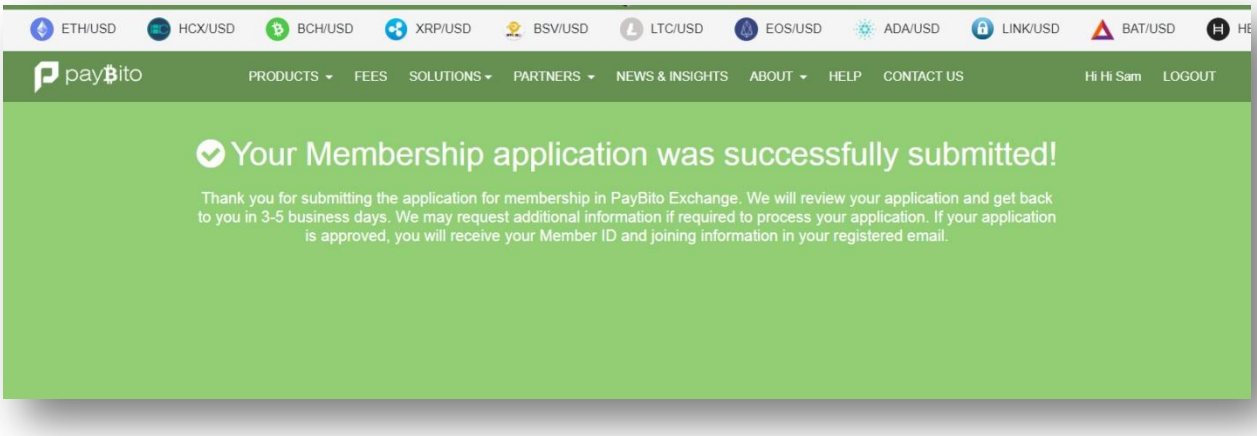
Step 9: Submission of Information

You have successfully submitted all the details. Please note-

(1) The review process may take 3-5 business days.

(2) You may be asked to submit additional information if required.

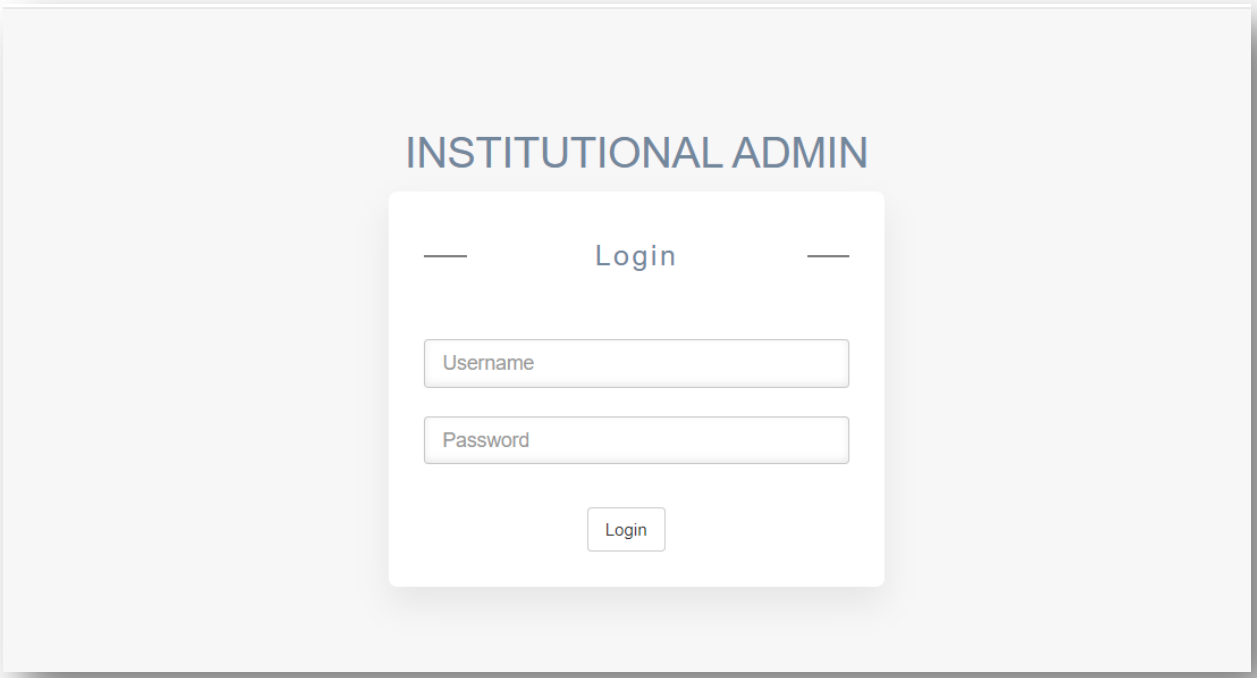
(3) Once approved, you will receive your Member ID and joining information in your registered email id.



Broker Admin

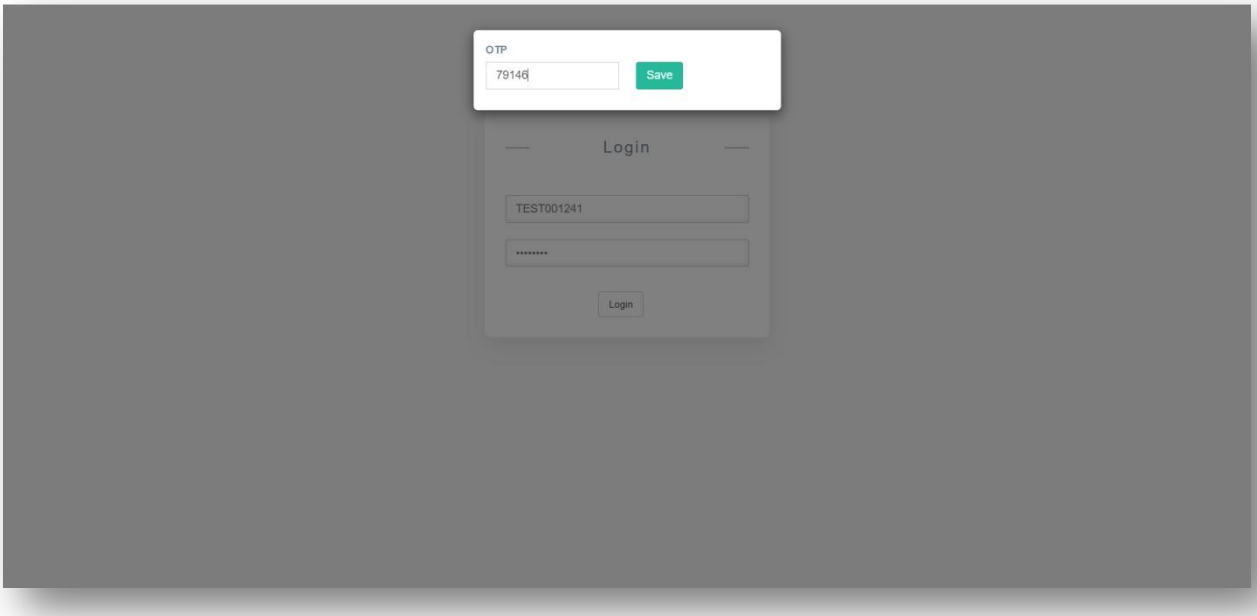
1: Broker Admin

Approved brokers will get a Broker Admin link and login credentials in their registered email id. Clicking on the link, a login page will appear.



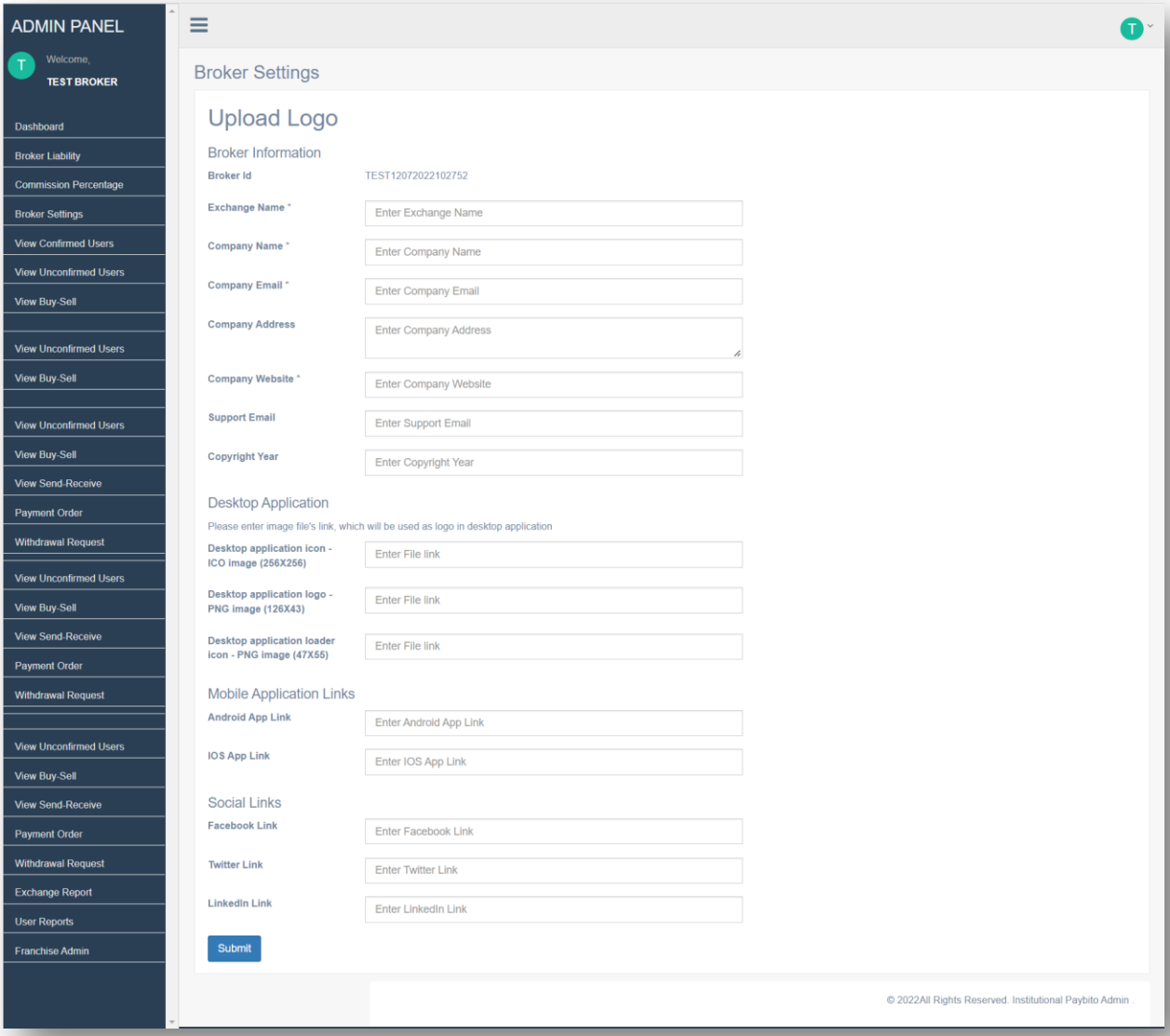
2: Login Broker Admin

Enter the User name and password, you will get an OTP in your email, save the OPT & log in to the admin panel.

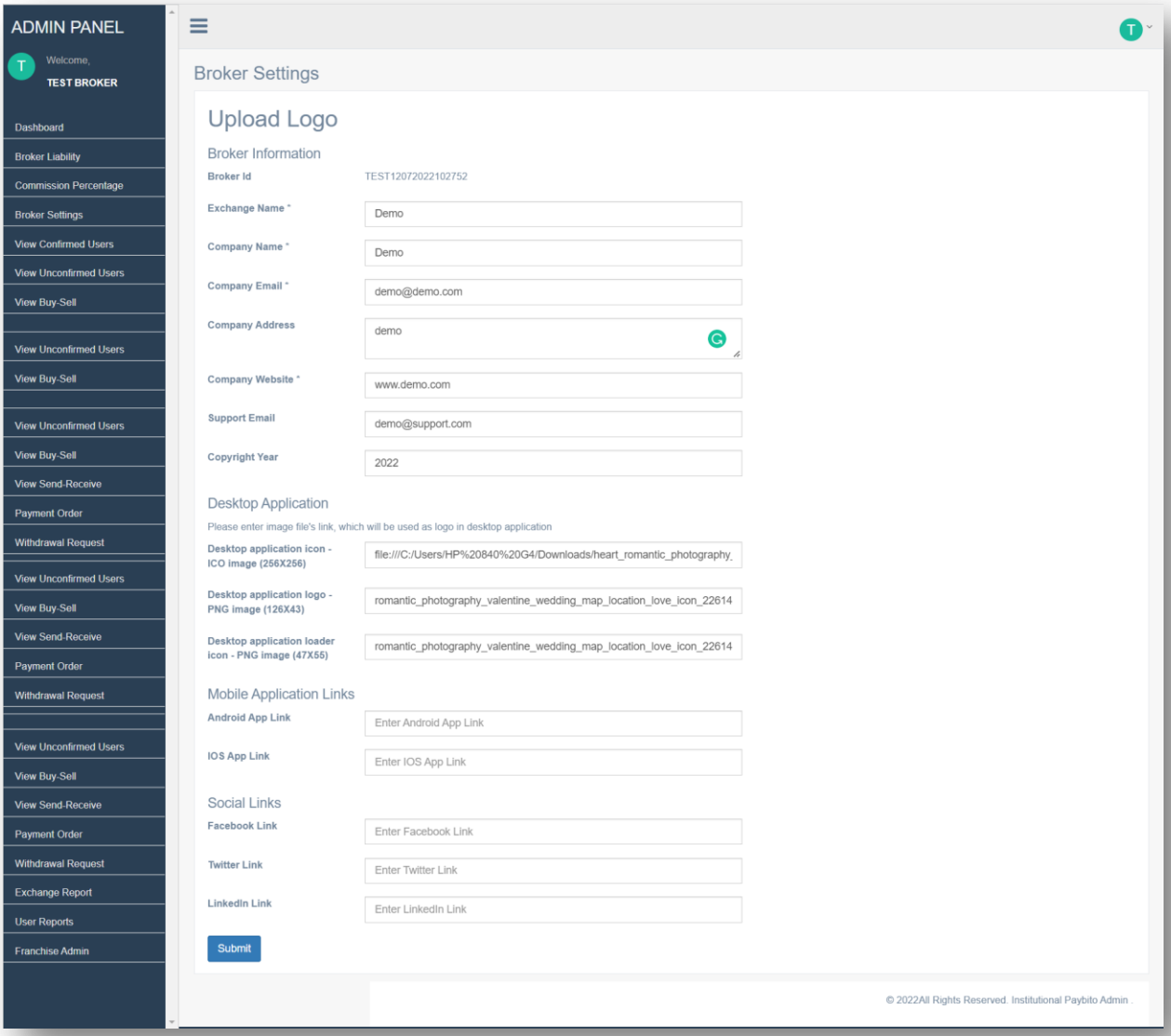


3: Broker Setting

3a. After login it opens the Broker Setting page, We can't see the information on other pages until the broker has filled in all the setting details.

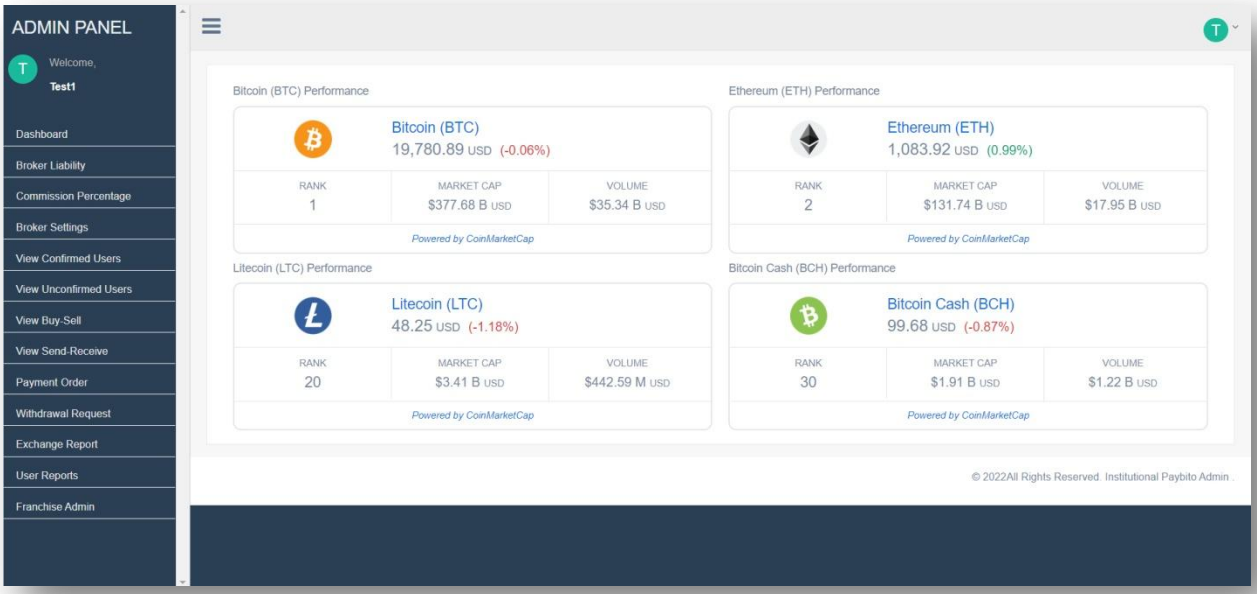


3b. After uploading the logo information, we will provide the desktop app to the brokers.



4: Dashboards

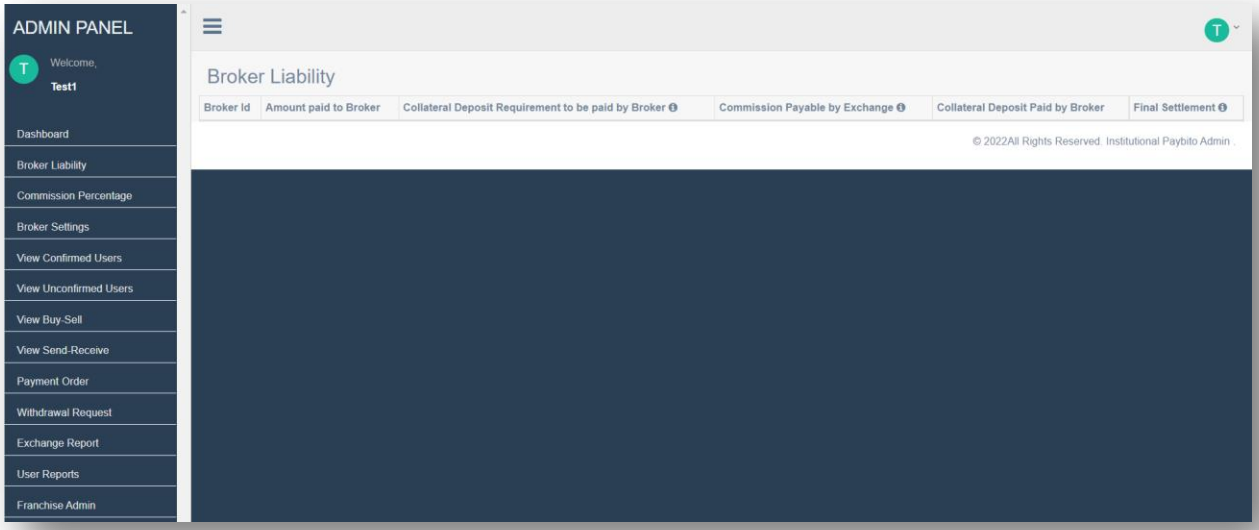
It shows the Buy and Sell trends for the exchange for all the listed assets in the Last 3 Months / 1 Month/ 1 Week.



5: Broker Liability

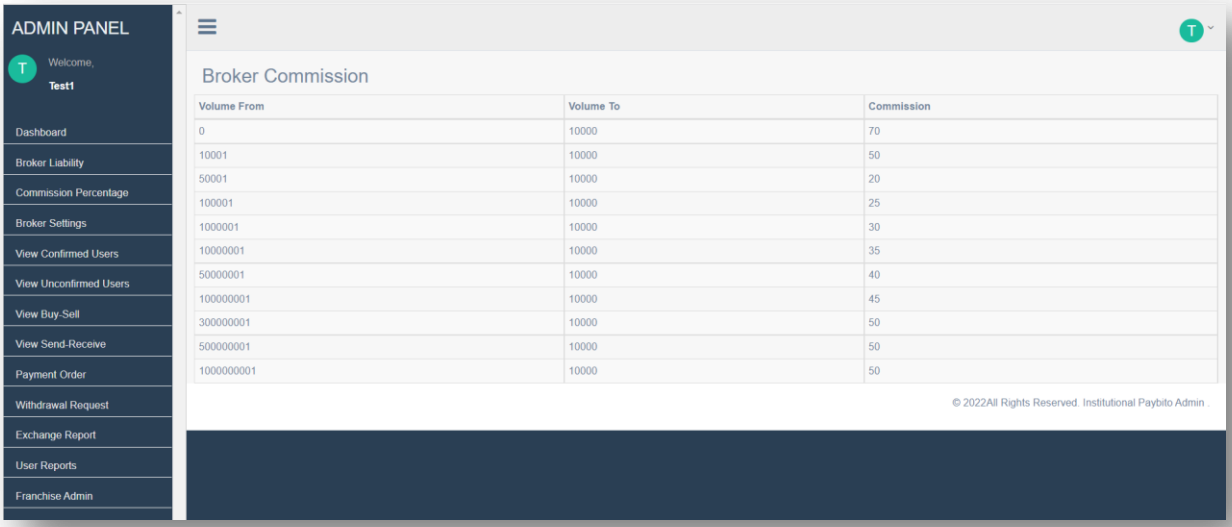
Click on the Broker Liability menu which showing Broker information.

- **Broker id:-** The broker ID is visible.
- **Amount Paid By Broker:-** To give money or other compensation in exchange for goods or services.
- **Collateral Deposit Requirement to be paid by Broker:-** This should be calculated based on the trading volume and deposit requirement as per table or deposit and trading volume.
- **Commission Payable by Exchange:-** Calculated- In the Exchange Admin setting, there should be a volume-wise tier that shows how much volume and what fees % Exchange will charge the broker. Commissions payable by Exchange to the broker should be calculated based on this % and the volume.
- **Collateral Deposit Paid by Broker:-** Deposit by broker
- **Final Settlement:-** Commission Payable by Exchange - Amount paid to Broker - Collateral Deposit Requirement to be paid by Broker + Collateral Deposit Paid by Broker.



6: Broker Commission

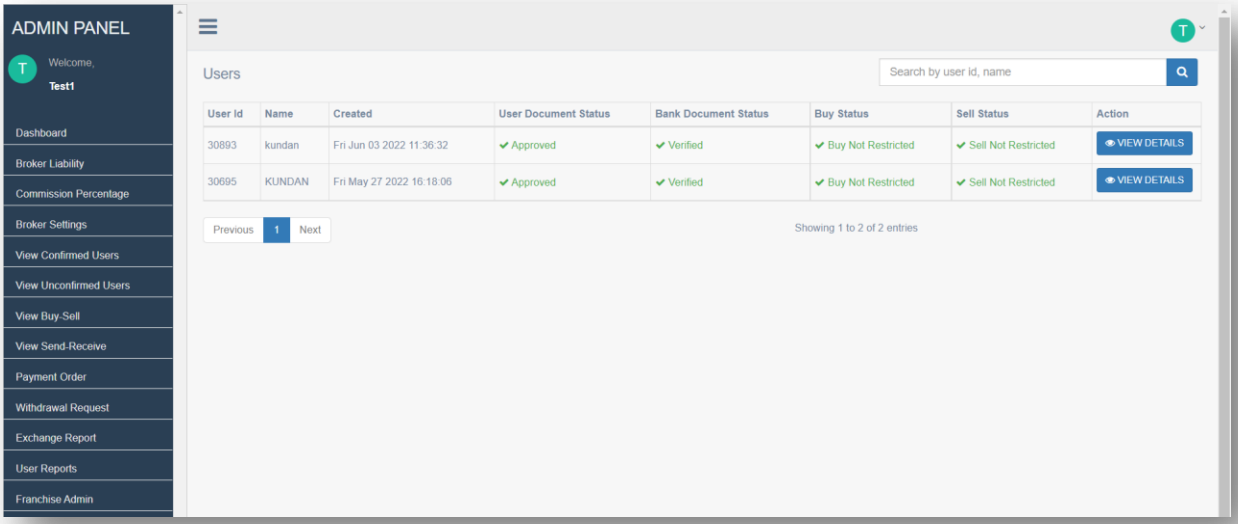
Click on the Broker Commission menu to view all details regarding commission. The amount depends on Trading Volume.



7: View Confirmed Users

This page lists all the confirmed exchange users. Broker can view the user details such as:

- User id,
- Name,
- Date of Account Created,
- User Document Status
- Bank Document Status
- Buy Status
- Sell Status
- Action

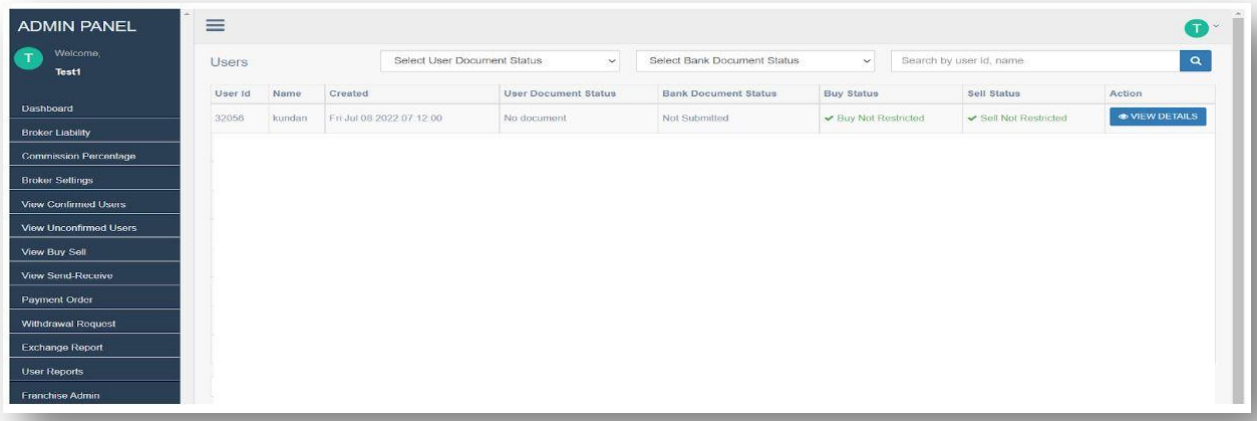


7.a: User document status

It shows the status of 'Identity Verification Documents' submitted from the EXCHANGE front end by the user.

7.b: Bank document status

It shows the status of the 'Bank Account Verification Document' submitted from the EXCHANGE front end by a user.



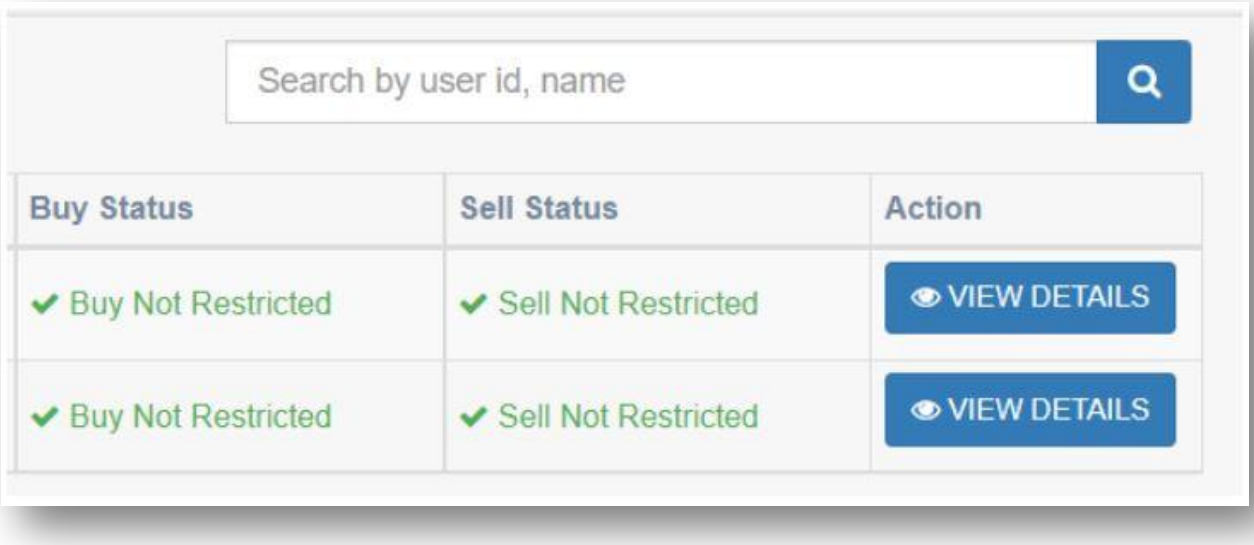
8: View Unconfirmed Users

8.a: Status for User document and Bank document can be as follows.

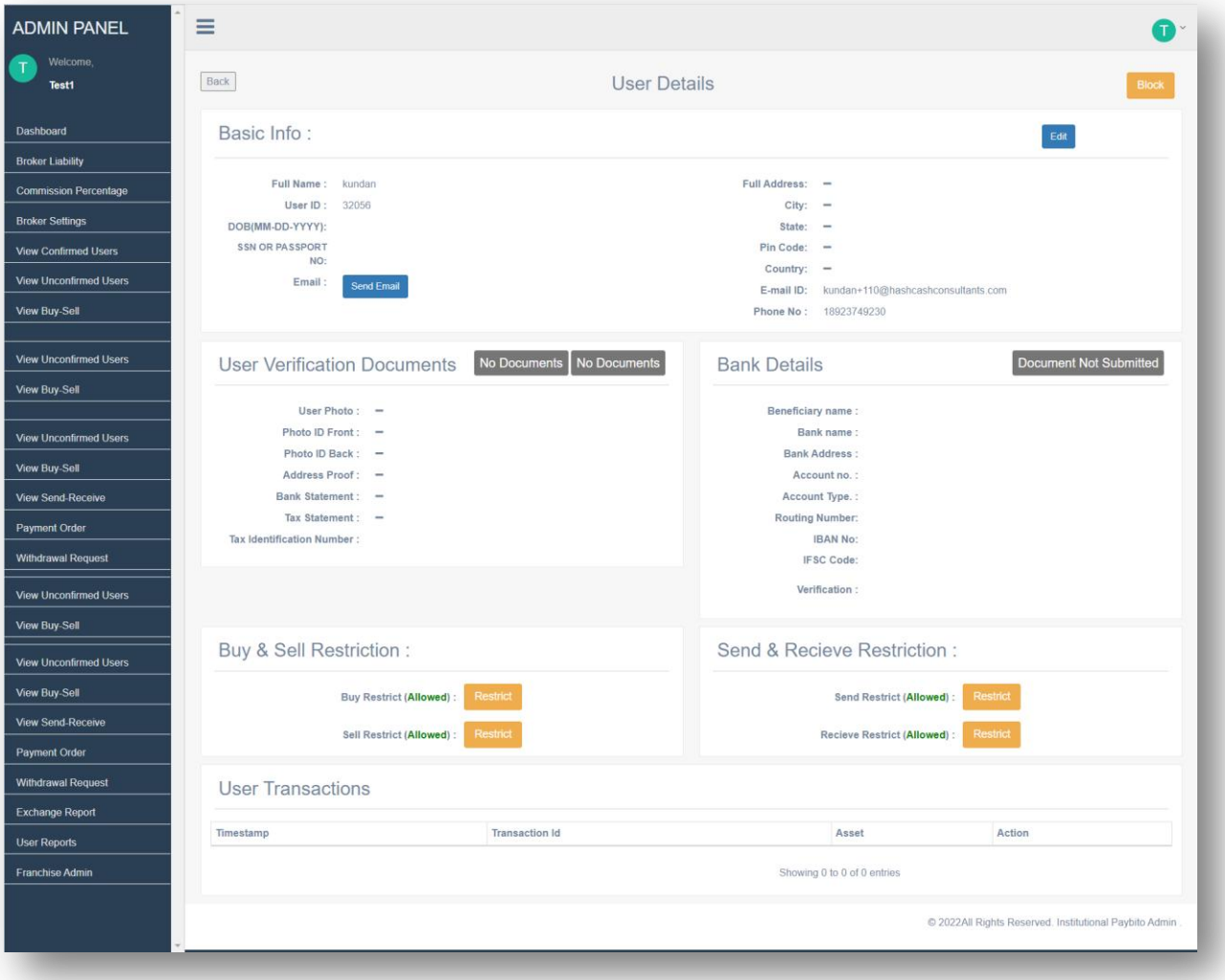
- **Submitted:-** The documents of the user or the bank are submitted or not.
- **Verified:-** The specified documents have to be verified.
- **Declined:-** Whether the documents submitted has be declined or accepted.
- **No document:-** If no documents are submitted then this status is put up.

8.b: Added Features in the Interface.

- **Buy status** shows if Buy is restricted for the user
- **Sell status** shows if Sell is restricted for the user
- **The search bar** can be used to search customers using Name & User id
- **View Details** shows the details of the user



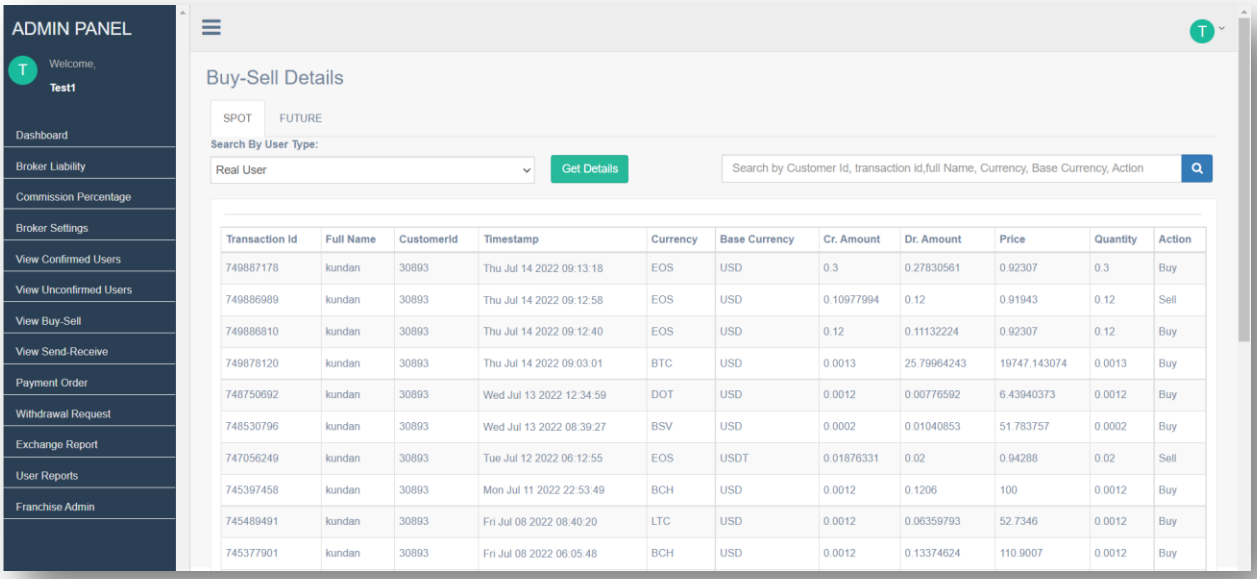
8.c: View Details



- **Basic Info** shows the user's personal details including Address and Email ID
- **User Verification Documents** shows the Identity Verification documents submitted by the user. These can be downloaded or viewed in browser
- **Bank Details** shows the Bank Verifications details submitted by the user from the front end.
- Once user submits his documents and details, an **Approve** and a **Decline** button is activated. Admin can Approve or Decline the documents for the user after verifying the details.
- **Buy Restrict** – Restrict button can be used to restrict buy for the user
- **Sell Restrict** – Restrict button can be used to restrict sell for the user
- **User Transactions** – Shows the user's transactions

9. View Buy/Sell

Under this screen, you can see the buy/sell activities of the exchange



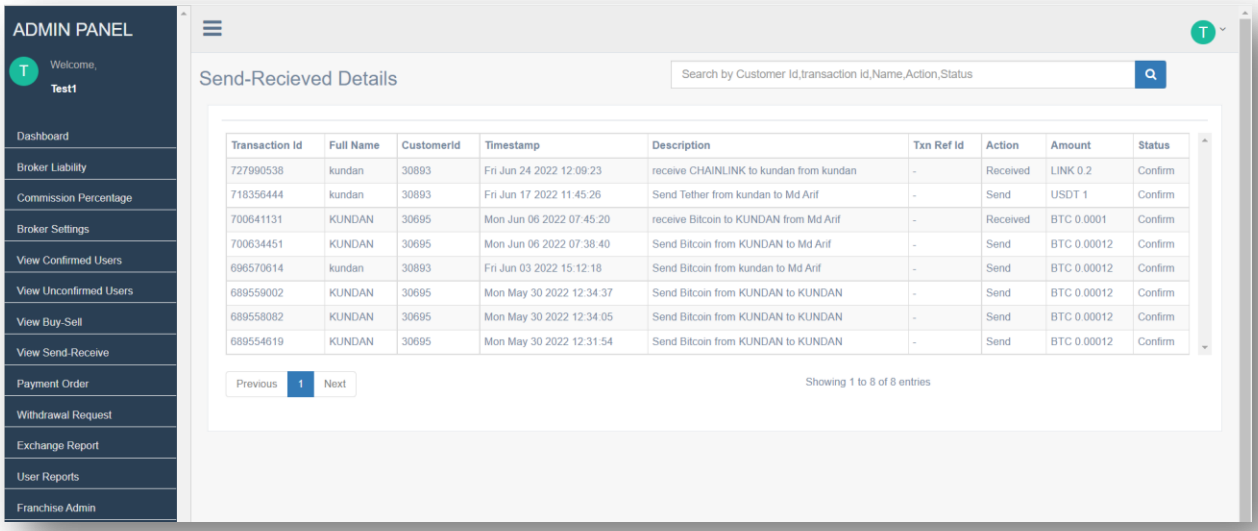
10. View Send – Receive

In this screen you can see the send and the receive details of the exchange for all transactions. The details of the transactions are given as: Transaction id, Full Name, Email, Timestamp, Description and Txn Ref ID.

Txn Ref ID: This Id is a unique Id used by Sender to send the amount to Receiver.

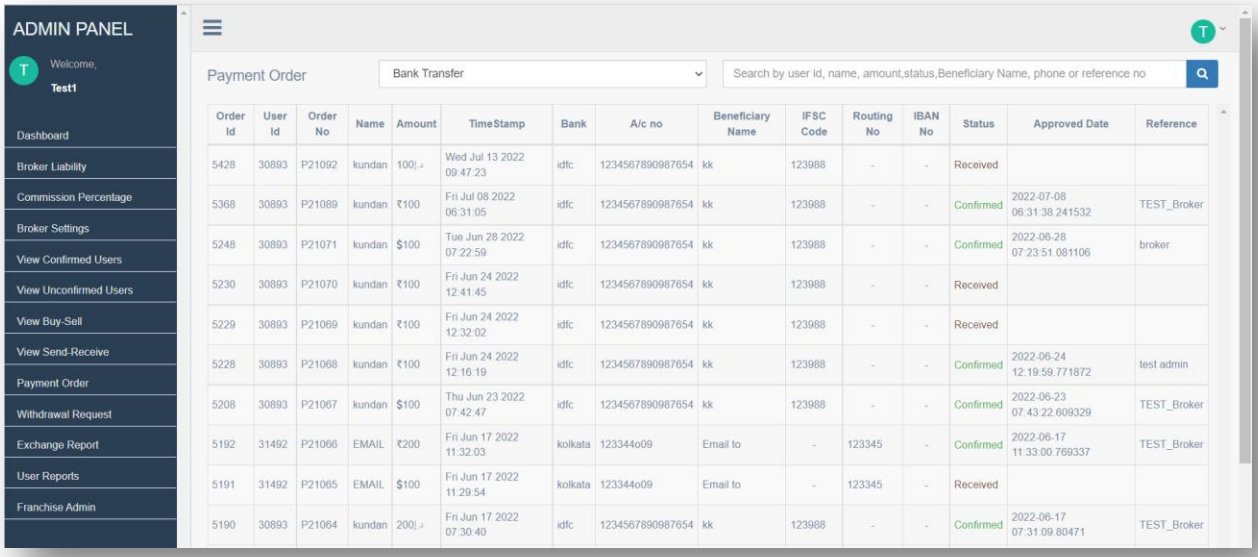
Action: Action can be Send or Received.

Status: Status can be Confirm or Pending



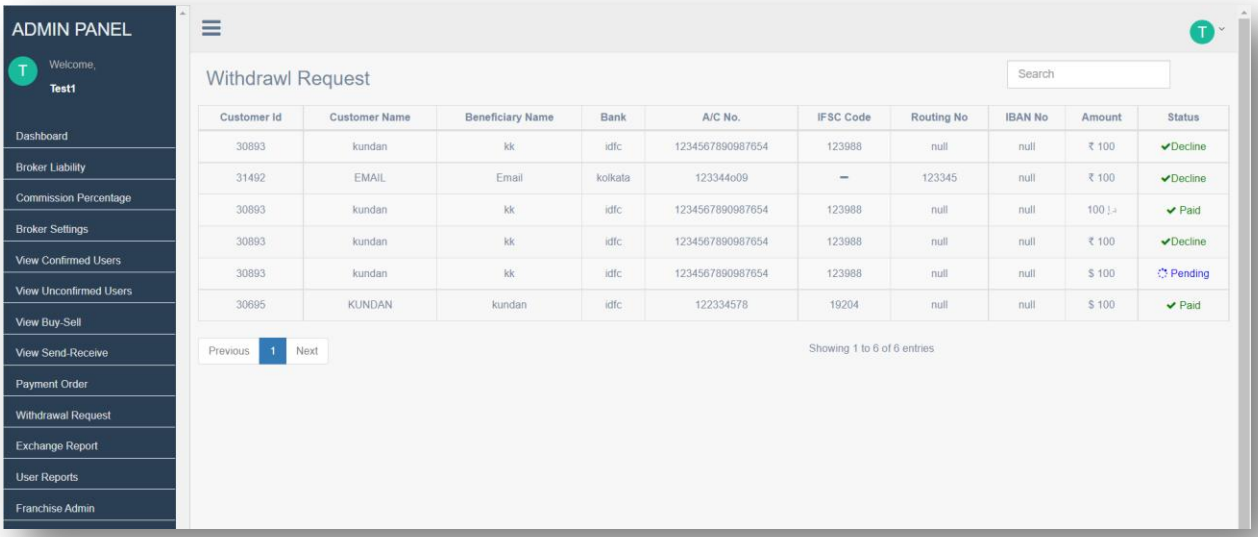
11. Payment Order

In Broker Admin All fiat payment order request from user comes to this screen.



12. Withdrawal Request

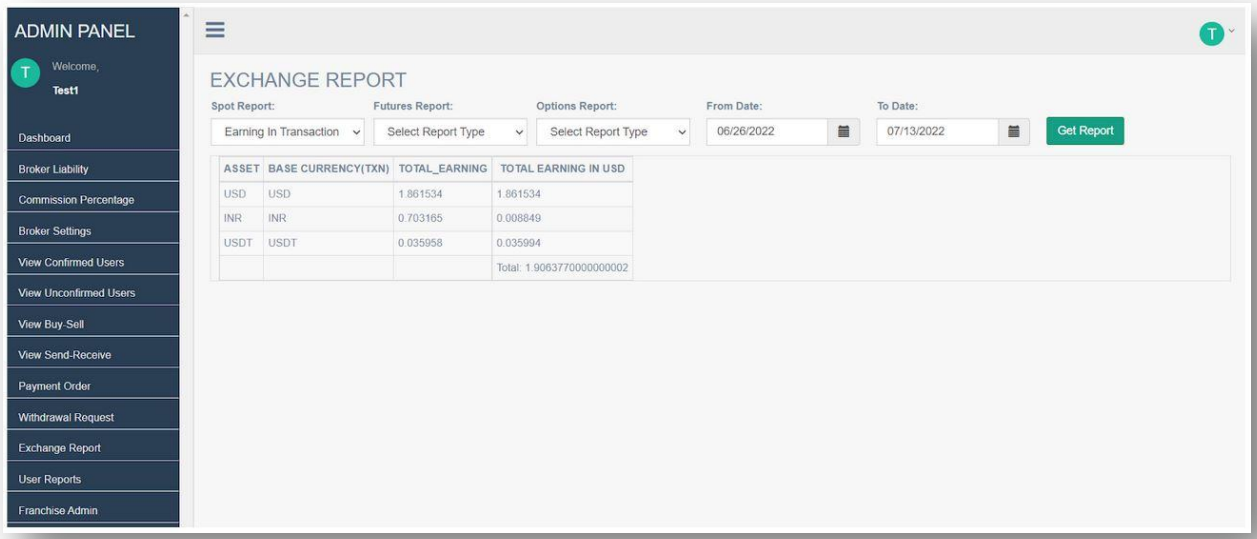
Under '*Withdrawal Request*' you can see the entire Status like pending, paid & decline withdrawal request from the customers.



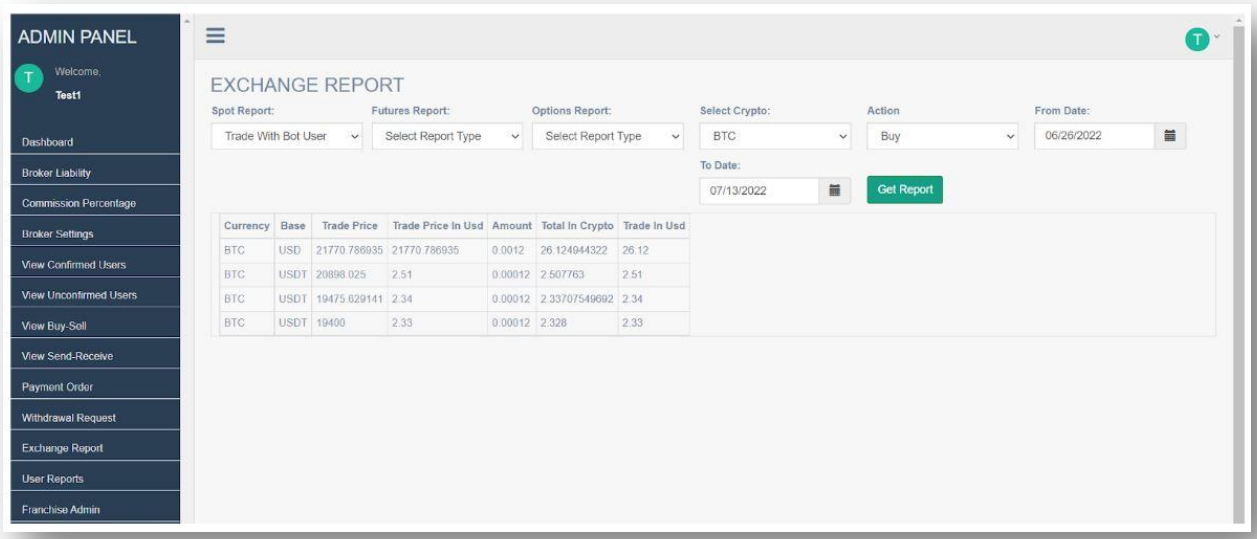
13. Exchange Report

You can get reports of each of the following operations from here.

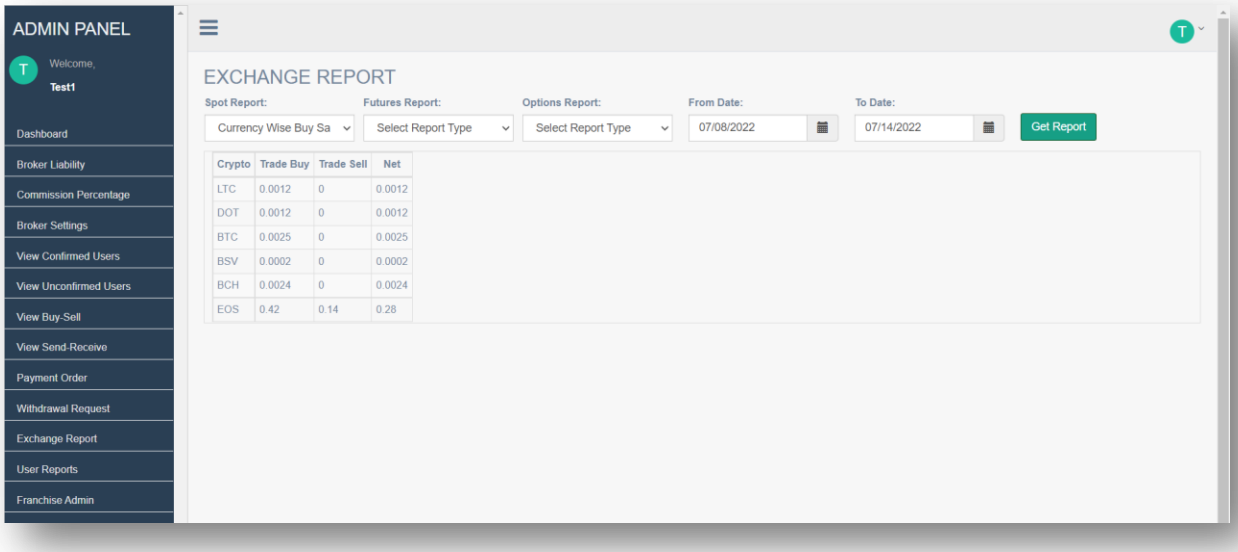
13.1. Earning in Transaction Fees: It displays the earnings of the exchange on each transaction done by users.



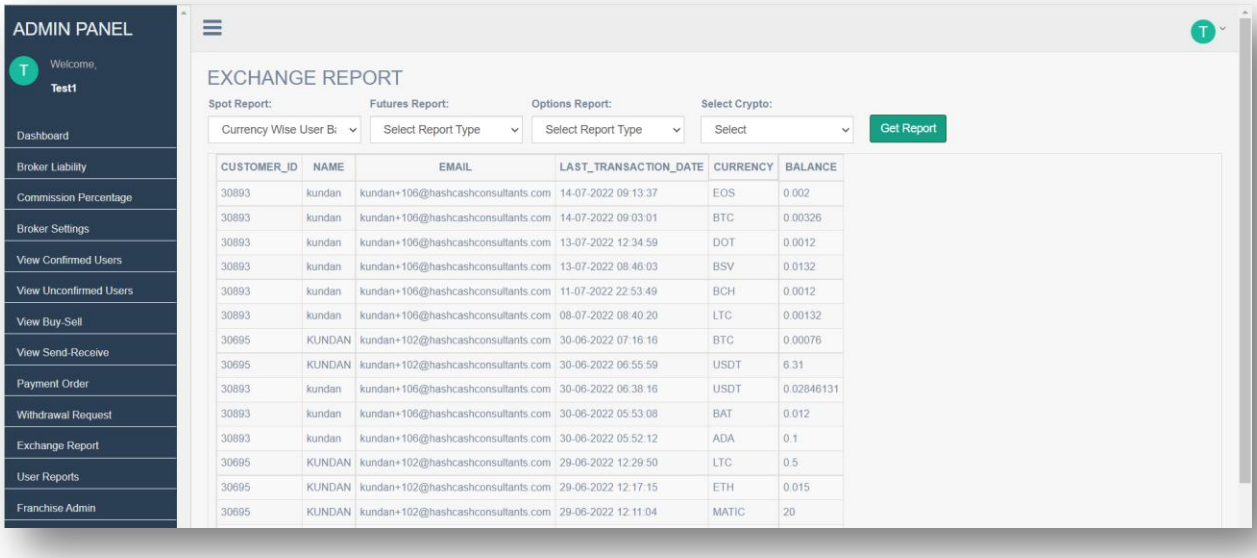
13.2: Trade with Bot User: It displays the users transaction with bot user.



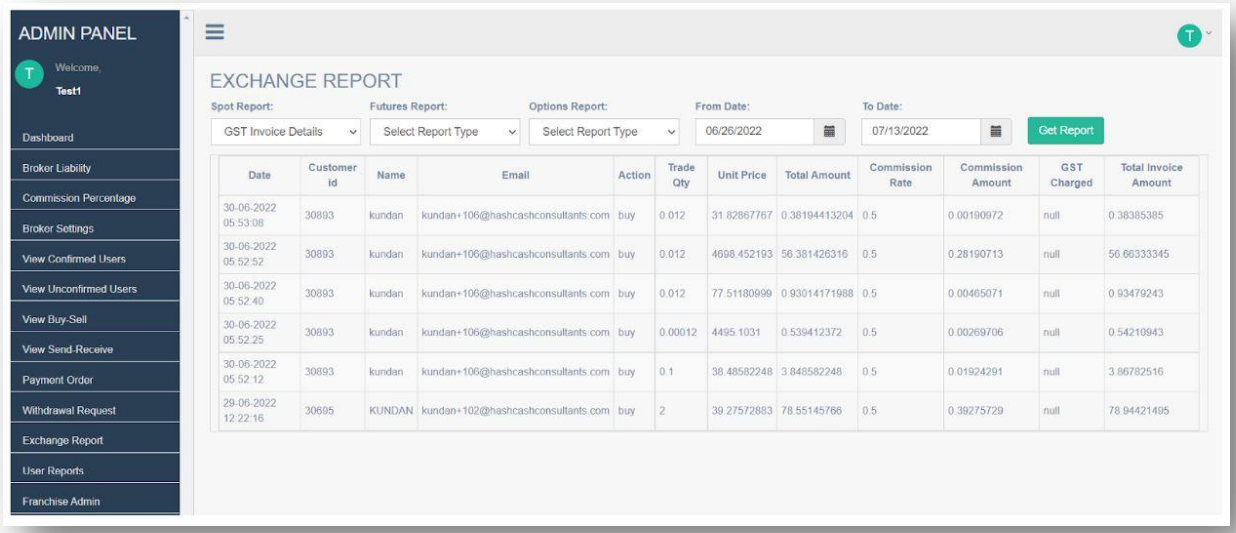
13.3: Currency Wise Buy Sell Summary: It displays the summary of Buy and Sell of currencies and the difference of the Buy and Sell.



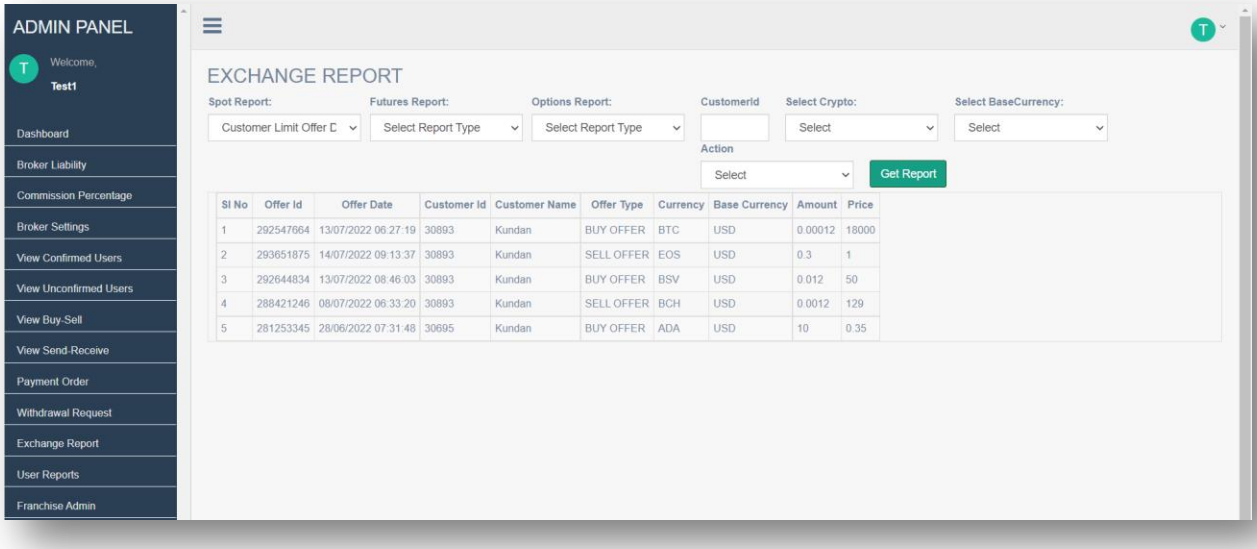
13.4: Currency Wise User Balance: It will display the balance of selected cryptocurrency.



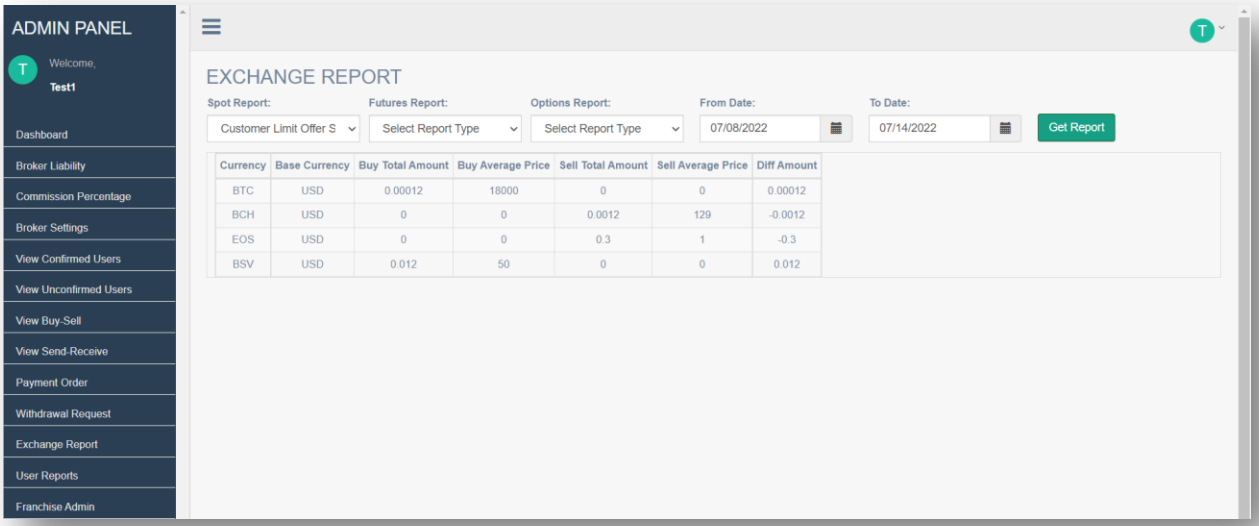
13.5: GST invoice Details: Its showing all the information related to GST



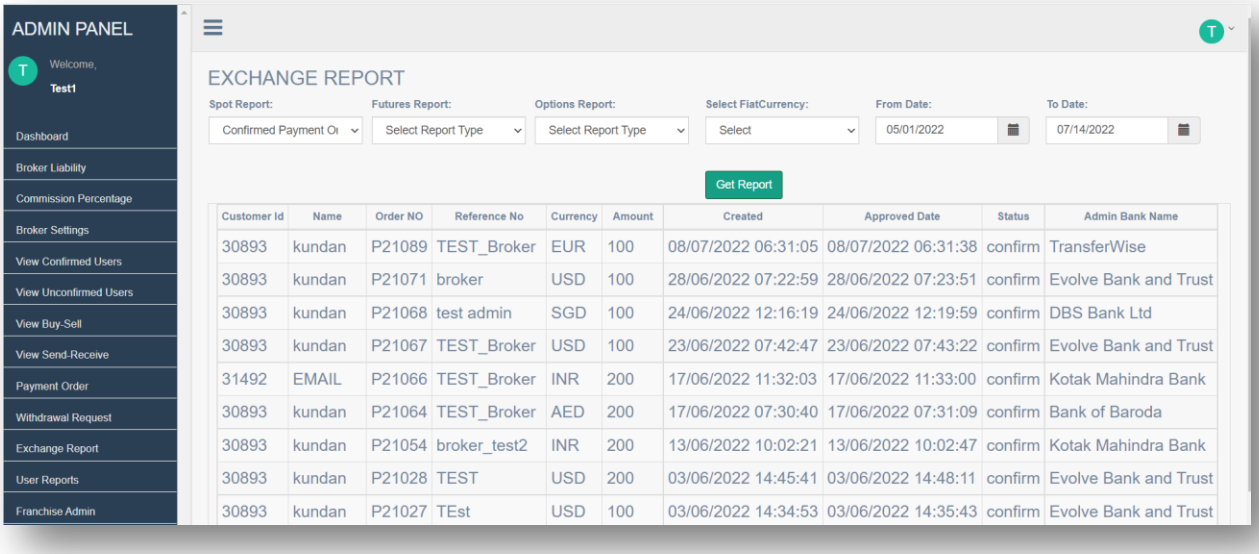
13.6: Customer Limit Offer Details: It displays the Limit Offers of the customers created from the exchange's trade



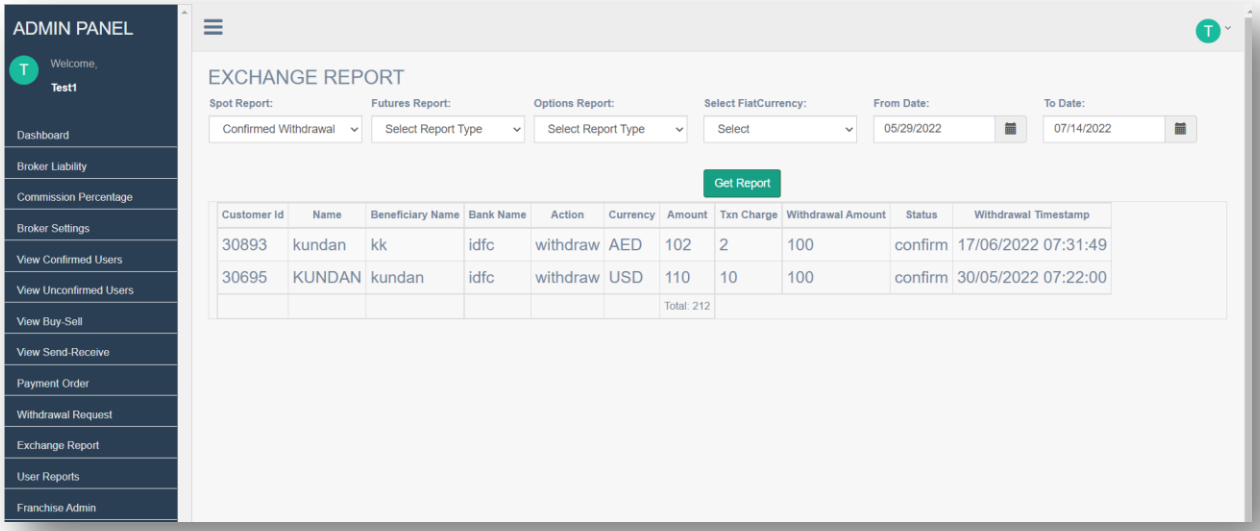
13.7: Customer Limit Offer Summary: This report displays the difference of Total Buy and Sell of the limit offers created by the users.



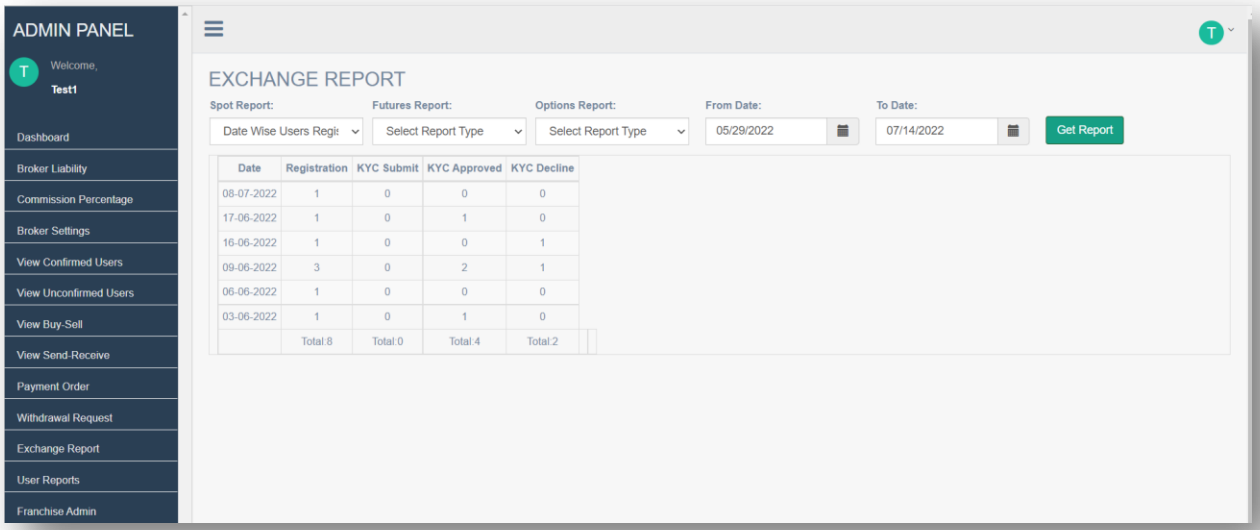
13.8: Confirmed Payment Order Details: This report shows the Payment Orders approved by the admin with Confirmed status.



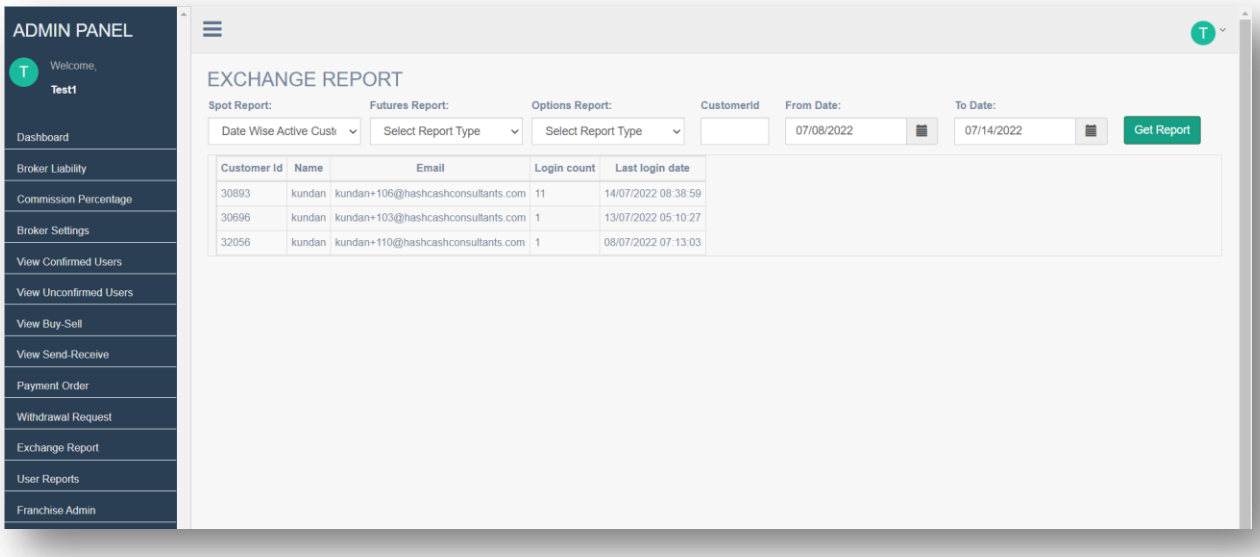
13.9: Confirmed Withdrawal Details: This report shows the Withdrawal approved by the admin with Confirm status.



13.10: Date Wise Users Registration Details:



13.11: Date Wise Active Customer

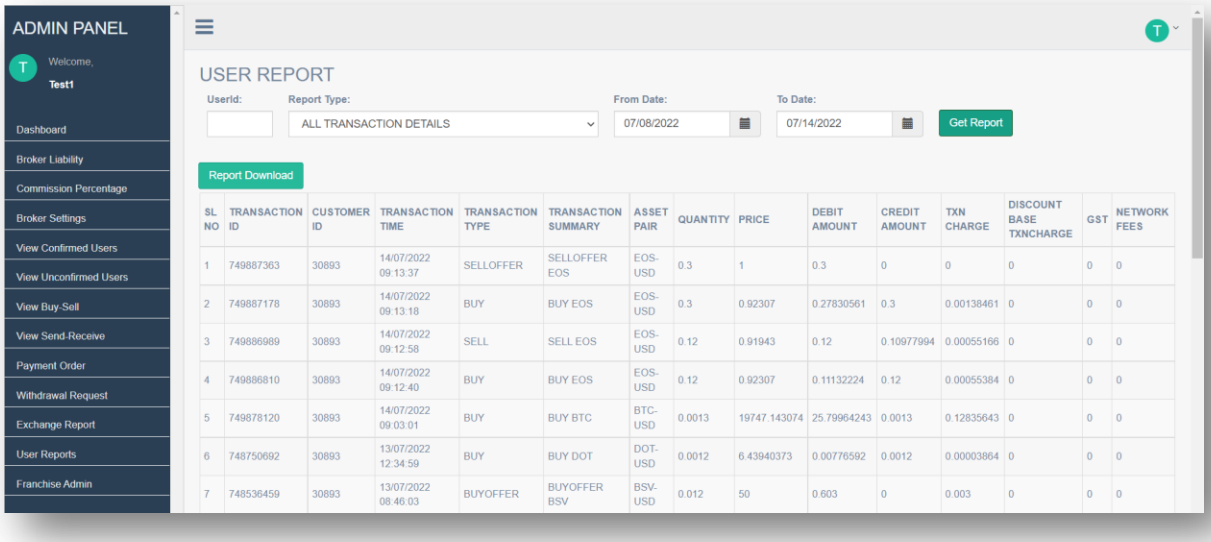


14. User Reports

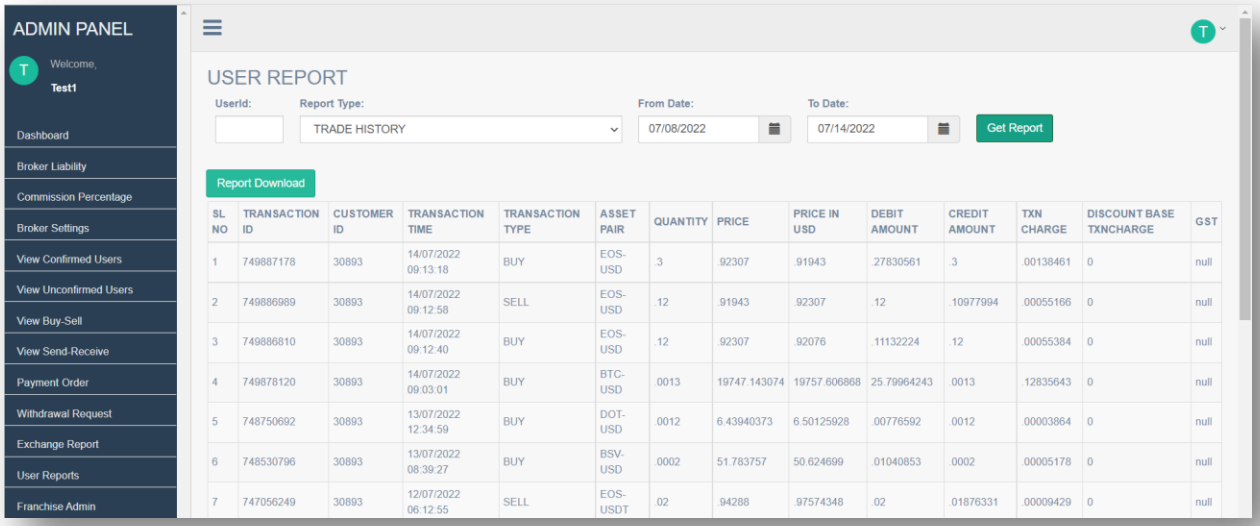
14.A.Spot:

In this section, we can see the overall status of all user activities. From this panel we can download reports for the following user activities:

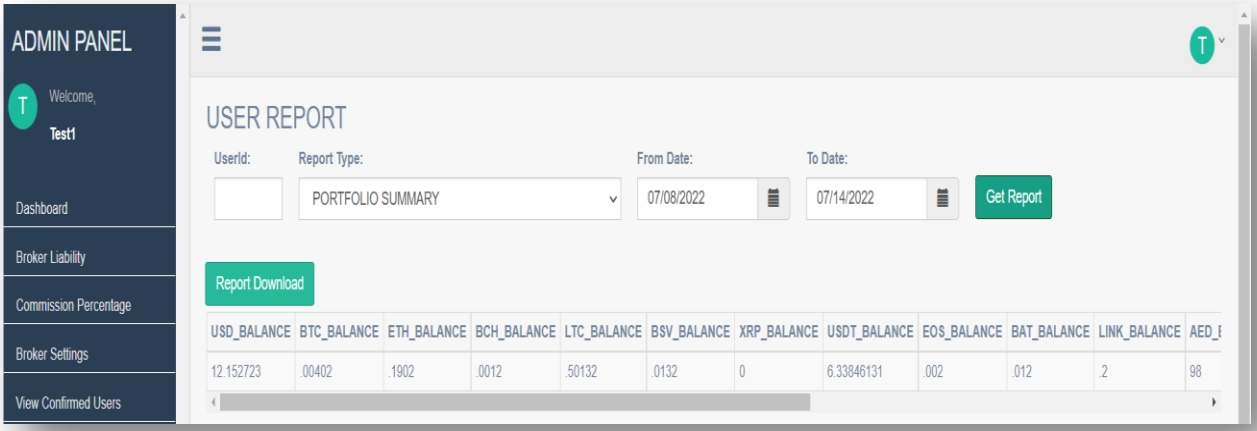
14.A.I. All Transaction Details: This transaction displays the Load, Send, Receive, Withdraw, Buy, and Sell done by the users.



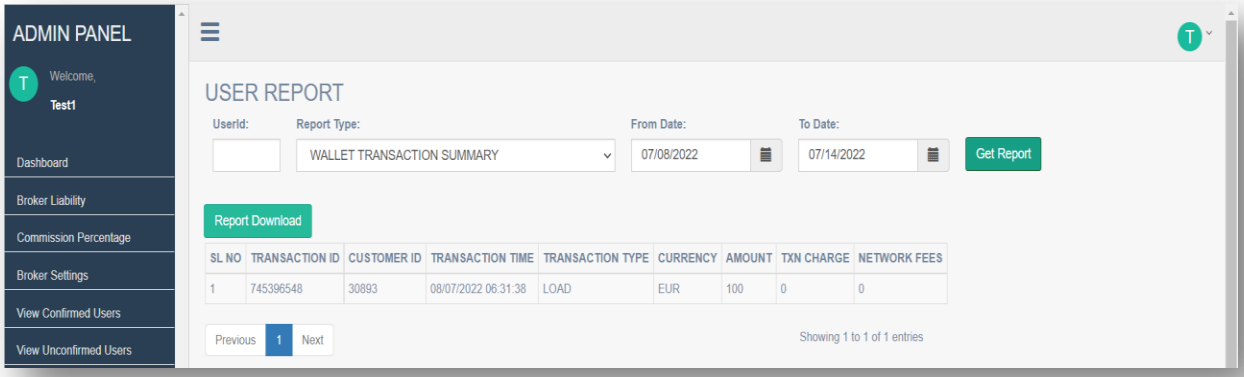
14.A.II: Trade History: This report displays the Buy and Sell transactions of all users.



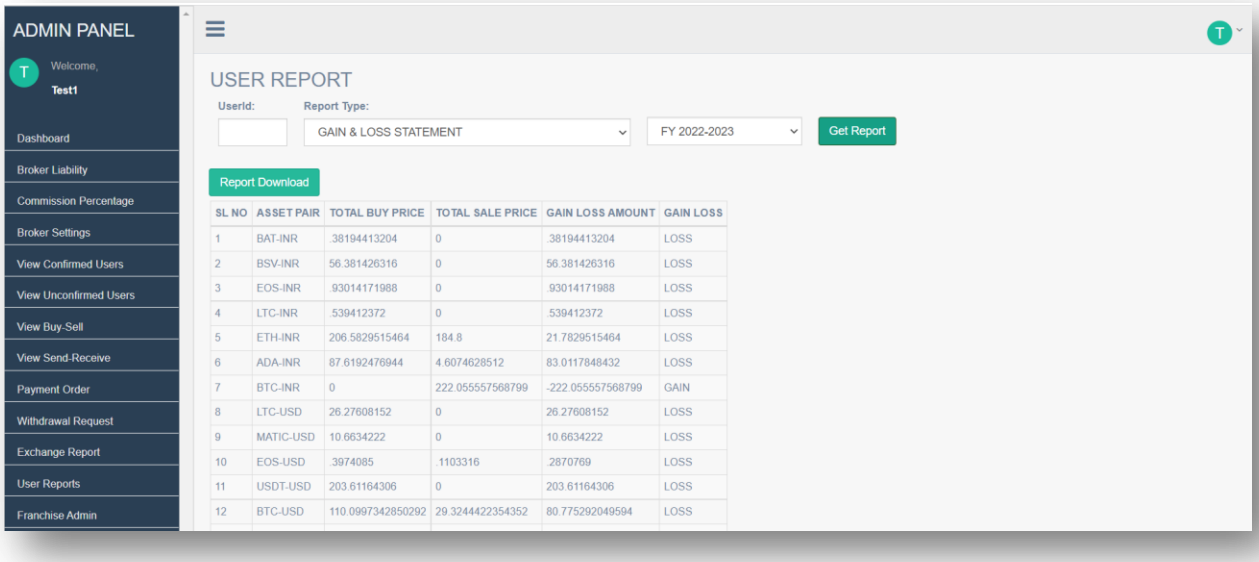
14.A.III: Portfolio Summary: This report displays the wallet balance of all the customers together if no user id is selected.



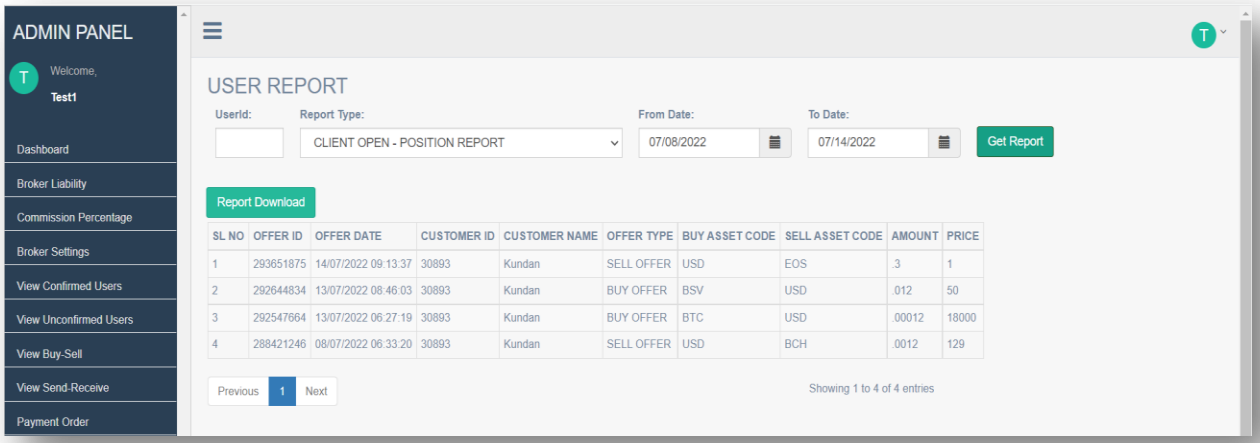
14.A.IV: Wallet Transaction Summary: It displays the Load, Send, Receive, and Withdraw done in the Exchange Spot section.



14.A.V: Gain and Loss Statement: It displays gain or loss in a particular currency pair.



14.A.VI: Client Open-Position Report: This report displays the Limit Offers created from the exchange by users.



14.B: Futures Reports

In the report section, we can see the overall status of all user activities. From this panel we can download reports for the following user activities:

- **All Transaction Details:** This transaction displays the Load, Send, Receive, Withdraw, Buy, and Sell done by the users in futures.

- **Gain and Loss Statement:** It displays gain or loss in a particular currency pair in futures.

- **Client Open-Position Report**: This report displays the Limit Offers created from the exchange in future by users.
- **Margin Settlement Report:** When a user closes an open contract from My Trades, then the closed contract comes under this report.

  This report displays the margin settlement of all the customers together if no user id is selected in futures.

- **Positional Trade Report:** When a user buys or sells from the market or fulfills an offer, an open contract comes under My Trades. That My Trades data is displayed in this report.

  This report displays all the users who have done Positional trade in the Exchange futures section.