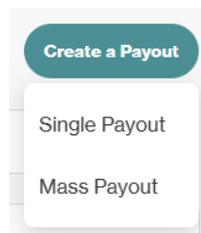


How to Send a Single Manual Payout

A Single Manual Payout allows you to perform a payout from a PMID to an inputted beneficiary, via the Client Portal.

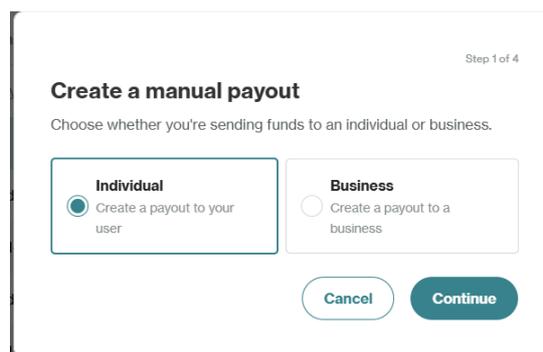
Initiating a Manual Payout

1. From the left-hand navigation menu, go to **eCommerce** → **Pay Outs**.
2. Click **Create Payout** → **Single Payout** to proceed to the *Create a manual payout* modal.

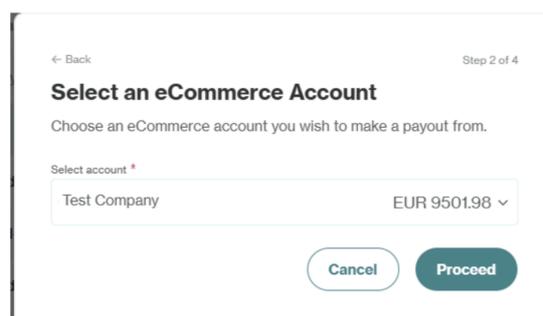


3. Select whether the recipient type:

- **Individual:** For payouts to individual users
- **Business:** For payouts to business entities

A screenshot of a modal window titled 'Create a manual payout' (Step 1 of 4). The instruction says 'Choose whether you're sending funds to an individual or business.' There are two radio button options: 'Individual' (selected) with the subtext 'Create a payout to your user', and 'Business' with the subtext 'Create a payout to a business'. At the bottom are 'Cancel' and 'Continue' buttons.

4. Select the **eCommerce Account/PMID** which will fund the manual payout.

A screenshot of a modal window titled 'Select an eCommerce Account' (Step 2 of 4). The instruction says 'Choose an eCommerce account you wish to make a payout from.' There is a dropdown menu labeled 'Select account *' with 'Test Company' selected and a balance of 'EUR 9501.98'. At the bottom are 'Cancel' and 'Proceed' buttons.

5. Input the **amount (in the source currency of the PMID)** you wish to be transferred. Ensure it is does not exceed the amount in the selected account.

← Back Step 3 of 4

Payout amount

Indicate the exact amount you wish to payout.

Available balance Test Company
EUR 9501.98 SB-000370

Amount *

100

Cancel Proceed

6. Fill out the details of the recipient, including all relevant Travel Rule information for that particular payout, the **target currency** and associated **wallet address**. Required data may include:
- i. **First Name**: Enter the recipient's first name (for **Individual** recipients only).
 - ii. **Last Name**: Enter the recipient's last name (for **Individual** recipients only).
 - iii. **Country of residence**: Select the recipient's country from the dropdown (for **Individual** recipients only).
 - iv. **Date of Birth**: Enter the recipient's date of birth (for **Individual** recipients only).
 - v. **Registered/Trading Name**: Enter the recipient's registered/trading name (for **Business** recipients only).
 - vi. **Type of Company Identifier**: Use the dropdown to select whether you will provide the *Company Registration Number* or the *Legal Entity Identifier (LEI)* as the **Company Identifier**.
 - vii. **Company Registration Number/Company LEI**: Depending on your selection for **Type of Company Identifier**, input the relevant identifier.
 - viii. **Target Currency**: Select the desired currency for the payout.
 - ix. **Wallet address**: Enter the recipient's wallet address.
 - x. **Remarks**: Add any relevant notes about the payout.

← Back Step 4 of 4

Destination details

Fill in the end user details you wish to send a payout to.

First name *
Alice

Last name *
Smith

Country of residence
United Kingdom

Date of Birth *
01/01/2000

Target Currency *
USDT TRC20

Wallet address *

Cancel Proceed

7. After entering all relevant fields, click **Proceed** to initiate the payout.

📘 If Approval Rules are on, your payout will enter the Approval Queue and will need to be reviewed by designated approvers. Once approved, the funds will be transferred to the recipient's wallet address. Payouts pending for more than 3 months are automatically cancelled.

Viewing a Manual Payout

You can view the status of a Manual Payout through [viewing its Transaction Summary](#).

🕒 Updated 3 months ago

← [How to View Pay-Ins Transaction Details](#)

[How to Send a Mass Payout](#) →

Did this page help you? 👍 Yes 👎 No