

DTC Portal User Guide



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1. Introduction

This guide shows you, as a user of the DTC Pay platform, how to access and utilise our products and services.

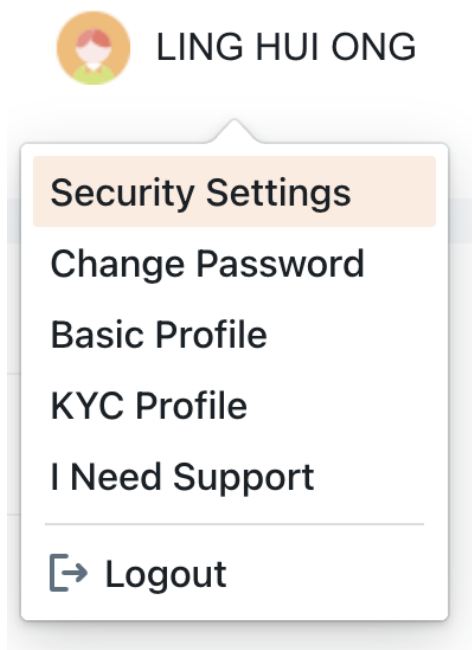
In order to log into your account, visit <https://wallet.dtcpayment.com> (“Portal”). Google chrome browser is recommended.

You should have received your account login details in an email from DTC. If you have not received the login details, please contact us via email at support@dtcpay.com.

2. Secure Your Account

When you log in for the first time, you will be asked to set up 2 factor authentication (“2FA”) via email.

It is important that you change your password upon first login and proceed to enable other methods of 2FA under “Security Settings”.



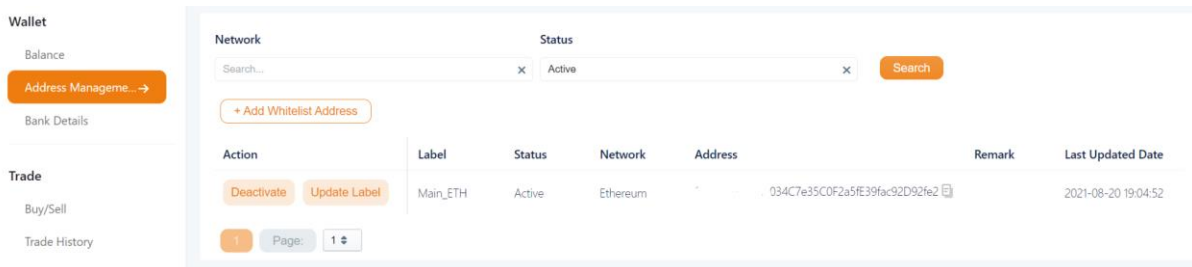
Note: 2FA is two-factor authentication. It is a security feature that gives users an extra form of password. When using 2FA, users enter their normal password and a second code which can be sent to a mobile device by SMS or created by the Google Authenticator app. Please note that China mobile numbers are not accepted.

After you have set up the 2FA, you will be ready to fund your account.

3. How to Whitelist Wallet Address

As at 1 Feb 2023, DTC only supports deposit of crypto from client’s own unhosted wallet. DTC does not accept deposit from hosted wallet such as crypto exchange.

To whitelist a wallet address, go to “Address Management” > “Add Whitelist Address”.



Fill in the wallet address and select the token type then click “Submit”.

The 'Add Whitelist Address' modal form contains the following fields and sections:

- Address ***: A text input field for the wallet address.
- Network**: A dropdown menu with a search field.
- Crypto Name ***: A dropdown menu with a search field.
- Label**: A text input field.
- I understand and confirm the following to DTC:
 - The wallet to be whitelisted is an **unhosted wallet**, which I have **direct and sole** ownership and control of the private key. The wallet to be whitelisted is **not** on any third party's behalf, **not** an exchange/ custodial wallet or any other wallet address where the private key is under third party's control.
 - Any transfer to/from wallet addresses that are **not whitelisted** will be blocked by DTC and assets could be frozen. Any requests to unblock or refund cryptocurrencies shall be processed at DTC's absolute discretion, with an upfront processing fee of **USDT 150**. DTC's decision is final.
- Submit**: An orange button at the bottom.

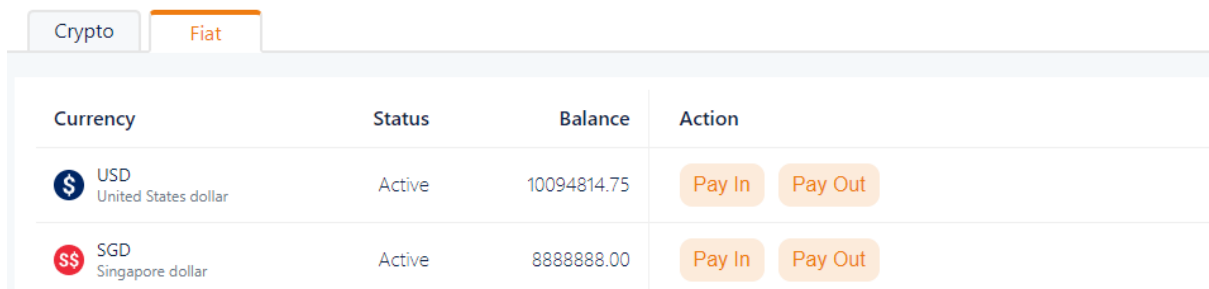
4. How to Fund Your Account

Fund your account with either method below:



1. Deposit fiat through telegraphic transfer from your bank.
2. Deposit crypto by sending crypto to your DTC wallet.

4.1 How to Deposit Fiat

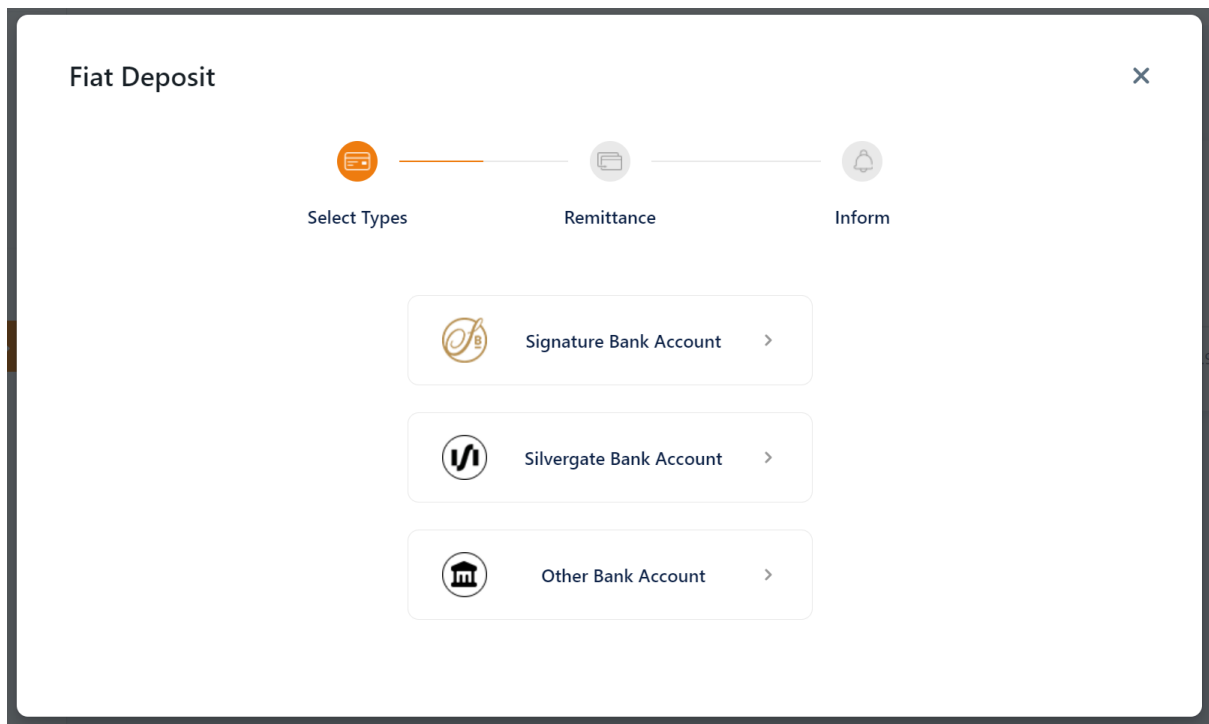
To view DTC's bank account information, go to "Wallet > Fiat". Under the currency that you want to deposit, click "Pay In".






The screenshot shows a user interface with two tabs: "Crypto" and "Fiat". The "Fiat" tab is active. Below the tabs is a table with four columns: "Currency", "Status", "Balance", and "Action".

Currency	Status	Balance	Action
 USD United States dollar	Active	10094814.75	Pay In Pay Out
 SGD Singapore dollar	Active	8888888.00	Pay In Pay Out

Select the bank account you will be transferring funds from. Follow the instructions for the wire transfer and inform DTC once you have performed the fund transfer.



The screenshot shows a "Fiat Deposit" modal window. At the top, there is a progress bar with three steps: "Select Types" (highlighted in orange), "Remittance", and "Inform". Below the progress bar, there are three selection options, each with a bank icon and a right-pointing arrow:

-  Signature Bank Account >
-  Silvergate Bank Account >
-  Other Bank Account >

Fiat Deposit



Select Types

Remittance

Inform

USD Recipient Details

Recipient Name: DIGITAL TREASURES CENTER PTE LTD

Beneficiary Account:

Beneficiary Bank Name: Signature Bank

Beneficiary Bank Country: USA - United States of America

Beneficiary Bank Swift Code: SIGNUS33XXX (When filling the SWIFT code in some bank interfaces, only 8 digits can be filled in, and the last 3 digits can be removed XXX)

Reference: 8521080018 (Please input as remittance description/reference, for faster reconciliation purpose)

Funds Remitted, Inform DTC to Check

Previous

Fiat Deposit



Select Types

Remittance

Inform

Inform DTC to Collect Funds

Please use your own bank account while making a deposit. After you have completed the bank transfer, please inform DTC by filling in the following fields.

Remittance Amount *

Please enter the amount of the remittance

Remittance Confirmation Number

Please enter the remittance confirmation number

Transfer Receipt/Proof

The picture should contain the detailed information of your transfer record, such as the remitter's name and account number, beneficiary account number, the date of the transfer, etc. (Up to 6 pictures or PDF files can be uploaded, each file can't exceed 5M).

Click or Drag to upload (Up to 6 pics or files)

Submit Deposit Notification





Previous

Note:

- The turnaround time for the funds to be reflected in your DTC account will be within 1 business day of funds hitting DTC bank account.
- No third-party deposit will be accepted. The name of the bank account holder used to do the funds transfer must match the registration of the account. Do not transfer funds unless your account has been approved. After your account has been approved, you will receive an email from us confirming so, or you may check with the DTC team.

4.2 How to Deposit Crypto

To view your crypto deposit address, go to “Wallet > Crypto”. Under the crypto that you want to deposit, click “Pay In”.

Crypto	Status	Balance	Action
 USDT Tether USD	Active	4022.104874	<button>Pay In</button> <button>Pay Out</button>
 USDC USD Coin	Active	0.000000	<button>Pay In</button> <button>Pay Out</button>
 BTC Bitcoin	Active	0.00130000	<button>Pay In</button> <button>Pay Out</button>
 ETH Ethereum	Active	0.45000000	<button>Pay In</button> <button>Pay Out</button>

Select the network and scan the QR code or copy and paste the wallet address into the platform you're withdrawing from to deposit the crypto into your DTC wallet.

Crypto Pay In



Network *

Tron



TMrZsbSjowyU93f5nhdcknevgSjMgxKA1 

Note: Only send from the whitelisted unhosted wallet. If not followed, admin fees may apply.

If the transaction is successful, the deposit should be reflected under your transaction history and balance.

In the event where your deposit did not arrive, enter the transaction hash and click “Verify” for the wallet to scan and update a deposit. If this does not work, please contact support@dtcpay.com.

The screenshot displays a mobile application window titled "Crypto Deposit" with a close button (X) in the top right corner. Below the title, there is a "Network" label with a red asterisk, followed by a dropdown menu currently showing "Ethereum" and a small "X" to clear the selection. In the center, a large QR code is displayed. Below the QR code, the transaction hash "0x45d756c87B2D74eDb602a2a289Cf9313" is shown, accompanied by a copy icon. Underneath, there is a "Transaction Hash" label with a red asterisk and an empty input field. At the bottom center, there is an orange "Verify" button.

Note:

- Care should be taken when transferring your crypto as selecting the wrong protocol and/or address may result in you losing your crypto.
- It takes a little while for your request to be confirmed due to traffic on the blockchain. You can check your transaction history to monitor your deposits.

5. How to Trade

To trade after depositing funds, click on “Pay & Receive”.

The screenshot shows a trading interface with a sidebar on the left and a main trade area. The sidebar has two sections: 'DTC Account' with links for 'Wallet', 'Address Management', 'Bank Management', and 'API Key Management'; and 'Swap' with a highlighted 'Pay & Receive' button and a 'Swap History' link. The main trade area is split into two panels: 'Pay' and 'Receive'. The 'Pay' panel has an input field with '50 - 1000000', a 'Max' button, a 'USDT' dropdown, and an 'Available Balance' of '4022.104874 USDT'. The 'Receive' panel has a 'USD' dropdown, a 'Get Rate' button, and a 'Threshold Remaining' of '1000000 USD'. A double-headed arrow icon is between the panels, and a 'Confirm' button is at the bottom center.

Select the token type to Pay and to Receive. Enter the amount, press “Get Rate” to view the rate. If the rate is acceptable, click “Confirm” to execute the trade.

6. How to Add Bank Account

You can add a bank account under the “Bank Management” > “Add Bank Account”.

The screenshot shows the 'Bank Management' interface. On the left is a sidebar with options: 'Manage Wallets', 'DTC Account', 'Wallet', 'Address Management', 'Bank Management' (highlighted with an orange arrow), and 'API Key Management'. The main area has two search filters: 'Type' and 'Currency', each with a search box and a clear button. Below these is a '+ Add Bank Account' button. A table lists existing bank accounts:

Action	Status	Currency	Beneficiary Name	Beneficiary Account	Beneficiary Address
	Active	CNY	Test_Keian_CNY_NonSameName	12345678	Test_Keian_CNY_NonSameName
	Active	HKD	Upward Management Company	12345678	Test_Keian_HKD

To withdraw to own bank account, select “Myself”. Fill in the details of your same name bank account and click “Submit”.

The screenshot shows the 'Add Bank Account' form with the 'Myself' tab selected. The form includes the following fields:

- Beneficiary Bank Country ***: Search box with a clear button.
- Beneficiary Name**: Text input field containing 'Upward Management Company'.
- Beneficiary Bank Name ***: Text input field with a 'Search List' link.
- Beneficiary Bank Swift Code ***: Text input field.
- Beneficiary Bank Address ***: Text input field.
- Beneficiary Account Number ***: Text input field.
- Beneficiary Address ***: Text input field.
- Beneficiary Bank City ***: Text input field.
- Currency ***: Search box with a clear button.
- Reference**: Large text area.
- Is Intermediary Required ***: Search box with a clear button.

A 'Submit' button is located at the bottom center of the form.

To withdraw to other bank account (i.e. make payment to others), select “Others”. Fill in the details of your same name bank account and click “Submit”.

Myself Others

Beneficiary Bank Country *

Beneficiary Name *

Beneficiary Bank Name * Search List **Beneficiary Bank Swift Code *** **Beneficiary Bank Address *** **Beneficiary Account Number ***

Beneficiary Address * **Beneficiary Bank City ***

Currency *

Reference

Is Intermediary Required *

Submit

7. How to Withdraw Funds

7.1 How to Withdraw Crypto

To withdraw the funds, go to “Wallet > Crypto”. Under the crypto that you want to withdraw, click “Pay Out”.

Enter the amount and select from the whitelisted address to withdraw funds.

Crypto Pay Out ✕

Amount *

Max
Available: 4022.104874 USDT

Network *

✕

Whitelist Address *

✕

Receive : 0 USDT
Network fee : 0 USDT

Submit

If you have yet to whitelist the withdrawal recipient address, please refer to the “How to Whitelist Wallet Address” section.

7.2 How to Withdraw Fiat

To withdraw the funds, go to “Wallet > Fiat”. Under the currency that you want to withdraw, click “Pay Out”.

Enter the amount and select from the bank account to withdraw funds.

Fiat Pay Out ×

Our pay out will be processed within 1 - 3 business days.

Myself Others

Bank Account *

Search... ×

Pay Out Amount (USD) *

Max

Available: 10094814.75 USD

Receive Amount : 0

Pay Out Fee : 0

Submit

If you have yet to add your bank account details, please refer to the “How to add Bank Account” section.