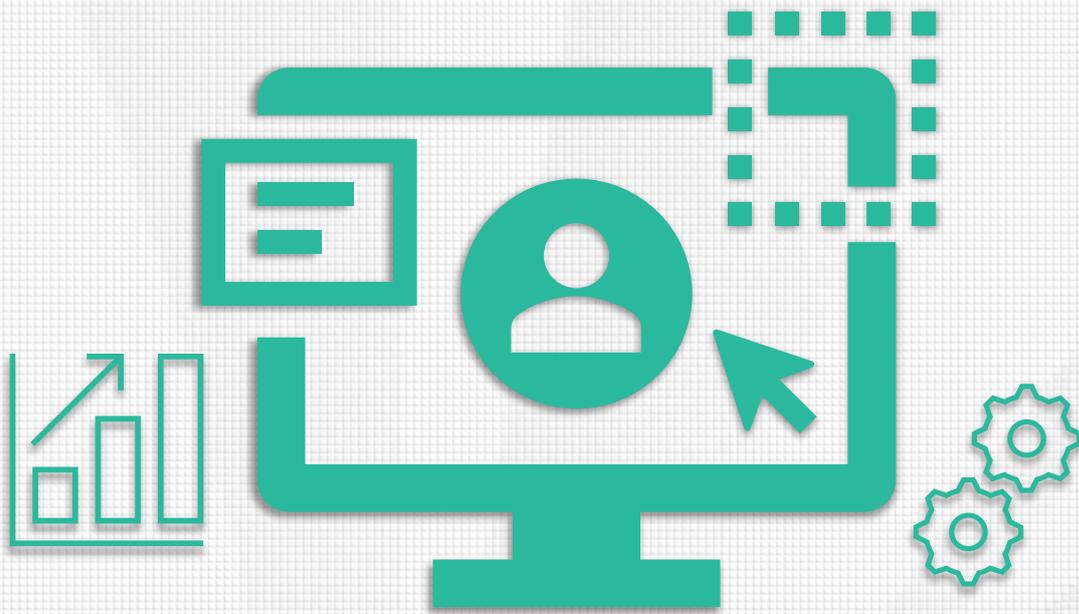


# USER GUIDE



## Member Area

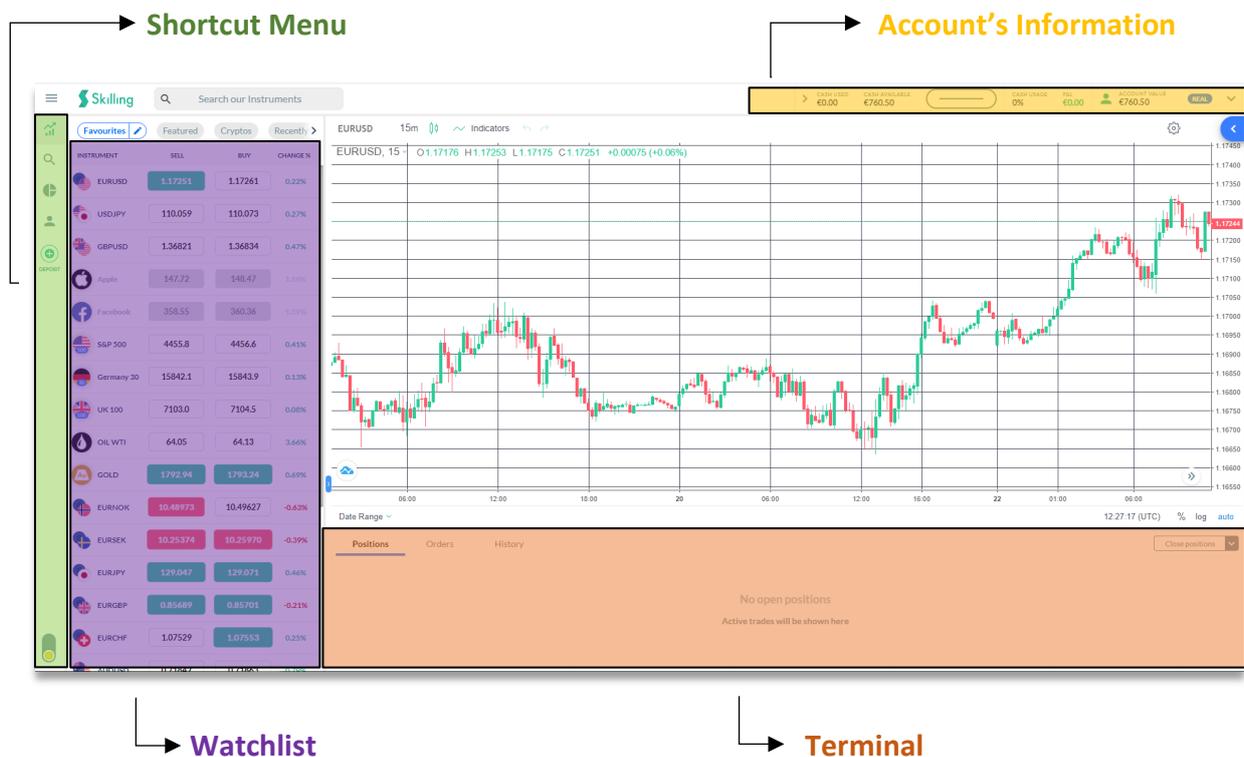
# Introduction

The members area is the part of our trading platform, where you will find most of the information you are looking for. It's a navigation tool for your trading activities. Via our members area you can access your account information, the trading window, trading analytics, our Academy, the helpdesk and many other features.

## Platform Features

When initially logged in, you will be directed to our Skilling Trader Platform.

Platform Features and how to use our Platform are thoroughly covered in a different Guide but some high-level information is presented below:



## Shortcut Menu



By clicking this icon, you will be directed into Skilling Trader environment where you can use to monitor our Watchlist of Symbols, see the Chart of your selected Symbol and Trade.



This is where you can Search for an instrument per Asset Class and watch the BID, ASK, and Daily Range of our Assets.



Here, you can see your statistical performance over time, based on your historical trading activity.



Clicking this icon will direct you to your account information. Through this section you can also choose to change your password and verify whether any of the provided personal information is correct. You can switch between '**Settings**' to change the site's language and theme, and '**Accounts**' to view all trading accounts you currently own with Skilling.



This icon serves as a shortcut to Deposit. Clicking this button, will present you with a drop-down menu to choose the trading account you intend to deposit into and all available payment methods.

## Terminal

Below the chart you will see **3 tabs**:

- **Positions**
- **Orders**
- **History**

**Positions** display your currently active trades including details such as instrument, exposure, open price, etc.

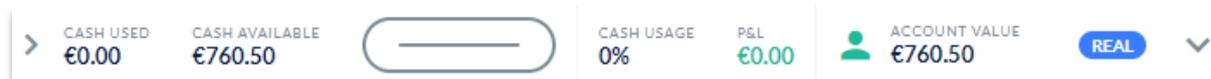
**Orders** is where you can see any pending orders placed by you, such as Buy Limit, Buy Stop, Sell Stop and Sell Limit.

**History** as the name implies, is where you can find all closed trades including details for each one of them (Close Time, Close Price, P&L and more).



## Account's information

Through this toolbar, you can monitor your trading's account overall performance.



**Cash Used** (aka margin), is the amount needed in your trading balance to keep a position open. This amount represents the amount which is withheld from your account's balance in order to sustain any open positions. Opening additional positions will normally increase the **Cash Used** figure, while closing positions will reduce it.

**Cash Available** is basically the amount of funds available to be used to trade or withdrawn. Please note that if you have open positions while you wish to withdraw your funds, you can only withdraw up to the 80% of your **Cash Availability**.

**Cash Usage** defines the point where a client will be Stopped Out. When this figure reaches 200% or goes beyond, then the system will automatically start closing open positions, until it drops below this threshold. You can monitor this figure to understand whether you must either close some of your positions, or deposit additional funds to decrease the **Cash Usage** ratio.

**Account Value** is your trading account's value at any given time which includes any unrealized P&L. When your open positions are profitable, then your account value will be higher than prior to opening these trades. When there are no open positions, then your **Account Value** will equal the **Cash Available**.

## Watchlist

INSTRUMENT	SELL	BUY	CHANGE %
EURUSD	1.18711	1.18720	-0.03%
USDJPY	109.941	109.956	0.03%
GBPUSD	1.38282	1.38296	-0.02%
Apple	153.20	153.98	0.78%
Facebook	374.17	376.08	-1.70%
S&P 500	4545.7	4546.5	0.17%
Germany 30	15853.6	15855.4	0.24%
UK 100	7164.8	7166.3	0.39%
OIL WTI	70.11	70.19	0.75%

This list is fully customizable and can be used for easier access to your preferred instruments. You can add or remove as many symbols as you wish from and to this list.

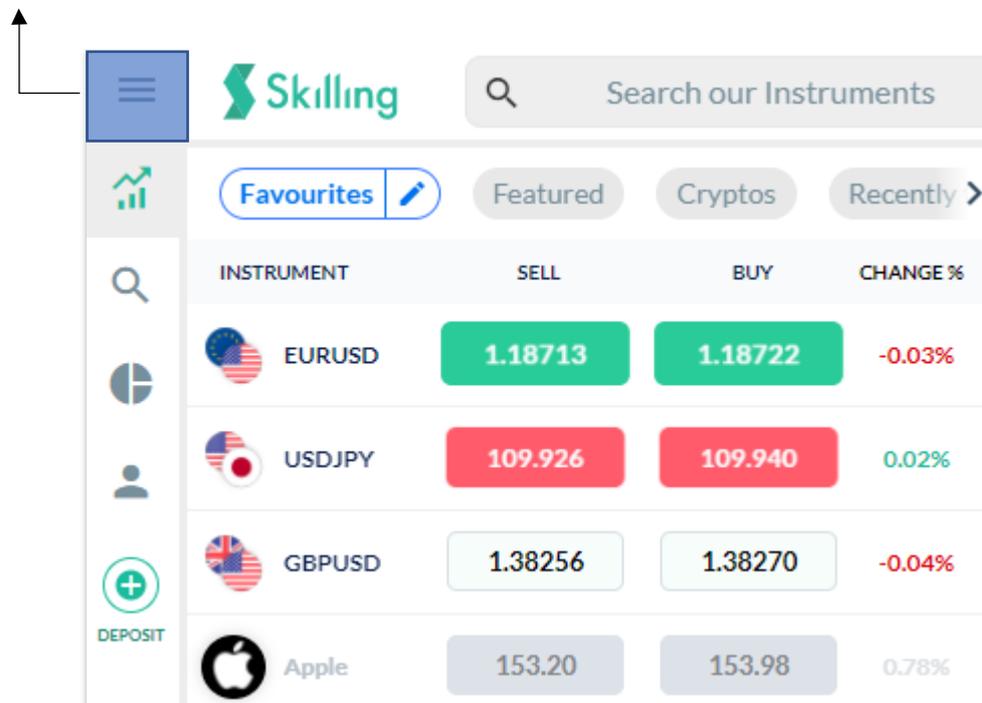
By doing this, you can monitor how the BID and ASK prices change while monitoring the percentage change of each asset throughout the day.

By clicking on any of the symbols, you will realize that the chart reflects your last selected symbol and by clicking at any of the SELL or BUY prices, then the trade ticket will appear on your right.



# Member's Area

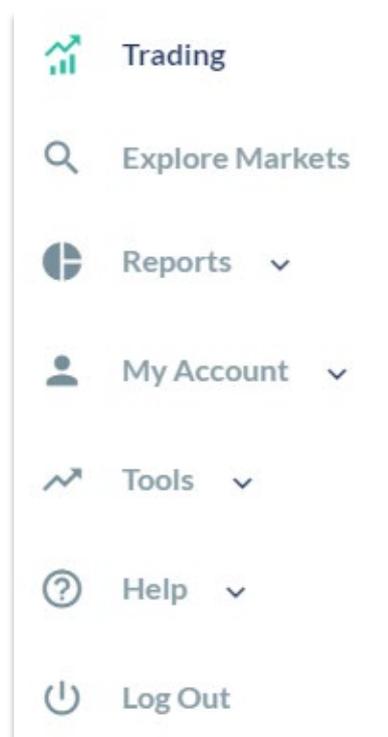
To access our members area, you must log in to your Skilling account and open the **burger menu** in the top left corner of your platform.



Through the Burger Menu you will find various Categories and Subcategories to help you with your overall trading experience.

The **Main Categories** are as follows:

- Trading
- Explore Markets
- Reports
- My Account
- Tools
- Help
- Log Out

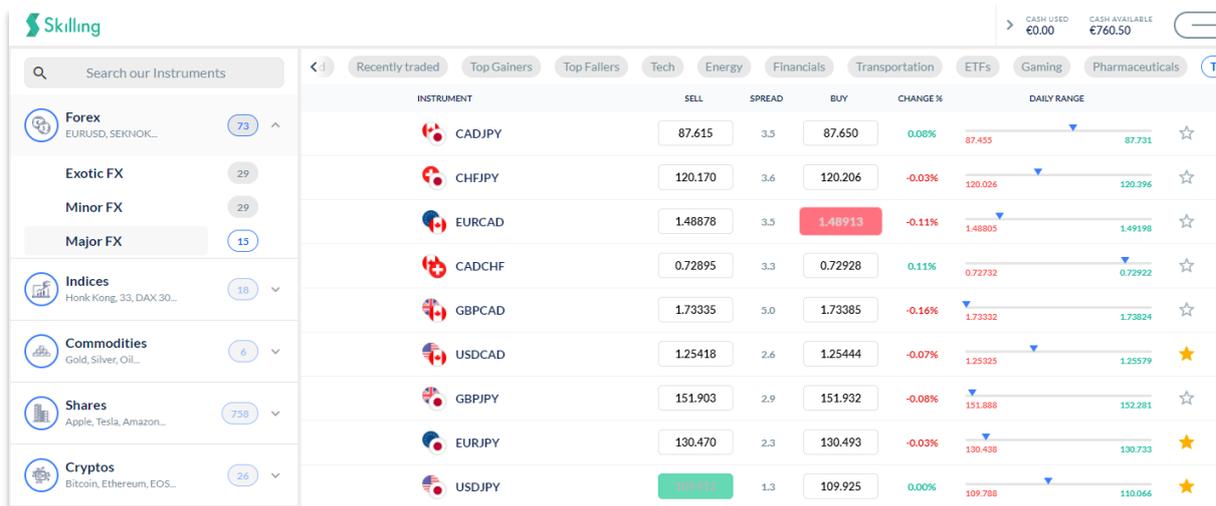


# Trading

Clicking this button will simply take you back to our Skilling Trading Platform where it can be used for both monitoring various Symbols and of course for Trading.

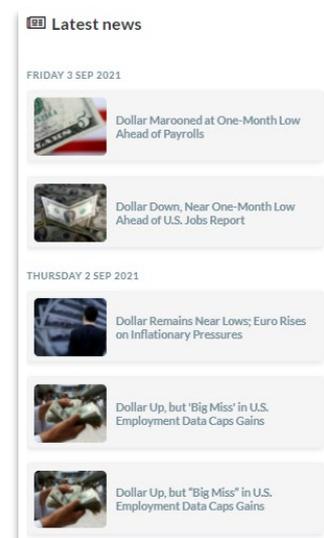
## Explore Markets

As the name may suggest, under Explore Markets you can find all markets and instruments currently available for trading on the Skilling Trader platform as well as current market news. You have the option to search for your desired instrument at the top on the left or select your instrument sorted by markets - Forex, Indices, Commodities, Shares and Cryptos a bit further down. Markets are partly divided into further sections, so it is easier to navigate. Under Forex you will see Major, Minor and Exotic currencies, under Indices are split by regions, Europe, Asia/Pacific and US. etc.



You will also see different filters/categories in the centre of your screen. You can filter by Featured, recently traded, Top gainers or even by industry such as Tech, Gaming, Financials.

On the right side of your screen, you are also able to several news feeds based on the asset class you have selected.



Trade responsibly: Your Capital is at risk\*





Reports



This section is divided into 3 subcategories:

- Performance
- Activity
- Transactions

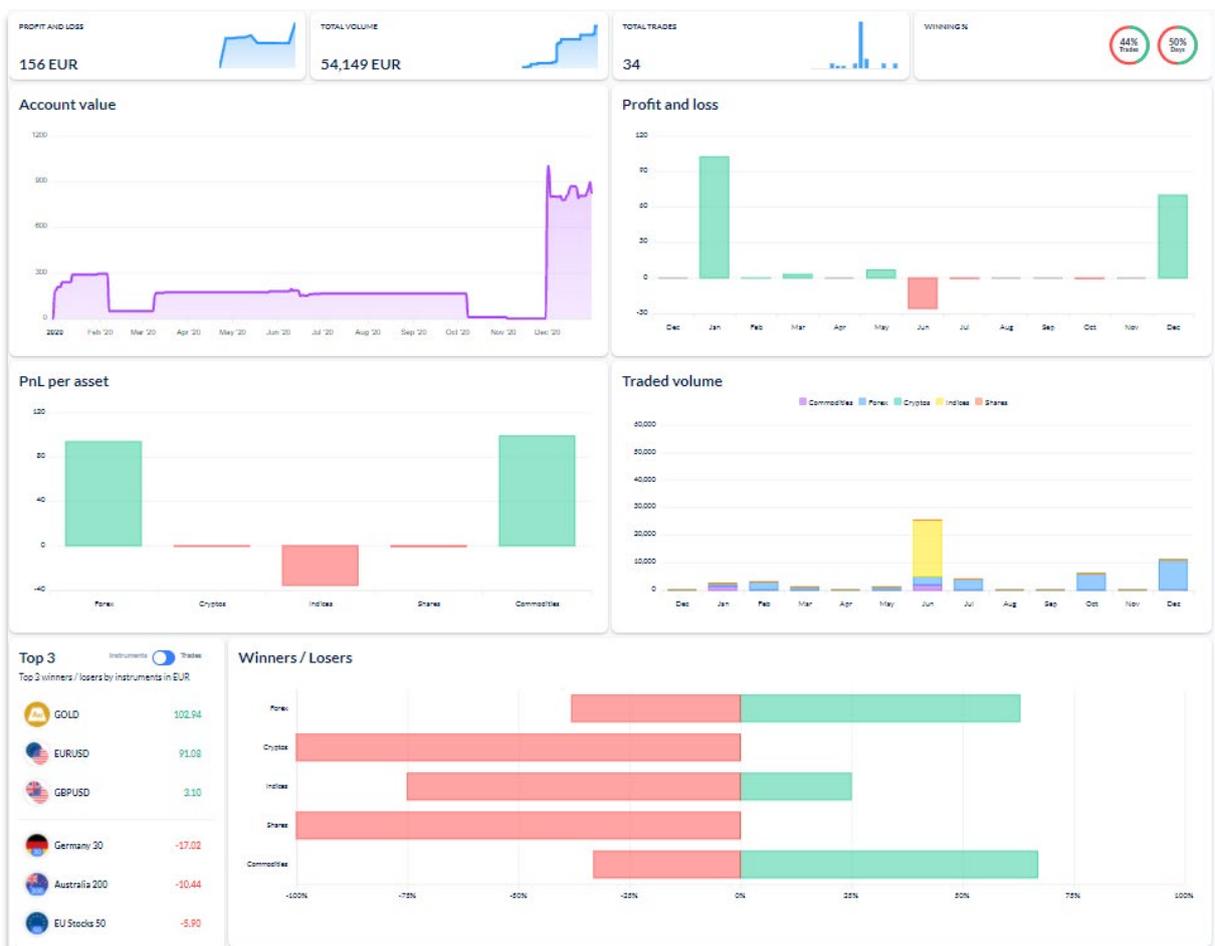


Performance

Under this section, you can see how your trading activity performed over the selected time period. Through the graphs, you can easily identify periods with high performance over periods with lower performance,

You can also see you much profit was generated over the selected period; how much volume was traded and how many trades were opened and closed.

The last graph shows the winners to losers' ratios per asset class, which is helpful to understand how your trading activity differs between the various instruments.



Trade responsibly: Your Capital is at risk\*



## Activity

The activity section was introduced to show all closed trades for a given time period. If you have more than one account with Skilling, you can select which account's activity you want to be displayed.

DATE	TIME	INSTRUMENT	ORDER TYPE	STATUS	AMOUNT	BUY/SELL	OPEN PRICE	POSITION ID	TRIGGERED BY	NOTES
29 Jun 2020	10:03	AIXTRON	Position	Closed	1	SELL	10.244	82306	User	
29 Jun 2020	10:03	AIXTRON	Position	Created	1	BUY	10.321	82306	User	
29 Jun 2020	12:08	EURUSD	Position	Modified	1000	SELL	1.12027	82244	User	SLTP Cancelled
29 Jun 2020	12:08	EURUSD	Position	Closed	1000	SELL	1.12229	82244	User	
29 Jun 2020	12:08	EURUSD	Position	Modified	1000	SELL	1.12027	82244	User	SLTP Changed
29 Jun 2020	12:08	EURUSD	Position	Created	1000	BUY	1.12227	82244	User	
24 Jun 2020	06:57	Coca-Cola	Position	Closed	1	SELL	44.4709	80729	User	

Under activity you can see all your opened and closed trades, pending orders and changes to your Stop Loss and Take profit.

Different filters are available, you can filter by account (Skilling or MT4), type (positions or orders) as well as status (created, modified, closed, etc)

## Transactions

Transactions will show everything to do with your funds.

INFO	TYPE	TRANSACTION ID	ACCOUNT ID	COMMENT	AMOUNT
← Withdrawal Dec 3, 2020, 3:55:49 PM	Transfer		1000073	Investment in strategy "Stocks - Forex" - transfer to ac	-€100.00
← Withdrawal Dec 3, 2020, 3:49:46 PM	Transfer		1000073	Investment in strategy "Double It Up!" - transfer to aco	-€100.00
→ Deposit Dec 1, 2020, 7:12:37 PM	Adjustment	3UPThNi19Fz4NGHtmnDDjb	1000073		+€1,000.00 successful
→ Deposit Nov 26, 2020, 3:24:35 PM	Transfer	it:6_1606397076162	1000073	Transfer from 3000006	+€1.20

Through this section, you can see all transactions on the main screen where you can filter by Deposits, Withdrawals, Dividends, Bonuses and Transfers between your own accounts, depending on what you are looking for.





My Account



This section is divided into 5 subcategories:

- Profile
- Settings
- Accounts
- Withdraw Funds
- Transfers



Profile

Here you can enter your profile and see the information provided during your account registration.

### Your information

If you would like to update or edit your personal data please submit your request to [support@skilling.com](mailto:support@skilling.com)

E-mail	<input type="text"/>	Nationality	<input type="text"/>
Registration method	Manual	Address	<input type="text"/>
First name	<input type="text"/>	City	<input type="text"/>
Last name	<input type="text"/>	Postcode	<input type="text"/>
Date of birth	<input type="text"/>	Country	<input type="text"/>

You can see the registration status and change your password.

### Registration status

<input checked="" type="checkbox"/>	Personal information	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Trading experience	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Proof of identification	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Proof of address	<input type="checkbox"/>

### Change password

Email/login:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Change password"/>



## Settings

Through settings you have the option to change the site into your preferred language. We currently offer 17 different languages to choose from.

### Language settings

Preferred language:



Moreover, you can select the colour scheme you prefer to use, **dark or light**.

### Colour theme

Light  Dark

## Accounts

Under **Accounts** you can see an overview of all accounts you own with Skilling. Skilling offers a variety of trading platforms:

- Skilling Trader
- Skilling cTrader
- Skilling MT4
- Skilling cCopy\*

\*Skilling cCopy is part of the Skilling cTrader platform but for each strategy you choose to follow, a unique trading account will automatically open for you.

DEMO		REAL						
PLATFORM	ID	BALANCE	ACCOUNT VALUE	CASH AVAILABLE	PROFIT	CURRENCY	DOWNLOAD	
Skilling Trader	1000890	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR	<a href="#">Deposit</a>	
cTrader							<a href="#">Open account</a>	
MT4	3000119	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR	<a href="#">Deposit</a>	

Through this section, you are able to switch between Demo and Real accounts, find your Account number, the Balance of each trading account and more.

You can also Deposit directly to one of your accounts, download the Desktop platform (MT4 and cTrader) or open the Web-version of each platform.

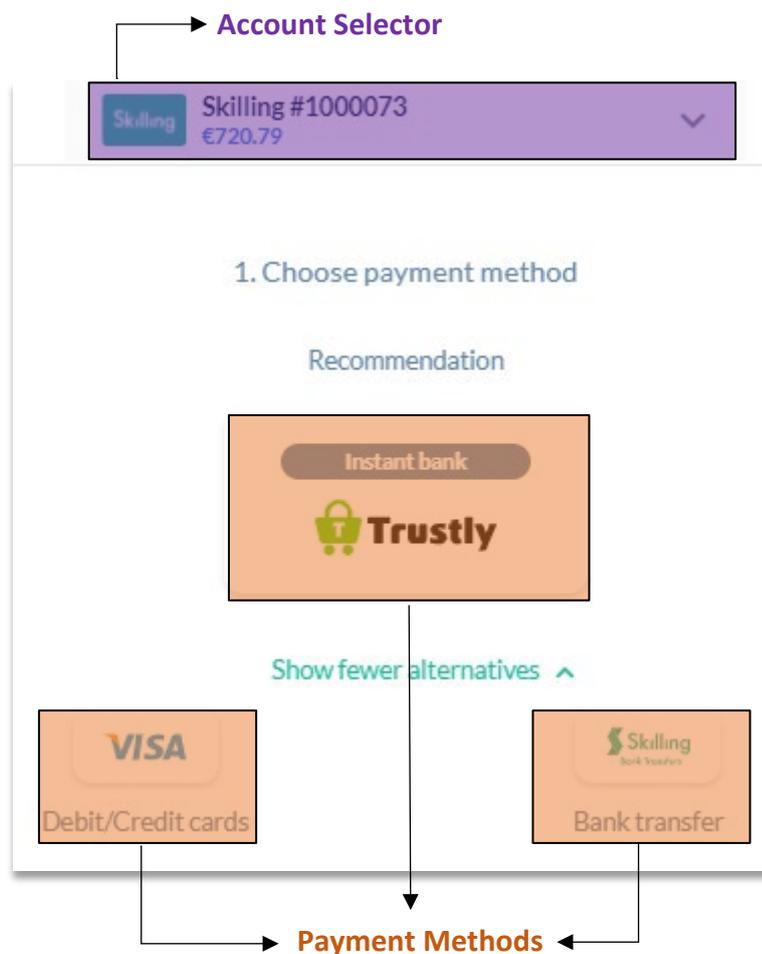


## Withdraw funds

As the name implies, you can withdraw your funds through this section.

### Steps:

1. **Choose the account** you wish to withdraw from (in case you have more than one)
2. **Select the preferred method** you wish to you in order to withdraw your funds
3. **Follow the instructions** depending on the method chose
4. **Click continue**



The diagram illustrates the '2. Choose amount' screen. The title is '2. Choose amount' and the subtitle is 'Withdrawable balance 720.79 EUR'. Below this, there is a label 'Input amount to withdraw' and a text input field containing the number '200'. At the bottom of the screen, there is a large green button labeled 'Continue'.



## Transfers

If you have more than one trading account with Skilling and you wish to transfer funds from one to another, then this where you can do this.

Transfers follow a similar logic to withdrawals. Having no open positions on the account you wish to withdraw from, means that you can transfer the whole balance to a different trading account.

If your account though currently has open positions, then you can only transfer an amount up to 80% of your available cash (free margin).

The screenshot shows a form titled "Transfer between accounts" with the following sections and annotations:

- SOURCE ACCOUNT**: A dropdown menu with the text "Choose source" and a downward arrow. An annotation points to it: "Account where you wish to withdraw from".
- DESTINATION ACCOUNT**: A dropdown menu with the text "Choose destination". An annotation points to it: "Account where you wish to transfer funds to".
- Enter the amount**: A text input field. An annotation points to it: "Manually type the amount of funds to be transferred".
- Preselected amounts**: Four buttons labeled "25%", "50%", "75%", and "100%". An annotation points to them: "Click on any of preselected amounts".
- Next**: A green button at the bottom. An annotation points to it: "Complete the transfer".





Tools



This section is divided into 2 subcategories:

- **Trade Assistant**
- **Academy**



Trade Assistant

This is the perfect tool for new users with our Skilling Trader platform and a valuable guide for new beginners in general.

Though it's not designed to make one an expert in trading, it provides a valuable insight on how our platform can be used and hints on how you can use the Take Profit and Stop Loss orders.



Academy

Clicking on this icon, will direct you to our site where you can educate yourself about trading.

Through our **Academy**, you can study about:

- **Fundamental Analysis**
- **Technical analysis Basic**
- **Technical analysis Intermediate**
- **Technical analysis Advanced**
- **Trading Basics**

1



Fundamental analysis

2 Lessons

Start course

2



Technical analysis Basic

7 Lessons

Start course

3



Technical analysis Intermediate

15 Lessons

Start course

4



Technical analysis Advanced

7 Lessons

Start course

5



Trading Basics

16 Lessons

Start course



Our Help Section is divided into 2 subcategories:

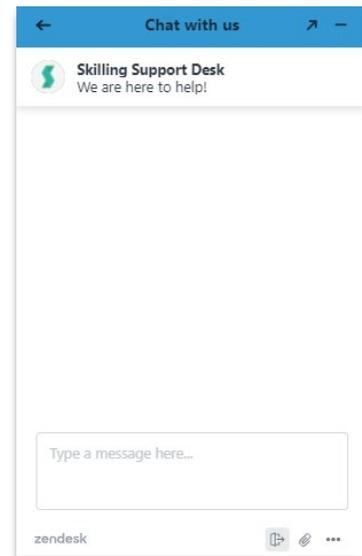
- **Live Chat**
- **Helpdesk**



Choosing our **Live Chat** will open a small window on the right side of your screen where you will be able to seek live assistance through one of our Customer Support agents.

You are able to speak to one of our agents while using our platform at the same time.

Through our chat, you have the option to text, upload photos send an attachment or even upload a screen recording.





Clicking this icon will direct you to our Website's Helpdesk.

Our Helpdesk contains the most frequently asked questions about our products and services. It's designed as a self-assisting tool while it also intends to educate on matters that you may not be fully aware of.

## Promoted articles

- How can I register as a Partner?
- How do I transfer funds between my accounts?
- Payment methods
- Is cCopy free, or how much does it cost?
- What is a Premium account?
- How to make a Deposit?
- What is my Tax Identification Number/TIN?
- Are my personal details secure with you?
- How do I open a live trading account?
- How to make a Withdrawal?
- How do I change my MT4 password?

## FAQs

What do you need help with?

### About Skilling

- How can I register as a Partner?
- How often do you pay IB commissions?
- How long has Skilling been in business?
- Is Skilling regulated?
- Do you offer Tax advice?
- What is the difference between buying stocks and trading with Skilling?

See all 11 articles

### Accounts

- How do I open a live trading account?
- What is a Premium account?
- Do you offer demo accounts?
- Do you offer swap-free accounts?
- What account types do you offer?
- What base currencies can I open an account in?

### Your Money

- How do I transfer funds between my accounts?
- How to make a Deposit?
- How to make a Withdrawal?
- Payment methods
- How much do you charge for Deposits?
- What is the status of my Deposit/Withdrawal?

See all 9 articles

### Verification

- What is my Tax Identification Number/TIN?
- Do you accept clients from my country?
- How can I upload or send my documents to you?
- Request for different Categorisation
- What documents do you require?

### Trading

- How does a Stop Loss work?
- Why was my Buy Limit Order not executed?
- Why is my Take Profit not executed?
- What is the Spread and how it affects a trade?
- How is Margin Level calculated?

### Skilling Trader Platform

- What is Cash Usage?
- How is Cash Used (Margin) calculated on Skilling Trader?
- How do I modify a Pending Order on Skilling Trader?
- How do I close a position on Skilling Trader?

X

