## INSTRUCTION FOR USING THE MOBILE APP

# A. LOGIN TO THE SYSTEM

### I. DOWNLOAD APP

To use PHS –Mobile system, customer download PHS – Mobile app according to guide as below:

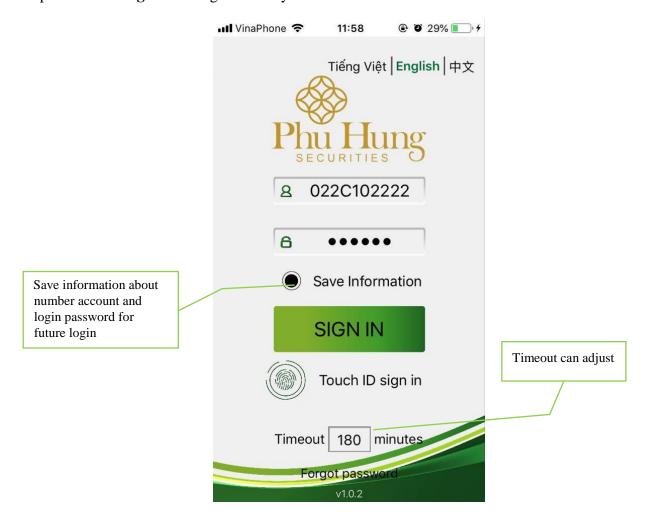
- Step 1: Enter App Store/ CH Play
- Step 2: Click to find "PHS -Mobile"
- Step 3: Click to Install for setting up

After downloading app to the mobile, customer click to app on the mobile device screen to lauch.

#### II. SIGN IN

### 1. Sign in by password

- Step 1: After launching the app, Select language which customer want to use.
- Step 2: Enter the login password and trading password as same as PHS Web Trading
- Step 3: Click to **Sign in** for login to the system



## 2. Sign in by Touch ID

Devices with Touch ID can login to the system with fingerprint.

Click to **Touch ID sign in** at login screen.

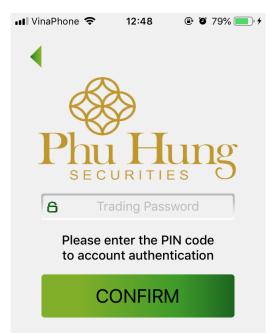
- If customers has not registered a fingerprint, the system will show announcement:



- If customer registered a fingerprint, the system will transfer to comfirmation screen.

### 3. Comfirm screen

After customer sign in, the system will request to entering the PIN code to confirming account as below:



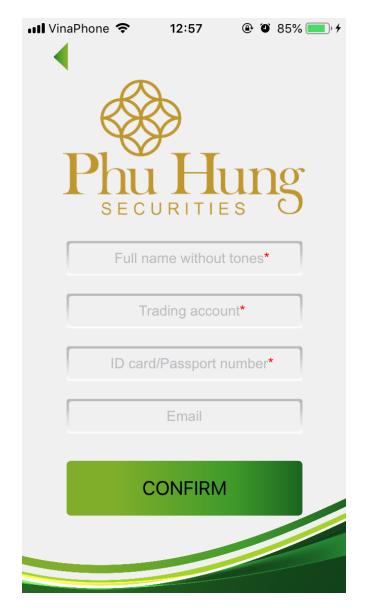
Enter the trading password then enter the **Confirm** to enter the system.

## 4. Forgot password

In case forgot password, customer can get a new password:

- Step 1: Click to Forgot password at login screen
- Step 2: Enter the information on screen, this information is registration information with PHS.

Step 3: Click to Confirm



The transaction was successful, announcement will send new login password and trading password to customer's email.

## **B.** ORDER

After login to the system, click on the arrow symbol  $\square$  to select sub-account for transaction.

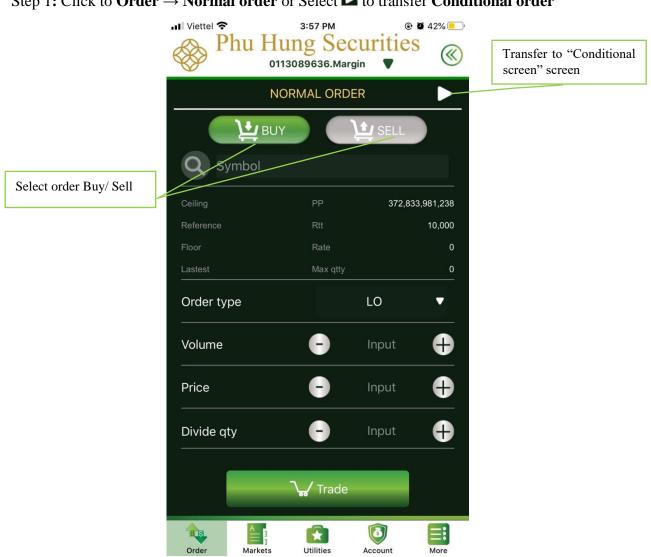


### I. ORDER SCREENS

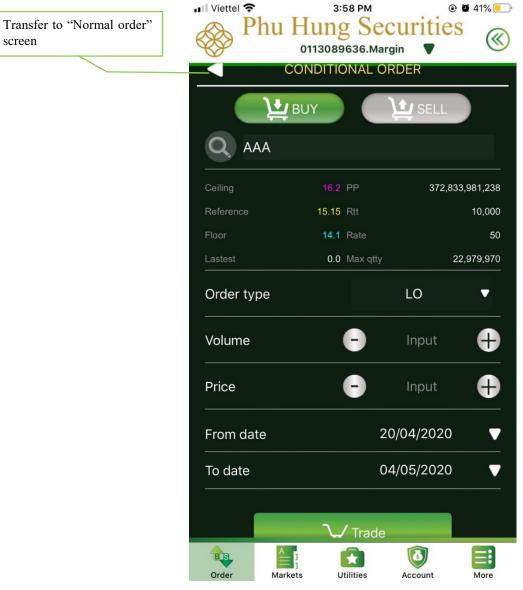
### 1. Normal order/conditional order

To place an order according to these steps:

Step 1: Click to Order → Normal order or Select to transfer Conditional order



Normal order screen



Conditional order screen

### **Step 2:** At **Normal order** or **Conditional order** screen enter the information:

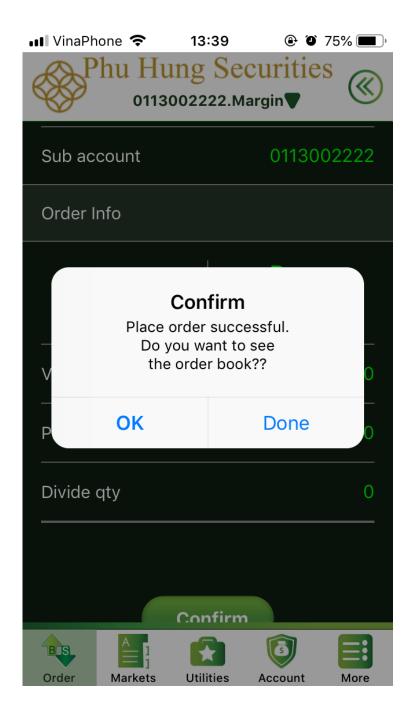
- Stock code (Symbol), order type, volume, price, divide quantity if customer want to divide orders (in case if customer do not enter, the system will keep the original orders).
- In additional, the conditional orders need to be filled in **From date** and **To date** during this period if conditional orders match the price, power price criteria; this order will transfer normal order and pushed to the exchange.

### **Step 3:** Click to **Trade**

**Step 4:** Click to **Confirm** to complete the order.

**Step 5:** After successful order, customers can transfer order record screen or return original order screen:

- Select **Done:** return order screen
- Select **OK**: transfer Order record screen



## 2. Order from price board

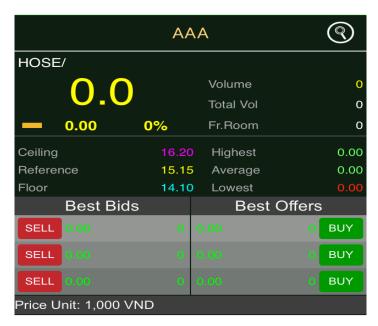
Customer can place order quickly with one stock code at price board. These steps as below:

## Step 1: Select Markets tab → Price board

**Step 2**: At **Price board** screen, select stock code which customer want to place order and enter that stock code.



**Step 3**: Customers place order buy/sell by entering BUY / SELL button at Best bids/best offers information.

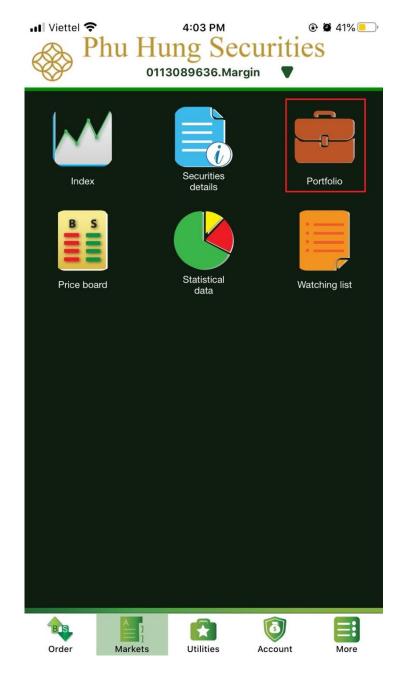


**Step 4**: The system will transfer to **Normal order** screen, customers will enter information and perform the steps as normal order.

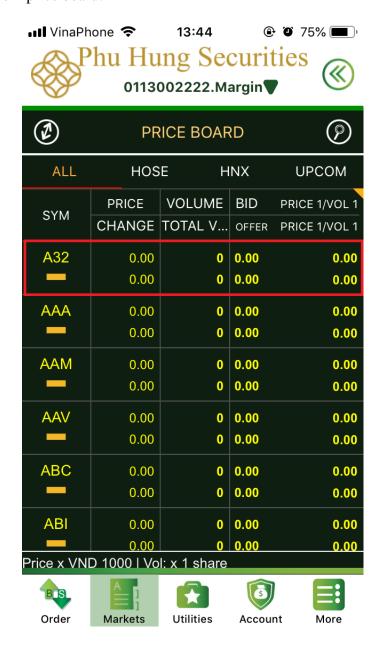
# 3. Order via portfolio

Customers can place order quickly with one stock code at **Portfolio.** These steps as below:

**Step 1**: Select **Markets** tab **→ Portfolio** 



**Step 2**: Select stock code which customers want to place order and enter that stock code. After customer make similar Order from price board.

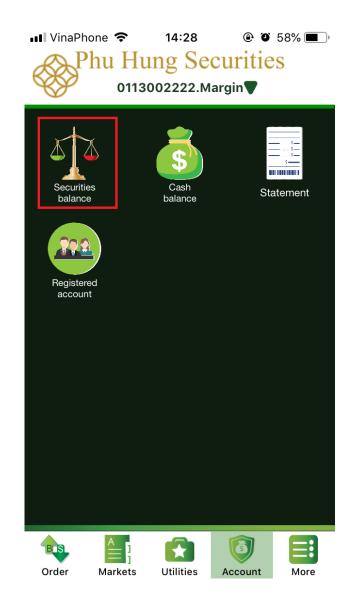


### 4. Order from securities statement

PHS-Mobile support to customer can place order quickly when customers are following Securities statement

These steps perform as below:

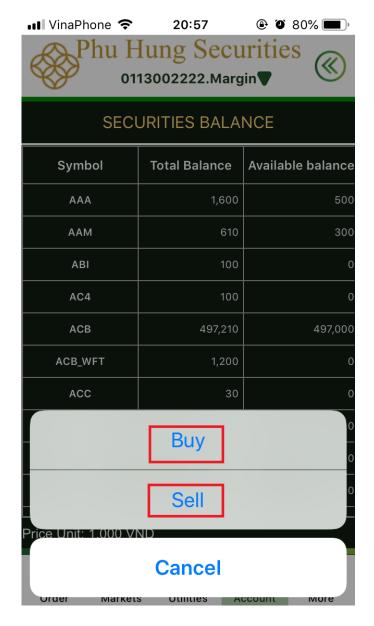
**Step 1**: Select **Account** tab→ **Securities statement** 



Step 2: Select stock code which customer want to place order and enter that stock code:



**Step 3**: Click to Buy/Sell.



**Step 4**: The system will transfer to screen of Normal order.

**Step 5**: Enter the information and perform these steps as normal order.

### II. ORDER RECORD

Order records shows orders placed by customer during the day. In additional, cancel/edit order will be make at Order record.

Two type of order record are **Normal order record** and **Conditional order record**, to watch Order records and perform cancel/edit order as below:

#### 1. Cancel order at order record

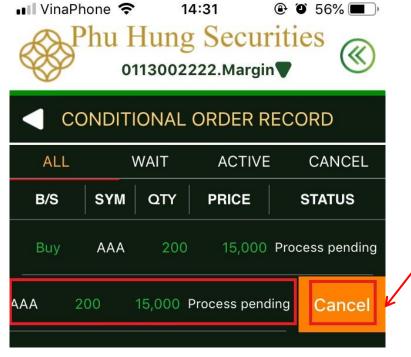
**Step 1:** Select **Order** tab **→ Order record** 



**Step 2:** at the order row you want to cancel, slide the order line to the left. Then select **Cancel** button to cancel order.



Cancel order screen from normal order record

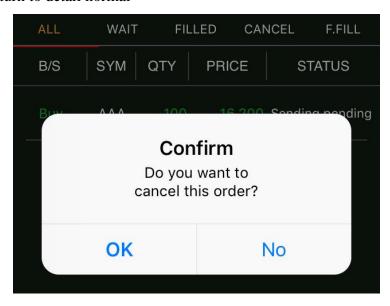


Cancel order screen from conditional order record

**Step 3:** After click to **Cancel**, the system shows an announcement **Confirm: Do you want to cancel this order?** 

- Select **Ok:** complete cancel order

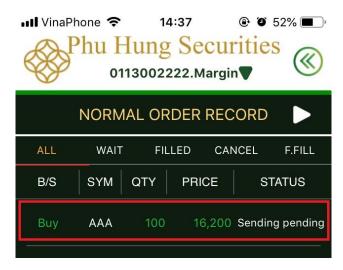
- Select **No:** return to detail normal



After cancel order is successful cancelled, the status line will change.

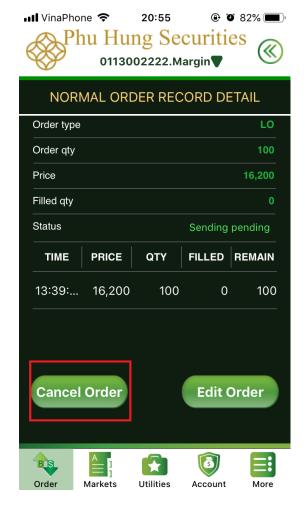
#### 2. Cancel/edit order at normal order record detail screen

**Step 1:** Click to order line which customer want to cancel/order



**Step 2**: Screen shows detail of order:

- To cancel order, click to **Cancel order** and perform similar as Cancel order at Normal order record and Conditional order record screen.
- To edit order, customer click to **Edit order**, after screen will transfer to Normal order screen, perform edit about price and volume.

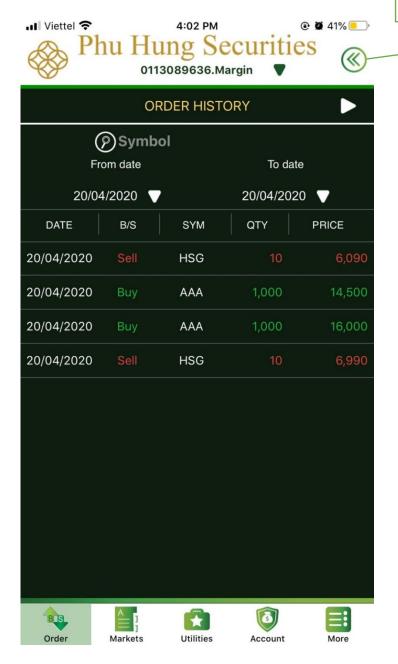


## III. ORDER HISTORY

This section used to look up order history and matched history.

## 1. History

**Step 1:** Click to tab **Order** → **History** → **Order history** 



Step 2: Select stock code which customers need to look up at Symbol

Step 3: Select look up time at From date; To date

**Step 4:** View information at screen

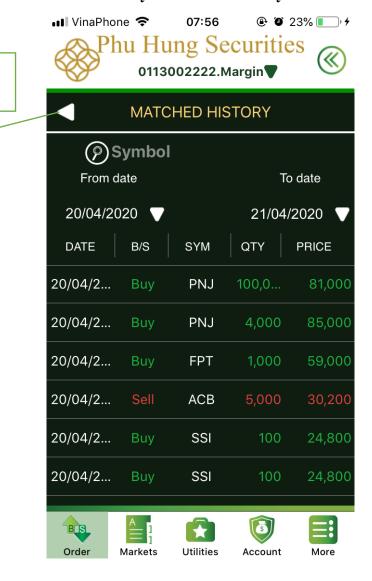
Transfer to "Matched history screen

## 2. Matched history

Transfer to "Order

history" screen

**Step 1**: Click to **Order** tab **→ History → Matched history** 



Step 2: Select stock code need to look up at Symbol

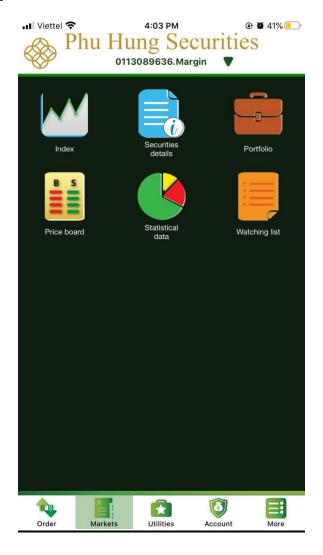
Step 3: Select look up time at From date; To date

**Step 4:** View information at screen shown

### C. MARKETS

## Markets section allow to customers look up:

- 1. Index: Customers can watch to information of exchanges as index, change, volume, value,...
- 2. *Securities details:* To allow for looking up stock code information which customers need to look up, includes: Volume, foreign room, Celling, Floor,...
- 3. Portfolio: Show stock code information in customer's account as: price, volume, change,...
- 4. *Price board*: Customer can watch price board information of stock code according to exchanges: HOSE, HNX, UPCOM.
- 5. *Statistical data*: Statistical according to criteria as: top volume gainers, losers ... according to each exchange.
- 6. Watch list: Create your own list of stock code which customers are following.



## 1. Index

# **Step 1**: Choose **Markets** → **Index**

**Step 2**: At **Markets**, customer select the Exchange want to see, the system will automatically transfer detail screen, Includes: The chart shows the volume and matching value, trading quantity.





### 2. Securities details

## **Step 1**: Click to **Markets** → **Securities details**

**Step 2:** Click to stock code want to see the information at **Price board** or click to **Securities details**. Information about stock code selected, it will be show at securities screen.

**Step 3:** View the information at screen show



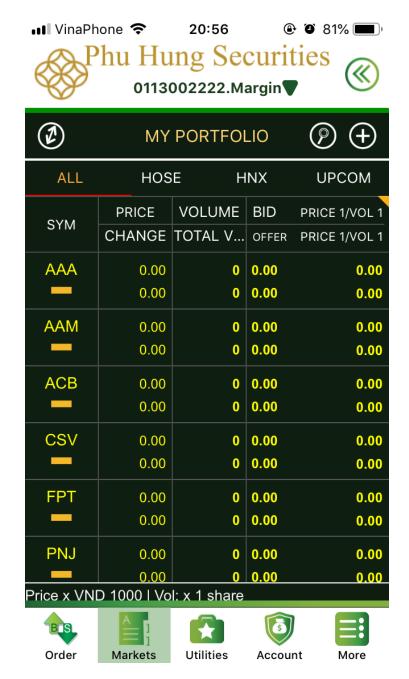


This screen, customer can place order quickly with stock code is watching at best of buy price/sell price by click to BUY / SELL button at best of buy price/sell price.

## 3. Portfolio

## Step 1: Click to Portfolio

Step 2: Select the Exchange want to see



## 4. Price board

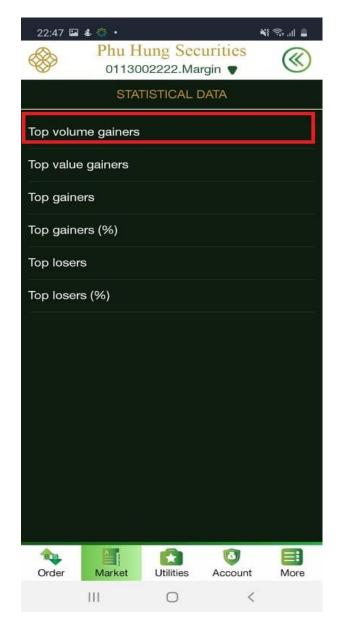
- **Step 1:** Select tab **Market** → **Price board**
- Step 2: Select the Exchange to see
- **Step 3**: See the price board cut short by click the icon
- **Step 4**: Search for a stock code in the index by click the icon and enter a stock code to search in the search bar. To close the search bar, click the button "Close"



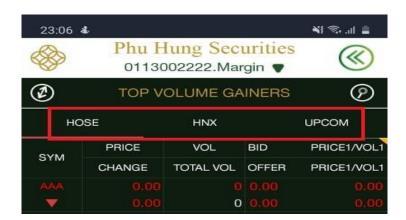
#### 5. Statistical data

# Step 1: Select the tab Market $\rightarrow$ Statistical data

Step 2: Select a list of statistics want to see



Step 3: Select the floor which customer want to see

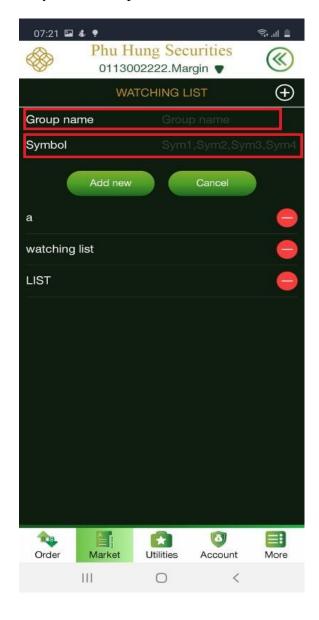


# 6. Watching list

- **Step 1:** Select tab **Market** → **Watching list** or press the button in the Portfolio
- Step 2: At the screen show, click on the icon

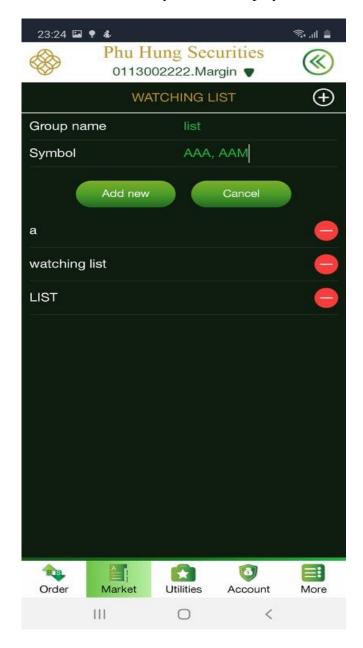


Step 3: Fill group name and symbol in the portfolio which customer wants to create



## Step 4: Click the Add New

**Step 5**: When the transaction is successful, the system will display a notice:



**Step 6**: To delete the portfolio, swipe left at the delete portfolio and click to delete (for IOS device system) or click the button (for Android device system)

# **Step 7**: Add stock codes to existing portfolio:

- Select the portfolio the customer wants to add/delete stock codes.
- After, click to add/delete stock codes in the portfolio and Select Agree



# **D. UTILITIES**

The utility screen includes functions such as the image below:

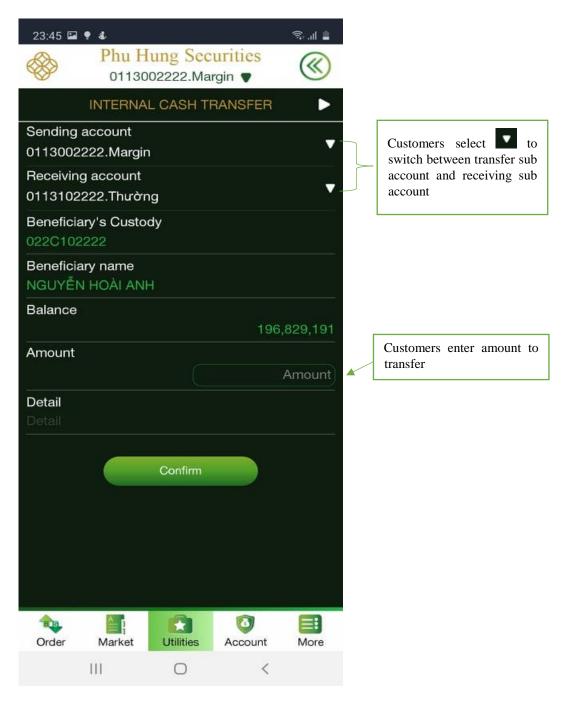


#### I. Cash transfer

#### 1. Internal cash transfer

## Step 1: Select tab Utilities → Cash transfer → Internal cash transfer

**Step 2**: Fill sub account information to transfer/receive, the transfer amount must be greater than 0 and less than or equal to the Balance

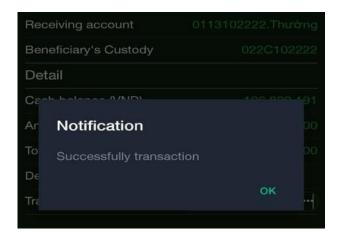


**Step 3**: Click **Confirm** to transfer to the **Confirm transfer** screen

- At this screen, enter the **Trading password** and click **Confirm** 



Step 4: After click Confirm to display the successfully transaction

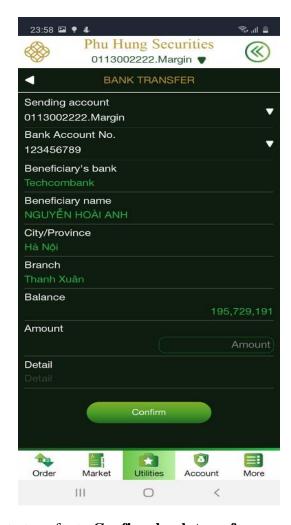


### 2. Bank Transfer

Step 1: Select tab Utilities → Cash transfer → click to transfer to the Bank Transfer screen

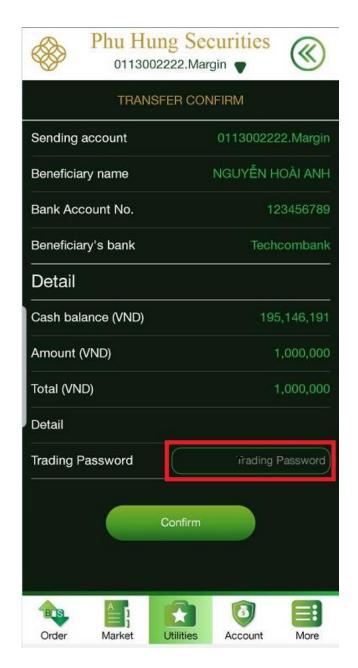
Step 2: Fill out the transfer information

- Select sub-account transfer in the list by pressing the button
- Select the registered bank account number by pressing the button
- The transfer amount must be greater than 0 and less than or equal to the Balance
- The **Detail** section is the content of money transfer, this information can fill or not

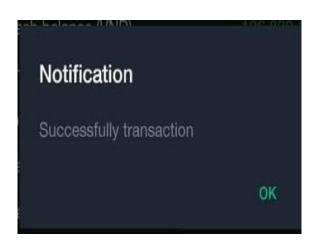


Step 3: Select Confirm to transfer to Confirm bank transfer screen

After select "Yes" to finish transaction



**Step 4**: Enter the trading password and click **Confirm** will display the notice of successful money transfer



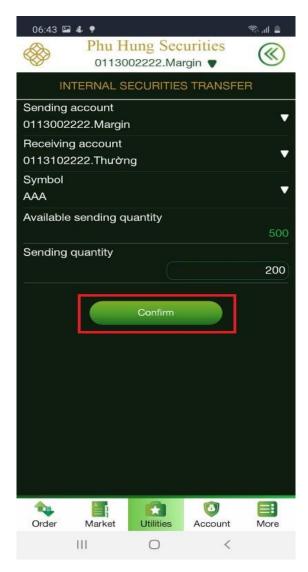
## II. Internal securities transfer

**Step 1**: Select tab **Utilities** → **Internal securities transfer** 



**Step 2**: At the **Internal securities transfer** screen, enter the following information:

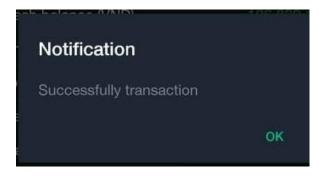
- Sending sub-account, receiving sub-account by pressing the button 
  to Select from the list
- Symbols
- Available sending quantity: automatically shown according to available balance in the sub account
- Sending quantity: fill number customers want to, this number must be smaller than available sending quantity and larger 0



Step 3: Click Confirm to transfer to Confirm Internal securities transfer screen, fill Trading password and press Confirm

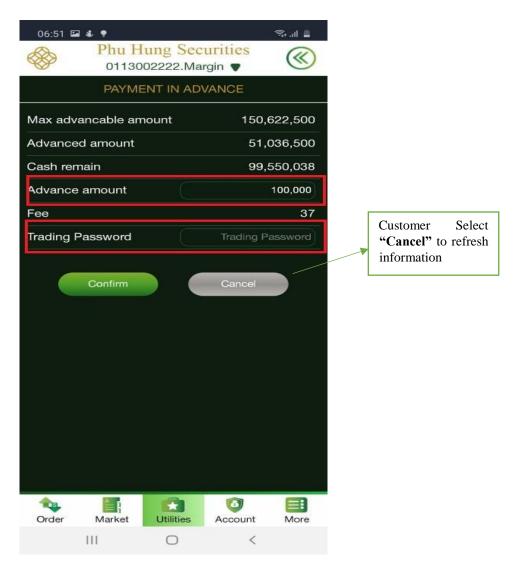


After confirm, showing the notice of successful transfer

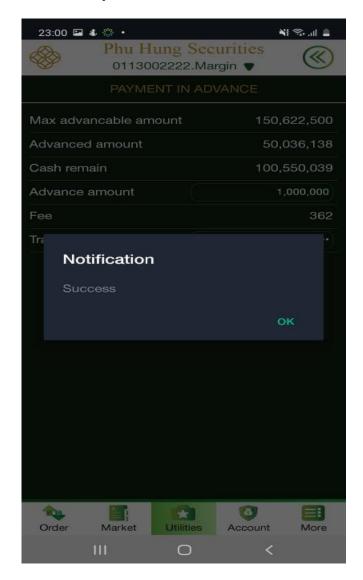


## III. Payment in advance

- **Step 1**: Select tab **Utilities** → **Payment in advance**
- Step 2: Fill the information
- Advance amount is greater than 0 and smaller than cash remain
- Trading password



Step 4: click Confirm, at the Payment in advance screen show the notice "Success"



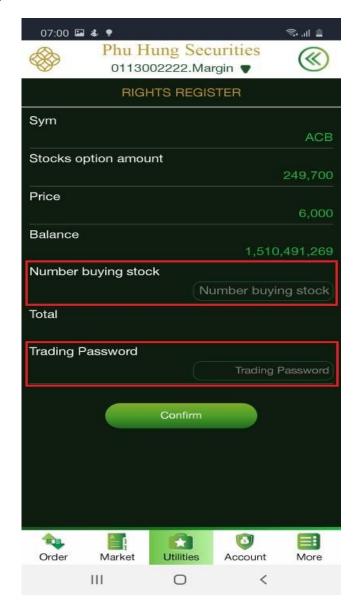
## IV. Rights register

- Step 1: Select Utilities tab → Rights register
- **Step 2**: Select Rights register want to register

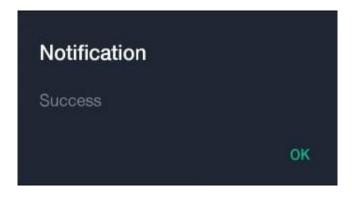


After, system move to **Confirm Rights register** screen, fill the information:

- Number buying stock: Fill number of options is greater than 0 and less than or equal to number to buy at the Stocks option amount line
- o Trading password

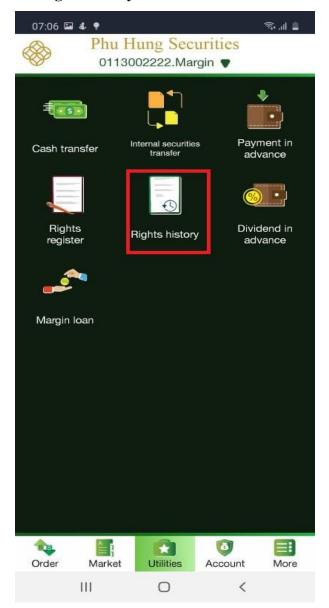


Step 4: After finish fill the information, click Confirm will show the notice "Succesful"



## V. Rights history

Step 1: Select tab Utilities → Rights history



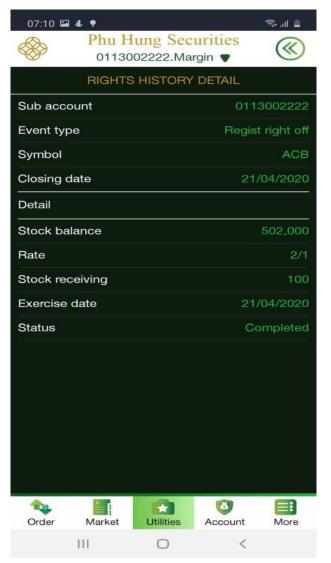
**Step 2:** Select a lookup date:



Step 3: See information at the screen that appears, select the line to see details



Step 4: After selecting the rights to view, the system move to the right history detail screen



**Step 5**: Click the button to return to the **Rights history** screen

#### VI. Dividends in advance

**Step 1**: Select tab **Utilities** → **Dividends in advance** 



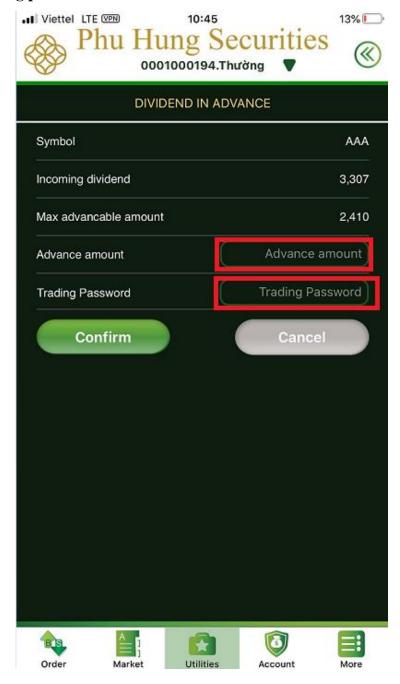
Step 2: The system move to the Dividends in advance screen, select a line to advance dividends

Step 3: Customers fill the required information and Select "Confirm" to advance dividend.



# **Step 3:** Fill in the information:

- **Amount advanced:** is greater than 0 and less than or equal to **max advancable amount**
- Trading password



**Step 5**: Click the button "**Confirm**" if customers want to make a transaction or click "**Cancel**" button, the transaction screen will be refresh with all information entered by the customer

## VII. Margin loan

Customer can settle margin and renew margin on PHS-mobile. These step as follows:

## 1. Settle Margin

**Step 1:** Click to tab **Utilities** → **Margin loan** → **Settle Margin** 

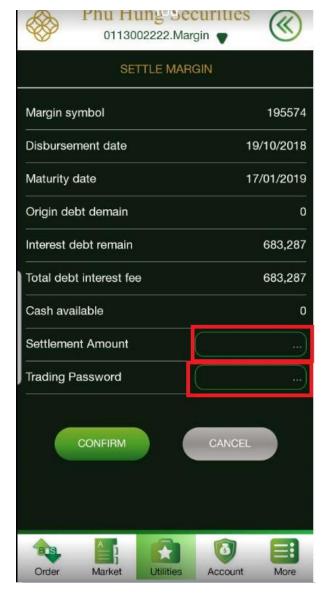


Step 2: After screen shows information of loans, select the loan wants to settle



**Step 3**: To pay the margin loan fill out the information:

- **Settlement amount:** greater than 0 and less than or equal to the total debt interest fee
- Trading password



- **Step 4**: Click the button **CONFIRM** if you want to make a transaction or click the button **CANCEL**, the screen will be refreshed with all the information entered by the customer
- **Step 5:** After clicking **CONFIRM**, screen will be shown a notice "Settle margin loan was successful"

## 2. Renew margin

**Step 1**: click **Renew margin** → **Renew margin** 



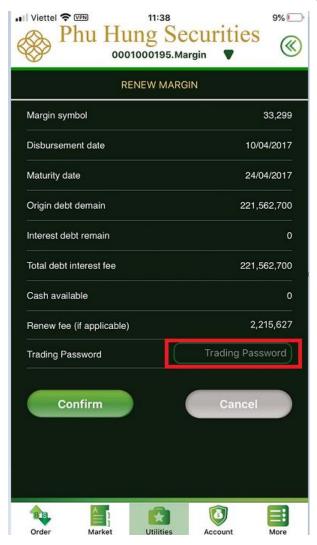
Click the button transfer to screen of **Renew margin** 



Step 2 : Click a line to renew margin



**Step 3**: Fill trading password and click the button **Confirm** if you want making, or click the button **Cancel** the screen will be refresh with all the information entered by the customer

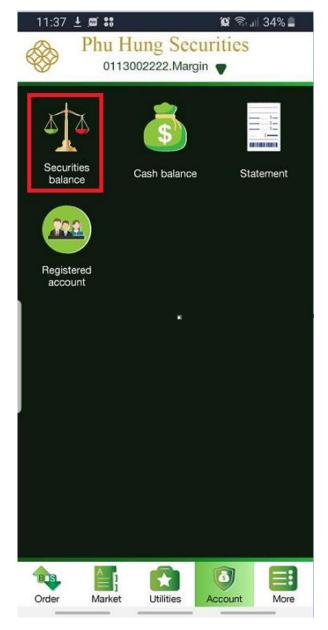


Step 4: After clicking Confirm, screen will be show a notice "renew margin was successful"

# E. ACCOUNT

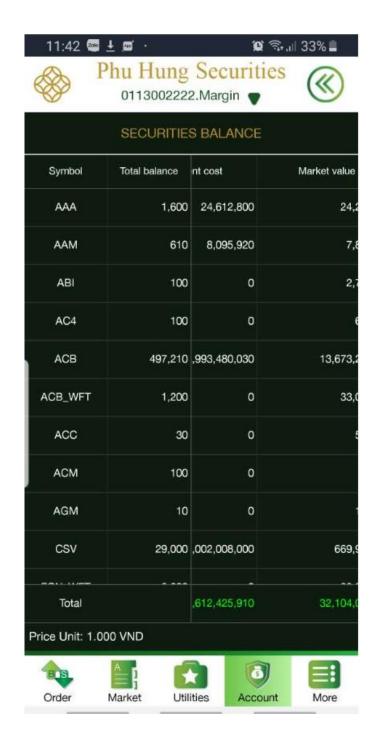
## I. Securities balance

Step 1: Click to Account  $\rightarrow$  Securities balance



**Step 2:** At the interface of securities balance, swipe right to see all the information:

- Available balance
- Waiting, investment cost, market value
- Profit/loss by the value
- Profit/loss by the percentage (%)



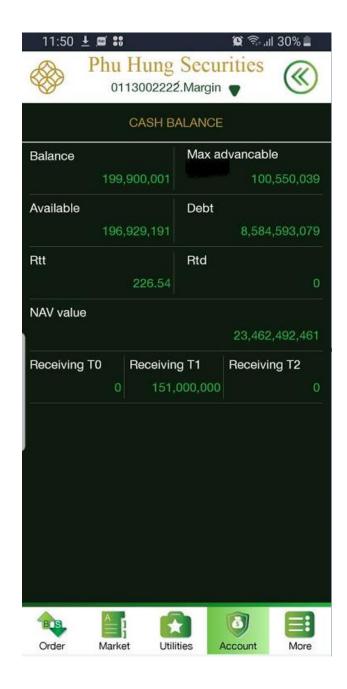
In addition, at this screen, you can place order quickly with 1 stock code at the Stock Balance screen by clicking on that stock code line, then select Buy or Sell (details in the instruction to place orders from the screen Balance sheet part B, section 4)

## II. Cash balance

# **Step 1:** Click to tab **Account** → **Cash balance**

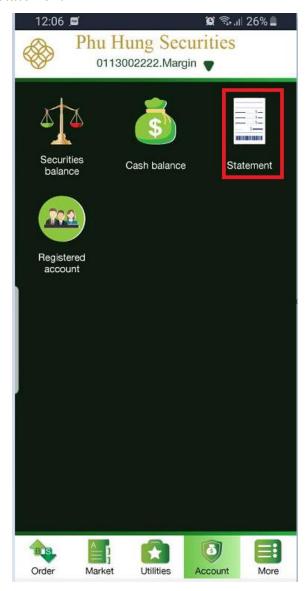


Step 2: View information on screen showing



### IV. Statement

Click to tab **Account** → **Statement** 



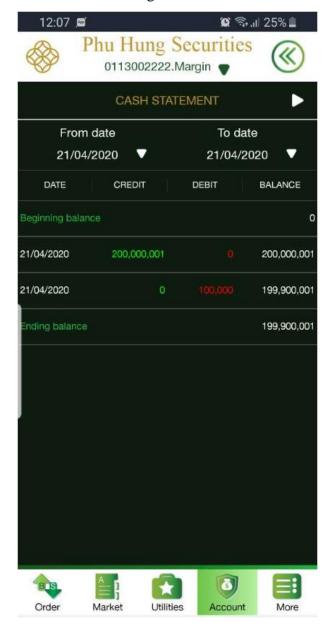
### 1. Cash statement

**Step 1:** In Statement select **Cash statement** 

Step 2: Select start date and finish date are finding at box From date; To date



Step 3: View information on screen showing



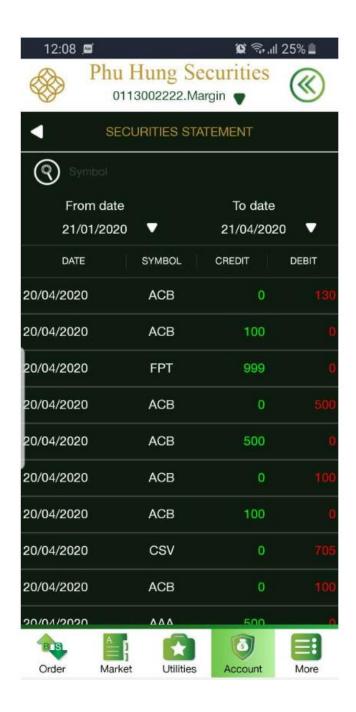
### 2. Securities statement

**Step 1:** In statement select **Securities statement** 

Step 2: Select start date and finish date are finding at box From date; To date



**Step 3**: View information on screen showing



## IV. Registered account

Registered account used to search information:

- Sub account: include the sub-account
- Bank account: include bank account registered with PHS to money transfer from securities account to out

Click to tab **Account** → **Registered account** 





Phu Hung Securities

0113002222.Margin

BANK ACCOUNT

質 🖘 ... 23% 💄

12:18

Bank account

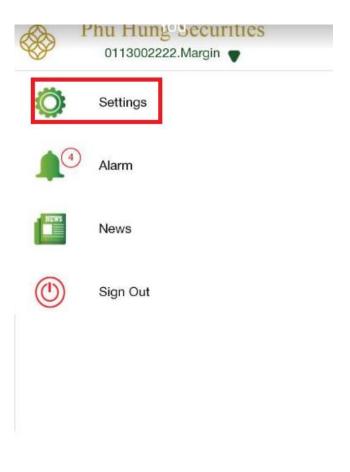
## **F. OTHER FUNCTIONS**

Other functions include:

- Settings : Including Change password, Change language, Change personal information and Touch ID
- Alarm: Show the alarm relating to account
- News: Show the news for customer can follow
- Sign out : Log out of app

## I. Settings

To implement these functions click to Tab  $More \rightarrow Settings$ 





# 1. Change login/trading password

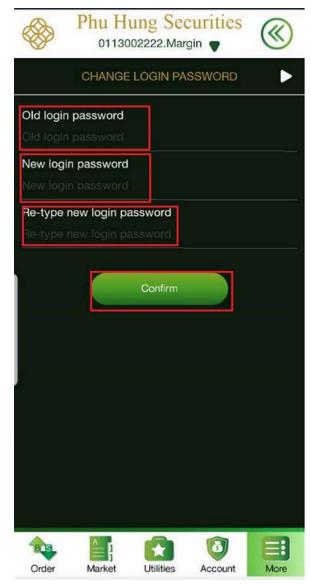
**Step 1**: Click to **Settings** → **Change password** 



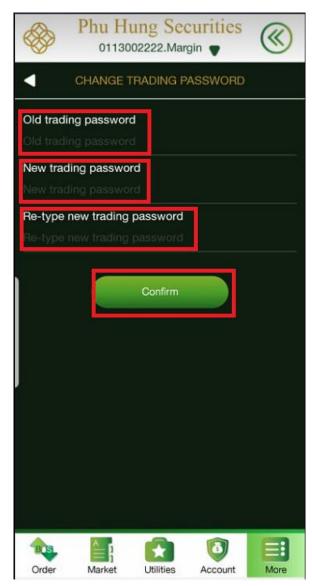
Step 2: Click Change password or click the button to transfer Change trading password



Step 3: Fill old password, new password, re-type new password and click to CONFIRM



Change login password



Change the trading password

## 2. Change language

# **Step 1**: Select **Settings** → **Change language**



Step 2: Select language need to change and click to Confirm

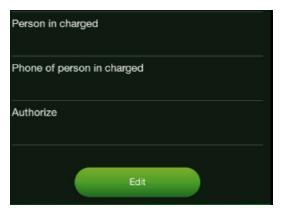


## 3. Personal information

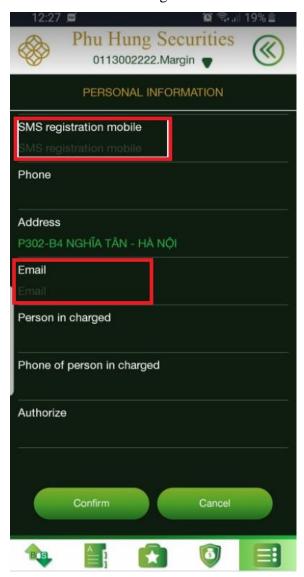
# **Step 1**: Select **Settings** → **Personal information**



**Step 2:** View personal information, PHS-Mobile allows to edit Email/SMS registration mobile by clicking **Edit** 



**Step 3:** Fill **Email/SMS registration mobile** want to change, after that click to **Confirm**, if click to **Cancel** will be back to screen of change information



### 4. Touch ID

**Step 1**: Select **Settings** → **Touch ID** 

Step 2: The client activates the Touch ID by entering the trading password



Step 3: Click to Enable to actives the Touch ID or Disable to cancel registration the touch ID

#### II. Alarm

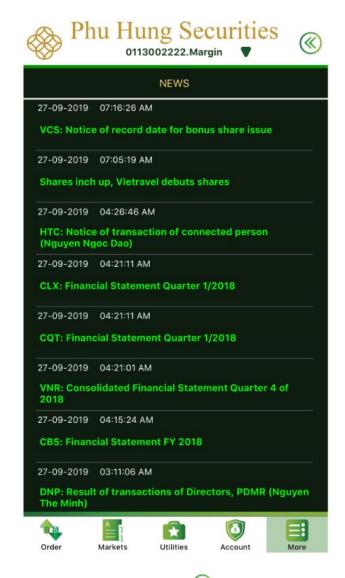
**Step 1**: Select **More** → **Alarm** 



**Step 2**: Click to a alarm line, it will be show detail of this alarm, Click the button **(Step 2)** to transfer screen of alarm



**Step 1**: Select More → News



**Step 2:** Click to news want to read, click the button **(Step 2)** to return screen of news



# III. Sign out

To sign out of system, click to icon Log out in tab **More** 

