

# **Travelex Currency Services**

## **My Travel Wallet™ Online Self-Service**

### Using My Travel Wallet, Travelex's online self-service ordering site

1. On the home page, traveler selects product to "Buy": Cash, Cash Passport, or Cash Passport Reload
2. Traveler Selects currency needed, choosing from a drop-down bar. (Note: Cash Passport is available for load and reload in EUR, GBP, JPY, CAD, and AUD.)
3. Traveler enters in amount needed either in USD amount or foreign amount. System defaults to \$1,500. System range for an order is \$250 - \$3,000 USD.
4. Click "Get Foreign Currency".
5. Next screen is the initial order review where you can either leave "as is" or add additional currencies/products.
6. Click "Next" once all products desired have been added to the order. Next screen brings you to "Shipping Options". Please note, an order including both currency and Cash Passport is not available for home delivery and must be collected from a Travelex store.
7. Enter in Billing Address Zip Code and select location. Delivery options appear, choose desired delivery using "select". Next day and weekday are the two options for home delivery. Travelex store pick-up may be selected next-day for major currencies and within 5 days for exotic currencies. There is no delivery option for weekends.
8. After choosing the desired delivery option, choose delivery date on the calendar by clicking on the desired available square on the calendar. Click "Next" to continue. Next screen is "Pay" where you enter in your billing information.
9. Information collected on "Pay" screen is:
  - a. First and Last Name
  - b. Date of Birth
  - c. ID: Driver's License or Passport (Note: Driver's license can only be used by a US Citizen)
  - d. Social Security Number (Note: Site explains why we collect this information, in adherence to regulations.)
  - e. Phone Number (Note: Site explains this is strictly used to contact traveler in the event that we need to contact them about their order.)
  - f. Email Address
  - g. Billing address (Note: Shipping address and Billing Address cannot be different.)
  - h. Payment Details (Note: Current accepted forms of payment are Visa or MasterCard debit or credit cards).