Quick Guide on Using the Cryntos Dashboard

Overview

This guide provides step-by-step instructions for using the Cryntos Dashboard to manage your cryptocurrency transactions. It covers logging in, configuring profiles, creating and monitoring invoices and payouts, setting up automation features and utilizing additional tools like security settings, address books and user management. Designed for both new and experienced users, this guide assumes you have a Cryntos account and have enabled two-factor authentication (2FA) for secure access. Follow the steps below to navigate the platform efficiently.

1. Log In to the Cryntos Dashboard

- Visit Cryntos.com and sign in to your Cryntos account.
- Access the Dashboard for an overview of your wallets, available balances, transaction volumes, and more.

2. Configure Your Profile

- Navigate to **Profiles** in the main menu.
- Create a new profile or select an existing one.
- Click **Edit Profile**.
- Review the **Settings** section, then scroll to **Enabled Currencies** and enable the wallets and currencies you need.
- Save the profile configuration.

3. Create an Invoice

- Go to **Invoices** in the navigation or click the **+ New Invoice** button on the Dashboard.
- Leave the amount blank for an open invoice or specify a fixed amount.

- Select a fiat currency (e.g., USD or EUR) from the dropdown on the right.

- Choose the cryptocurrency for the deposit in the **Cryptocurrency** dropdown.

- Select the profile to associate with this invoice.

- Add any relevant notes.

- Click **Save Invoice** to generate the invoice.

- In the **Invoice Details** view, find the deposit address to share with the client.

- Alternatively, click the **Public Link** button (top right) and share the URL with the client.

- Note: The invoice expiration timer, visible in our public invoice view, locks the exchange rate at the time of creation. If it expires, you can renew the invoice with a new rate. The deposit address remains the same and never expires.

4. Monitor Invoice Payments

- Check the payment status in the **Invoice Details** view or the **Transactions** section.

- Look for updates such as:
  - **Pending**: Transaction detected in the mempool but not yet confirmed.
  - **Confirmed**: Transaction has the minimum required confirmations; the user can be safely credited.
  - **Complete**: Transaction has 6+ confirmations; the user can be safely credited.

- If the invoice shows an **Incomplete** status, it indicates a payment shortage. Review the actual amount paid in **Invoice Details** or **Related Transactions** (lower on the page). You can request an additional deposit from the client or credit the amount received.

  Note: Check the **Acceptance Range** setting in your configuration profile. For payment shortages and incomplete invoice statuses, you can set an allowed negative difference. This means that even if there's a slight payment shortage,

as long as it's within the set range, the invoice will still receive a **Complete** status.

5. Create a Payout

- Navigate to **Payouts** or click the **+ New Payout** button on the Dashboard.
- Select the wallet to withdraw funds from.
- Enter the recipient's address in the **Recipient** field.
- Specify the amount in cryptocurrency or fiat, then save the payout.
- Approve the payout using the 2FA code.

6. Monitor the Payout

- Check payout statuses, such as:
  - **Draft**: Payout has not yet been approved.
  - **Confirmed**: Payout has been processed and received the minimum on-chain confirmations.

7. Conversions

- Use this feature for crypto-to-crypto conversions (e.g., BTC to Tether ERC20).
- Configure automatic conversions in the Auto Conversions settings (see Section 9).

8. Auto Payouts

- Enable automatic transfers from your Cryntos account to an external wallet (e.g., a cold or exchange wallet) via **Settings**.
- Select the source wallet for withdrawals and specify the external recipient wallet.
- Enter the **Keep Amount** to maintain in your Cryntos account.
- Set the **Minimum Amount** required to initiate the payout.
- Provide the 2FA code and save the configuration.

9. Auto Conversions

- Configure automatic crypto-to-crypto conversions in **Settings**.
- Check the box to activate the **Source Wallet** for converting funds.
- Select the **Target Wallet** for converted funds from the dropdown.
- Specify the **Keep Amount** to retain in the source wallet.
- Set the **Minimum Amount** to trigger the conversion.
- Save the auto-conversion configuration.

10. Auto Funding

- Use this feature to maintain a minimum balance of a main asset (e.g., ETH or TRX) to cover network fees for token payouts (e.g., USDC, USDT).
- In **Settings**, check the box to activate the wallet to auto-fund (e.g., Ethereum or Tron).
- In the **Funding Wallet** dropdown, select the **Highest Balance Wallet** (recommended) to source funds for conversion to the main asset.
- Set the **Keep Amount** (recommended: $100) and the **Minimum Amount** to trigger conversion.
- The system checks wallet balances multiple times daily. If the balance falls below the **Keep Amount** by at least the **Minimum Amount**, it will automatically refill from the funding wallet (or the wallet with the highest balance) if sufficient funds are available.

Additional tips and features

11. Improved Security for crypto AML compliance

- Enable **Enforce risk analysis** for incoming transactions in **Settings > Account Details > Edit Account.**
- This tool tracks cryptocurrency movements on blockchains and checks against sanction lists for individuals or organizations involved in illegal activities.
- If a transaction receives a **High risk** score, it will be quarantined, isolating funds on the separate address instead of consolidating them into your main wallets.
- In **Transaction Details**, use the **Unquarantine** or **Refund** buttons (top right) to either release the funds into your account or return them to the client's provided address.
- Note: By default, if this feature is not enabled, transactions will still undergo risk analysis, but only those with a **Critical risk** score will be quarantined.

12. Address Book

- Save frequently used payout addresses to avoid errors or typos.
- When creating a payout, access the **Address Book** from the **Address** field (on the right). Click Address Book, then select **+ New Address** to save a new address.
- Alternatively, go to **Settings** > **Address Book** > **+ New Address** to add addresses directly.

13. Adding Users to Your Account

- Navigate to **Settings** > **Users** > **+ New User**.
- Enter the user's email and select the desired permissions.
- Provide the 2FA code and save to send an invitation email to the user.

- ## What is **Consolidation**?

  - Consolidation refers to the transfer of assets from individual invoice addresses to your main wallet. On smart contract blockchains like Ethereum and Tron, a network fee must be paid for this process and it can only be covered in the main asset, such as ETH or TRX. These fees are deducted from your main wallets and are considered an internal processing cost.

  - Main assets (e.g., ETH, TRX, SOL):
    Deposited funds **automatically consolidate** into your main wallet.

  - Tokens (e.g., USDT, USDC):
    To consolidate tokens, you must have a sufficient balance of the corresponding main asset (e.g., **ETH** for USDT on Ethereum, **TRX** for USDT on Tron) in your main wallet to cover the **network fee**.

How to Top Up Your Main Wallet:

1. Go to Dashboard.
2. Click on the wallet name (e.g., **Ethereum**).
3. Use the address shown in **Wallet Details** to send your top-up deposit.

- ## Glossary:

  - Mempool: A pool of unconfirmed transactions waiting to be processed on the blockchain.

  - Confirmations: Verifications by the blockchain network that a transaction is valid.

  - Quarantined: Funds isolated due to a high-risk score, pending manual review.

- **Troubleshooting**: If you encounter issues (e.g., transaction failures or 2FA problems), contact Cryntos support via the platform's help center.