



Block Tree Application

First Time User Guide

1. Introduction

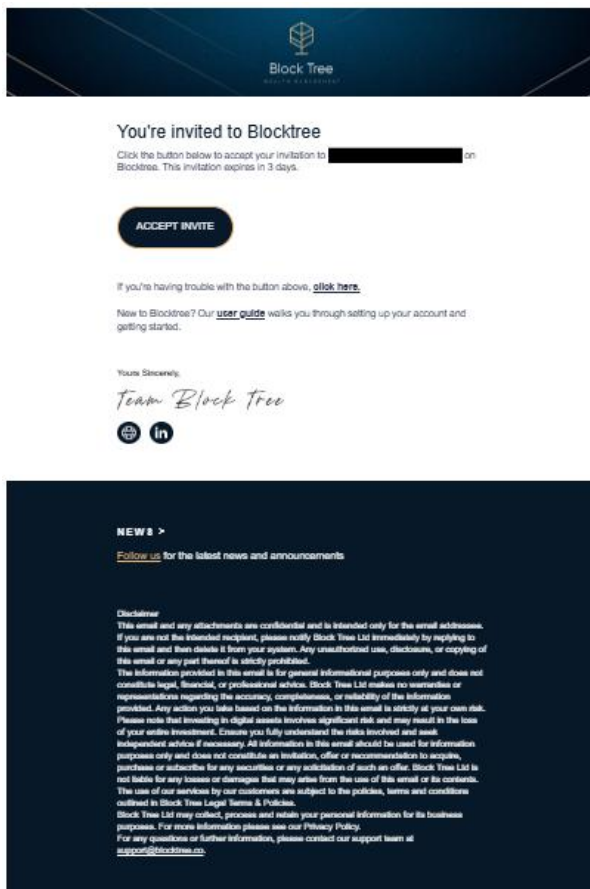
This guide provides step-by-step guide to access the Block Tree Application and manage your digital asset portfolio. Block Tree Application enables users to:

- Manage wallets, including external wallets
- View portfolio balances and asset allocation
- Deposit and withdraw assets
- Export historical reports

2. System Access

Step 1: Login

1. Open the invitation email from Block Tree and click Accept Invite.





2. Set up Two-Factor Authentication (2FA) using your preferred authenticator app. Scan the QR code displayed, or enter the Secret Key manually if scanning is not available.

Note: The terms 2FA, TOTP and MFA all refer to the same authentication terminology.

Set Up Two-Factor Authentication
Step 1 of 3

Step 1: Scan QR Code

Scan this QR code with your authenticator app

Manual Setup

Secret Key

If you can't scan the QR code, manually enter this secret key in your authenticator app

Recovery Codes

Save these recovery codes in a safe place. You can use them to access your account if you lose your authenticator device.

Copy All Codes

I've saved my recovery codes — Continue

Important: Save your recovery codes before continuing. You will need them to access your account if you ever lose your authenticator device. Click Copy All Codes, store them securely, then click "I've saved my recovery codes — Continue" to proceed.

3. Complete the 2FA verification by entering the 6-digit code from your authenticator app, then click Verify.

Verify Two-Factor Authentication
Step 2 of 3

Enter the 6-digit code from your authenticator app to complete setup.

Enter 6-digit code

Verify

4. Set your password (optional). If you choose to skip this step, a magic link will be sent to your email each time you log in.

Set Your Password (Optional)
Step 3 of 3

Setting up account for [redacted]@yahoo.com

You can set a password now, or skip and use magic link to log in later.

Password

Enter your password

Confirm Password

Confirm your password

Skip

Set Password

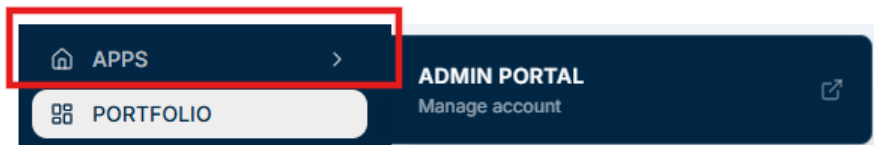
Once completed, you will be redirected into the Block Tree Application.



Step 2: Account Management

To manage your account settings — such as resetting your password or removing your 2FA authenticator — follow these steps:

1. In the sidebar, click the APPS tab, then select Admin Portal from the options that appear.



2. The Manage Account page allows you to:
 - Reset your password — click Send Password Reset Email.
 - Remove your 2FA authenticator — click Delete TOTP MFA.

Manage Account

Manage your account settings and security preferences for [REDACTED]

Account Information

Your current account details

Email Address
[REDACTED]

Organisation
[REDACTED]

Organisation ID
organization-test-827bfdb2-08f7-4b59-a887-5ced6a1889cb

User ID
member-test-c41ec405-5c4b-4e2e-8009-00b65850c10d

Account ID
019e5d15-8073-771b-a36b-3608c1b55048

Password Reset

Send a password reset email to your registered email address

[Send Password Reset Email](#)

Multi-Factor Authentication (TOTP)

Set up Time-based One-Time Password (TOTP) for enhanced security

✔ TOTP MFA has been successfully enabled for your account!

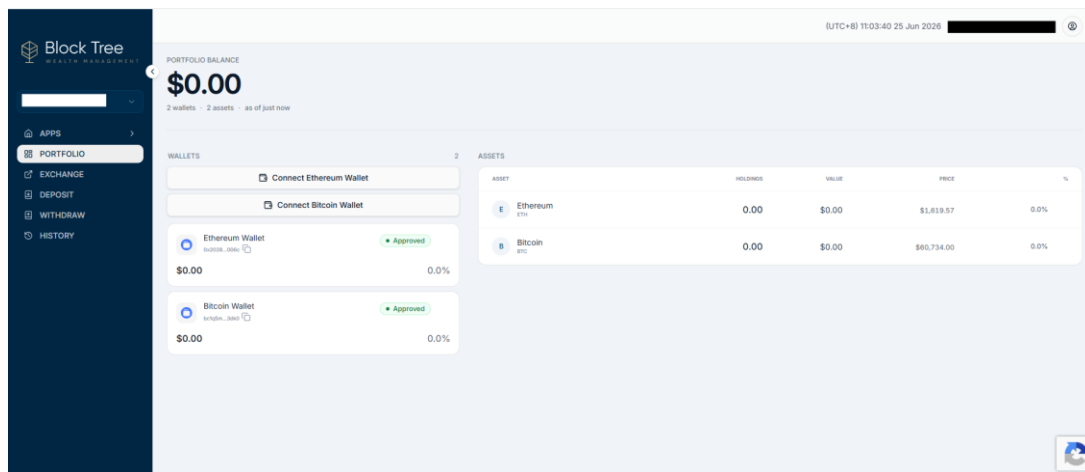
[Delete TOTP MFA](#)



3. Application Overview

Portfolio

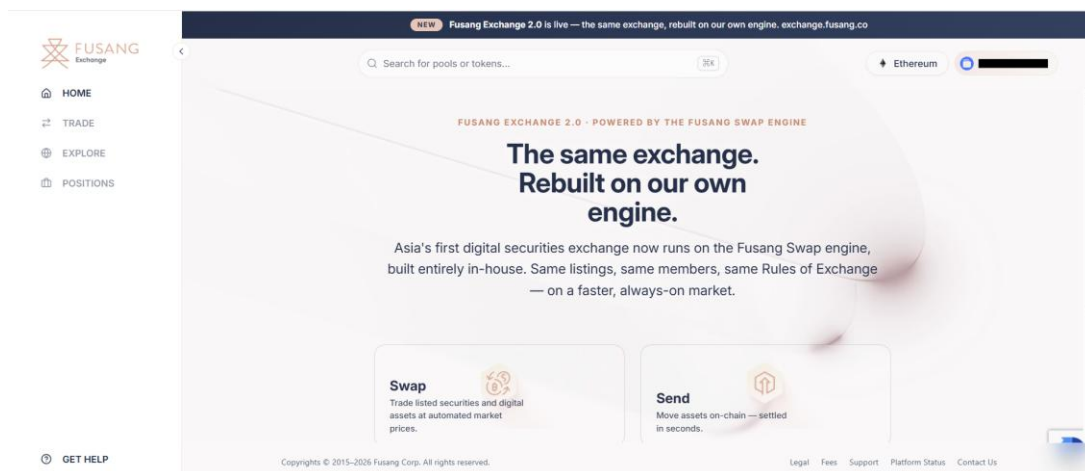
After logging in, you will arrive at the Portfolio page – your main dashboard. It provides an at-a-glance view of your portfolio balance, connected wallets and current asset holdings.



- Wallets — displays all connected wallets (Ethereum, Bitcoin, or other supported wallets). Use the Connect buttons to add new wallets.
- Assets — shows each asset held across your wallets, with current holdings, value, price and allocation percentage.
- The left sidebar provides navigation to Portfolio, Exchange, Deposit, Withdraw and History.

Fusang Exchange

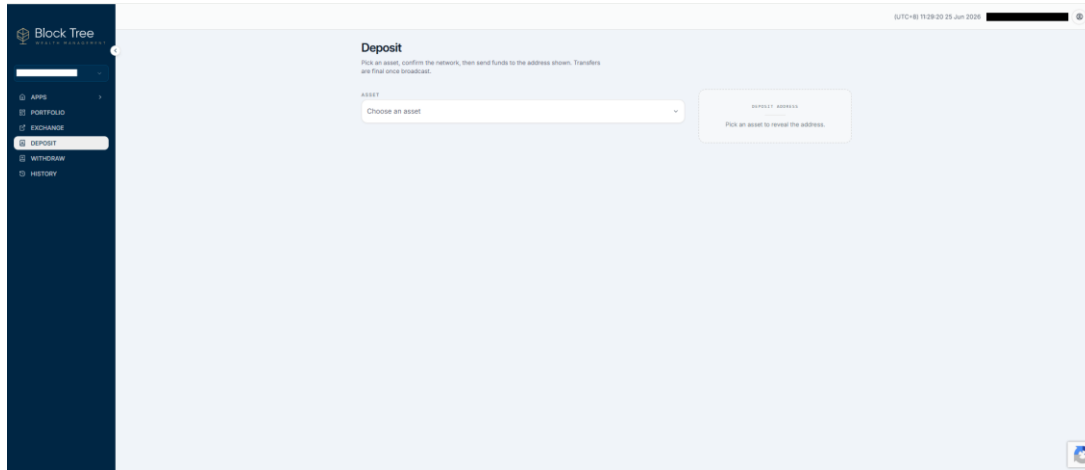
Exchange in the left sidebar will redirect you to the Fusang Exchange platform. From here, you can trade listed securities and digital assets.





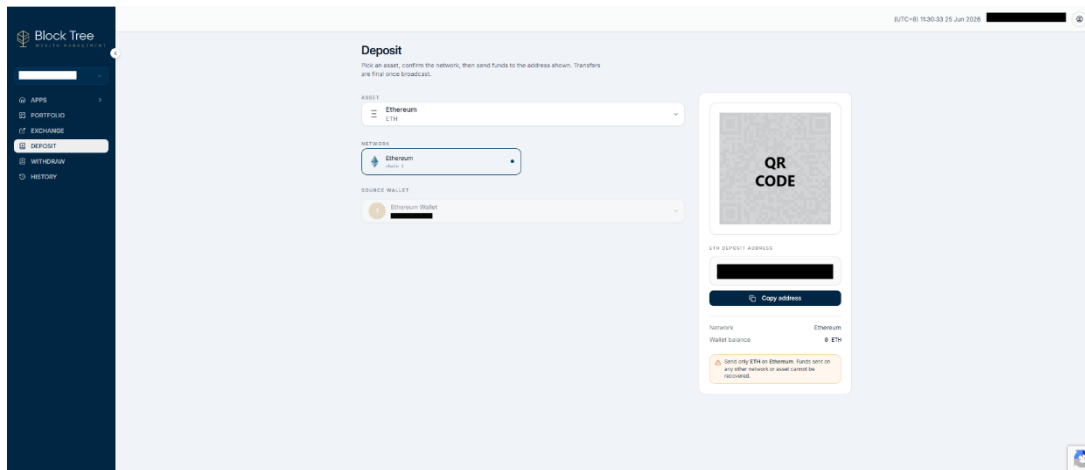
Deposit

Select Deposit from the left sidebar to open the Deposit page. From here, you can fund your wallet by sending assets to your unique deposit address.



To deposit an asset:

- Select the asset you wish to deposit from the Asset dropdown (e.g. Ethereum / ETH).
- Confirm the network — ensure it matches the network you are sending from.
- Your source wallet and deposit address will be displayed, along with a QR code for convenience.
- Click Copy Address to copy your deposit address, then send asset from your external wallet to that address.

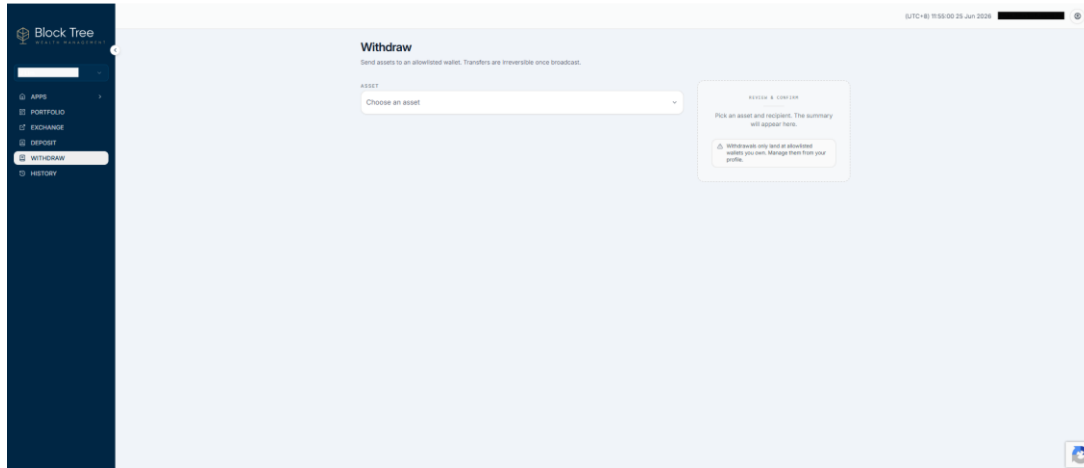


Important: Send only the selected asset on the correct network. Asset sent on an incorrect network **CANNOT** be recovered.



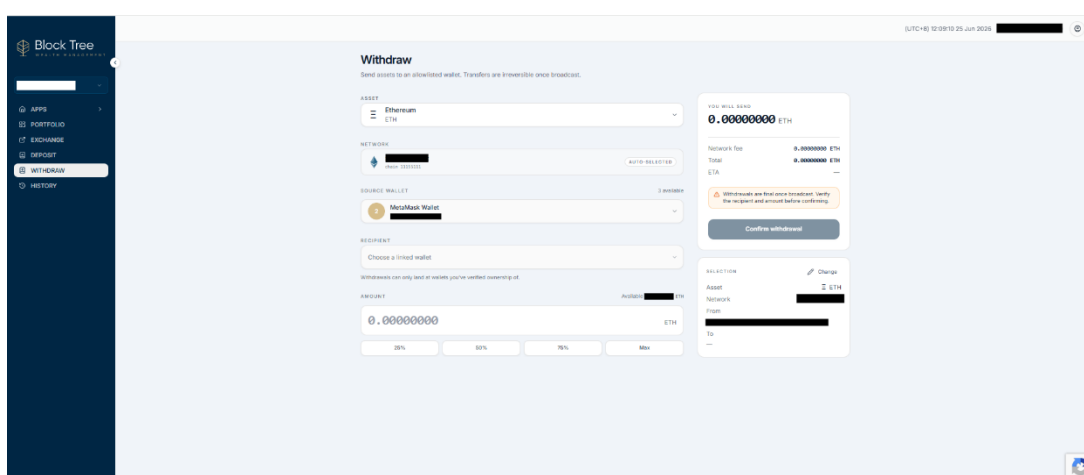
Withdraw

Select Withdraw from the left sidebar to open the Withdraw page. From here, you can send assets from your wallet to a pre-verified recipient wallet.



To withdraw an asset:

- Select the asset you wish to withdraw from the Asset dropdown (e.g. Ethereum / ETH).
- The network is auto-selected based on the asset chosen.
- Select your source wallet to withdraw from.
- Choose a linked recipient wallet. Only wallets you have verified ownership of are eligible to be a recipient wallet.
- Enter the amount, or use the 25%, 50%, 75%, or Max shortcuts.
- Review the summary panel on the right — it shows the amount to send, network fee, and total.
- Click Confirm withdrawal to proceed.

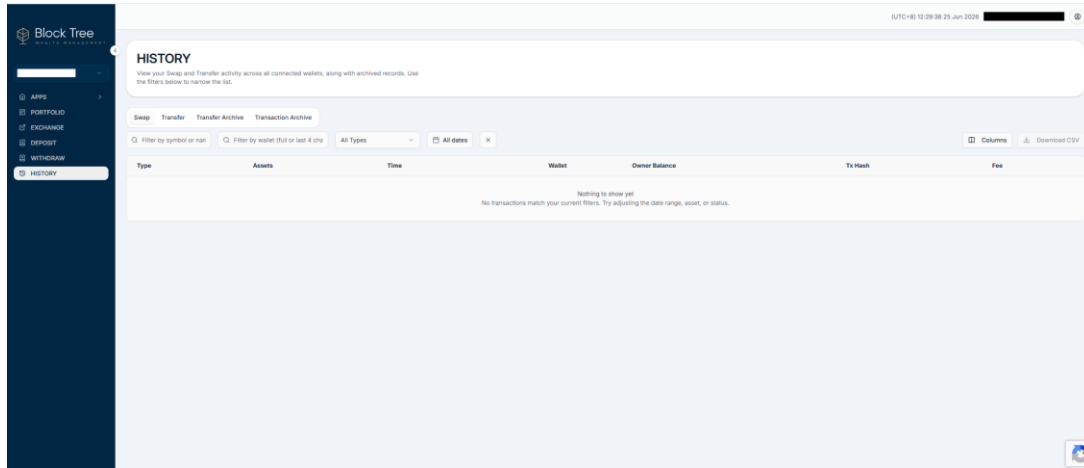


Important: Withdrawals are irreversible once broadcast to the network. Please **VERIFY** the recipient wallet address and amount carefully before confirming.



History

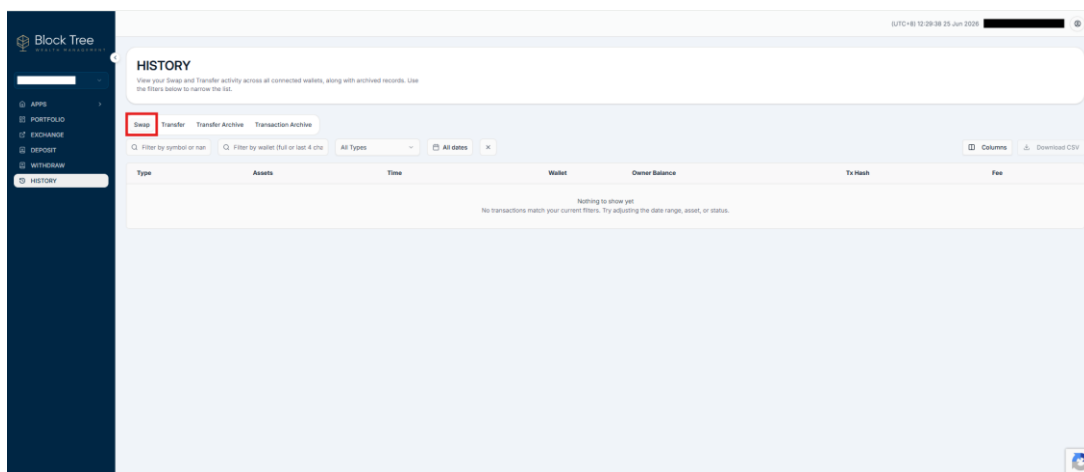
The History page gives you a complete record of your Swap and Transfer activity across all connected wallets, including archived records from previous platforms.



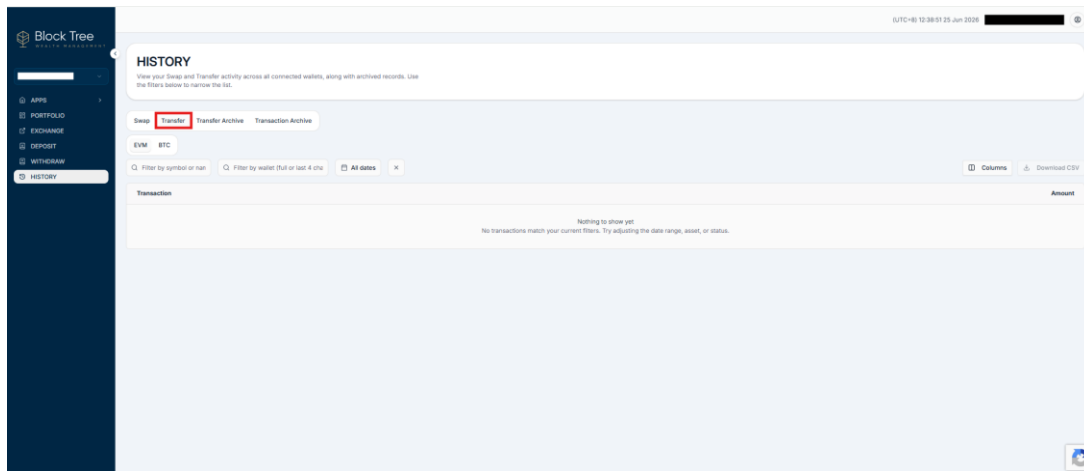
The History page is organised into four tabs:

- Swap — a record of asset swaps executed on Fusang Exchange.
- Transfer — records of on-chain deposits and withdrawals.
- Transfer Archive — older transfer records from the legacy platform.
- Transaction Archive — older transaction records from the legacy platform.

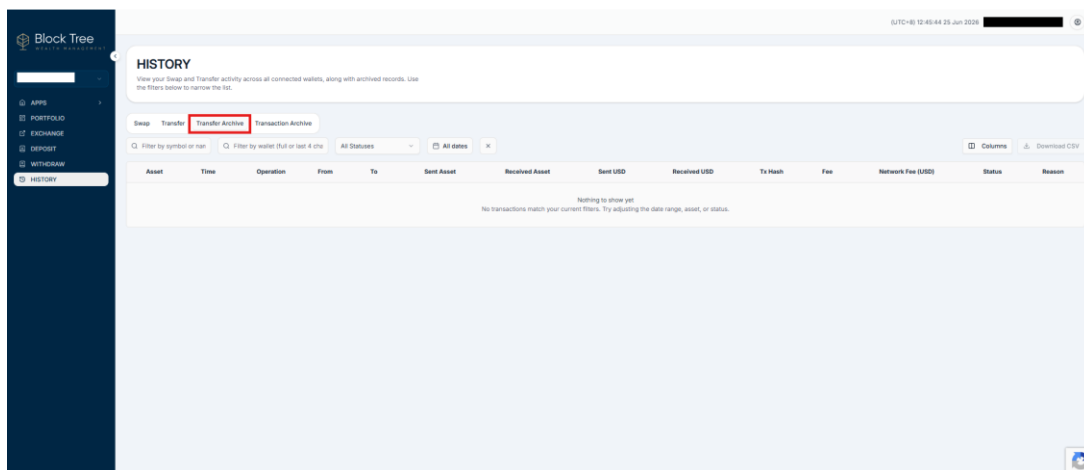
The Swap tab is shown by default. Use the filters to narrow results by symbol, wallet address, transaction type, or date range. You can also customise the visible columns or export the full list as a CSV using the Download CSV button.



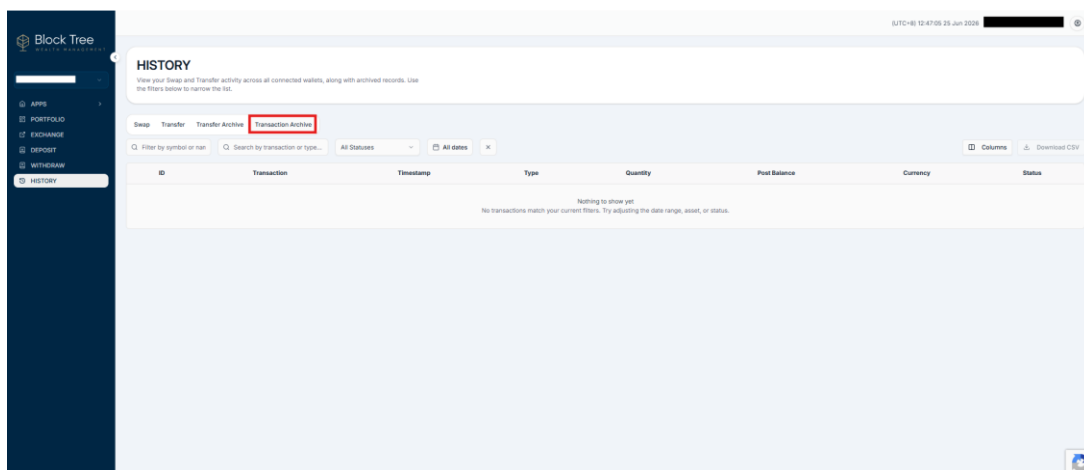
Clicking the Transfer tab displays on-chain deposit and withdrawal records. Unlike the Swap tab, Transfer history includes EVM and BTC sub-filters to narrow results by network and shows Transaction and Amount columns.



The Transfer Archive tab contains older transfer records migrated from the legacy Fusang Vault platform. It provides a more detailed column set including Operation, From/To addresses, Sent and Received Asset, USD values, Tx Hash, Fee, Network Fee, Status, and Reason.



The Transaction Archive tab contains legacy transaction records from the Fusang Exchange platform, displaying ID, Transaction, Timestamp, Type, Quantity, Post Balance, Currency, and Status.





4. Support

If you encounter any issues or have questions about using the Block Tree Application, our Client Support Team is here to help.

- Email: support@blocktree.co
- For account-specific queries, please use your registered email address when reaching out.

We hope this guide has helped you get started with Block Tree. Welcome aboard.