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NIS Ed-Tech Support Guides

# Salary Exchange CMB App

This tech guide will teach you how to do things related to exchange and transfer of money from your Chinese bank account to your overseas bank account.

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**Author(s):**  
**Dr. Shannon H. Doak**



**Nanjing International School**

Xue Heng Lu 8, Xian Lin College and University Town,  
Qi Xia District, NanJing PRC 210023  
Tel: +86 25 8589 9111 / Fax: +86 25 8589 9222

## Setting CMB App to English



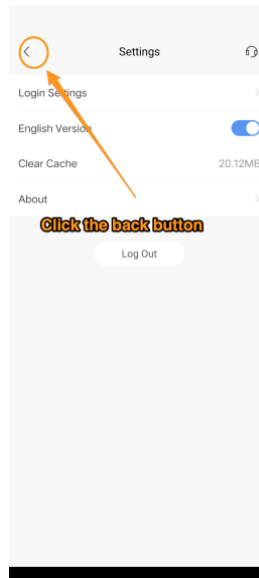
1. Open the CMB App and click on the account icon.
2. Then click the setting icon



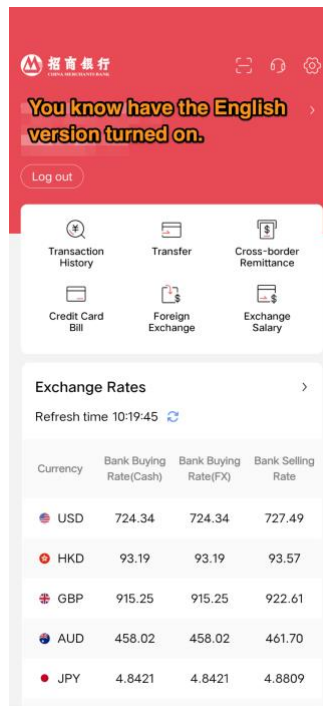
3. Scroll down until you see the English Version toggle.
4. Flip the toggle.



5. This screen will open. Click the back arrow in the upper left of the screen.



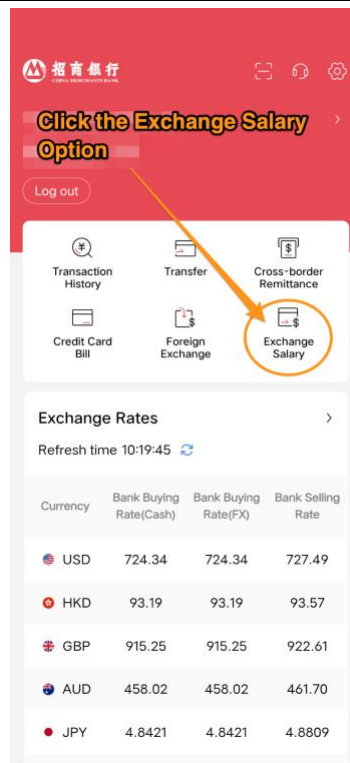
6. Congratulations! You are now operating in the English version of the CMB App.



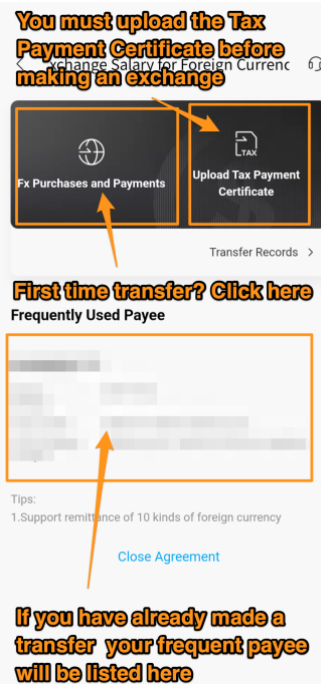
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## Exchanging and Transferring Salary Upload Tax Certificate.

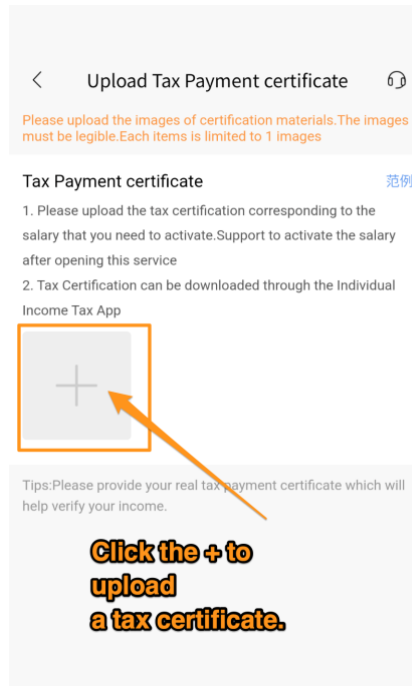
1. Click the Exchange Salary option.



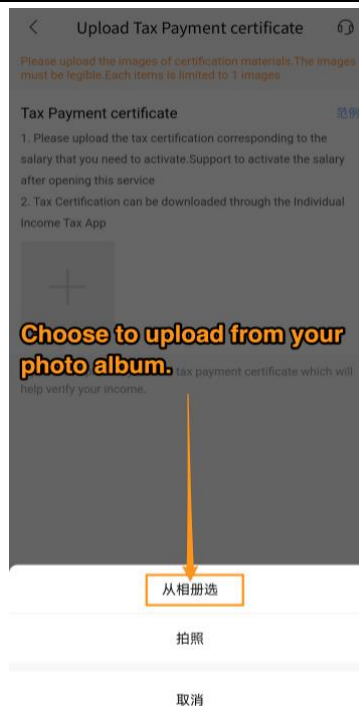
2. Before you can exchange your salary, you must first get the Tax Payment Certificate. Instruction can be found [here](#).
3. To upload the Tax Payment Certificate, click the Upload button.



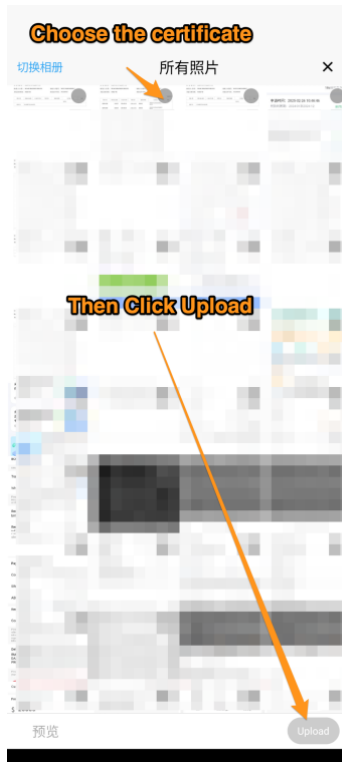
4. Click the + to upload a tax certificate.



5. To upload the Tax Certificate, you downloaded click the choose from album button. This is the top one.  
6. Find the downloaded image and select it.

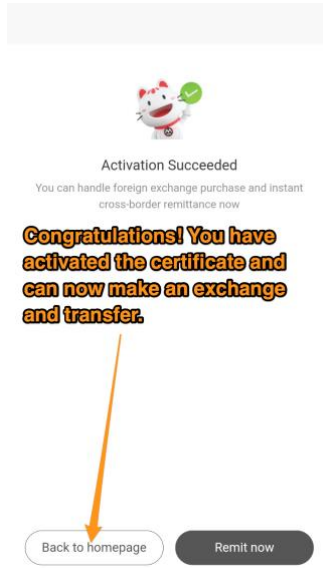


7. Choose the image of the certificate you downloaded then click Upload.



8.

9. This is the confirmation page of the activation of your certificate. You can now proceed with making the exchange and transfer. If you have never done this before, choose remit now. If you have already done one before, choose Back to homepage.



## Exchanging and Transferring Salary Making a Request

There are 4 main steps to do an exchange and transfer request. Input amount, Remitter Information, Payee Information and Declaration Information.

1. The total amount you can request will be at the top of the screen.
2. Choose the currency you want to purchase. (See sub step 7, below)
3. Enter the amount you want to purchase.
4. Choose the transaction account.
5. Select your charge options. (See sub step 8 below)
6. Click Next Steps

change Salary for Foreign Currency

Input Amount Remitter Info Payee Info Declaration Info

Remaining Amount for Fx Purchase(RMB) **1. Check here for amount you can send.**

**2. Choose the currency you want sent**  
Currency USD >

Foreign-currency Amount  
**3. Enter the amount to send.**

Reference Quotation: Estimated Cost: Refresh

Tips:The RMB amount is the reference amount calculated based on the current quotation.The actual RMB amount is subject to the quotation at the time of approval of the FX purchase.

**4. Choose the transaction account**  
Transaction Account >

Charge Options Please select >  
**5. Select your charge options**

Next Step

**When done, click Next Step**

7. The first sub-step for the input amount page is to choose the type of currency you are purchasing. Click the arrow and then scroll to choose your currency.

change Salary for Foreign Currency

Input Amount Remitter Info Payee Info Declaration Info

Remaining Amount for Fx Purchase(RMB) **Step 1. Choose the type of currency you are purchasing.**

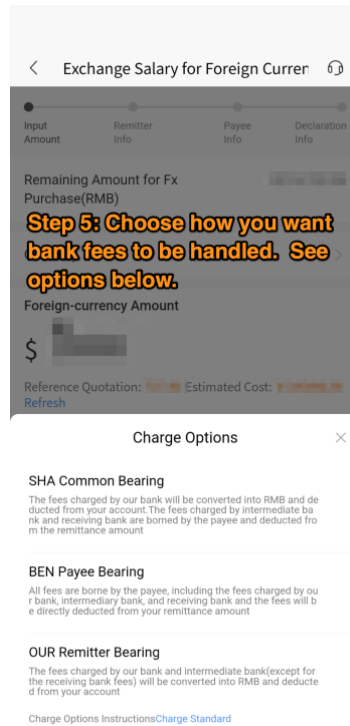
Foreign-currency Amount

Reference Quotation: Estimated Cost: Refresh

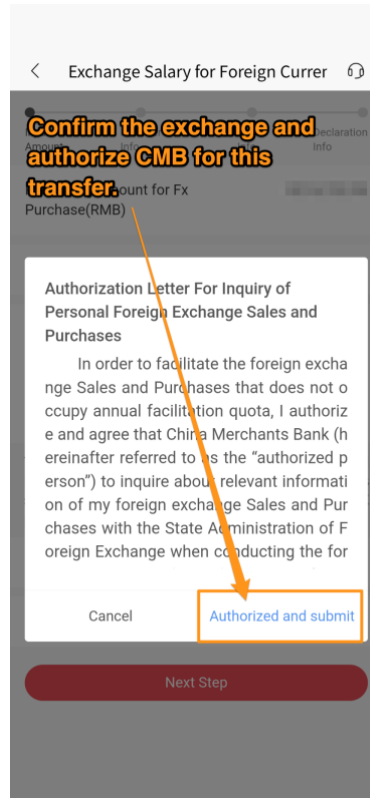
Currency ×

- USD ✓
- HKD
- GBP
- AUD
- JPY
- EUR

8. Before you can submit your request, you will need to also choose how you want the bank fees (From CMB and from your bank back home) handled.



9. After clicking the Next Step button, you will be presented with the authorization letter. Please choose Authorized and submit.




10. The second main step is to fill out the remitter information.
11. To do this please put in your name as it is on your Passport. (Surname then Given) For Example DOE JOHN JIM.
12. Put in your Chinese phone number.
13. Add your house address.
14. Click Next Step

The screenshot shows a mobile application interface for a transaction titled "change Salary for Foreign Currency". At the top, there is a progress bar with four steps: "Input Amount", "Remitter Info", "Payee Info", and "Declaration Info". The "Remitter Info" step is currently active. Below the progress bar, there are input fields for "Name" (Remitter Name), "Phone number" (Contact Telephone), and "House address" (Detailed Address). A red button labeled "Next Step" is visible at the bottom of the form. A note below the address field states: "Please fill in your home address, accurate to the house number, or else you will be contacted smoothly".

**Step 2: Enter Remitter Information.**

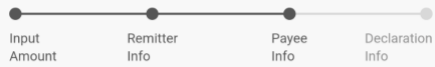


15. The third main step is to fill out the Payee information.
16. Payee Name, Account Number, Country, Address
17. Payee Bank Information. Including Country, SWIFT Code, ABA/FW Number.

If you have question click the  symbol to find out more.

### Step 3: Enter Payee Info

< Change Salary for Foreign Currency 



[Examples](#)

#### Payee Information

Payee's Name  Please enter English name 

Payee's Account Number  In areas like European Uni

Resident Country   Please Select >

#### Detailed Address of Payee

Please enter the English detailed address, including street, city, and country.

0/100

#### Payee's Bank Information

Country/Region  UNITED STATES OF AMER >

SWIFT Code   Please input 

ABA/FW Number   Please enter nine digits.

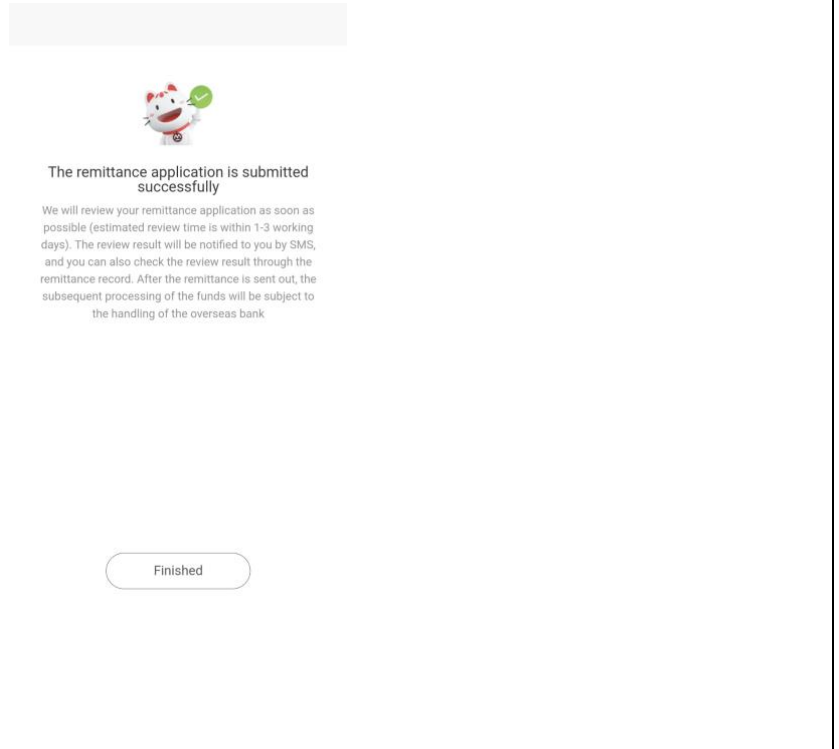
[Can't provide SWIFT code and ABA/FW clearing number?](#)



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24. Congratulations! You have successfully submitted your exchange and transfer request. The estimated time for transfer is 1-3 working days.



## Downloading your Tax Certificate

In this section, we will cover how to find and download your Tax Certificate from the Tax App. It is assumed this app is already installed on your device. It is also assumed that you have already registered with the Tax office. [Instruction here.](#)



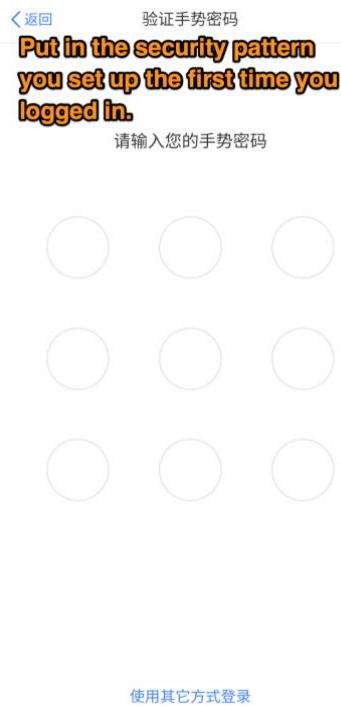
1. Please find can click "办 & 查" (Services & Inquiries)



2. Please find and click "纳税记录开具" (Tax Record Issuance)



3. Please put in your security pattern.



4. Select "开具年月起止月" to enter your Start and End Month
5. Then swipe slider until green with check mark.

< 返回 纳税记录开具

温馨提示：  
 1.根据《国家税务总局公告2018年第55号》的规定，您可申请开具2019年1月及以后的纳税记录；  
 2.每人每天最多可开具三次纳税记录；  
 3.您可以选择注册时所使用的证件或已添加的其他身份证件来开具纳税记录。**Set your date range**  
 4.若您对纳税记录的内容有疑问，请点击[帮助](#)。

证件类型 外国护照

证件号码

**Start**  
 开具年月起 2024-01 >

**End**  
 开具年月止 2024-12 >

**Swipe until green**  
 >>> 请按住滑块，拖动到最右边

生成纳税记录

查看申请记录

6. Click the "生成纳税记录" blue button to generate the Tax Record

< 返回 纳税记录开具

温馨提示：  
 1.根据《国家税务总局公告2018年第55号》的规定，您可申请开具2019年1月及以后的纳税记录；  
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 3.您可以选择注册时所使用的证件或已添加的其他身份证件来开具纳税记录。[去添加其他身份证件](#)  
 4.若您对纳税记录的内容有疑问，请点击[帮助](#)。

证件类型 外国护照

证件号码

开具年月起 2024-01 >

开具年月止 2024-12 >

验证通过

**生成纳税记录**

查看申请记录

**Click to Generate**



7. Find your tax record and then click “保存” to save it to your phone as an image.



8. You can now upload your tax record to the CMB App. [Instruction above.](#)

### Register on the Tax Bureau Website

You must first get a code from the tax office before proceeding. To **Obtain a Tax Registration Code** See step two in the guide provided by accounting.

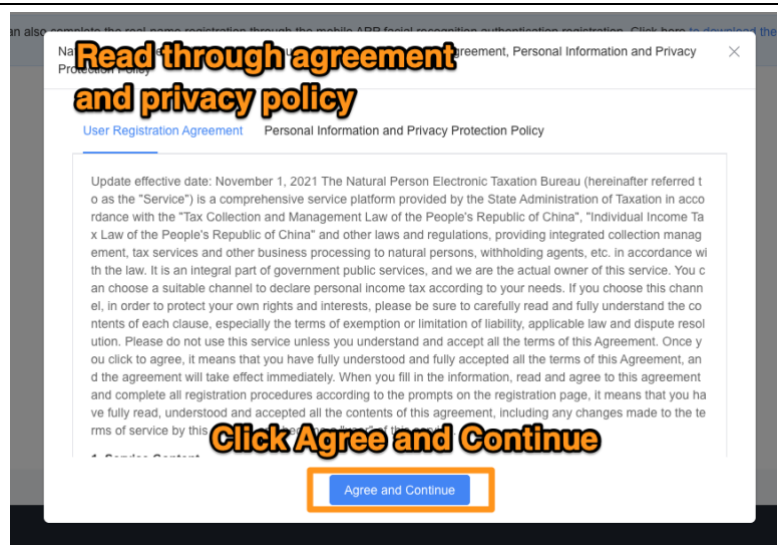
1. Navigate to <https://etax.chinatax.gov.cn>.
2. Use the built in translation feature in your browser



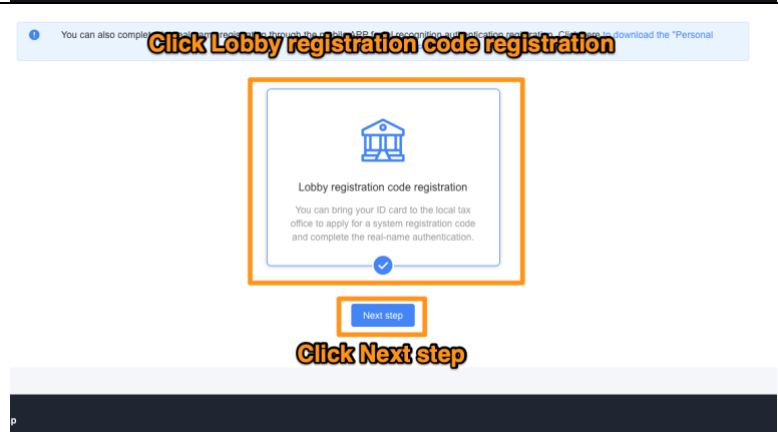
3. Click on Register



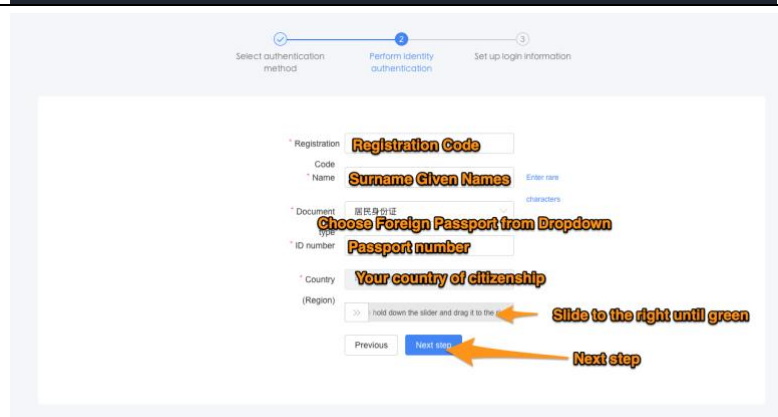
4. Read through the User Registration Agreement and the Personal Information and Privacy Protection Policy
5. Click Agree and Continue



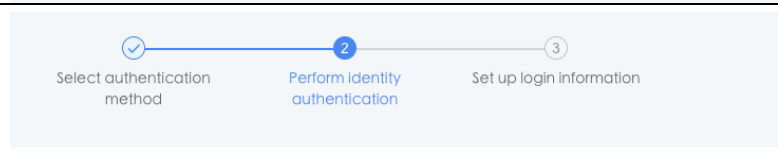
6. Click the big Lobby registration code registration button until the blue check appears at the bottom.
7. Click Next step.



8. Fill in the required information.
9. Slide the slider until green
10. Click next step.



11. In the next step you will need to setup you login information.



12. You can now either download your Tax Certificate here on this website or from the mobile App after you install it.



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