Retailer Manual – NEW Webtool

I. GETTING STARTED

 Open your web browser (MS Internet Explorer recommended) and go to the LoadCentral Webtool website, <u>https://loadcentral.net</u>



- Log in to your retailer account by keying in your assigned username and password. Default password for NEWLY registered account is 123456. Your login credentials will be sent via SMS and /or email.
- 3. Once signed in to your Retailer account, change your passwords IMMEDIATELY. Go to (1) **Profile > (2) Settings > (3) Change Password :**

Money Online	Go Search dashboard Go	Ĝ ØHelp∽	retaileraccount
🖀 Sell Product	User Profile		© Settings 2
Deposit & Payments	Datailar	Security Settings	
🛃 Reports	Retailer		
🐂 Products & Services	LC Username retaileraccount		
♠ Notifications	Business Name		
🔅 Settings 🗸 🗸	Address Austin St Contact Number	Change Password Activate Android	Secure Account
🔋 User Settings	Email Address		
Lockscreen	Birth Date 1988-10-10		
📴 News & Advisories			
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IMPORTANT: Webtool access will be LOCKED if SL password remains in Default after 15 minutes of registration.

4. To change the Webtool password, populate all the fields:

Change Webtool Password ×	
FL/SMS Password	1. Populate the entire field required:
Current Webtool Password New Webtool Password Repeat New Webtool Password	 ✓ FL/SMS Password (default is 123456) ✓ Current Webtool Password (default is 123456) ✓ NEW Webtool Password ✓ Key-in again your NEW Webtool Password to verify
Change Password	2. Click Change Password

NOTE: Retailer account has two 2 passwords:

FL password – for SMS-based transactions;

SL password – for signing in to the LoadCentral Webtool

Things to remember:

- Webtool Password **MUST** be limited from <u>6 to 10 characters</u> ONLY. **Combination of letters and numbers** is allowed.
- When setting NEW passwords, FL and SL password should **NOT** be the same. Otherwise, the account will be LOCKED.
- **Do not** give out login details TO ANYONE.
- Login only at LoadCentral Webtool <u>www.loadcentral.net</u>
- In case you have forgotten your password/s, you can send a RESET password request:
 - If username is mobile number, request will be sent via SMS using the registered mobile number. Follow the format below:

RESET<space>FL/SL send to 09285067310 (CSR TXTHotline)

- o If username is alphanumeric, request will be sent via email at techsupport@loadcentral.com.ph
- Once RESET request has been processed, TEMPORARY password will be **1234567**. Account must be accessed immediately as the temporary password will expire at 12 midnight.

II. SELLING PREPAID PRODUCTS

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🛃 Reports		
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tees a Advisories	Subscriptions	33.30
ull Sales Metrics		Total Earnin
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	11651170 LoadCentral Test ePIN PIN1 123687 PIN2 654552 1 09089914225 2017-06-09 13:25:54 3000000	
	O Last 24 hours View All Transactions If et	et a chance to win Limited Edition em from Overwatch!
f 🗇 🛩 G+ 🏟	Put	rchase Battle.net Pins or Top-up Battle.net Balance with

- 1. Click SELL PRODUCT
- 2. Select a Product Category
- 3. Select a Telco product (if selling e-Load)
- 4. Fill-out the form:
 - a. Click the drop down arrow to select the item to sell or type the product name;
 - b. Enter buyer's cellphone number
 - c. Enter the quantity (default is 1; applicable for e-PIN products ony)
- 5. Click SELL PRODUCT to complete your transaction

III. MONITORING SALES TRANSACTIONS AND EARNINGS

Retailers can generate a detailed sales report of all the transactions within a chosen start and end date.

On the side menu click **REPORTS** > CHOOSE "Start Date" > CHOOSE "End Date" > Click "SUBMIT".

TIP: It is highly recommended to generate transactions daily to track your sales and earnings.

	Search dashboard Go
🔗 Sell Product	Transaction Reports
💼 Deposit & Payments	Select Period:
Reports	START DATE: END DATE:
) Products & Services	

IV. DEPOSIT & PAYMENTS

Retailers can replenish their account thru **bank deposits** (BDO, BPI and Metrobank) or **wireless transfer** (via SmartMoney). Below are the account details:

Account Name: UNIWIZ TRADE SALES, INC.

BDO (SA) – 253-001-333-7 BPI (CA) – 9661-014633 Metrobank (SA) – 055-305-551-7640 SmartMoney – 5577-5113-2164-6117

For FASTER wallet replenishment, **POST** your deposit details at the **DEPOSITS & PAYMENTS** option of the new LoadCentral Webtool for verification:

Deposit & Payments	Post Deposit Details			February 17, 2017
	Select Payment Option*			
🛃 Reports	Banco de Oro (BDO Cash Deposi	t)		-
🏲 Products & Services	Branch Name*		Username / Registered No. *	
△ Notifications			subdealertest	
🗘 Settings <	Branch Code*		Name*	
🖭 News & Advisories	Date*	Time*	Mobile No.*	
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Help and Support	Php			
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When online access is unavailable, you may send your deposit details to Deposit Verification TXTHotline at **09285083355**. To send your details, follow the SMS format below:

DEP<space>NAME<,>userNAME<,>branch<,>branch<,>branch code<,>date<,>time<,>amount

Date: yyyy-mm-dd | Time: use military time

NOTE: Replenishment via TXTHotline <u>may encounter delay</u> due to telco signal strength.

In case you need to follow-up on the status of your deposit details, you may send an email at <u>admin@loadcentral.com.ph</u> or call us at **(+632) 441-2414** then press '**1**'

REMINDER:

LoadCentral will **NEVER** ask you to login your account to other website **EXCEPT** <u>www.loadcentral.net</u>

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