I.   GETTING STARTED
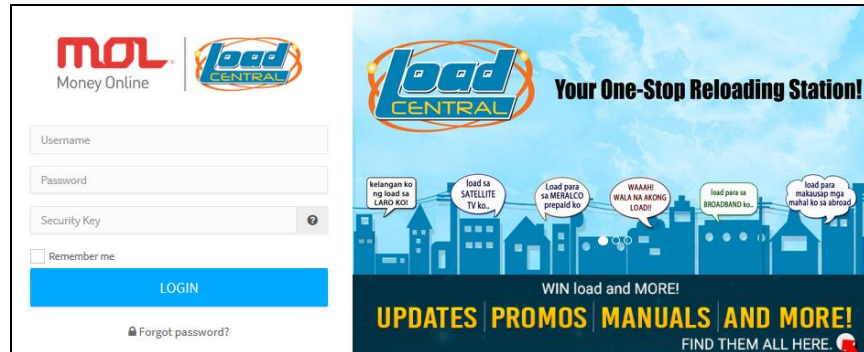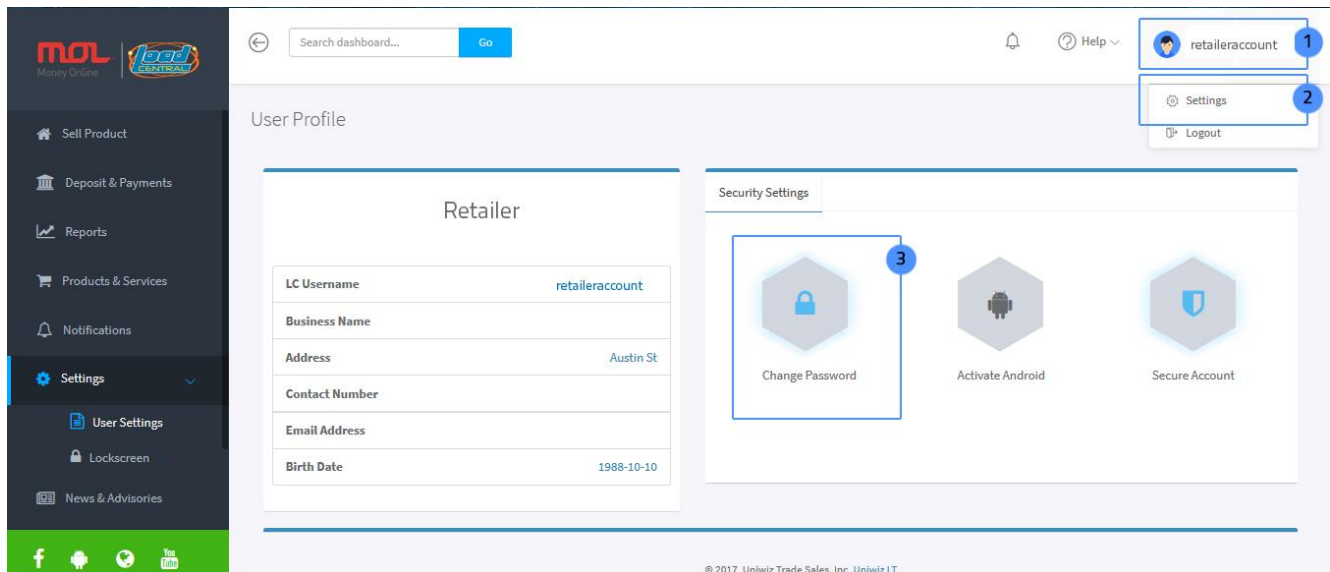
1. Open your web browser (MS Internet Explorer recommended) and go to the LoadCentral Webtool website, https://loadcentral.net

2. 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 :**

   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

Current Webtool Password

New Webtool Password

Repeat New Webtool Password

Change Password

1. Populate the entire field required:

   ✓ FL/SMS Password *(default is 123456)*
   ✓ Current Webtool Password *(default is 123456)*
   ✓ NEW Webtool Password
   ✓ Key-in again your NEW Webtool Password to verify

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

<mark>*Things to remember:*</mark>

- 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 www.loadcentral.net
- 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)

    - 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

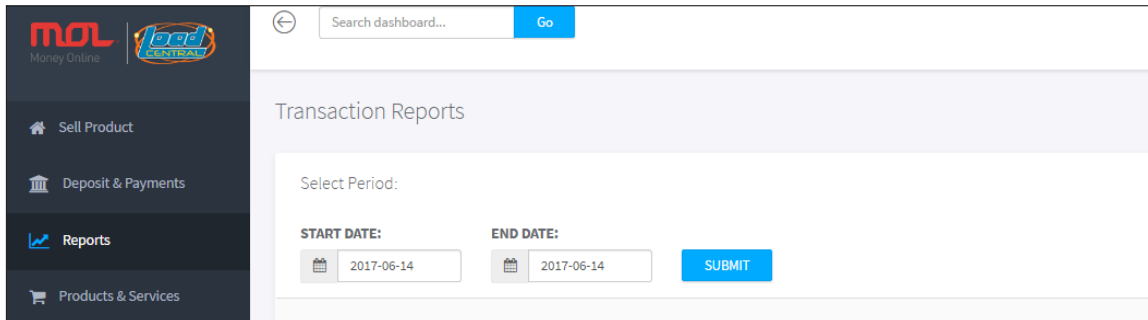
1. Click SELL PRODUCT

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.

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:
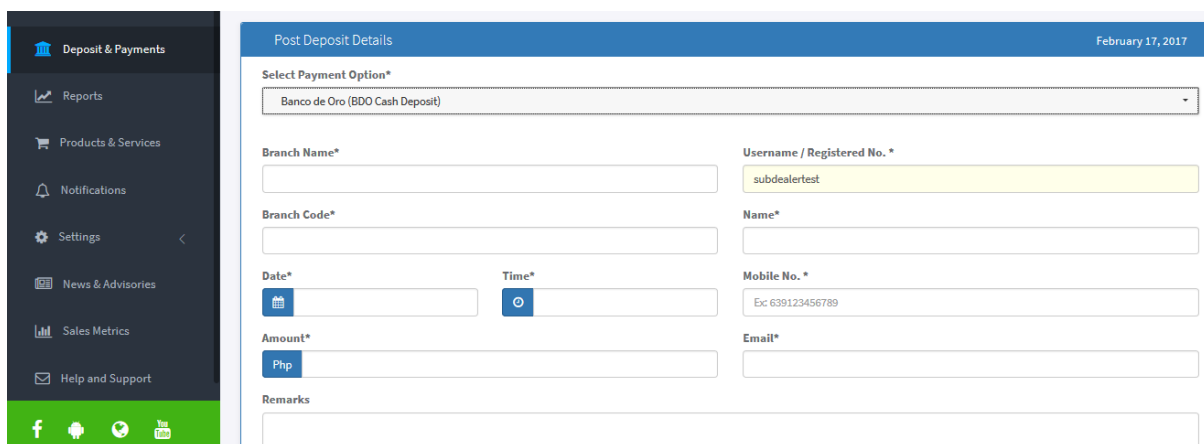

Account Name: **UNIWIZ TRADE SALES, INC.**

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:

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<,>bank<,>branch<,>branch code<,>date<,>time<,>amount

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

NOTE: *Replenishment via TXTHotline **may encounter delay** 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 **admin@loadcentral.com.ph** or call us at **(+632) 441-2414** then press '**1**'

REMINDER:

- LoadCentral will **NEVER** ask you to login your account to other website **EXCEPT** www.loadcentral.net

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LOGIN ONLY at LoadCentral Webtool

www.loadcentral.net

DOWNLOAD Retailer Manuals:

bit.ly/LC_Downloadables

Visit LoadCentral Website:

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WATCH Retailer Video Guides:

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