

Bill Payment - Portal USER guide



Getting Started

Login Page



1 Enter your USER NAME and PASSWORD

2 Click LOGIN

Dashboard

MPay agent Admin 1		כ								2	Sign Ou
Branch Management	В	ran	ich List					MAIN NAVIGATI	ION > Brand	ch Management	Branch List
Branch List											
System Management	5		ompany Balance: RM	10000.00							
System Administrator	E	Bran	ch List								
I≣ Change Password	3	CSV	Excel 4								
		ID	Branch ID	Branch Name	Branch Phone No	Branch Email	Balan	ice (RM)	Action		
		1	9001121299999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.com	2194.	.00	N	∕iew Terminal	
										Transfer Fund	
									Vi	ew Transaction	
	s	howi	ng 1 to 1 of 1 entries								
		Prev	vious 1 Next								

1 Menu List

- 2 Click to sign out from the portal.
- 3 Click to to download CSV file for branch list.
- 4 Click to to download Excel file for branch list.
- **5** Company's available balance.



Transfer Fund To Selected Branch

1 Select TRANFER FUND

MPay agent Admin	=								Sign Out
Branch Management	Brar	nch List					MAIN NAVIGA	TION > Branch Management	Branch List
🖹 Branch List									
System Management	c	Company Balance: RM	10000.00						
System Administrator	Brar	nch List							
Change Password	CSV	/ Excel							
	Searc	sh:							
	ID	Branch ID	Branch Name	Branch Phone No	Branch Email		Balance (RM)	Action	
	1	900112129999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.c	com	2194.00	View Terminal	
							1	Transfer Fund	
								View Transaction	
	Show	ring 1 to 1 of 1 entries							
	Pre	wious 1 Next							
	-								

2 Enter amount to transfer and select SUBMIT.

MPay agent Admin	=						Sign Out
Branch Management	Branch List	Transferring fund to branch		×	MAIN NAVIG	ATION - Branch Management - Br	ranch List
Branch List		Company Balance : RM	10000.00	- 1			
System Management	Company Balance: RM	Branch Name :	uteemeens brench 1	_			
🔳 System Administrator	Branch List		vicompany branch i	_			
III Change Password	CSV Excel Search:	Amount to transfer: RM	0.00				
	ID Branch ID		2 Submit	Close	Balance (RM)	Action	
	1 900112129999				2194.00	View Terminal	
						Transfer Fund	
						View Transaction	
	Showing 1 to 1 of 1 entries						
	Previous 1 Next						

3 Select OK.

MPay agent Admin			Sign Out
Branch Management	×		ranch List
Branch List	Are You Sure To Transfer RM 20 To vtcompany branch 1 ?		
System Management			
📕 System Administrator	Зок		
🔲 Change Password			
	Submit Close		



View Branch Transaction List Select VIEW TRANSACTION.

MP ay agent Admin	≡							Sign Ou
Branch Management	Branch List					MAIN NAVIGA	TION > Branch Management >	Branch Lis
🖹 Branch List								
System Management	Company Balance: RM	10000.00						
System Administrator	Branch List							
E Change Password	CSV Excel Search:							
	ID Branch ID	Branch Name	Branch Phone No	Branch Email		Balance (RM)	Action	
	1 900112129999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.co	m	2194.00	View Terminal Transfer Fund View Transaction	
	Showing 1 to 1 of 1 entries Previous 1 Next							

MPay agent Admin							Sign Out
Branch Management	Trans	saction List				MAIN NAVIGATION	> Transaction List
Branch List							
System Management							
IIII System Administrator IIIII Change Password	Trans csv Search	Excel					
	ID	Transaction Type	Credit amount	Debit amount	Transaction Date	Reference No.	Notes
	1	Fund Transfer In	20.00		2019-11-01 16:42	90051	
	2	Fund Transfer In	1000.00		2019-11-01 16:42	90036	
	Showin Previ	g 1 to 2 of 2 entries					

(i) Select **CSV** to download CSV file for branch transaction list.

(iii) Select **Excel** to download Excel file for branch transaction list.



Transfer Fund To Selected Terminal

1 Select **VIEW TERMINAL**

MPay agent Admin										Sign Out
Branch Management	Brai	nch List					MAIN NAVIGA	ATION > B	ranch Management >	Branch List
🖹 Branch List										
System Management		Company Balance: RM	10000.00							
System Administrator	Brai	nch List								
Change Password	CSV	/ Excel								
	Searc	oh:								
	ID	Branch ID	Branch Name	Branch Phone No	Branch Email		Balance (RM)	Action		
	1	9001121299999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.c	om	2194.00			
									Transfer Fund	
									View Transaction	
	Show	ving 1 to 1 of 1 entries								
	Pro	evious 1 Next								

2 Select TRANSFER FUND.

MPay agent Admin	=								Sign Out
Branch Management	Terr	ninal List				MAIN NAVIGATION	Branch Management	Branch List > Te	erminal List
🖹 Branch List		Dennels Deleners DM							
System Management		branch balance: RM	2194.00						
E System Administrator	Terr	minal List							
I≣ Change Password	CSV Sear	/ Excel							
	ID	Terminal Serial	Terminal Name	Terminal Phone No	Terminal ID	Balance (RM)	Action		
	1	1234455667	vtcompt1	600012344554	vtcompt1	1407.00	2 Trans View Tr	fer Fund ransaction	
	Shov	wing 1 to 1 of 1 entries evicus 1 Next							

MP ay agent Admin	=				Sign Out
Branch Management	Terminal List	Transferring fund to termina	L	×	N -> Branch Management -> Branch List -> Terminal List
🖹 Branch List	Pronch Palance: PM	Branch Balance : RM	2194.00	_	
System Management	branch balance. Rw	Terminal Name :	vtcompt1		
I≣ System Administrator	Terminal List	Amount to transfer: RM	20		
III Change Password	CSV Excel Search:				
	ID Terminal Serial		3	Submit Close nce (RM)	Action
	1 1234455667			.00	Transfer Fund
					View Transaction
	Showing 1 to 1 of 1 entries				
	Previous 1 Next				



Transfer Fund To Selected Terminal (Cont.)

4 Select OK to proceed.

	× (AN 94		
	Are You Sure To Transfer RM 20 To vtcompt1 ?		
	4 or		
	Submit Close		



View Terminal's Transaction List

1 Select VIEW TERMINAL

MPay agent Admin									Sign Out
Branch Management	Brar	nch List					MAIN NAVIGA	TION > Branch Managemen	a > Branch List
🖹 Branch List									
System Management	C	Company Balance: RM	10000.00						
System Administrator	Brar	nch List							
Change Password	CSV	/ Excel							
	ID	Branch ID	Branch Name	Branch Phone No	Branch Email		Balance (RM)	Action	
	1	900112129999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.c	om	2194.00	View Termina	
								Transfer Fund	
								View Transaction	on
	Show	ing 1 to 1 of 1 entries							
	Pre	rvious 1 Next							

2 Select VIEW TRANSACTION.

MPay agent Admin	=								Sign Out
Branch Management	Terr	ninal List				MAIN NAVIGATION	Branch Management > E	Branch List >	Terminal List
Branch List		101 01							
System Management	E	sranch Balance: RM	2194.00						
System Administrator	Terr	ninal List							
I Change Password	CSV	Excel							
	Searc	:h:							
	ID	Terminal Serial	Terminal Name	Terminal Phone No	Terminal ID	Balance (RM)	Action		
	1	1234455667	vtcompt1	600012344554	vtcompt1	1407.00	Transfe	er Fund	
							2 View Tra	ansaction	
	Show	ing 1 to 1 of 1 entries							
	Pre	vious 1 Next							



- **(i)** Select **CSV** to download CSV file for branch transaction list.
- Excel to download Excel file for branch transaction list.



Create New Admin



1 Select '**System Administrator**'.

2 Select 'Create Admin'.

Administrator Administrator System Administrator List MAIN NAVGATION System Management System Administrator System Administrator System Admi	MPay agent Admin	=						Sig
Branch List Image: Second Se	anch Management	Admin	istrator System Admini	strator List			MAIN NAVIGATION 🖂 S	System Management 🔗 System Adminis
Administrator Administrator Account List Search View Vi) Branch List							
System Administrator Administrator Account List Change Password Status Status Action 10 User ID Email User Name Status Action 2 Administrator admingemail.com Admin Active View 2 Admin admingemail.com Admin Active View 3 Naurah anarah.qistinagimpsb.net User Name Status Action 10 User ID Email User Name Status Action 3 Naurah Imail User Name Status Action 3 Sof 3 entries Email User Name Status Action	stem Management							2 Create Adm
Share Password State of entries Status Action In User ID Email Omage Password Someone Active View 1 Username email@email.com Someone Active View 2 Admin admin@email.com Admin Active View 3 Navah navah.gistina@mpsb.net User Name Status Active View 1D User ID Email User Name User Name Status Action	System Administrator	Admini	strator Account List					
ID User ID Email User Name Status Actor 1 Username email@email.com Somoone Active View 2 Admin admin@email.com Admin Active View 3 Navah navah.gistina@mpsb.net Navah Active View 1 User ID Email User Name Status Active	Change Password	Show 10) \$ entries		Search:			
1 Username email@email.com Someone Active View 2 Admin admin@email.com Admin Active View 3 Navah navah.qistina@mpsb.net Navah Active View 1D User Do Email User Name Status Active		ID	User ID	Email		User Name	Status	Action
2 Admin admin@email.com Admin Active View 3 Naurah naurah.gistina@mpsb.net Naurah Active View 10 User ID Email User Name Status Action		1	Username	email@email.com		Someone	Active	View
3 Naurah naurah qistina@mpsb.net Naurah Active View ID User ID Email User Name Status Active		2	Admin	admin@email.com		Admin	Active	View
ID User ID Email User Name Status Action Showing 1 to 3 of 3 entries Previous 1 Next.		3	Naurah	naurah.qistina@mpsb.net		Naurah	Active	View
Showing 1 to 3 of 3 entries Previous 1 Next		ID	User ID	Email		User Name	Status	Action
		Showing '	1 to 3 of 3 entries		Previous 1 Next			

3 Key in the details and select **'Create Admin'**.

								Sign Out
anch Management	Administra	ator syste	Create Portal Administrator		×	MAIN NAVIGATION	System Management	System Administrator
			Name :	someone's name	ור			
			Ferril .					Create Admin
	Administrato	or Account	Entail .	admin@mail.com				
	Show 10 ¢ er	ntries	Login ID :	Username				
	ID	User ID	Employee Number :	abc-1234		Status	Action	
	No data availab	ole in table			- 1			
	ID	User ID				Status	Action	
	Showing 0 to 0 o	f 0 entries		3 Create Admin Cl	ose			
				Previous Next				

4 Select '**OK**' to proceed.

					Sign Out-
			×		System Administrator
	Successful				
					Create Admin
		4	ок		
	Loginio .	Username			
	Employee Number :	abc-1234			
		Create Admin C	lose		



Assign Branch Administrator



1 Select '**System Administrator**'.

MP ay agent Admin								Sig
ich Management	Admin	istrator System A	dministrator List			MAIN NAVIGATION	 System Management 	 System Adminis
Branch List								
em Management								Create Admir
system Administrator	Admini	strator Account Lis	t					
Change Password	Show 10) \$ entries		Search:				
	ID	User ID	Email		User Name	Status	Action	
	1	Username	email@email.com		Someone	Active	2 Vi	ew
	2	Admin	admin@email.com		Admin	Active	Vi	ew
	3	Naurah	naurah.qistina@mpsb.net		Naurah	Active	Vi	ew
	ID	User ID	Email		User Name	Status	Action	
	Showing '	1 to 3 of 3 entries		Previous 1 Next				

3 Select **'Manage Branch'**.

				_			
Admir	nistrator syste	View Portal Administrator		×	MAIN NAVIGATION	System Management	System Administrator
		Login ID :	Username				
		Nome					
Admin	istrator Account	Name .	Someone				
Show 1	0 ¢ entries	Email :	email@email.com				
ID	User ID	Employee Number :	abc-123		Status	Action	
1	Username				Active	Vie	ew
2	Admin	3 Manage Branch	Disable Admin Update Admin Info	Close	Active	Vie	w
3	Naurah				Active	Vie	w
ID	User ID	Email	User Nan	ne	Status	Action	
Showing	1 to 3 of 3 entries		Previous 1 Next				

4 Select '**OK**' to proceed.

	Assign Branch Administrator		×		
	vtcompany branch 1				
		4 Update Admin Branch	Close		
	cman.	email@email.com			
	Employee Number :	abc-123			
		400120			
	Manage Branch	Disable Admin Update Admin Info	Close		



Update Admin Info

	001000	• , • . • .
2	Select	'View'.

1 Select 'System Administrator'.

		200						-
nch Management	Admii	nistrator System	n Administrator List			MAIN NAVIGATION	System Management	 System Adminis
Branch List								Create Admi
tem Management	Admin	introtor Account I	int					
System Administrator	Admin	Istrator Account L	ISL					
Change Password	Show 1	0 \$ entries		Search:				
	ID	User ID	Email		User Name	Status	Action	
	1	Username	email@email.com		Someone	Active	2 Vi	ew
	2	Admin	admin@email.com		Admin	Active	Vi	ew
	3	Naurah	naurah.qistina@mpsb.net		Naurah	Active	Vi	ew
	ID	User ID	Email		User Name	Status	Action	
	Showing	1 to 3 of 3 entries		Previous 1 Next				
	_							

3 Amend admin details and select 'Update Admin Info'.

Admir	nistrator system	View Portal Administrator		×	MAIN NAVIGATION	System Management	System Administrator
		Login ID :	Username				
		Marrie					
Admin	istrator Account	Name :	Someone				
Show 1	0 ‡ entries	Email :	email@email.com				
ID	User ID	Employee Number :	abc.123		Status	Action	
1	Username		400120		Active	Vi	ew
2	Admin	Manage Branch	Disable Adr 3 Update Admin Info	Close	Active	Vi	ew.)
3	Naurah				Active	Vi	ew:
ID	User ID	Email	User	Name	Status	Action	
Showing	1 to 3 of 3 entries		Previous 1 Next				



Change Password

1 Select 'Change Pasword'.

MPay a										Sign Out
anch Manag	gement	Admin	istrator System Admi	nistrator List			MAIN NAVIGATION	System Management	System Ad	Iministrator
) Branch Lis										
ystem Mana	gement								Create A	Admin
E System A	dministrator	Admini	strator Account List							
Change P	assword	Show 10) ‡ entries		Search:					
		ID	User ID	Email		User Name	Status	Action		
		1	Username	email@email.com		Someone	Active	Vi	ew	
		2	Admin	admin@email.com		Admin	Active	Vi	ew	
		3	Naurah	naurah.qistina@mpsb.net		Naurah	Active	Vi	ew	
		ID	User ID	Email		User Name	Status	Action		
		Showing	1 to 3 of 3 entries		Previous 1 Next]				_

2 Enter the old password and new password and select 'Change'.

MPay agent Admin				Si
Branch Management	Administrator Change System Administrator Password		MAIN NAVIGATION > System Management > Char	nge Pa
Branch List	Change Password			
System Management	1.1.0			
System Administrator	Login ID :	vtcompany@gmail.com		
Change Password	Old Password :	abc!@1234		
	New Password :	abcl@1234		
	2 Change			

4 Select 'OK' to proceed.

Branch Management Administrator Char System Management System Management	
Branch List Change Password Successfully change password.	
System Management	
System Administrator	
Change Bassword	
New Password :	
Charge	