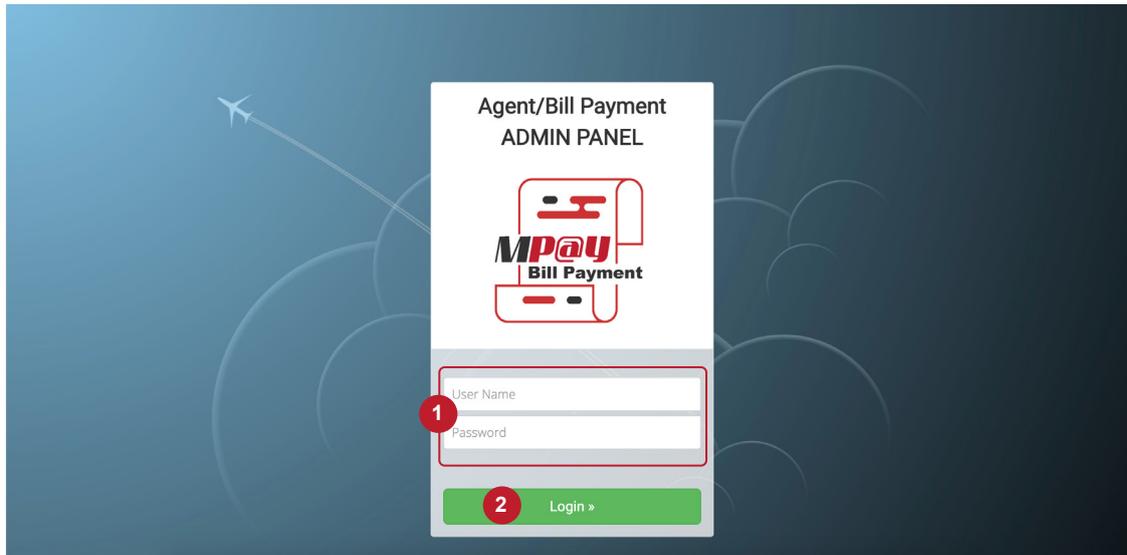**MP@y**

Simple - Trusted - Complete

Bill Payment - Portal
user guide

Getting Started

Login Page

1   Enter your **USER NAME** and **PASSWORD**

2   Click **LOGIN**

Dashboard

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**

2   Enter amount to transfer and select **SUBMIT**.

3   Select **OK**.

View Branch Transaction List

1 Select **VIEW TRANSACTION.**

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

ii. Select **Excel** to download Excel file for branch transaction list.

Transfer Fund To Selected Terminal

1 Select **VIEW TERMINAL**

2 Select **TRANSFER FUND**.

3 Enter amount to transfer then select **SUBMIT**.

Transfer Fund To Selected Terminal (Cont.)

4 Select **OK** to proceed.
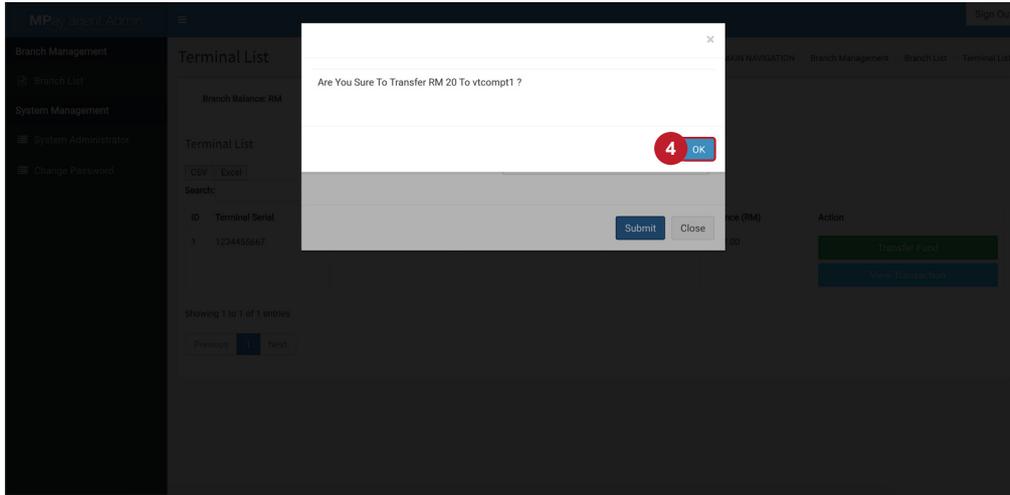
View Terminal's Transaction List

1 Select **VIEW TERMINAL**

2 Select **VIEW TRANSACTION**.

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

ii. Select **Excel** to download Excel file for branch transaction list.

Create New Admin

1 Select '**System Administrator'.**
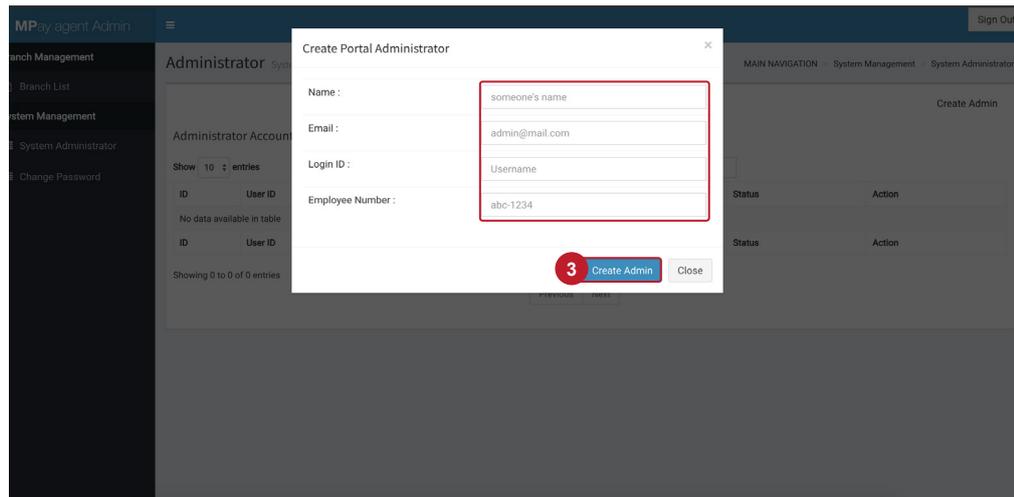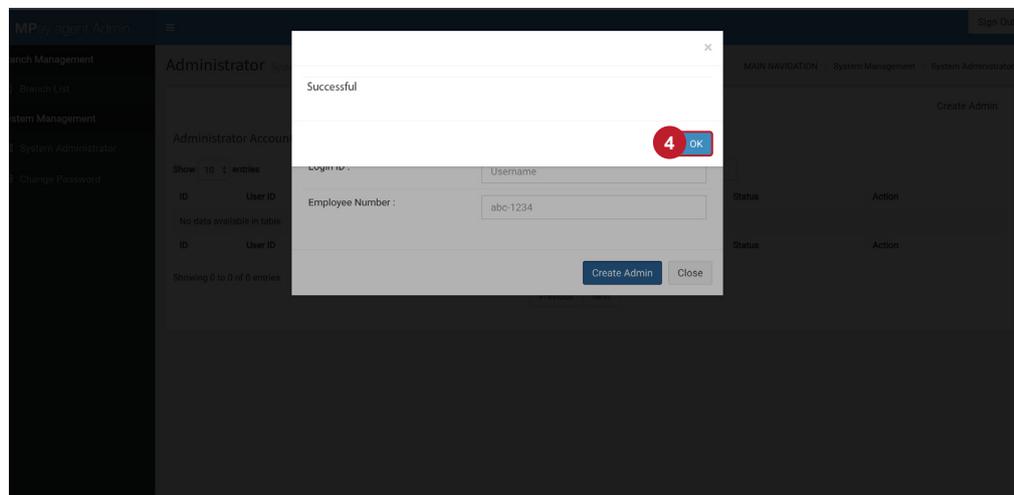
2 Select **'Create Admin'**.
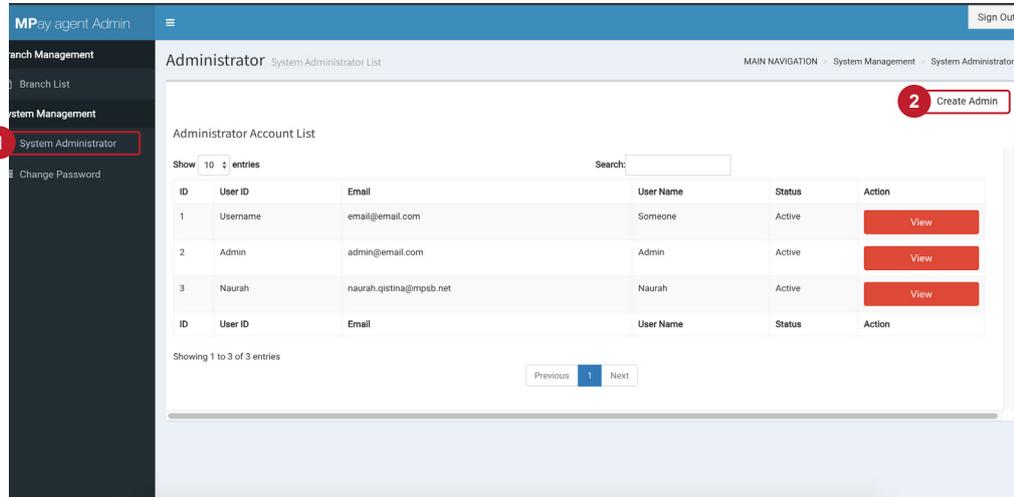
3 Key in the details and select **'Create Admin'**.

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

Assign Branch Administrator

1 Select '**System Administrator'.**
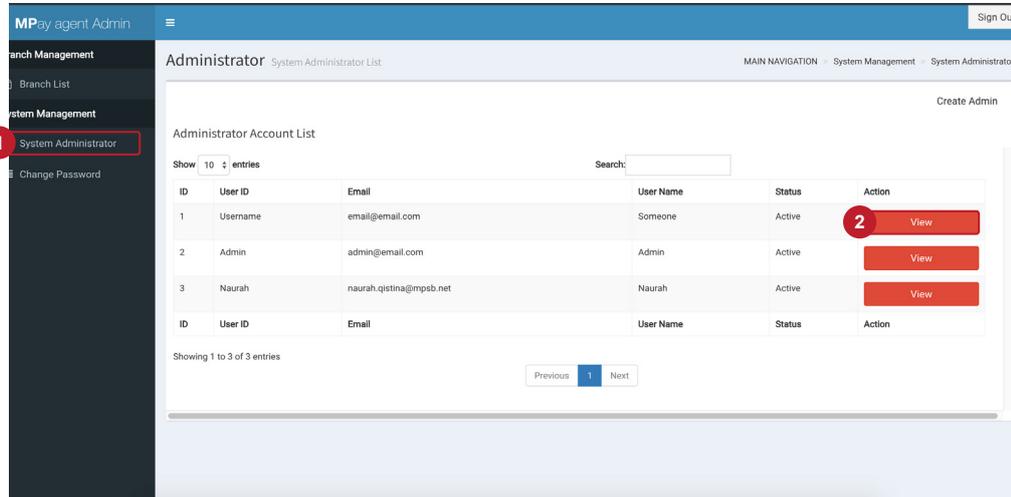
2 Select **'View'**.

3 Select **'Manage Branch'**.
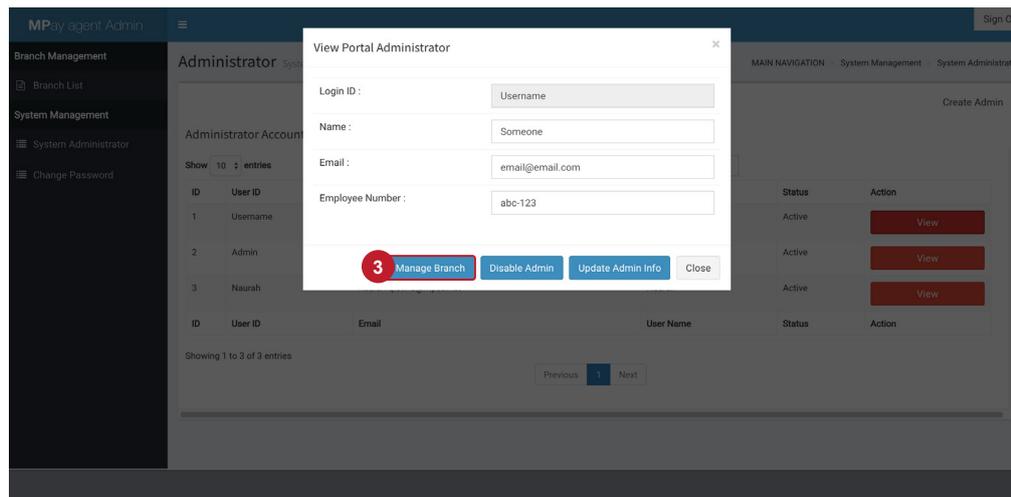
4 Select **'OK'** to proceed.
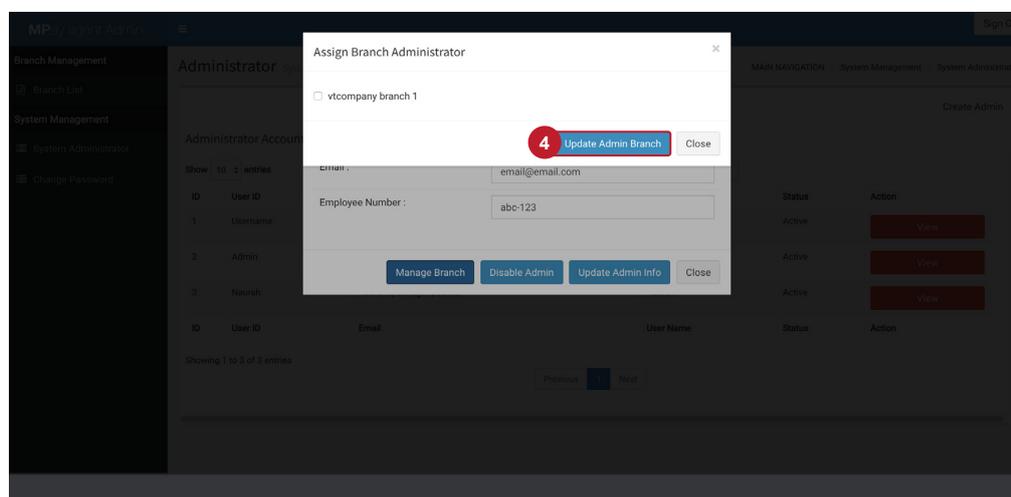
Update Admin Info

1 Select '**System Administrator'.**

2 Select **'View'**.

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

Change Password

1 Select '**Change Pasword'.**
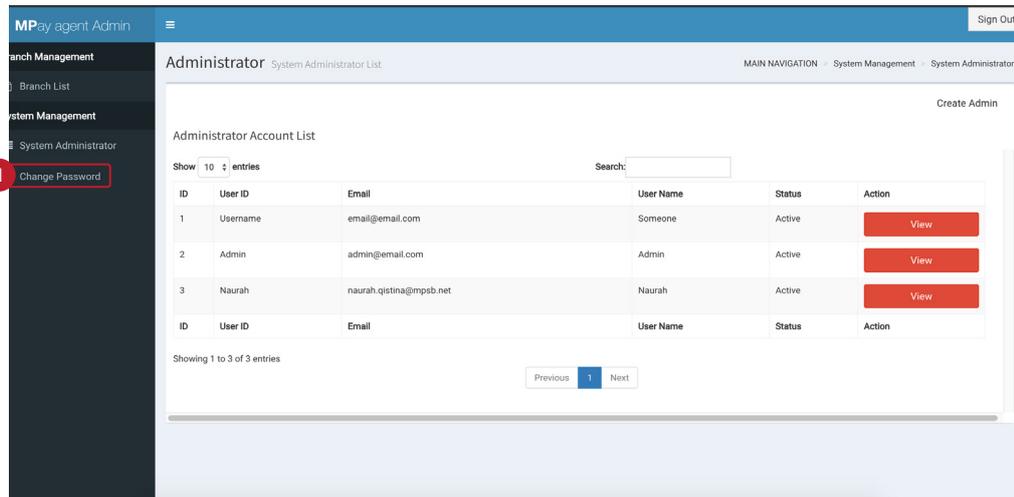
2 Enter the old password and new password and select **'Change'**.

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