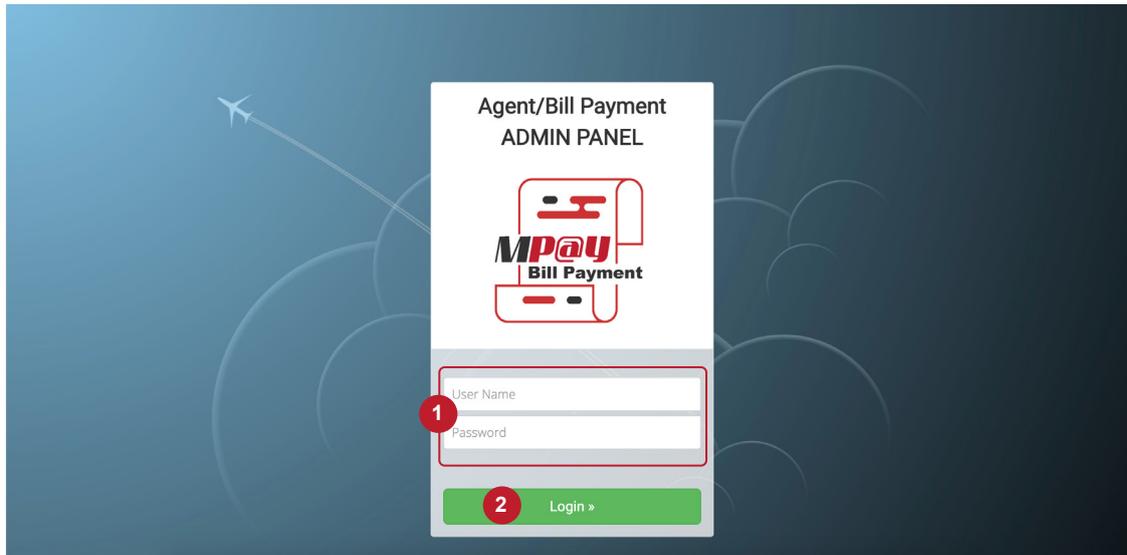


Bill Payment - Portal
user guide

Getting Started

Login Page



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

2 Click **LOGIN**

Dashboard

MPay agent Admin 1 2 Sign Out

Branch Management

- Branch List

System Management

- System Administrator
- Change Password

Branch List

Company Balance: RM 10000.00

Branch List

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.com	2194.00	View Terminal Transfer Fund View Transaction

Showing 1 to 1 of 1 entries

Previous 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 **TRANSFER FUND**

The screenshot shows the 'Branch List' page in the MPay agent Admin system. At the top, there is a 'Company Balance: RM' field with the value '10000.00'. Below this is a table with the following data:

ID	Branch ID	Branch Name	Branch Phone No	Branch Email	Balance (RM)	Action
1	900112129999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.com	2194.00	View Terminal Transfer Fund (highlighted with a red circle '1') View Transaction

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons.

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

The screenshot shows a modal dialog titled 'Transferring fund to branch'. It contains the following fields:

- Company Balance : RM: 10000.00
- Branch Name : vtcompany branch 1
- Amount to transfer: RM: 0.00

At the bottom right of the dialog, there is a red circle '2' next to the 'Submit' button.

3 Select **OK**.

The screenshot shows a confirmation modal dialog with the text: 'Are You Sure To Transfer RM 20 To vtcompany branch 1 ?'. At the bottom right, there is a red circle '3' next to the 'OK' button.

View Branch Transaction List

- 1 Select **VIEW TRANSACTION**.

MPay agent Admin

Branch Management

Branch List

System Management

System Administrator

Change Password

Company Balance: RM 10000.00

Branch List

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.com	2194.00	View Terminal Transfer Fund 1 View Transaction

Showing 1 to 1 of 1 entries

Previous 1 Next

MPay agent Admin

Branch Management

Branch List

System Management

System Administrator

Change Password

Transaction List

Transaction List

CSV Excel

Search:

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	

Showing 1 to 2 of 2 entries

Previous Next

- 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**

The screenshot shows the 'Branch List' page in the MP@Y agent Admin system. The page header includes 'MP@Y agent Admin' and 'Sign Out'. The left sidebar contains 'Branch Management' and 'System Management' sections. The main content area shows a 'Branch List' table with columns: ID, Branch ID, Branch Name, Branch Phone No, Branch Email, Balance (RM), and Action. A red circle with the number 1 highlights the 'View Terminal' button in the Action column for the first entry.

ID	Branch ID	Branch Name	Branch Phone No	Branch Email	Balance (RM)	Action
1	900112129999	vtcompany branch 1	60000011122	vtcompany_b1@gmail.com	2194.00	View Terminal Transfer Fund View Transaction

2 Select **TRANSFER FUND.**

The screenshot shows the 'Terminal List' page in the MP@Y agent Admin system. The page header includes 'MP@Y agent Admin' and 'Sign Out'. The left sidebar contains 'Branch Management' and 'System Management' sections. The main content area shows a 'Terminal List' table with columns: ID, Terminal Serial, Terminal Name, Terminal Phone No, Terminal ID, Balance (RM), and Action. A red circle with the number 2 highlights the 'Transfer Fund' button in the Action column for the first entry.

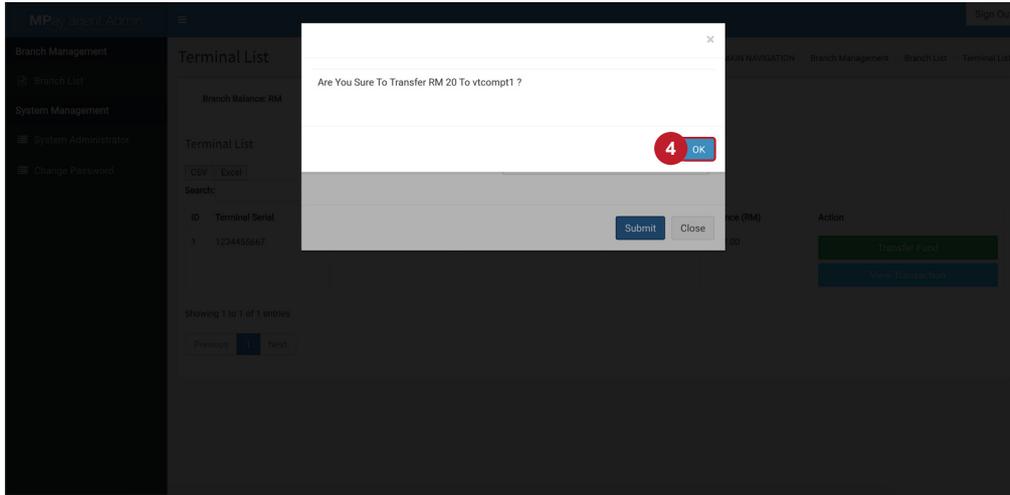
ID	Terminal Serial	Terminal Name	Terminal Phone No	Terminal ID	Balance (RM)	Action
1	1234455667	vtcompt1	600012344554	vtcompt1	1407.00	Transfer Fund View Transaction

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

The screenshot shows a modal dialog titled 'Transferring fund to terminal' overlaid on the Terminal List page. The dialog contains the following fields: 'Branch Balance : RM' (2194.00), 'Terminal Name :' (vtcompt1), and 'Amount to transfer: RM' (20). A red circle with the number 3 highlights the 'Submit' button at the bottom of the dialog.

Transfer Fund To Selected Terminal (Cont.)

4 Select **OK** to proceed.



View Terminal's Transaction List

1 Select **VIEW TERMINAL**

The screenshot shows the 'Branch List' page in the MP@Y agent Admin system. The page includes a sidebar with navigation options like 'Branch Management' and 'System Management'. The main content area displays a table of branches. The first row in the table has the following data:

ID	Branch ID	Branch Name	Branch Phone No	Branch Email	Balance (RM)	Action
1	900112129999	vtcompany branch 1	6000011122	vtcompany_b1@gmail.com	2194.00	View Terminal Transfer Fund View Transaction

A red circle with the number 1 highlights the 'View Terminal' button in the 'Action' column of the first row.

2 Select **VIEW TRANSACTION**.

The screenshot shows the 'Terminal List' page in the MP@Y agent Admin system. The page displays a table of terminals. The first row in the table has the following data:

ID	Terminal Serial	Terminal Name	Terminal Phone No	Terminal ID	Balance (RM)	Action
1	1234455667	vtcompt1	600012344554	vtcompt1	1407.00	Transfer Fund View Transaction

A red circle with the number 2 highlights the 'View Transaction' button in the 'Action' column of the first row.

The screenshot shows the 'Transaction List' page in the MP@Y agent Admin system. The page displays a table of transactions. The first two rows in the table are:

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	

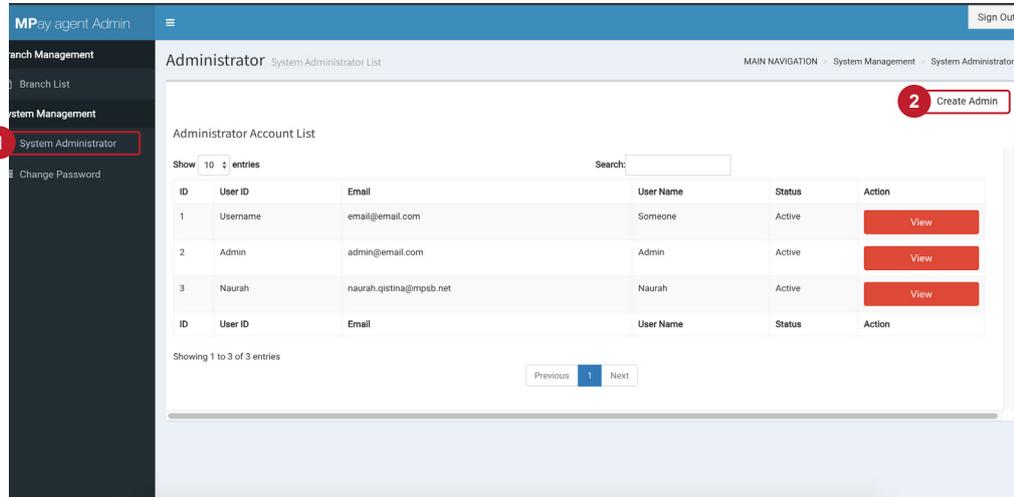
Red circles with 'i.' and 'ii.' highlight the 'CSV' and 'Excel' buttons in the top left of the table area, respectively.

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

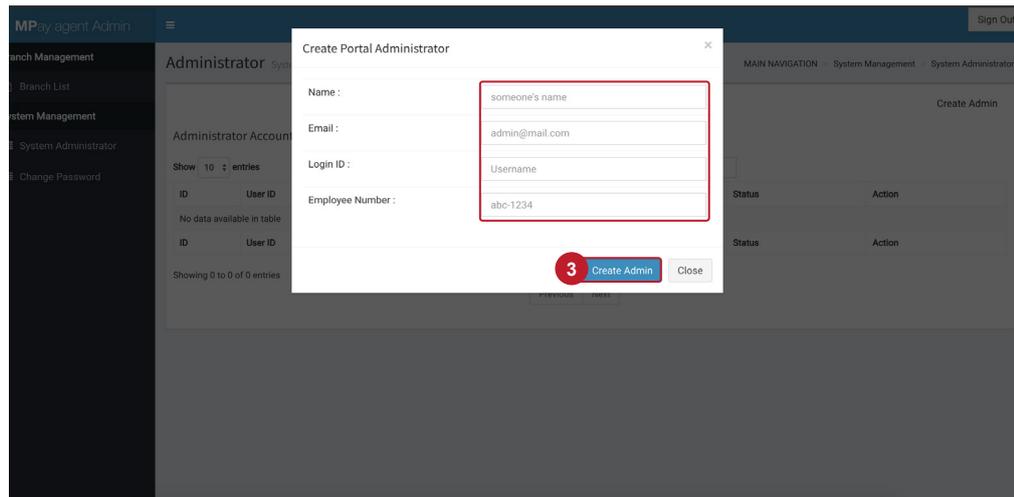
ii. Select **Excel** to download Excel file for branch transaction list.

Create New Admin

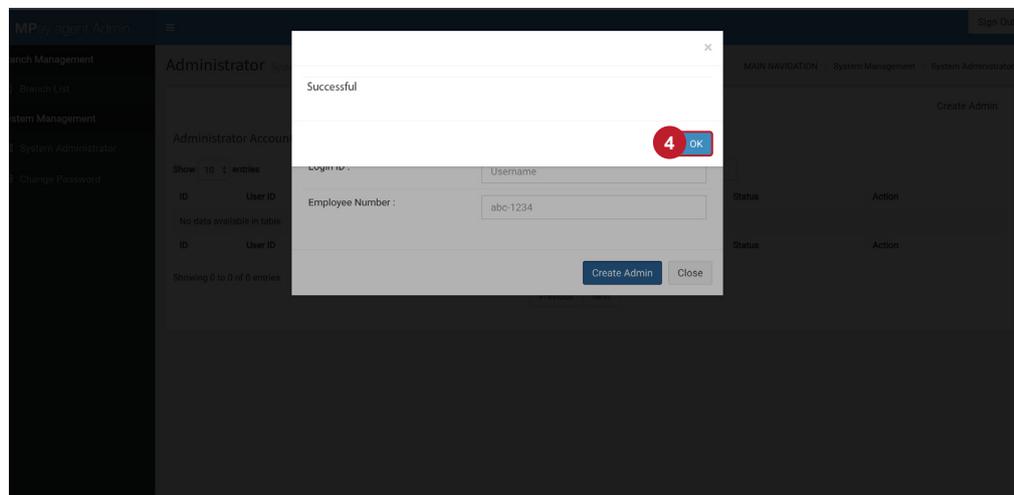
- 1 Select 'System Administrator'.
- 2 Select 'Create Admin'.



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

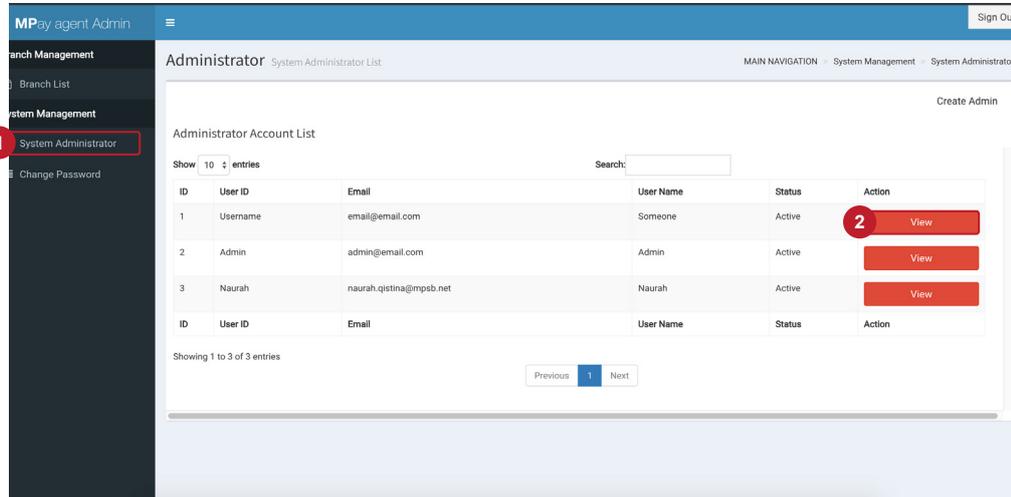


- 4 Select 'OK' to proceed.

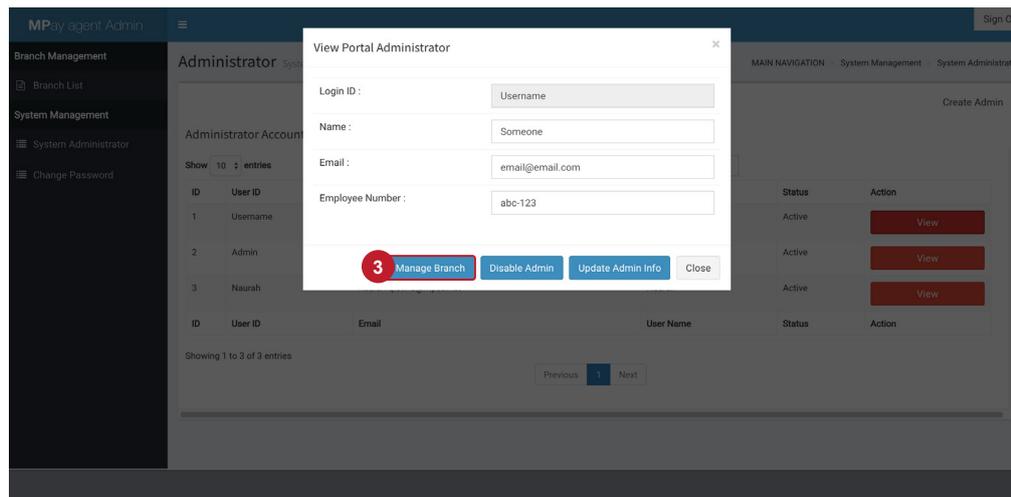


Assign Branch Administrator

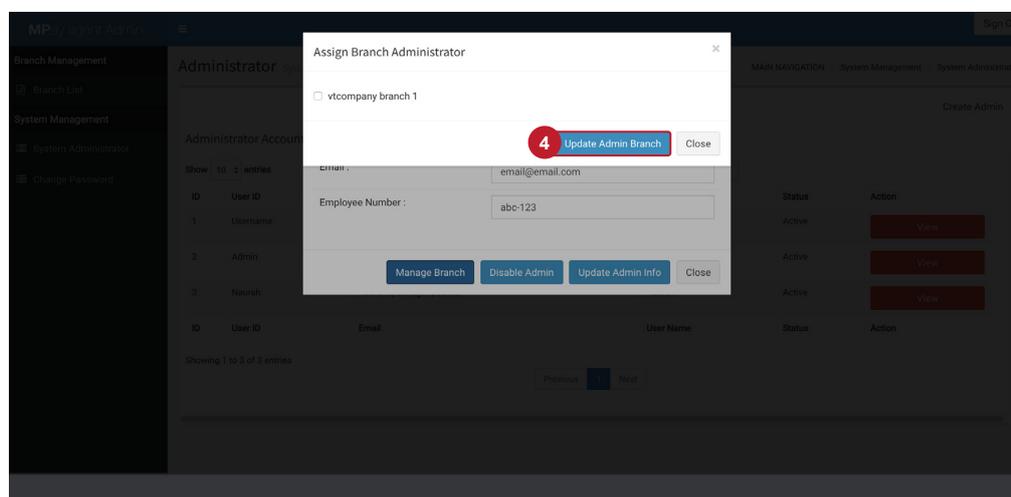
- 1 Select 'System Administrator'.
- 2 Select 'View'.



- 3 Select 'Manage Branch'.



- 4 Select 'OK' to proceed.



Update Admin Info

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

The screenshot shows the 'Administrator System Administrator List' page. The left sidebar has 'System Administrator' highlighted with a red circle '1'. The main content area displays a table of administrator accounts. The first row has a red circle '2' over the 'View' button.

ID	User ID	Email	User Name	Status	Action
1	Username	email@email.com	Someone	Active	View
2	Admin	admin@email.com	Admin	Active	View
3	Naurah	naurah.qjstina@mpsrb.net	Naurah	Active	View

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

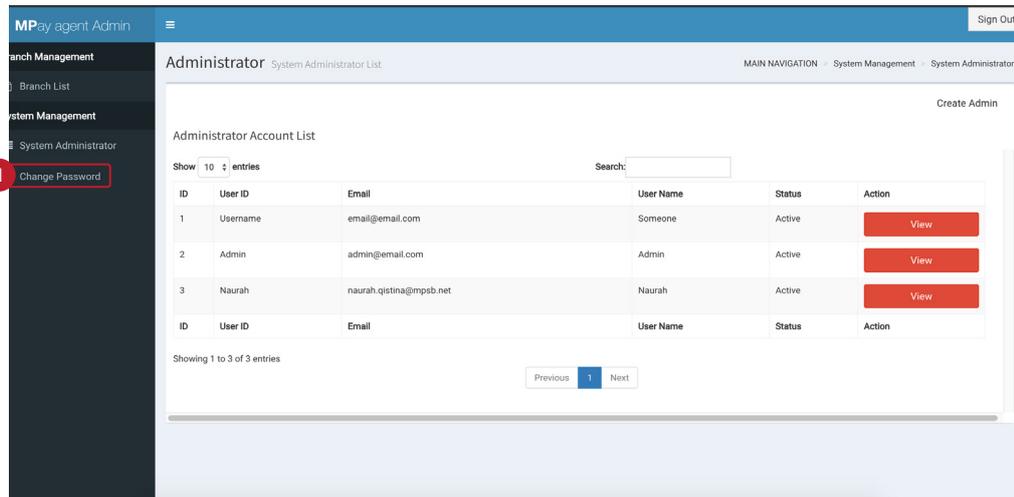
The screenshot shows the 'View Portal Administrator' modal form. The 'Update Admin Info' button is highlighted with a red circle '3'.

Login ID :	<input type="text" value="Username"/>
Name :	<input type="text" value="Someone"/>
Email :	<input type="text" value="email@email.com"/>
Employee Number :	<input type="text" value="abc-123"/>

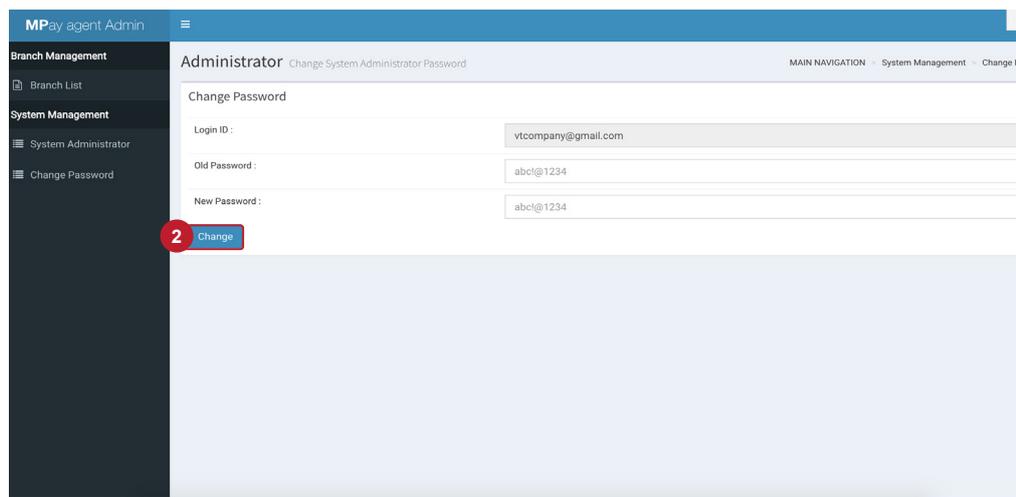
Buttons: Manage Branch, Disable Adm, Update Admin Info, Close

Change Password

- 1 Select 'Change Password'.



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



- 4 Select 'OK' to proceed.

