

# ACTIVATING YOUR PAY PORTAL



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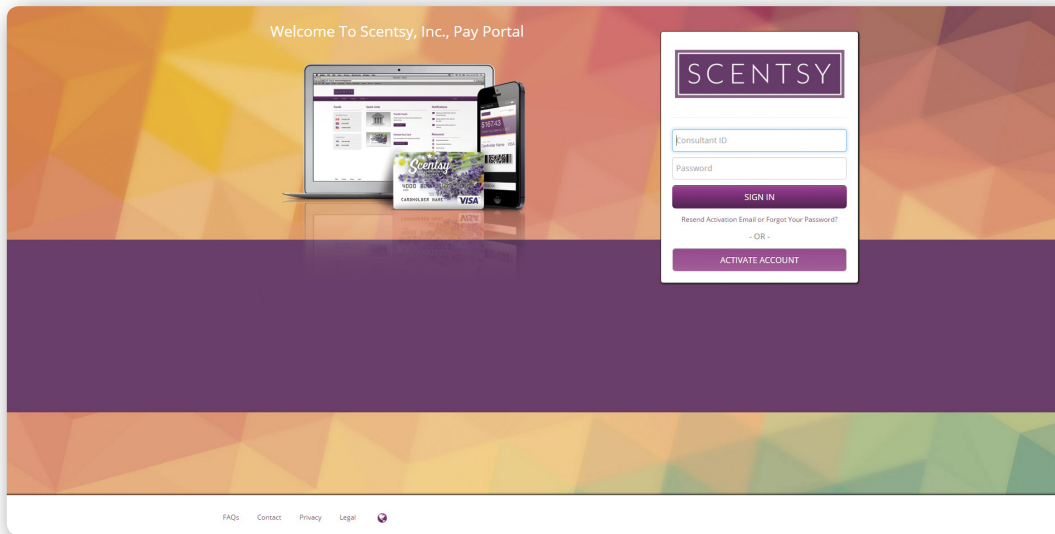
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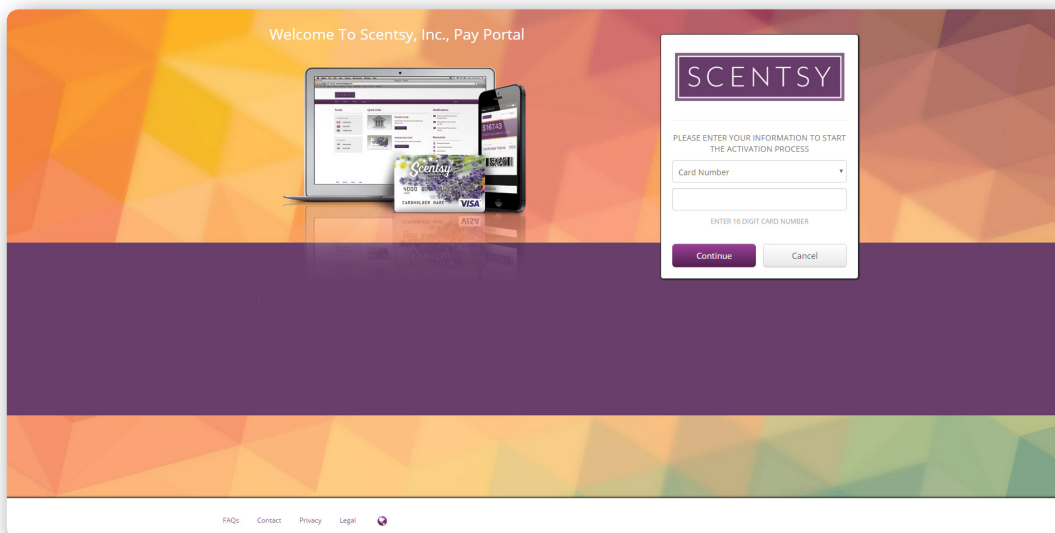
# Activating Your Pay Portal Account

Welcome to your Pay Portal. You will need to activate your account in order to receive your first commission payment.

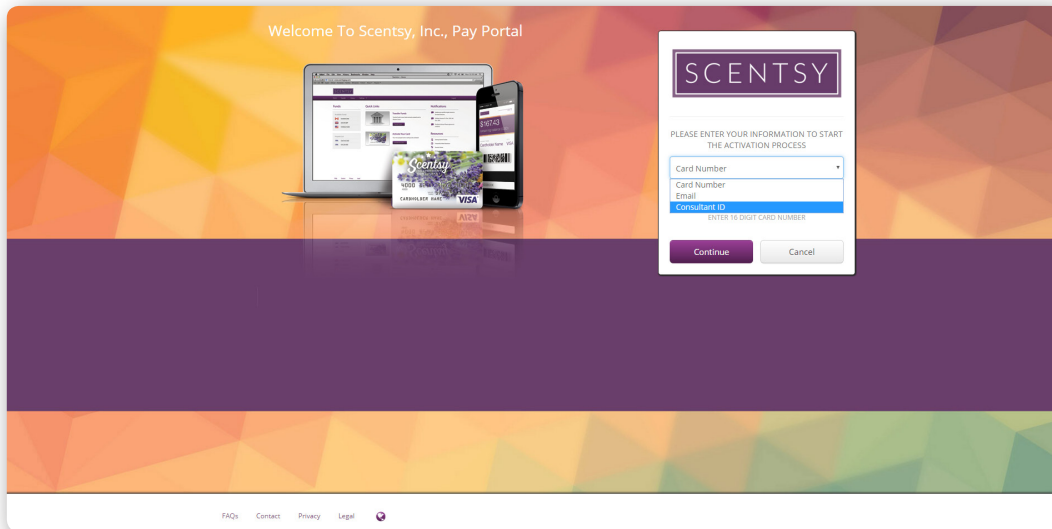
- From the Pay Portal Login Page, click on **Activate Account**.



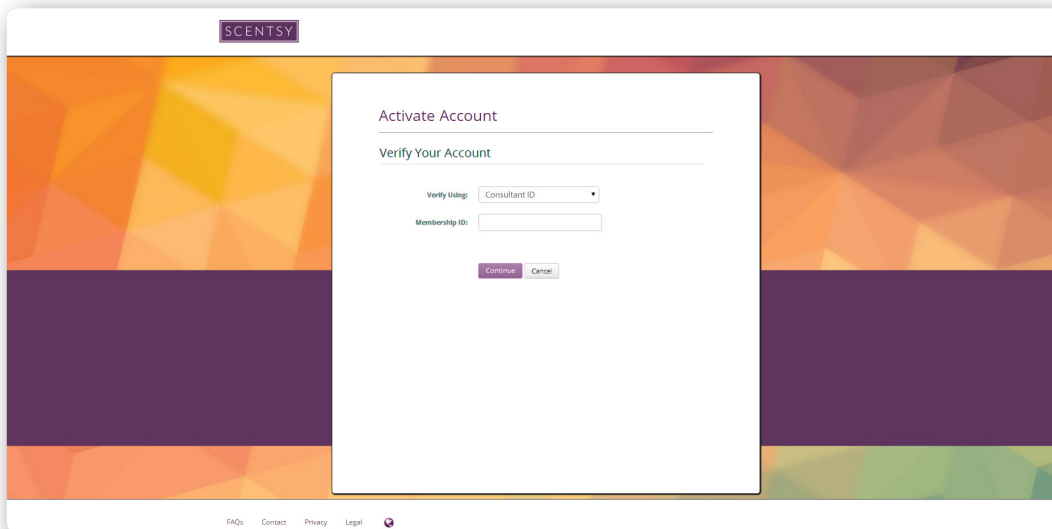
- To activate your account, please enter one of four identification options:
  1. Your email
  2. Your card number
  3. Your Consultant ID
  4. Your Portal ID



- Once complete, click on **Continue**.
- To verify your identity you will be asked to provide your Consultant ID. Click on **Continue** to process your account verification.



- Establish your profile by providing the system with your personal information and address details. Click on **Continue** once you have filled in each area of the form.



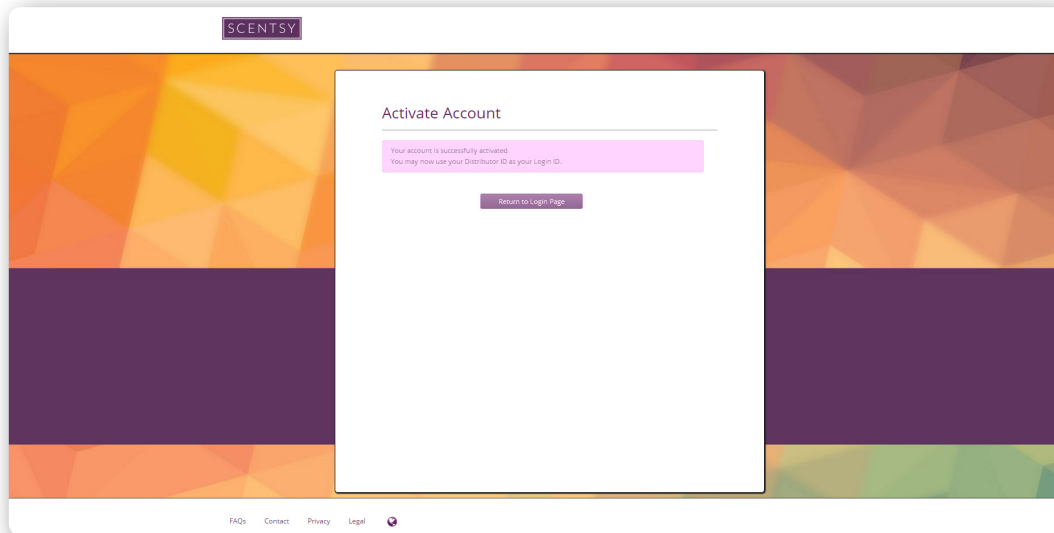
- Now it's time to establish your security information. It is important to fill in all the information on this screen. For best security:
  - Choose a password that is easy for you to remember, but difficult for a stranger to guess. We recommend choosing a password that is at least 8 characters long and contains a mix of:
    - lower-case letters: abcd...
    - upper-case letters: ABCD...
    - numeric characters: 1234...
    - non-alphanumeric characters: !@#\$%&,'..."
  - Choose security questions that you will remember. You will be required to answer these whenever you wish to make changes to your account.
- You must check the box at the end of the screen to verify that you have read and agreed to the legal agreement. Clicking on the link will enable you to download a copy to your computer.
- Click **Confirm** to continue with your registration.

The screenshot shows the SCENTSY 'Activate Account' registration form. The form is centered on a white background with a colorful geometric pattern in shades of orange, purple, and green. The form includes the following sections:

- SCENTSY** logo at the top left.
- Activate Account** title.
- Email and Password:** section with fields for Email Address (pre-filled with 'dgritlan@jypersonalnet.com'), Password, and Confirm Password.
- Security Questions:** section with two questions, each having a dropdown menu for the question and a text input for the answer.
- Agreement:** section with a checkbox and the text 'By checking this box, I agree to the legal agreement'.
- Confirm** and **Cancel** buttons at the bottom.

At the bottom of the page, there are links for [FAQs](#), [Contact](#), [Privacy](#), and [Legal](#), along with a small icon. Below these links is a small disclaimer: 'The Scentsy® Visa® Prepaid Card is issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. The Bancorp Bank, Member FDIC.'

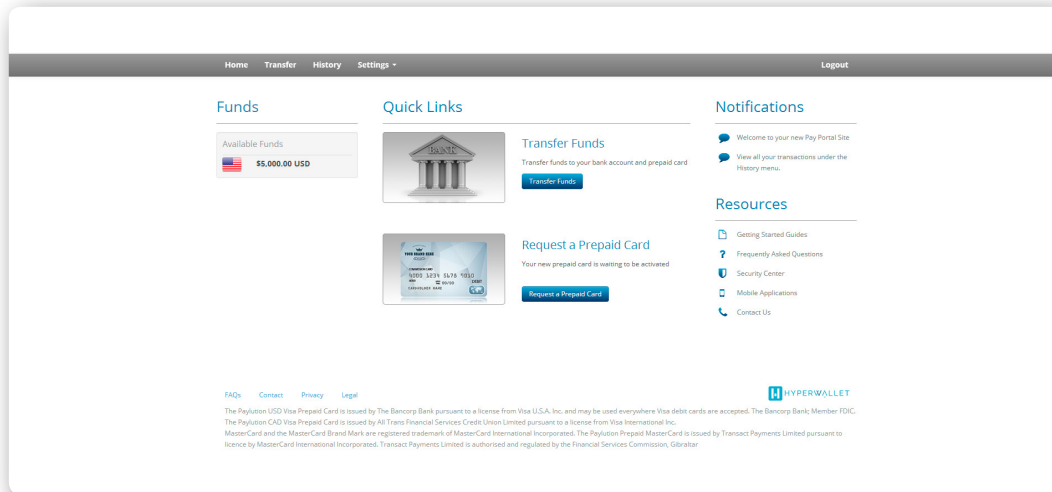
- Congratulations! Your account is successfully activated. Click the **Return to Login Page** to access your account.
- On the Login Page, you can now use either your Consultant ID or your email to access your account. Input your login credentials and click **Sign In**.



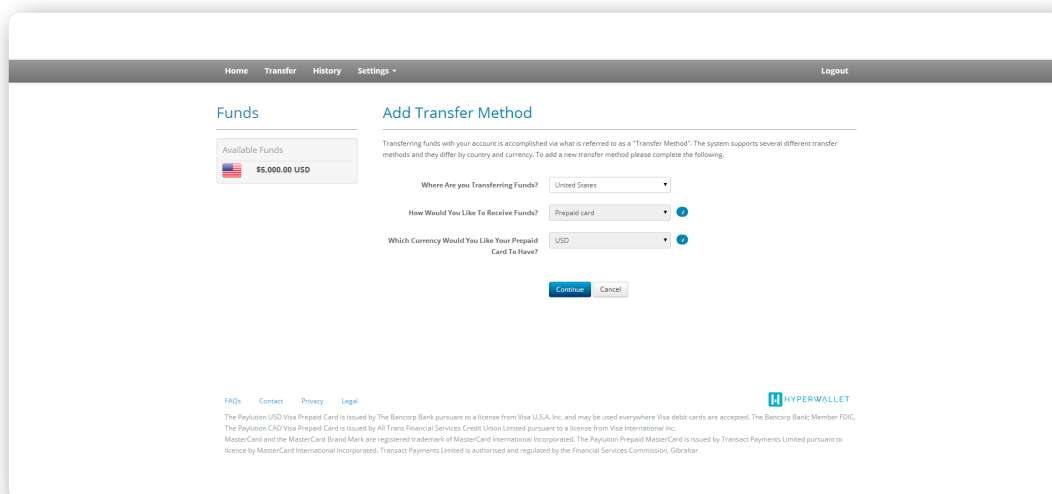
# Requesting and Activating your Prepaid Card

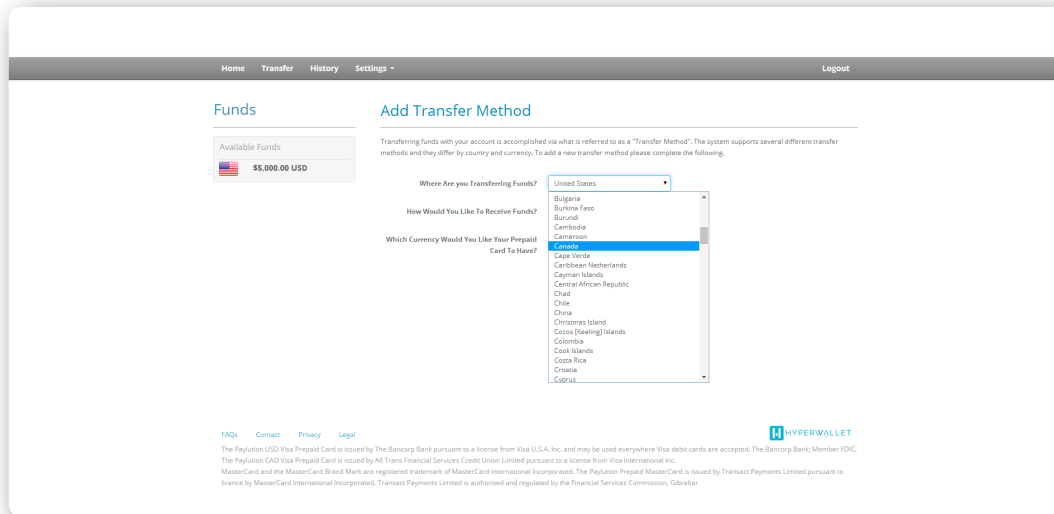
## Requesting a Prepaid Card

- Members can request a prepaid card by clicking **Request a Prepaid Card** on the home screen of the Pay Portal. **\*Note:** This option will only be visible if this payment option has been enabled by your corporate.

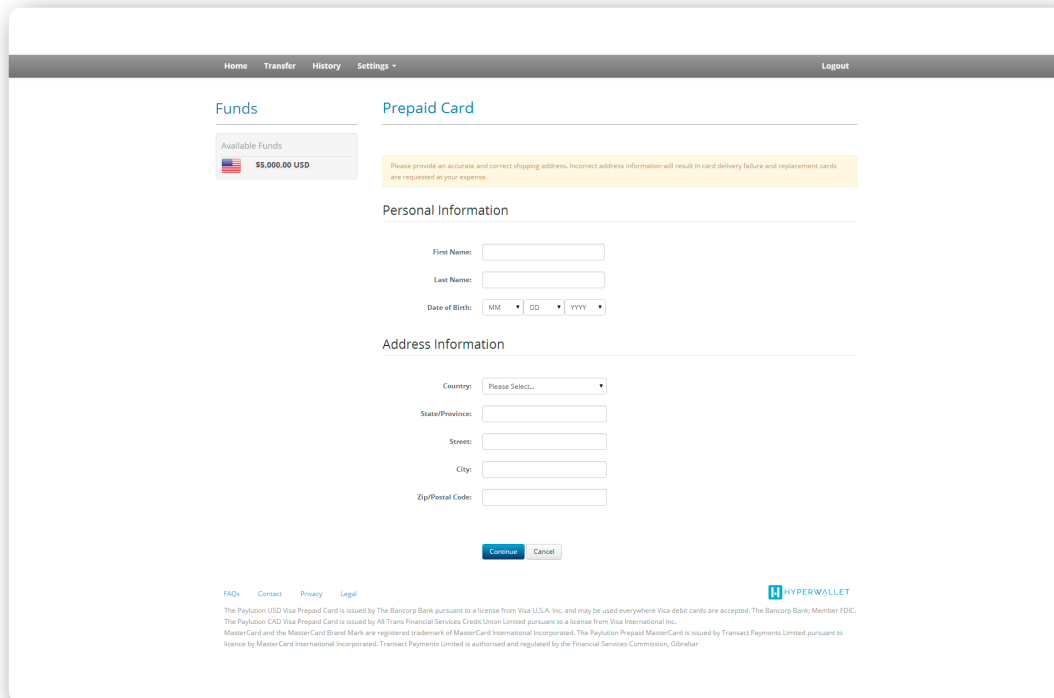


- The system will need funds to create a new transfer method prior to processing your prepaid card request. To add a new transfer method, please select:
  - The country where you are transferring funds
  - How you would like to receive the funds (the prepaid card option will be preselected)
  - Which currency you would like your prepaid card to have
- Click **Continue** to save your transfer method.





- Please provide an accurate shipping address for your prepaid card. Incorrect address information will result in card delivery failure. Replacement cards are requested at your expense.





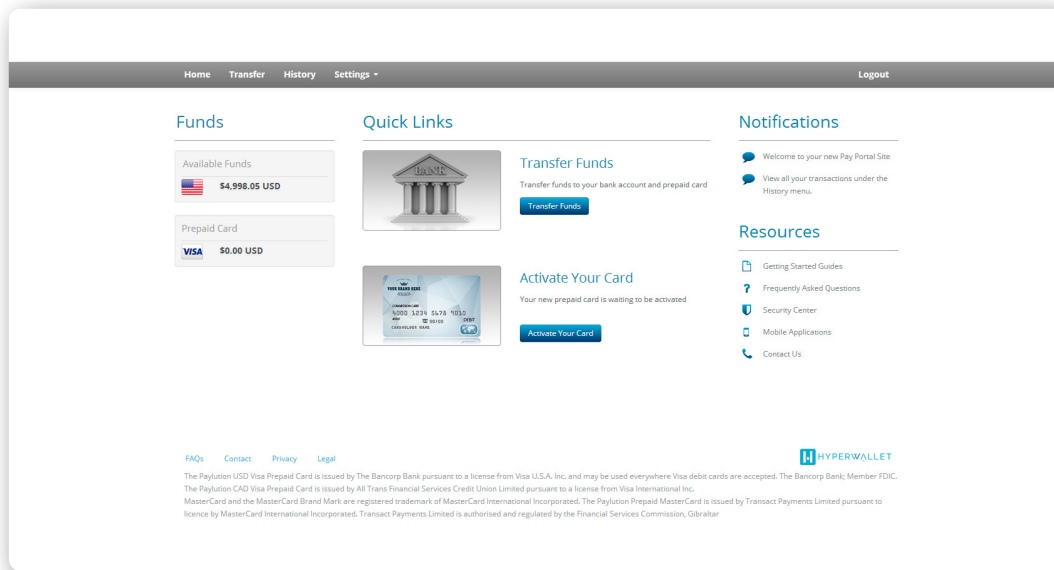
- Review and submit your prepaid card request by clicking **Confirm**.

The screenshot shows a web interface for Hyperwallet. At the top, there is a navigation bar with links for Home, Transfer, History, Settings, and Logout. The main content area is divided into two columns. The left column, titled 'Funds', shows 'Available Funds' as '\$5,000.00 USD' with a US flag icon. The right column, titled 'Prepaid Card', contains three sections: 'Confirm Your Information' with fields for First Name (Dave), Last Name (Pike), and Date of Birth (Jan 1, 1986); 'Address Information' with Card Holder Address (1234 Main, CA, 90210, United States); and 'Financial Summary' showing a Card Activation Fee of USD \$1.95. At the bottom of the right column are 'Confirm' and 'Cancel' buttons. The footer includes links for FAQs, Contact, Privacy, and Legal, along with the Hyperwallet logo and a detailed disclaimer about the services provided by Bancorp Bank, Transact Payments Limited, and MasterCard International.

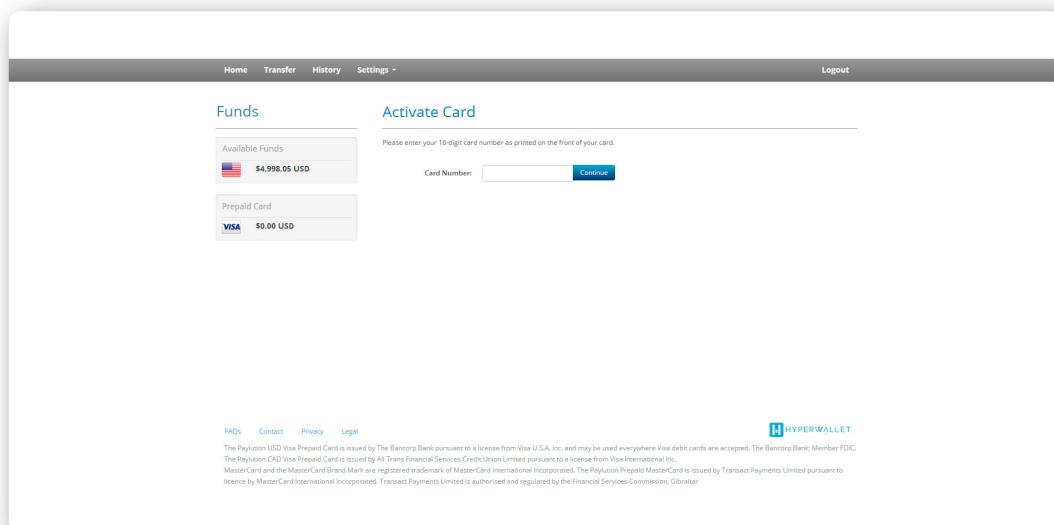
- Your prepaid card request has now been submitted.

# Activating your Prepaid Card

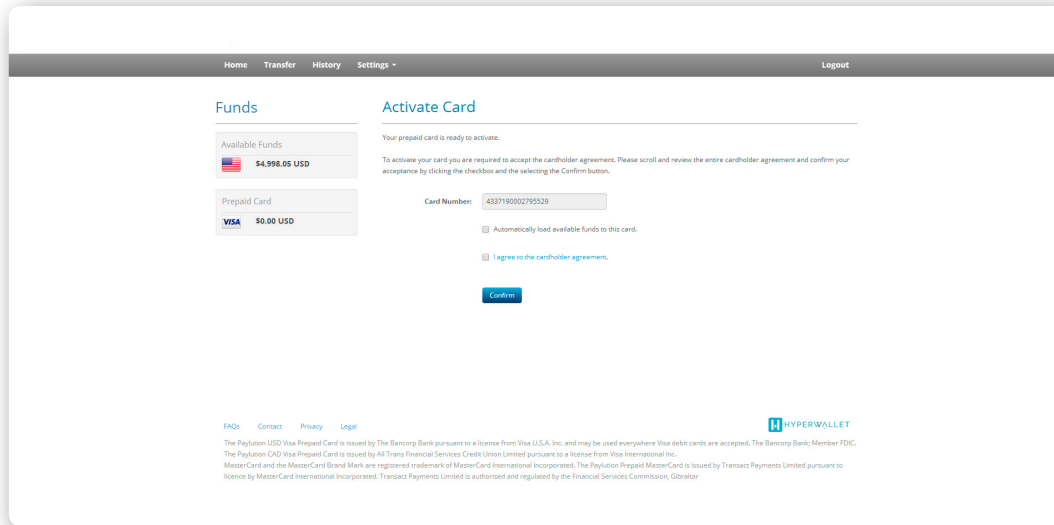
- All prepaid cards must be activated before they can be used to make a purchase. You can activate your card by either:
  - Calling the number on the back of your card and using the automated phone system, or
  - Clicking **Activate Card** on the home screen of your Pay Portal.



**\*Note:** You will be required to provide your 16 digit card number as part of either activation process.



- Click **Confirm** to continue.
- To automatically load all available funds to your prepaid card simply check the box next to this option on the final screen of the activation process.
- You must check the box at the end of the screen to verify that you have read and accept the cardholder legal agreement. Clicking on the link will enable you to download a copy to your computer.



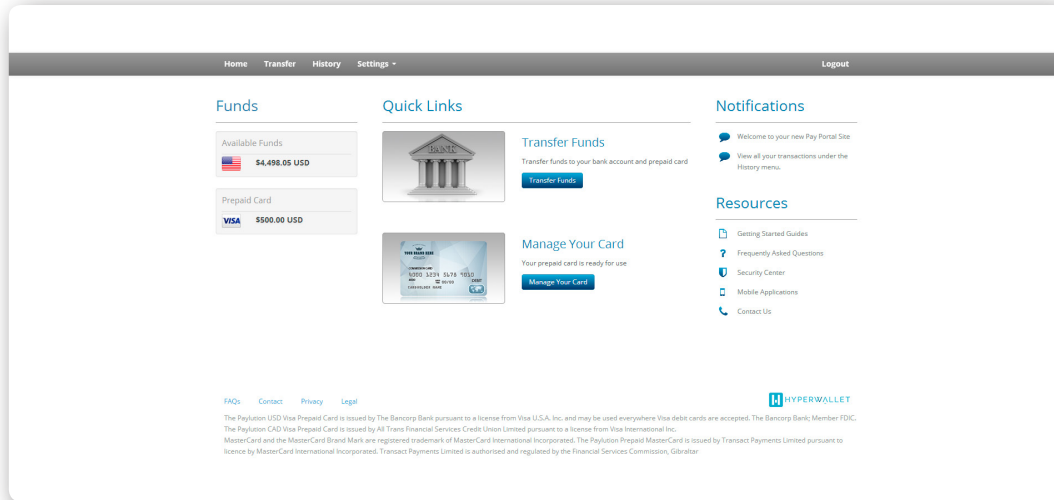
- If you opted to automatically transfer the balance of your funds to your card these funds will now be transferred to your prepaid card in real-time. Members who didn't select the automatic transfer can manually add funds to their card in the **Transfer** area of the Pay Portal.

# Activating your Bank Account

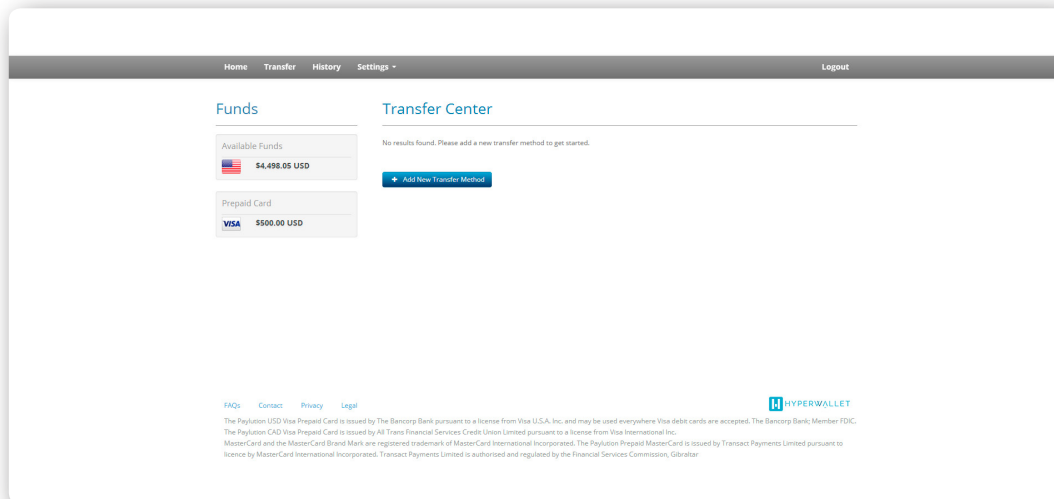
## Setting Up a Bank Account

Your Pay Portal is a repository for funds earned through a corporate. As a Member, you have the option of transferring these funds to a bank account as part of the “cashout” process. In order to do this, you must first add a bank account transfer method to your account.

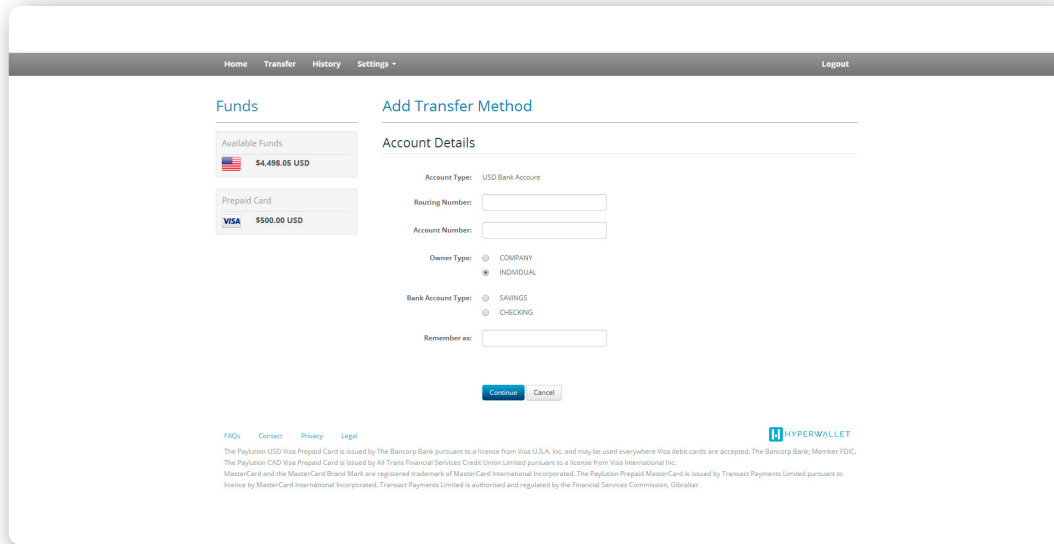
All transfers take place in the Transfer Center area of the Pay Portal. To access the Transfer Center, click on either **Transfer Funds** or **Transfer**.



- Click **Add Transfer Method**.

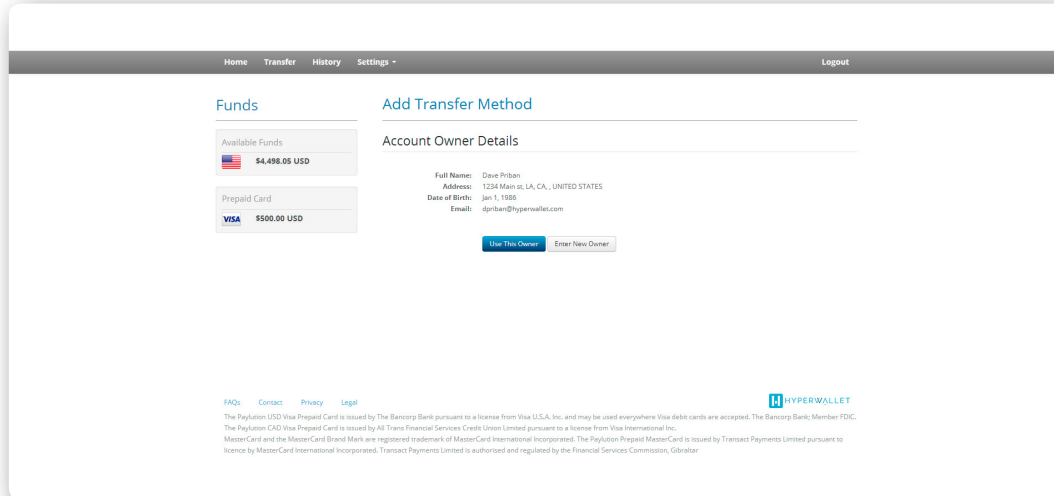


- You will be asked to provide your bank account information. A check will have all the information you need to set up the account.
  - It's important to double check your numbers. If you enter an incorrect routing or bank account number, it can take seven days or more for those funds to go out, realize the number is incorrect and return to your Pay Portal. To avoid the frustration and inconvenience, take the time check your numbers.

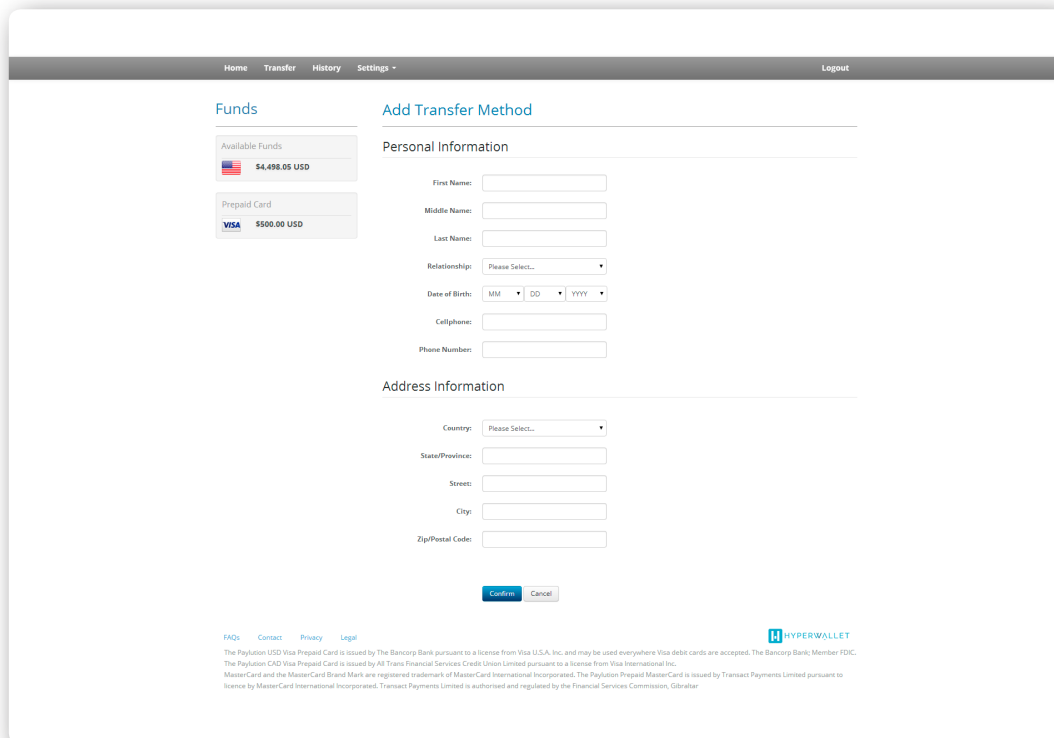


- Required information includes:
  - Routing Number: This number gets the funds to the correct bank. It is always nine digits long. The sample check image helps you locate your routing number.
  - Account Number: This is the number for the account you are accessing. Again, the sample check image helps you find your account number.
  - Owner Type: Is this a personal or company account?
  - Bank Account Type: Is it a checking or savings account?
  - Remember As: This is the name you give to help you identify the account. You'll see this name in your Transfer Center.

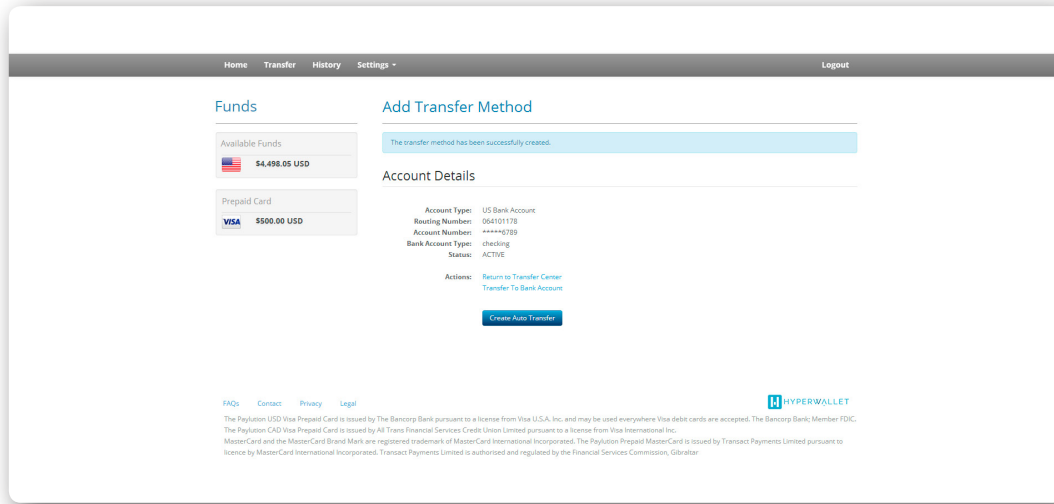
- Click on **Continue** to initiate the account creation.
- You are required to establish an owner for the account. By default, the system will auto populate the account details of the Pay Portal owner. To confirm that this is the registered owner of the bank account, click **Use This Owner**.



- If the bank account is registered to a different owner, click **Enter New Owner** to provide additional account owner details.
- Review your personal and address information. Click **Confirm** to submit your banking information.



- The transfer method has been successfully created. You now have the option to create an auto transfer from your Pay Portal to this bank account.



**\*Note:** You have not transferred any funds to this bank account yet. You will need to initiate a one-time transfer or create an auto transfer rule in order to successfully initiate a funds transfer.

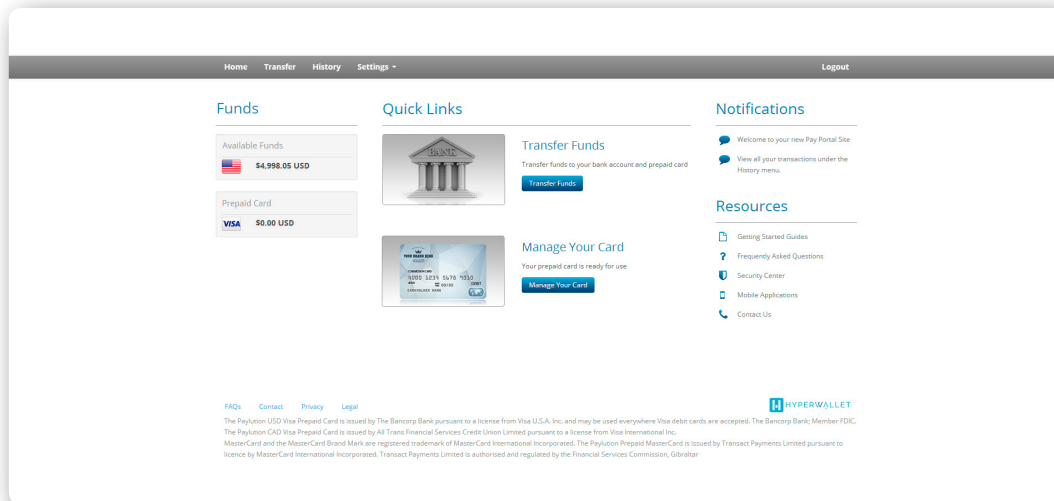
# Managing your Pay Portal Account

## Fund Transfer

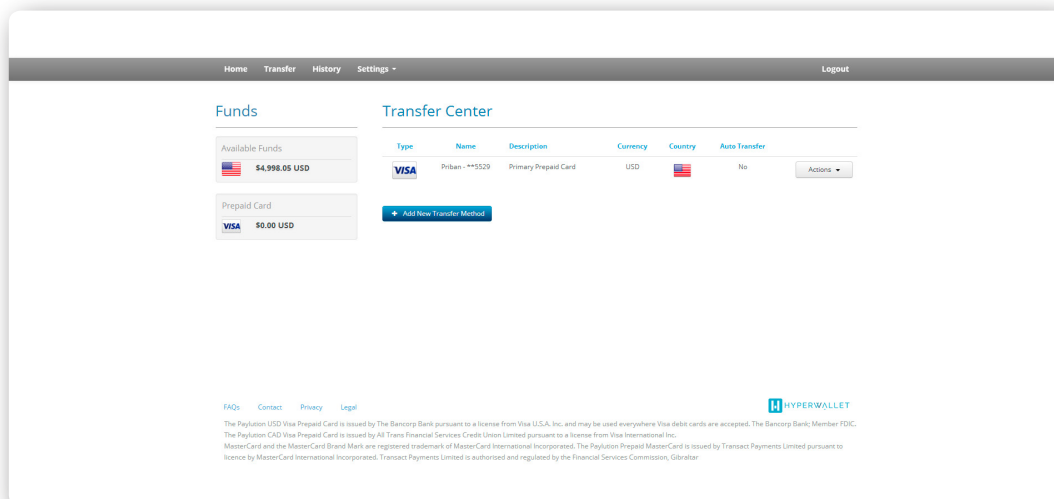
The Pay Portal is a repository for funds earned through a corporate. Although you can manage your funds from the Pay Portal, you must transfer them to a prepaid card or bank account before you can actually use these funds.

### Transferring Funds to a Prepaid Card

You can transfer funds to your prepaid card as soon as it has been activated. All transfers take place in the Transfer Center area of the Pay Portal. To access the Transfer Center, click on either **Manage Your Card** or **Transfer**.

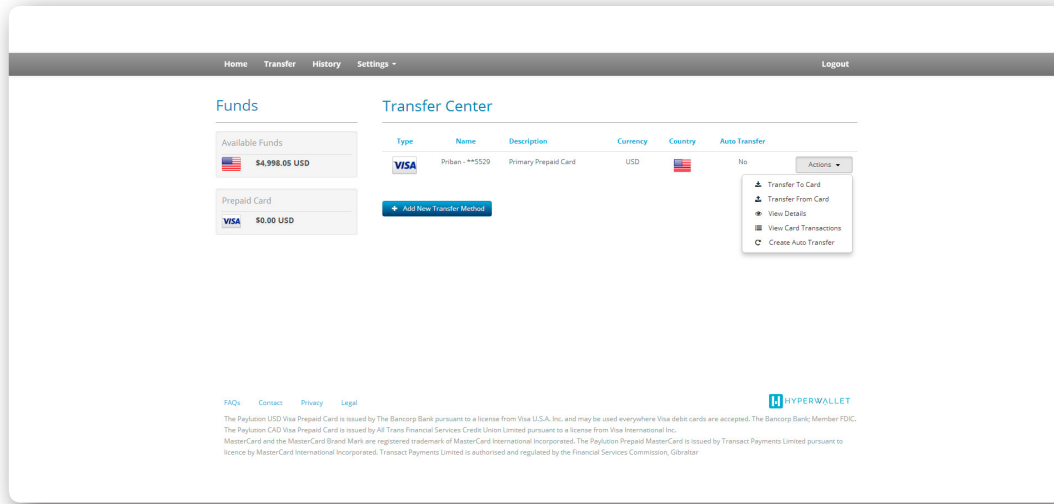


- Prepaid cards that have been successfully activated will be visible in the **Transfer Center**. If your prepaid card isn't listed, please call the toll-free activation number located on the back of your prepaid card for assistance.

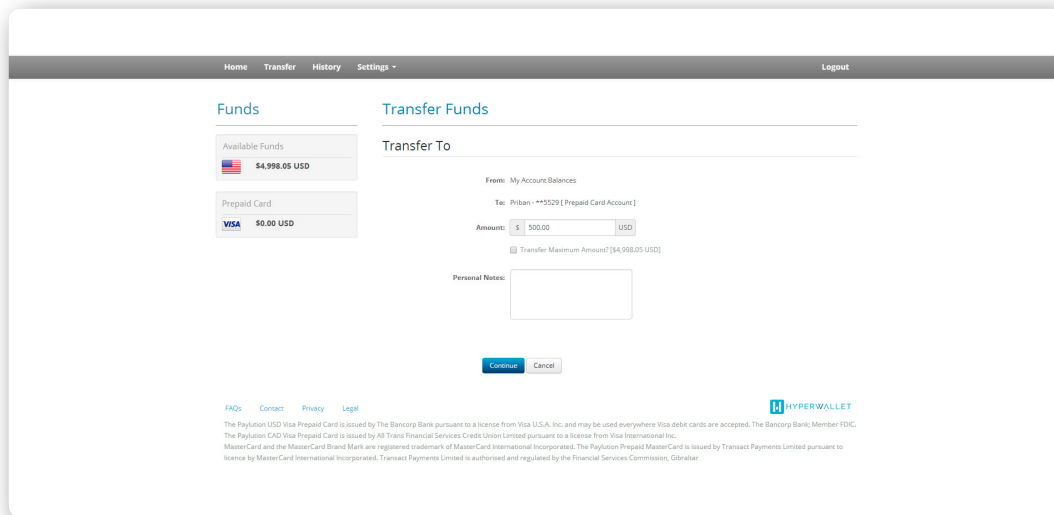




- Click the **Actions** dropdown next to the prepaid card that you wish to transfer funds to. Select the **Transfer To Card** option to move funds from your Pay Portal to your prepaid card.

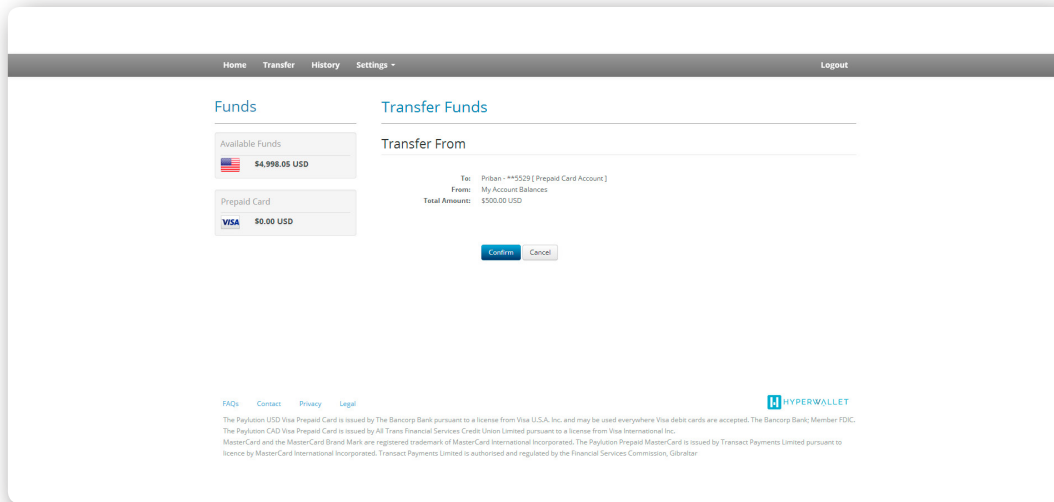


- Input the amount that you wish to transfer from your Pay Portal to your prepaid card. Alternatively, if you wish to “cashout” (transfer all funds in your Pay Portal to your prepaid card), simply check the **Transfer Maximum Amount** option. An optional message can be included via the **Personal Notes** field.

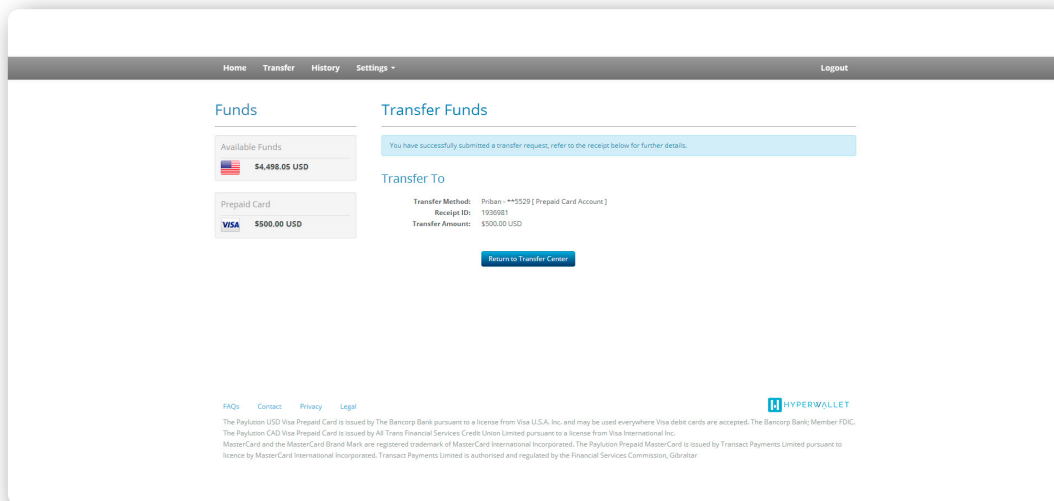


**\*Note:** The **From:** dropdown menu may be disabled (as it is in this example). This is because there is only one transfer method available. This field will be enabled once additional transfer methods are activated and loaded with funds (e.g. a bank account).

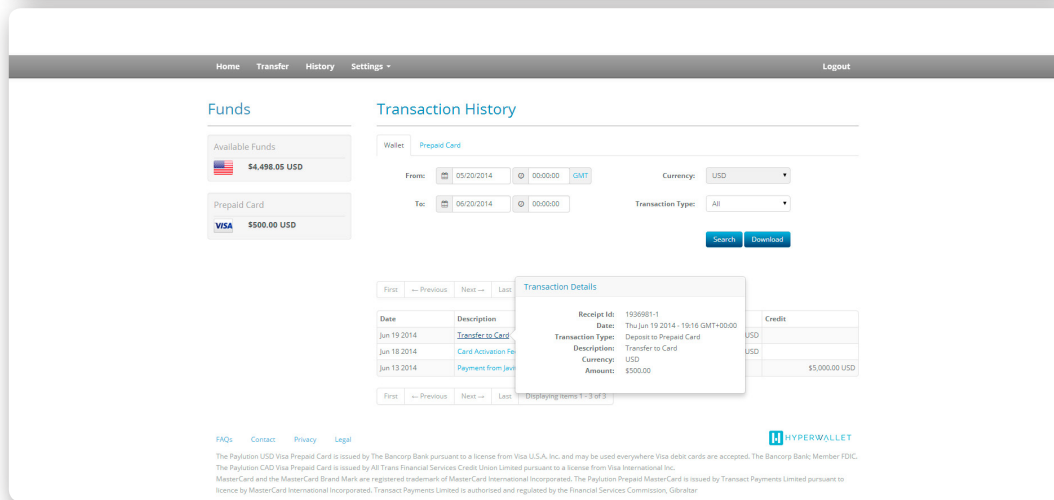
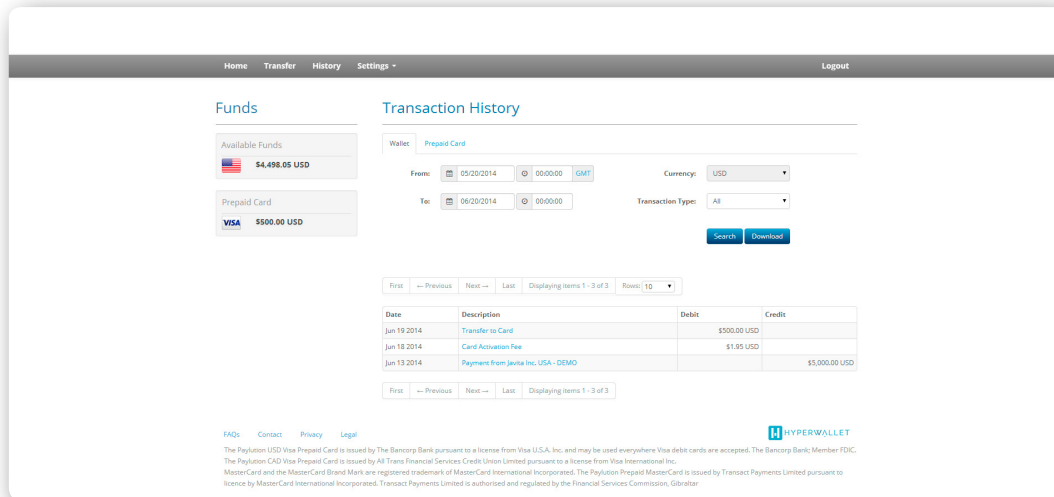
- Click **Continue**.
- Review your transfer information and click **Confirm** to initiate the transfer.



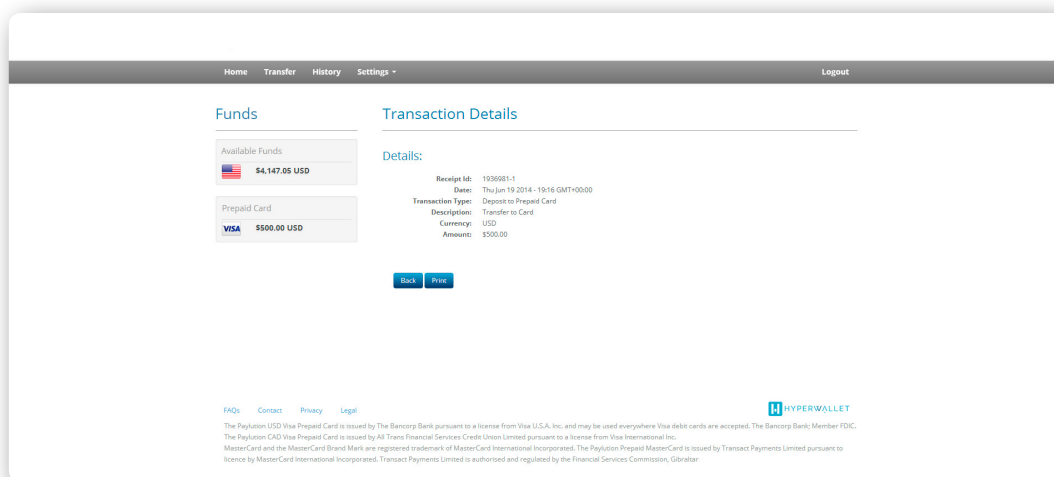
- The transfer is now complete. These funds are available for immediate use on your prepaid card. The balances of your **Pay Portal Wallet** and **Prepaid Card** have also been updated in real-time.



- You can view details of this transfer in the **History** area of the Pay Portal.



- Clicking on the transaction will enable you to view the receipt.

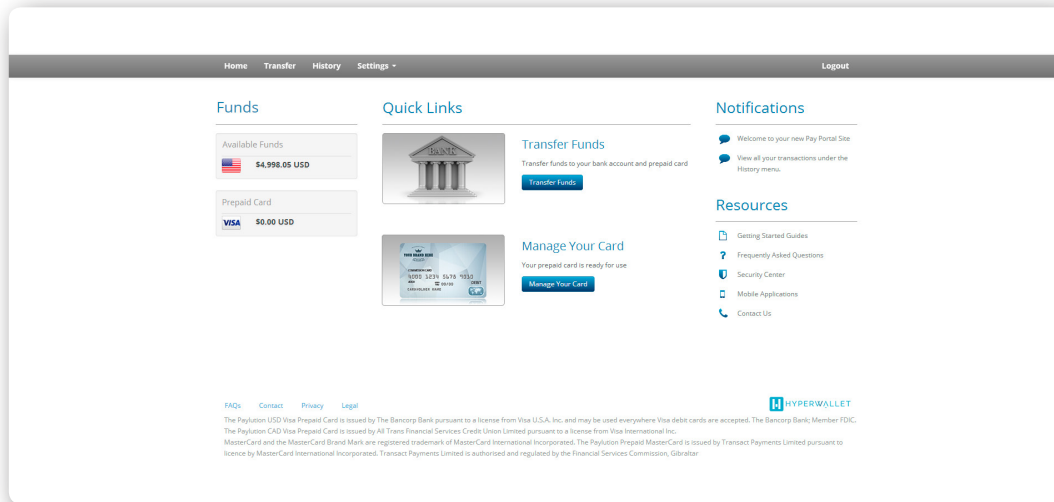


## Transferring Funds from a Prepaid Card

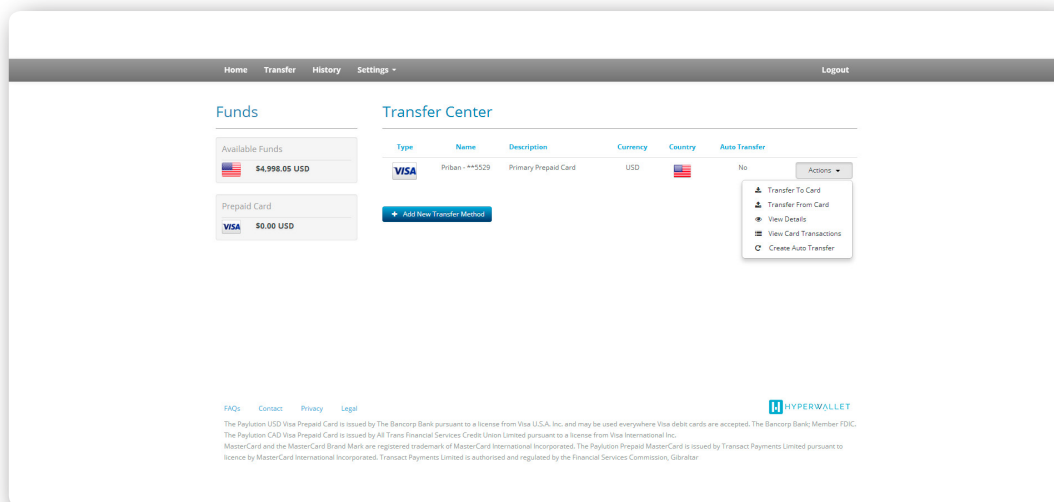
Members can transfer funds from a prepaid card into their Pay Portal Wallet or into a bank account (provided a bank account has been added as a transfer method).

**\*Note:** You will be unable to transfer funds off of your prepaid card if there are no funds loaded to it.

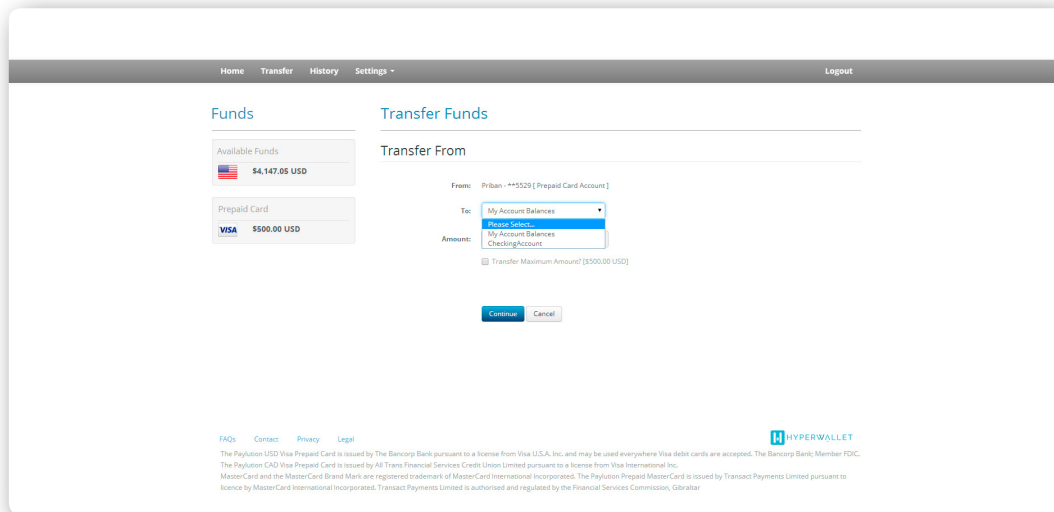
- To access the Transfer Center, click on either **Manage Your Card** or **Transfer**.



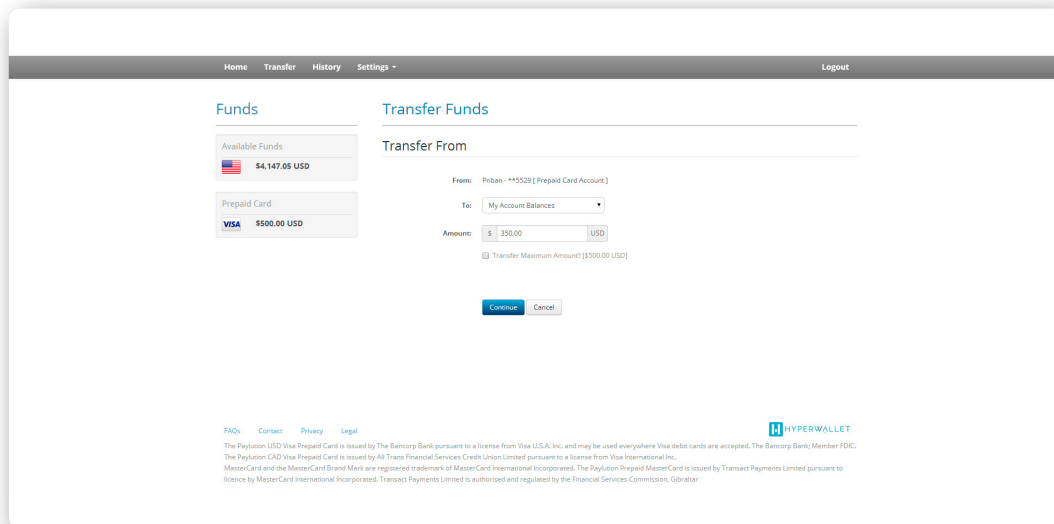
- Click the **Actions** dropdown next to the prepaid card that you wish to transfer funds from. Select the **Transfer From Card** option to move funds off of your prepaid card.



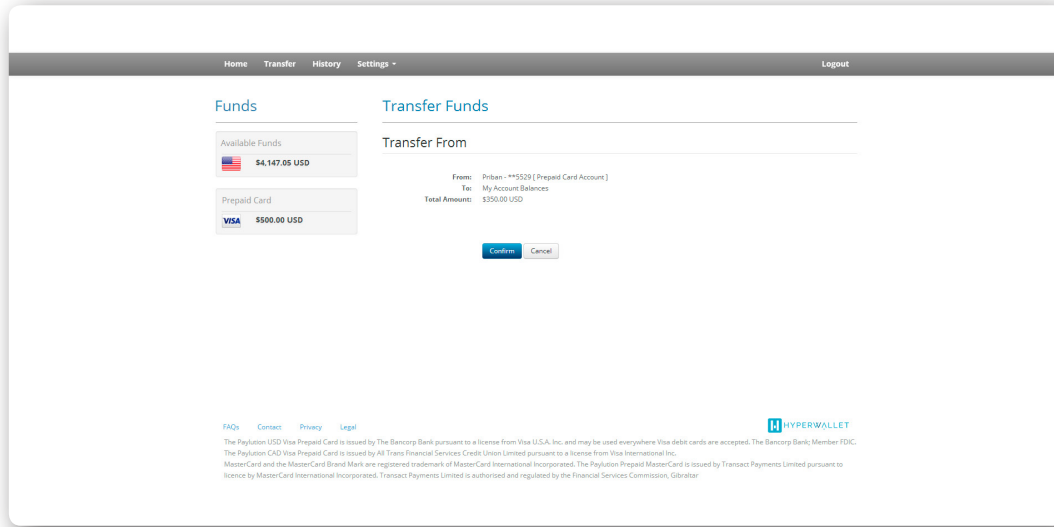
- The **From:** field will be auto populated with the prepaid card account.
- \*Note:** The **To:** dropdown menu may be disabled. This is because there is only one transfer method available (your Pay Portal Wallet). This field will be enabled once additional transfer methods are activated (e.g. a bank account). If the field is enabled, select where you would like to transfer funds to.



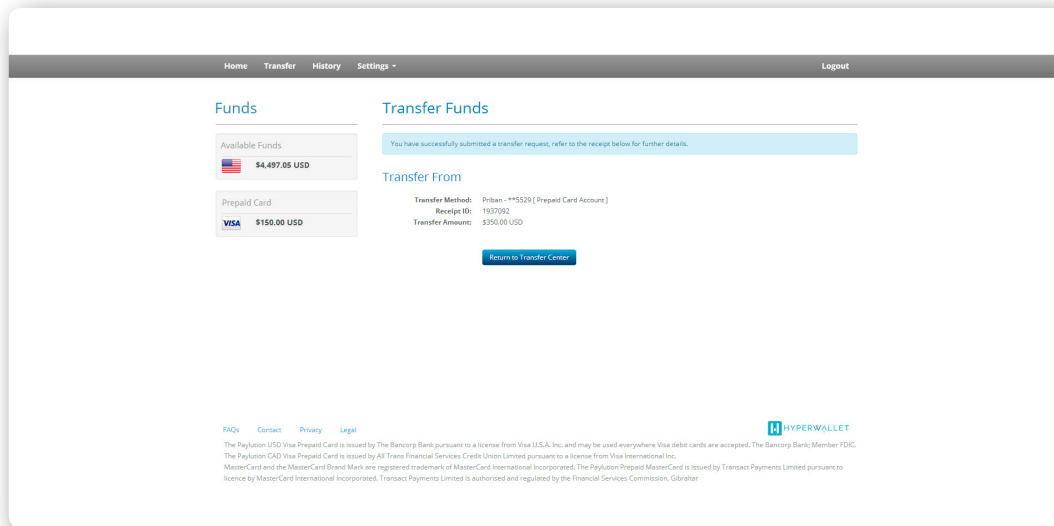
- Input the amount that you wish to transfer from your prepaid card. Alternatively, if you wish to “cashout” (transfer all funds from your prepaid card to either your transfer source), simply check the **Transfer Maximum Amount** option.



- Click **Continue**.
- Review your transfer information and click **Confirm** to initiate the transfer.



- The transfer is now initiated. If your transfer involved moving funds back into your Pay Portal, the balance will have been updated in real-time. Alternatively, it can take up to 24 hours for funds to be redistributed to a bank account.



- You can view details of this transfer in the **History** area of the Pay Portal.

Transaction History

Wallet: Prepaid Card

From: 05/21/2014 00:00:00 GMT Currency: USD

To: 06/21/2014 00:00:00 Transaction Type: All

Search Download

Date	Description	Debit	Credit
Jun 20 2014	Transfer from Card		\$350.00 USD
Jun 20 2014	Transfer to Bank Account	\$351.00 USD	
Jun 19 2014	Transfer to Card	\$500.00 USD	
Jun 18 2014	Card Activation Fee	\$1.95 USD	
Jun 13 2014	Payment from Javita Inc. USA - DEMO		\$5,000.00 USD

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Transaction History

Wallet: Prepaid Card

From: 05/21/2014 00:00:00 GMT Currency: USD

To: 06/21/2014 00:00:00 Transaction Type: All

Search Download

Date	Description	Debit	Credit
Jun 20 2014	Transfer from Card		\$350.00 USD
Jun 20 2014	Transfer to Bank Account	\$351.00 USD	
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- Clicking on the transaction will enable you to view the receipt.

Transaction Details

Details:

Receipt ID: 19370922

Date: Fri Jun 20 2014 - 22:45 GMT+00:00

Transaction Type: Withdrawal from Prepaid Card

Description: Transfer from Card

Currency: USD

Amount: \$350.00

Back Print

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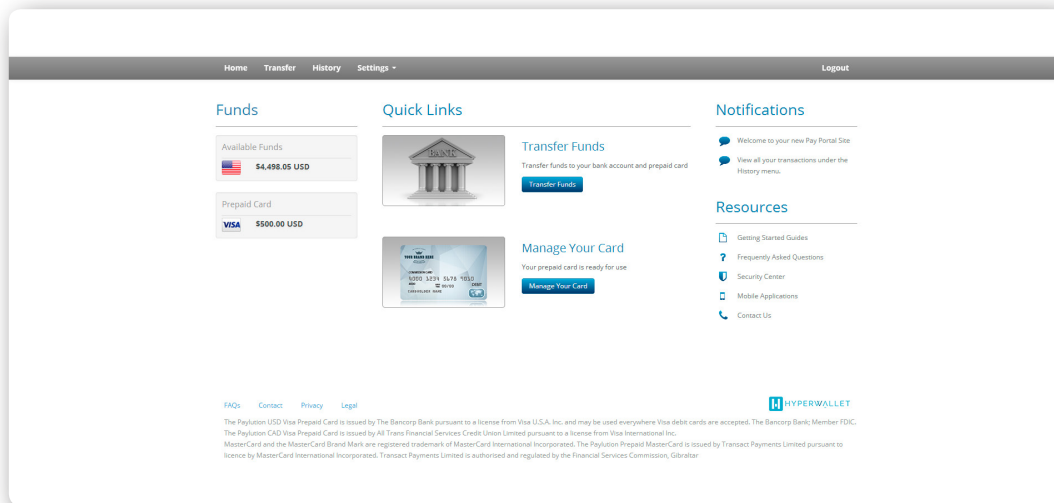
The PayPal USD Visa Prepaid Card is issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. and may be used everywhere Visa debit cards are accepted. The Bancorp Bank Member FDIC. The PayPal CAD Visa Prepaid Card is issued by All Trans Financial Services Credit Union Limited pursuant to a license from Visa International Inc. MasterCard and the MasterCard Brand Mark are registered trademarks of MasterCard International Incorporated. The PayPal Prepaid MasterCard is issued by Transact Payments Limited pursuant to license by MasterCard International Incorporated. Transact Payments Limited is authorized and regulated by the Financial Services Commission, Gibraltar.

## Transferring Funds to a Bank Account

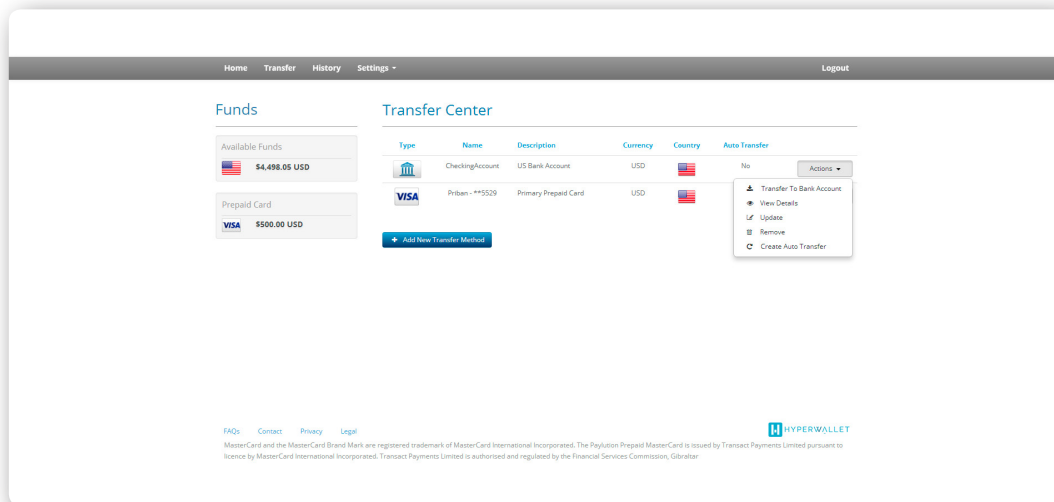
The Pay Portal makes it easy to transfer funds to a bank account. To do this you must first add a bank account as a Transfer Method in the Pay Portal Transfer Center.

Please review the **Setting Up a Bank Account** instructions prior to initiating your first bank transfer.

All transfers take place in the Transfer Center area of the Pay Portal. To access the Transfer Center, click on either **Transfer Funds** or **Transfer**.

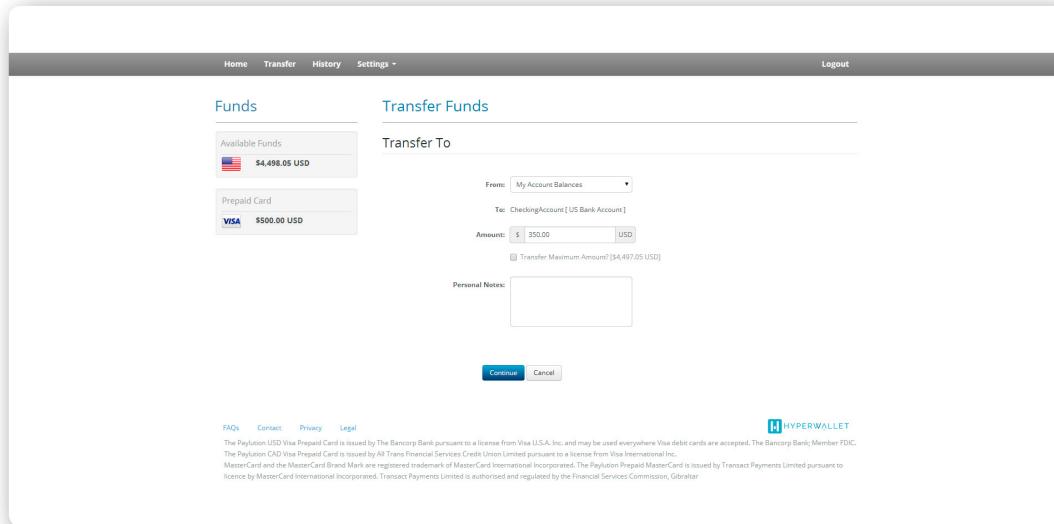


- Click the **Actions** dropdown next to the bank account that you wish to transfer funds to. Select the **Transfer to Bank** option to initiate a one-time fund transfer from your Pay Portal to this bank account.

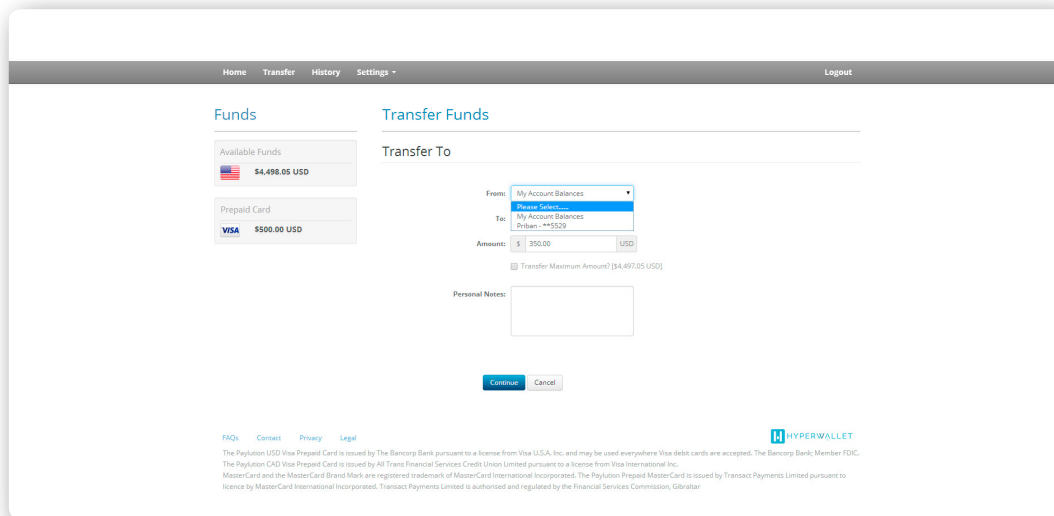




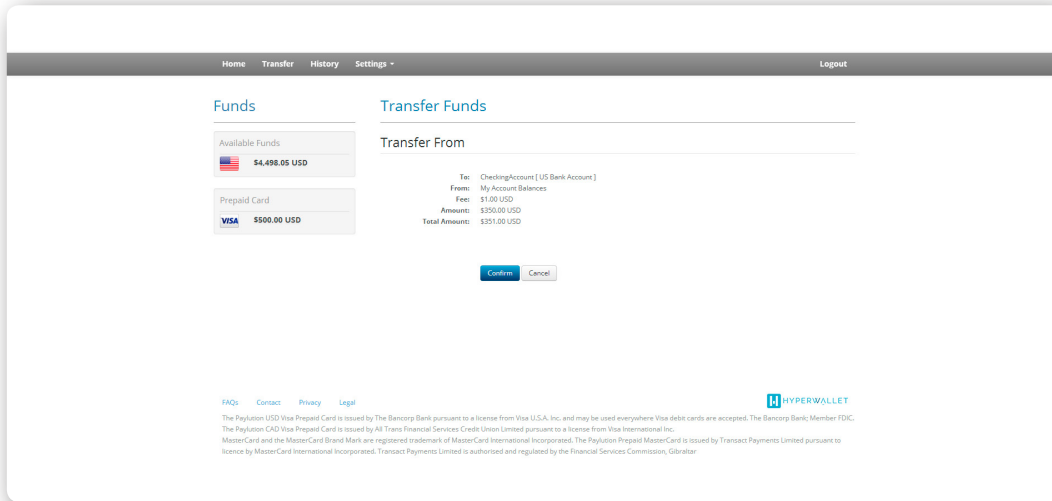
- Input the amount that you wish to transfer from your Pay Portal to your bank account. Alternatively, if you wish to “cashout” (transfer all funds in your Pay Portal to your bank account), simply check the **Transfer Maximum Amount** option. An optional message can be included via the **Personal Notes** field.



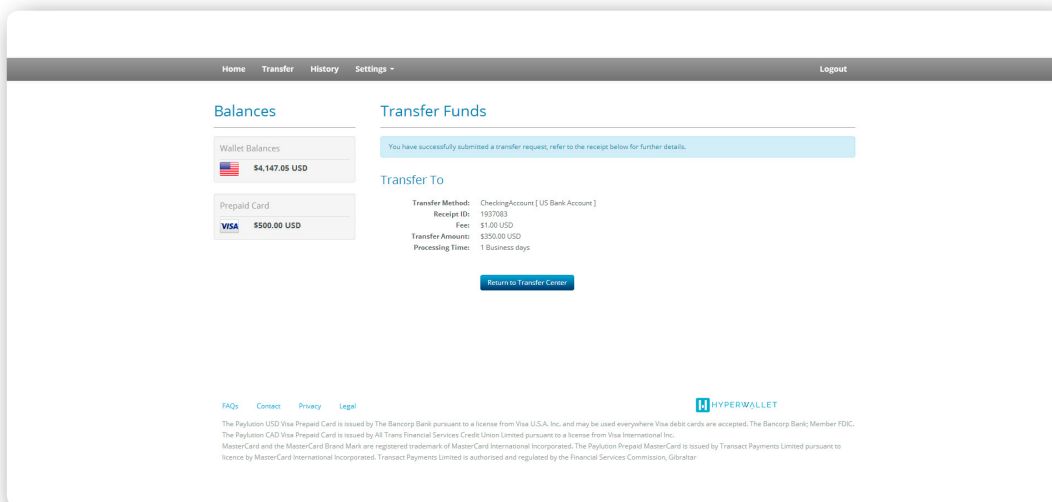
**\*Note:** The **From:** dropdown menu may be disabled. This is because there is only one transfer method available. This field will be enabled once additional transfer methods are activated and loaded with funds (e.g. a prepaid card). To change the source of the transfer, click the drop down and select the Balance from which you wish to draw funds.



- Click **Confirm** to initiate the transfer.



- Congratulations! The transfer is now initiated. It can take up to 24 hours for these funds to be redistributed to your bank account. The balances of your **Pay Portal Wallet** and **Prepaid Card** have been updated in real-time



- You can view details of this transfer in the **History** area of the Pay Portal.

Home Transfer History Settings Logout

### Balances

Wallet Balances  
\$4,147.05 USD

Prepaid Card  
VISA \$500.00 USD

### Transaction History

Wallet: Prepaid Card

From: 05/21/2014 00:00:00 GMT Currency: USD

To: 06/21/2014 00:00:00 Transaction Type: All

Search Download

First Previous Next Last Displaying items 1 - 4 of 4 Rows: 10

Date	Description	Debit	Credit
Jun 20 2014	Transfer to Bank Account		\$351.00 USD
Jun 19 2014	Transfer to Card		\$500.00 USD
Jun 18 2014	Card Activation Fee	\$1.95 USD	
Jun 13 2014	Payment from Jevita Inc. USA - DEMO		\$5,000.00 USD

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Home Transfer History Settings Logout

### Funds

Available Funds  
\$4,497.05 USD

Prepaid Card  
VISA \$150.00 USD

### Transaction History

Wallet: Prepaid Card

From: 05/21/2014 00:00:00 GMT Currency: USD

To: 06/21/2014 00:00:00 Transaction Type: All

Search Download

First Previous Next Last Displaying items 1 - 5 of 5 Rows: 10

Date	Description	Debit	Credit
Jun 20 2014	Transfer from Card		\$350.00 USD
Jun 20 2014	Transfer to Bank Account	\$351.00 USD	
Jun 19 2014	Transfer to Card		\$500.00 USD
Jun 18 2014	Card Activation Fee	\$1.95 USD	
Jun 13 2014	Payment from Jevita Inc. USA - DEMO		\$5,000.00 USD

First Previous Next Last Displaying items 1 - 5 of 5

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- Clicking on the transaction will enable you to view the receipt.

Home Transfer History Settings Logout

### Funds

Available Funds  
\$4,497.05 USD

Prepaid Card  
VISA \$150.00 USD

### Transaction Details

Details:

Receipt Id: 1937092-2  
Date: Fri Jun 20 2014 - 22:45 GMT+00:00  
Transaction Type: Withdrawal from Prepaid Card  
Description: Transfer from Card  
Currency: USD  
Amount: \$350.00

Back Print

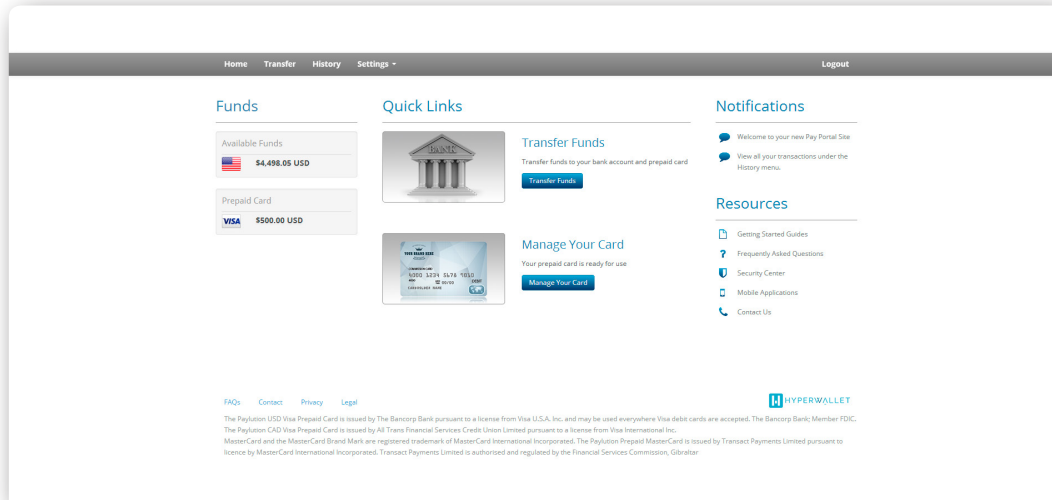
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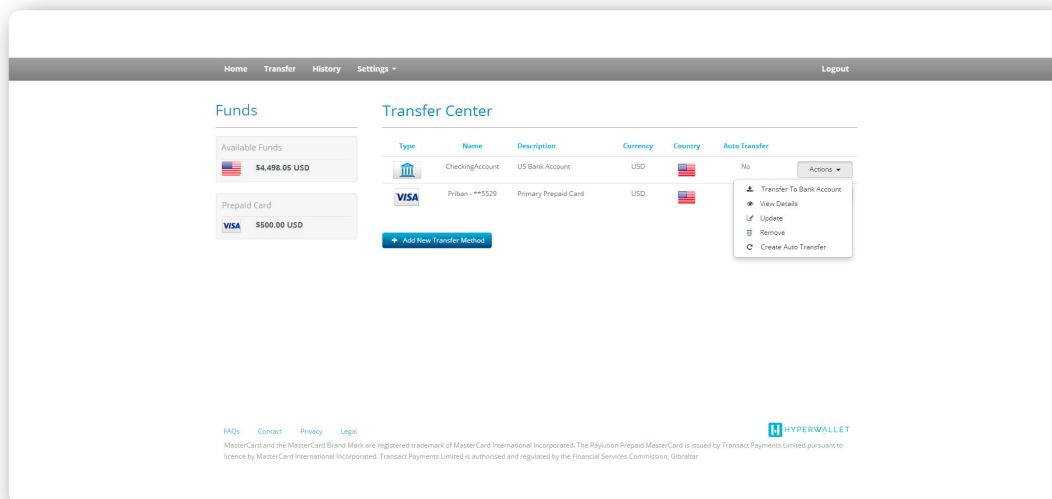
## Setting Up An Auto Transfer to A Bank Account or Prepaid Card

Members have the option to create an auto transfer rule (Auto Cashout) immediately after adding a bank account to their Pay Portal. This action can also be set up in the Transfer Center.

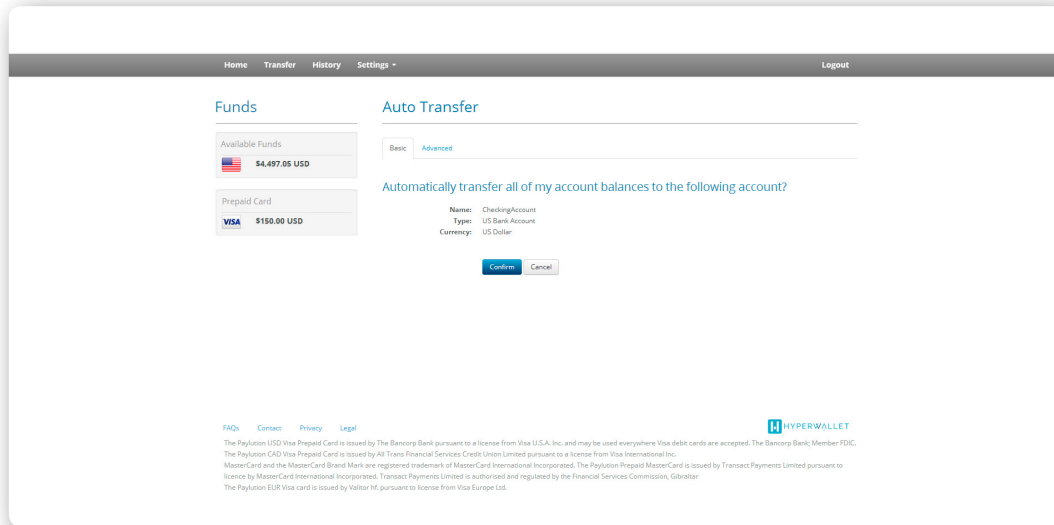
- To access the Transfer Center, click on either **Transfer Funds** or **Transfer** from the **Home** screen of the Pay Portal.



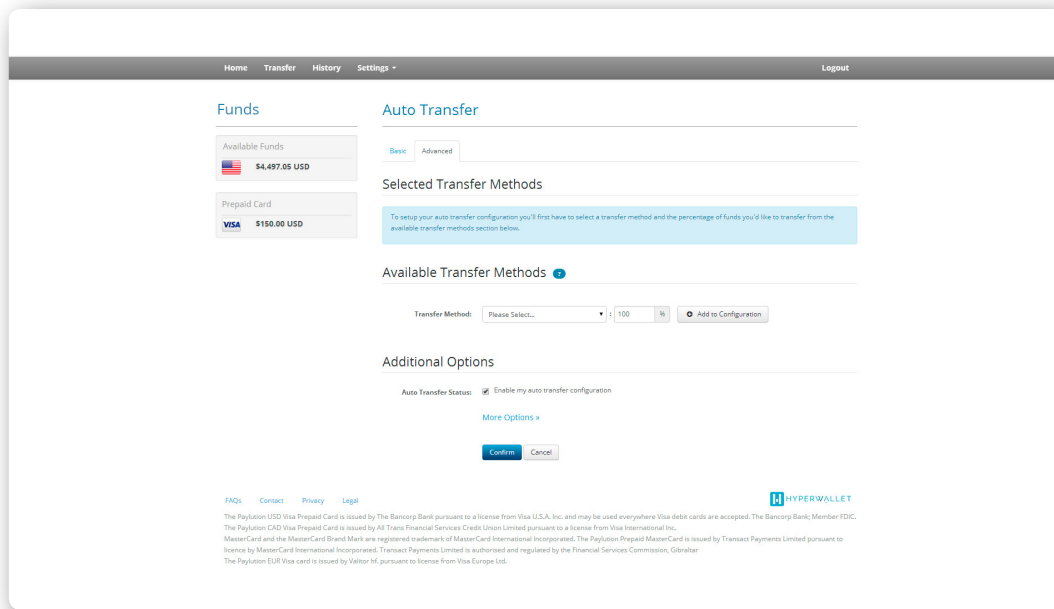
- Click the **Actions** dropdown next to the transfer method that you wish to auto transfer funds to. Select the **Create Auto Transfer** option to create an automatic transfer rule from your Pay Portal to the chosen account.



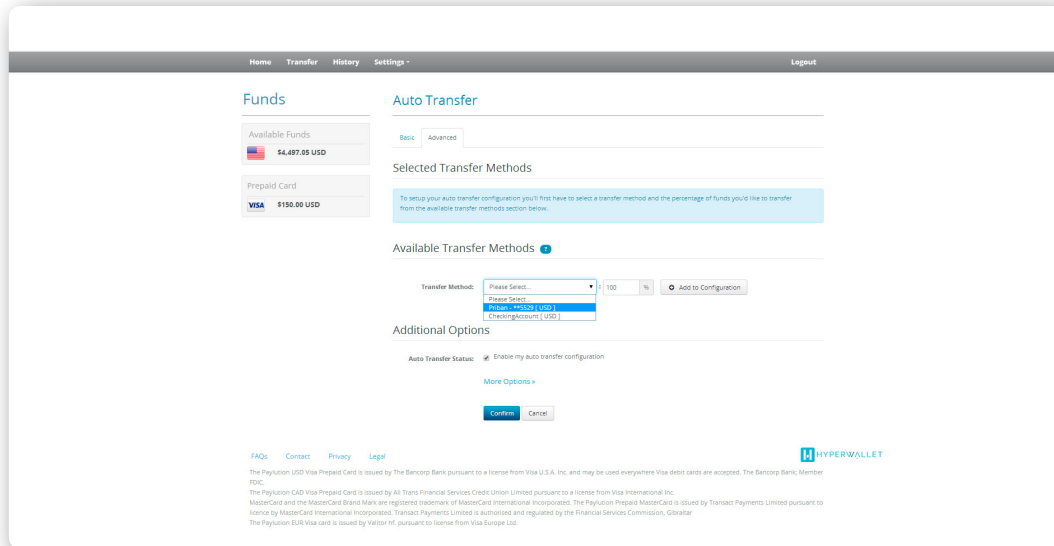
- Members have the ability to set up Basic and Advanced auto transfers to their selected transfer method.
  - The Basic Auto Cashout option enables a member to automatically transfer all account balances to the selected account, while the Advanced provides users with the ability to configure custom transfers.
    - To authorize a Basic transfer, click on **Confirm**.



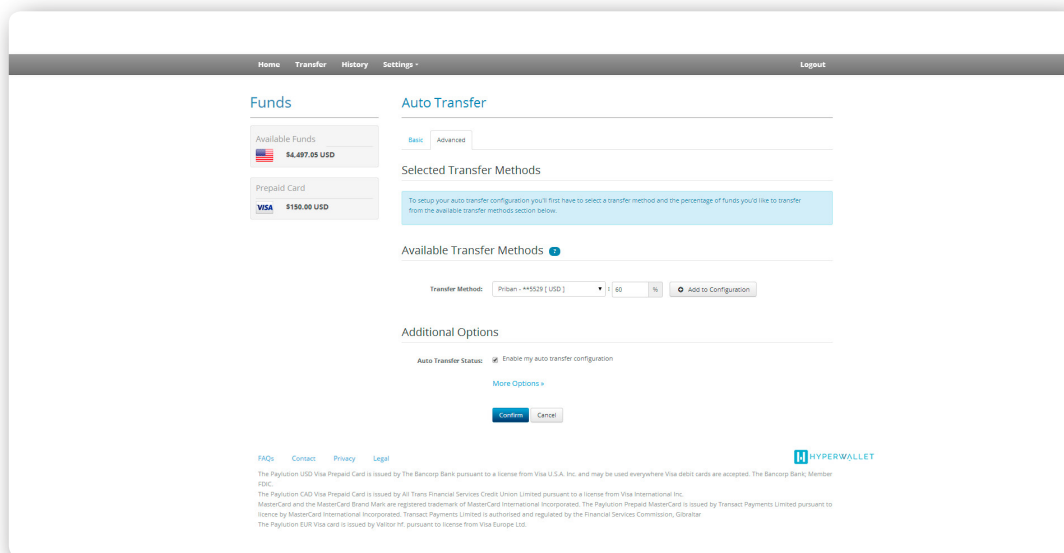
- The Advanced option allows a member to automatically transfer a percentage of funds from their Pay Portal account to a predetermined account (i.e. prepaid card, bank account).



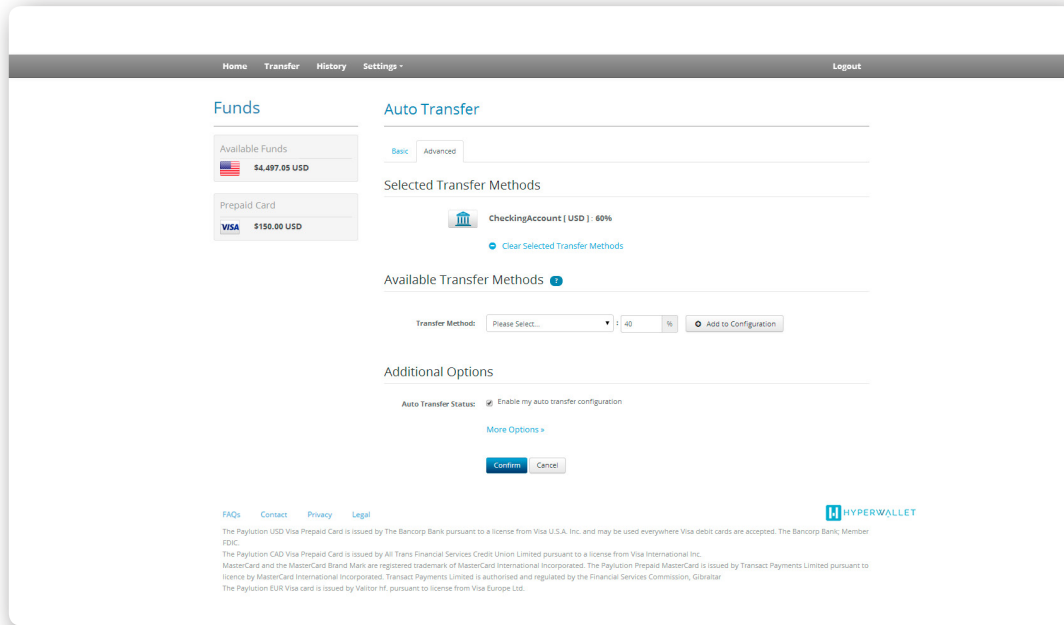
- You may Auto Cashout 100% of your account balances to a single account or you may split the Auto Cashout among multiple saved accounts.  
**\*Note:** The total Auto Cashout must equal 100%.
- Select where you would like the Auto Cashout to deposit funds by selecting your **Transfer Method** from the dropdown menu.



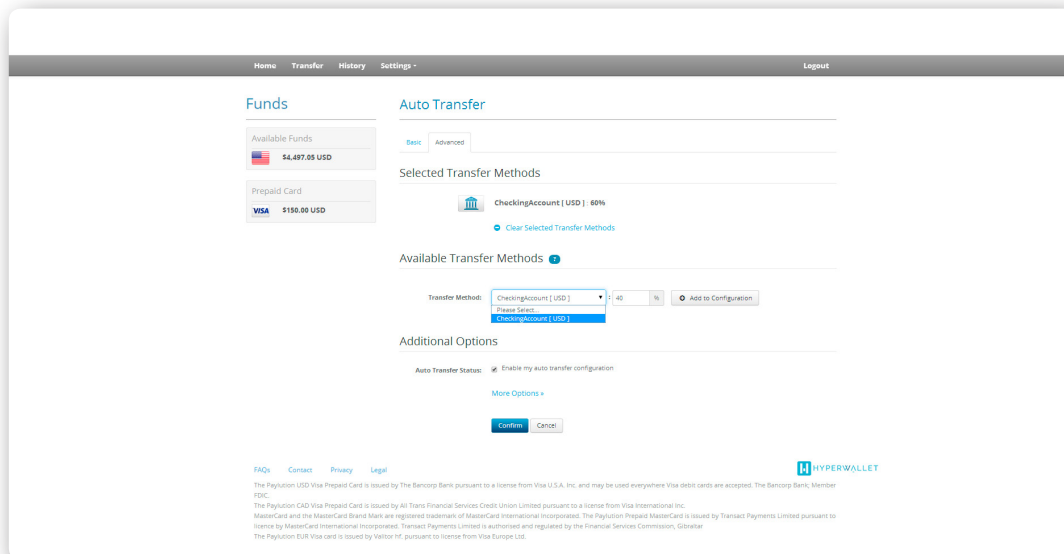
- To transfer all available funds to the preferred transfer method, leave the percentage field at 100. If you would like to split the Auto Cashout transfer between multiple transfer methods, you will need to adjust this percentage.



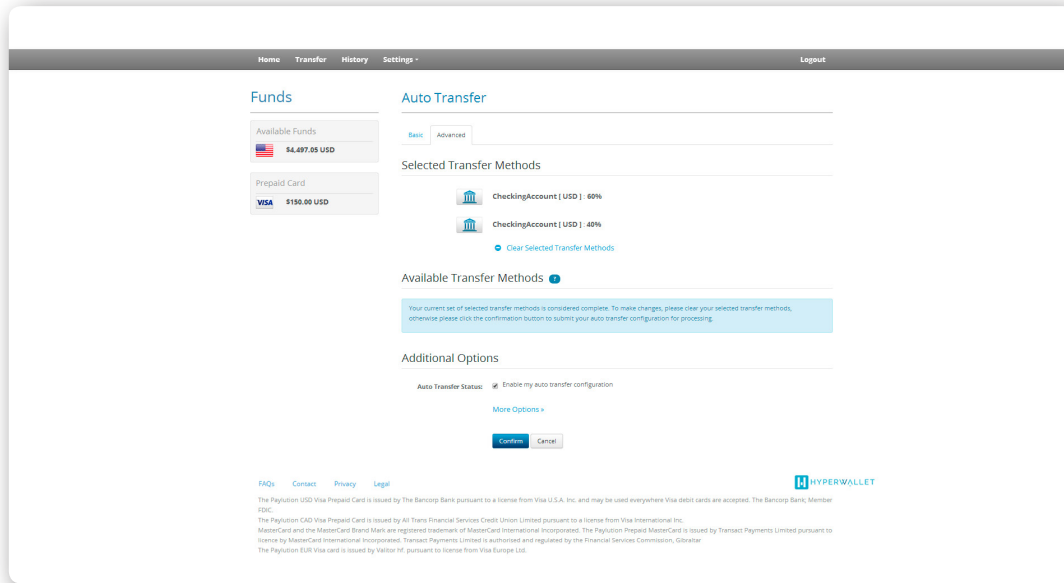
- Click **Add to Configuration** to save this Auto Cashout parameter. It will now be visible under the **Selected Transfer Methods** area.



- If you have decided to split your Auto Cashout you will now be asked to create a second transfer to capture your remaining balance. Select where you would like the Auto Cashout to deposit your remaining funds by selecting an available **Transfer Method** from the dropdown menu. Click **Add Auto Configuration** to save this Auto Cashout parameter.

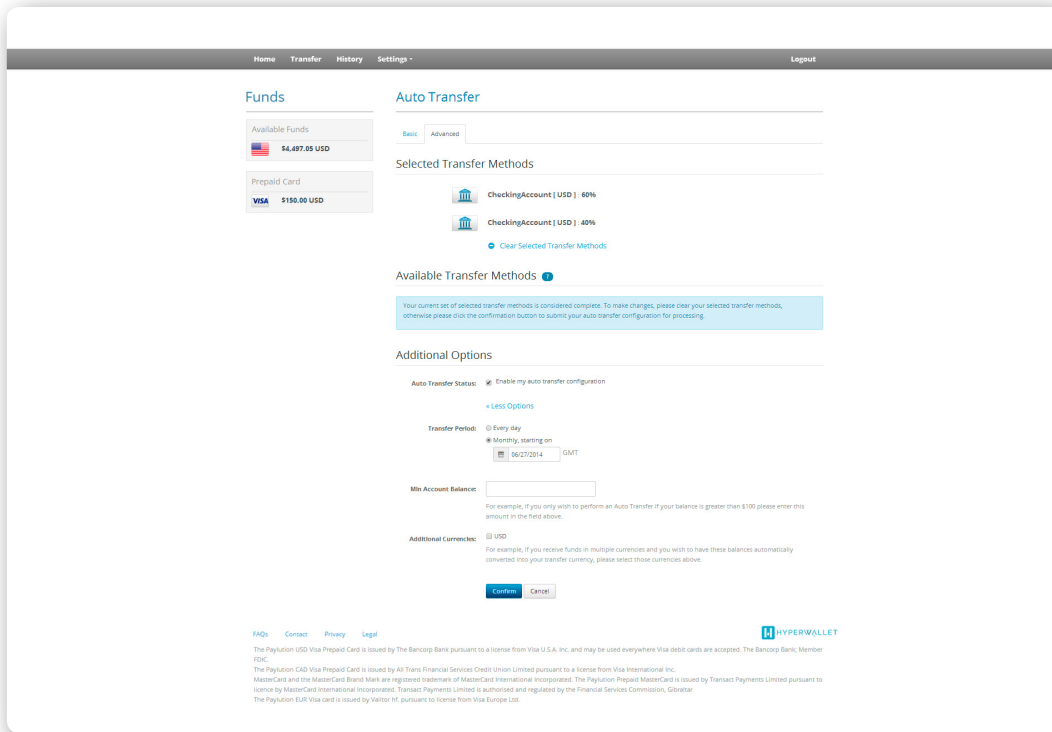


- Both Auto Cashout transfer parameters will now be visible under the **Selected Transfer Methods** area. Your current set of selected transfer methods is considered complete. If you ever wish to make changes to these settings please click the **Clear Selected Transfer Methods**. This will clear all of your transfer parameters so that you can create a new Auto Cashout arrangement. Otherwise, please click the **Confirm** button to submit your auto transfer configuration for processing. **\*Note:** This auto transfer rule is set to scan your account every day. Whenever funds are available, they will be transferred based on your parameters.

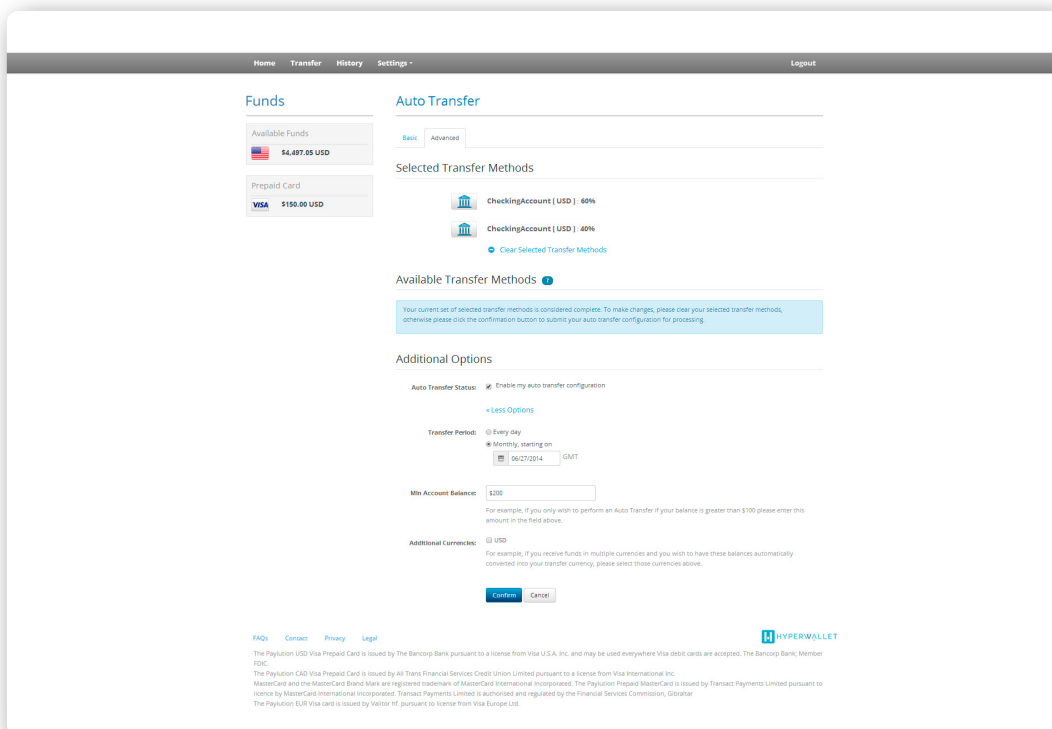


- This auto transfer will remain active until you disable it (to do so, you will need to remove the check next to the **Enable auto transfer configuration** and click **Confirm**.
  - Members can further customize their auto transfer in the **Additional Options** area. Click on the **More Options** link to view to reveal the following parameters:
    - Transfer Period:** Members can schedule their auto transfer to take place on a monthly schedule rather than a daily basis. To do this, select the **Monthly, starting on** option. This will unlock the calendar. Select the day of the month that you would like your first auto transfer to occur on. The system will automatically run this transfer rule monthly on the selected date.

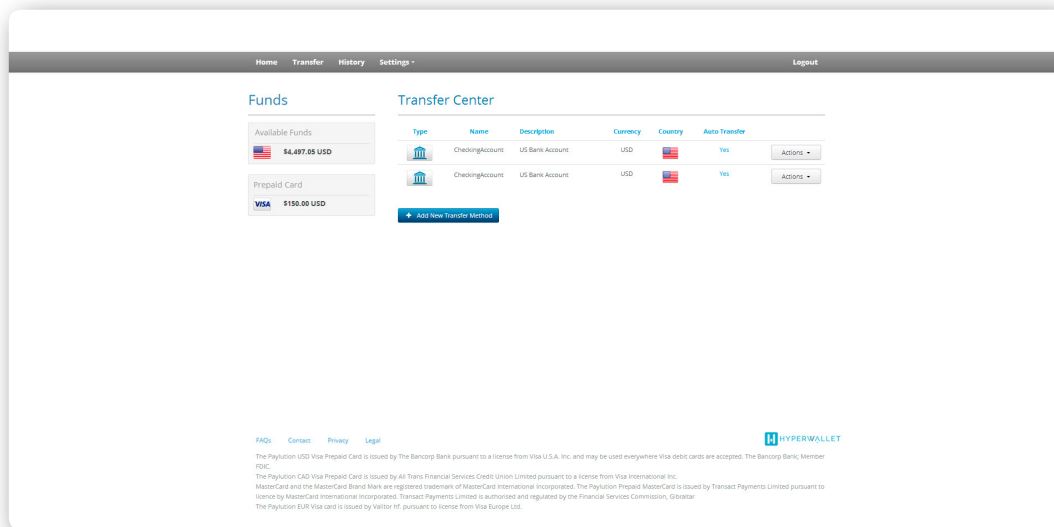




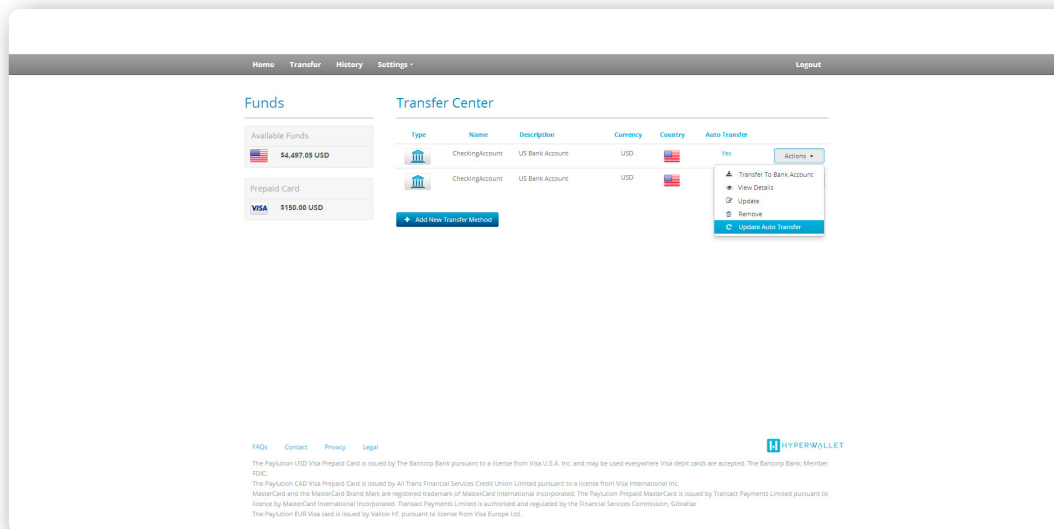
- **Min Account Balance:** Members can trigger an auto transfer based on the minimum account balance in their Pay Portal account. Simply input the desired balance into the **Min Account Balance** field.



- **Additional Currencies:** If you receive funds in multiple currencies you can choose to have these balances automatically converted into your transfer currency. Put a check next to the currency that you would like to have your balances converted to.
- Click **Confirm** to save your selections.
- Your auto transfer is now enabled. You can confirm this in your Pay Portal **Transfer Center** by clicking on **Transfer**. There will now be a “Yes” next to any account that is associated with an auto transfer.



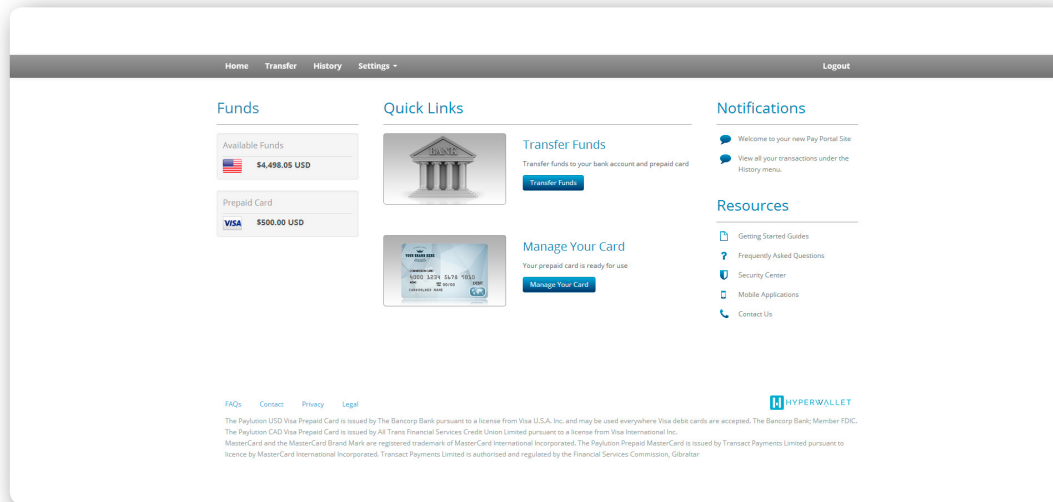
- You can update or cancel these transfer settings at any time by clicking on the “Yes” or selecting the **Update Auto Transfer** from the **Actions** dropdown menu.



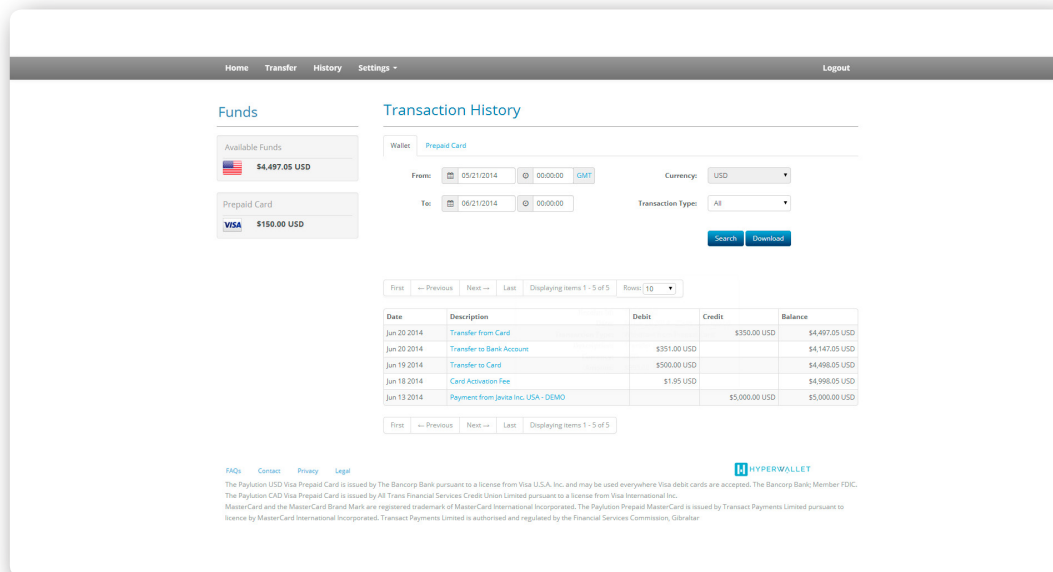
# Account Management Features

## Transaction History

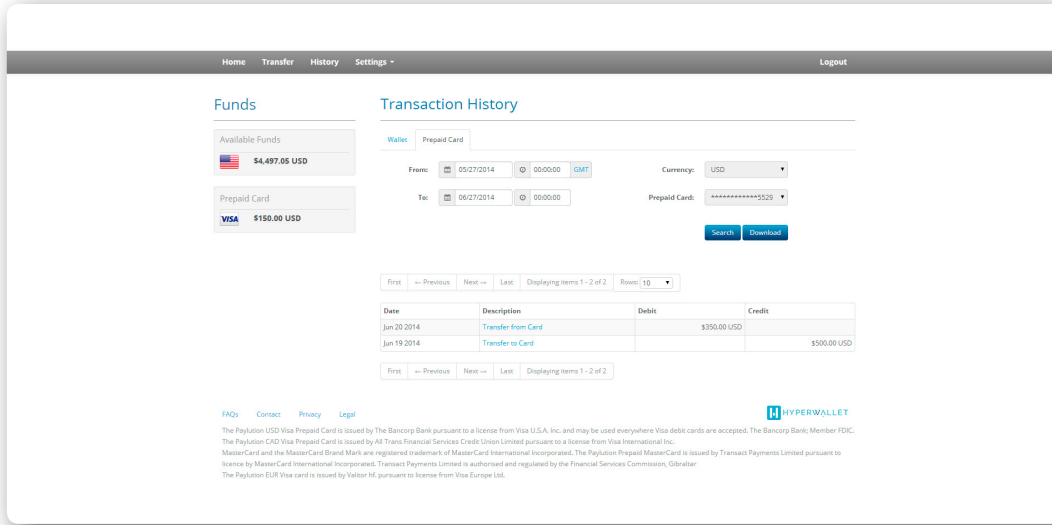
Members can review their transaction history at any time by clicking on any of the available **Balances** or by selecting the **History** option from the top navigation bar.



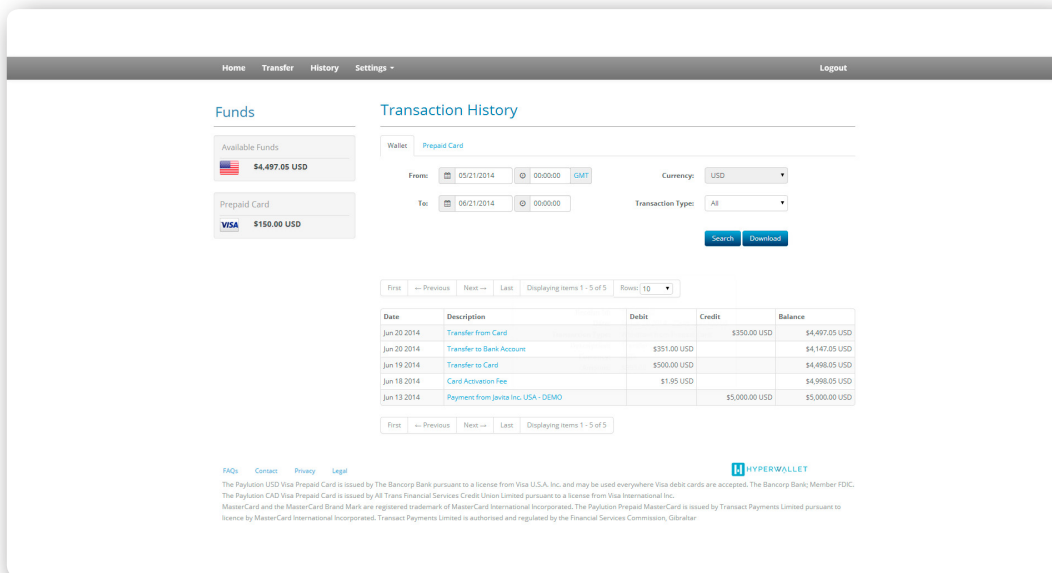
- Past transaction can be segmented into two groups: Wallet transactions or Prepaid Card Transactions.
  - The Wallet screen lists any transactions to and from your e-wallet.



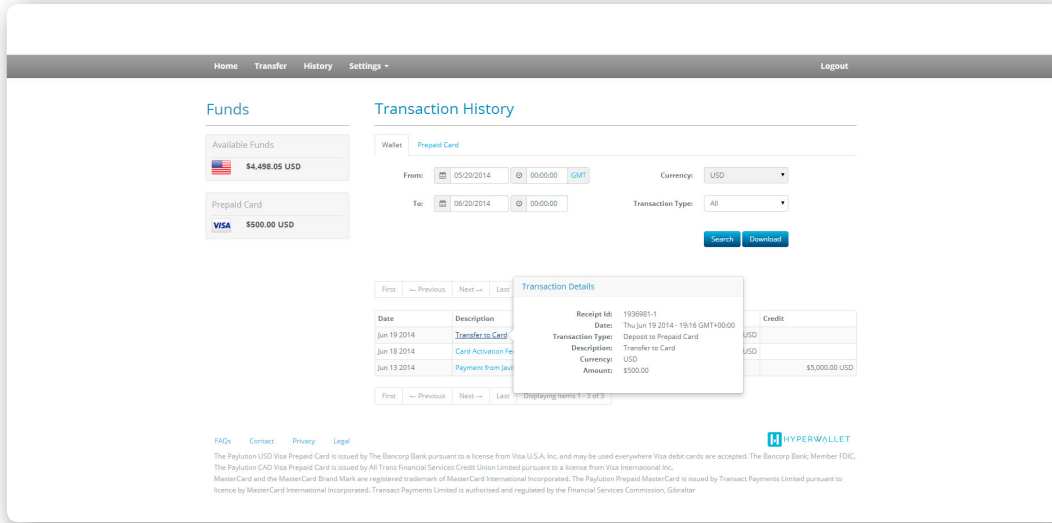
- The Prepaid screen lists any transfers to and from your prepaid card. This includes any purchases.



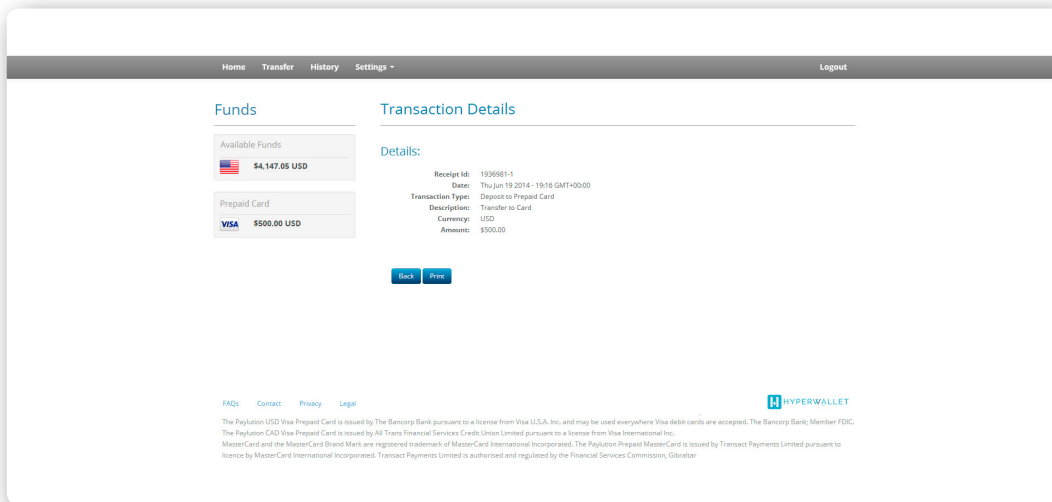
- Both screens list transactions by date, with the most recent transaction at the top. Users can search their transaction history for specific events in three ways: by date, by currency or by transaction type. Click **Download** to save a copy of your transactions to your computer (.xlsx format).



- To see a quick overview of a transaction record, simply place your mouse cursor on the desired **Transaction Description**.

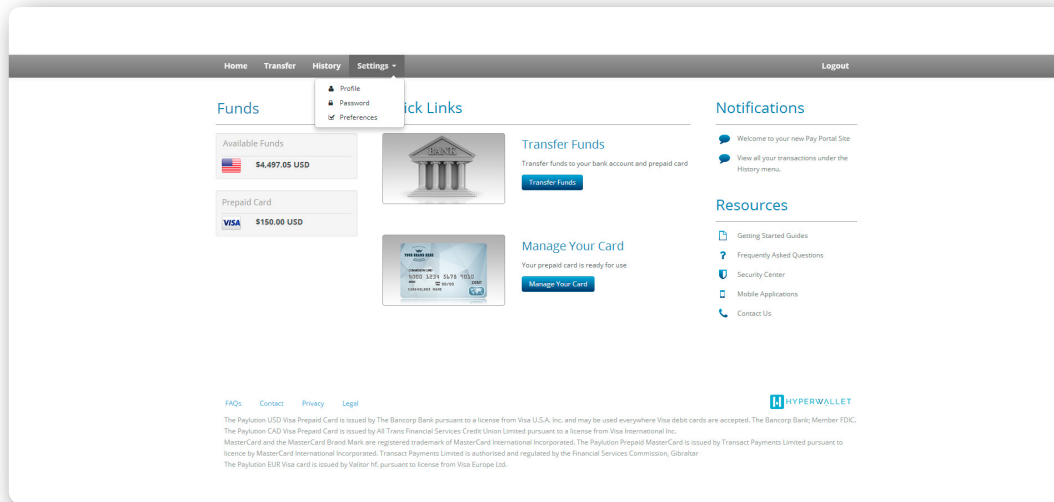


- Clicking on the transaction will enable you to view the receipt.

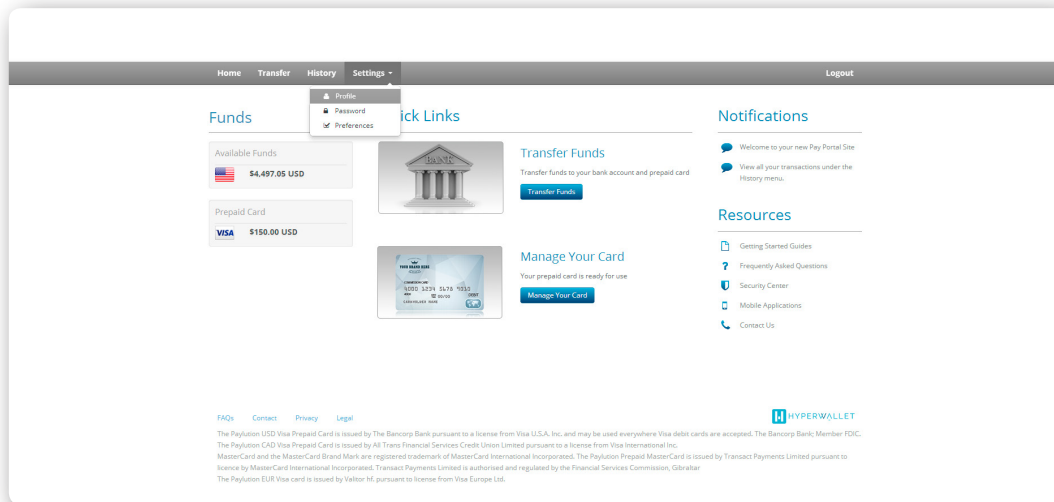


## Account Settings

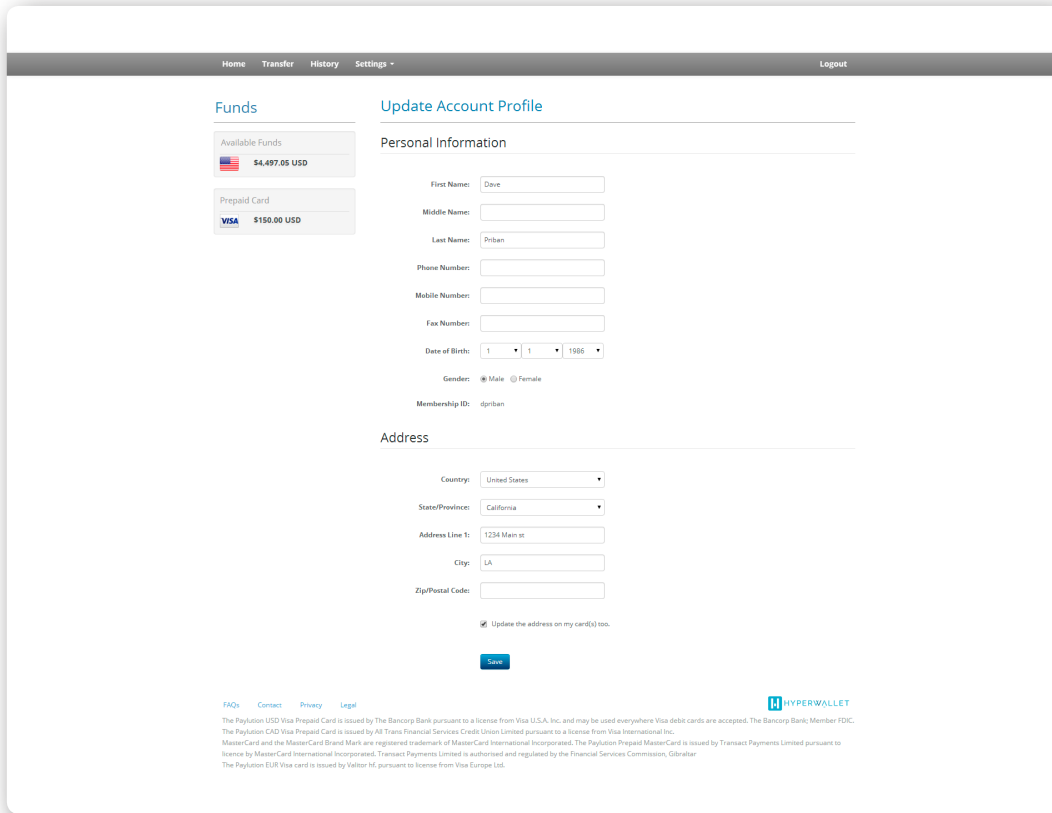
Members can update their profile, password and preferences at any time in the **Settings** area of their Pay Portal Account.



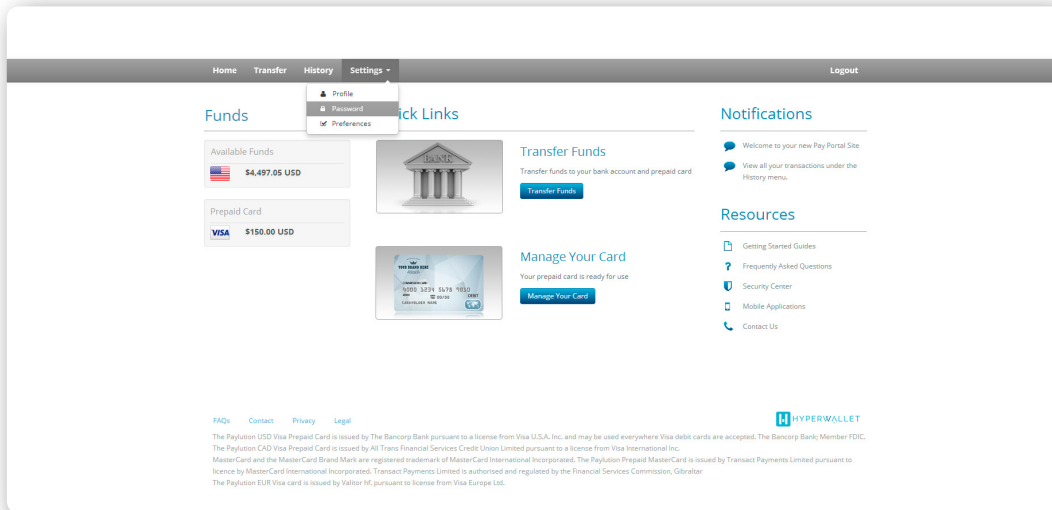
- To update personal information and address details, select **Settings** followed by the **Profile** option.



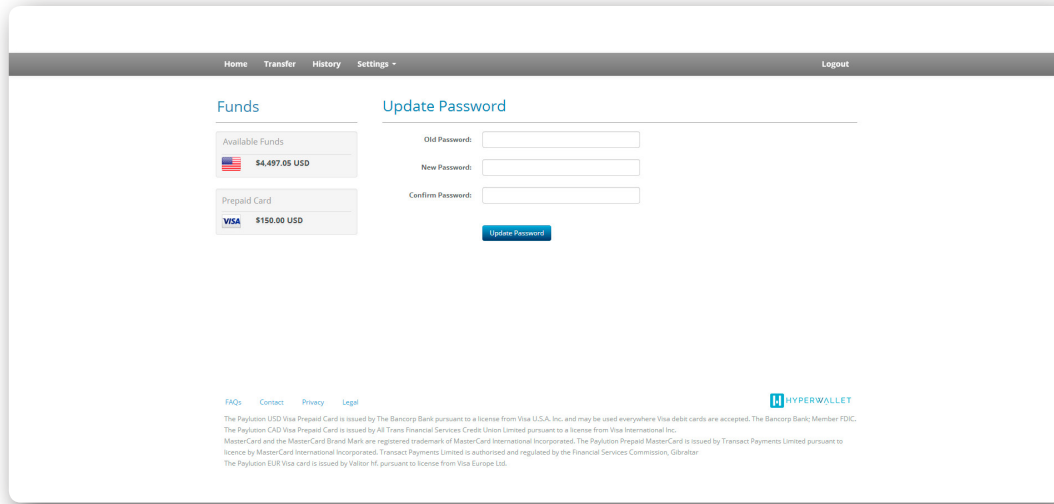
- To update new address information in both your Pay Portal profile and on any associated Prepaid Cards check the box next to **Update the address on my card(s) too.**
- Click **Save** to update your Pay Portal profile.



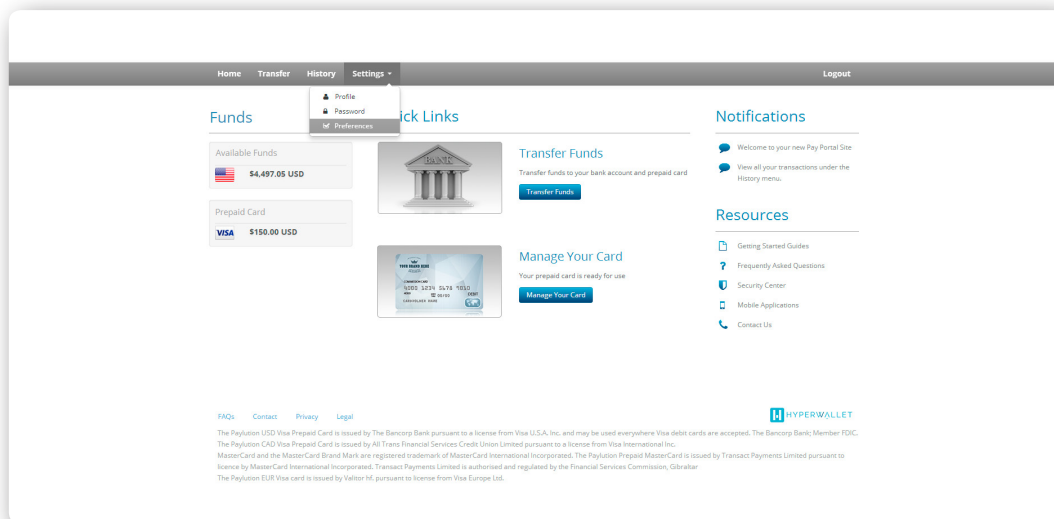
- To update your Pay Portal password, select **Settings** followed by the **Password** option.



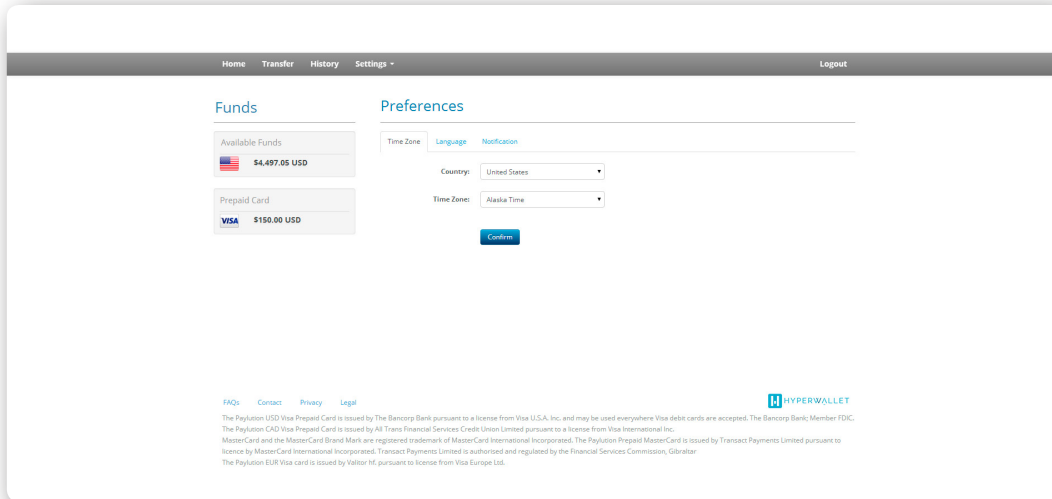
- Input your old password followed by your new password. Confirm your new password before selecting **Update Password**.



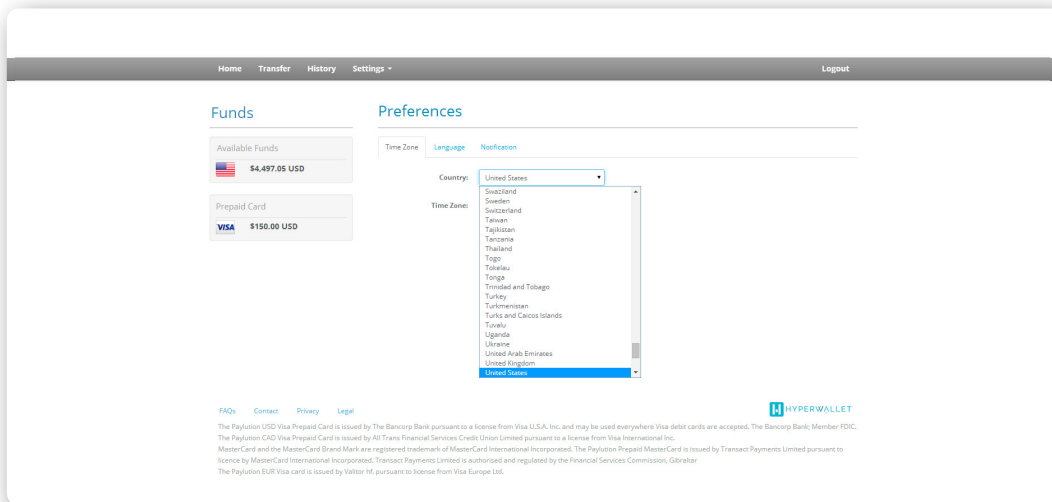
- To update your preferred time zone, language and notification settings, select **Settings** followed by the **Preferences** option. This will open the main preference screen.



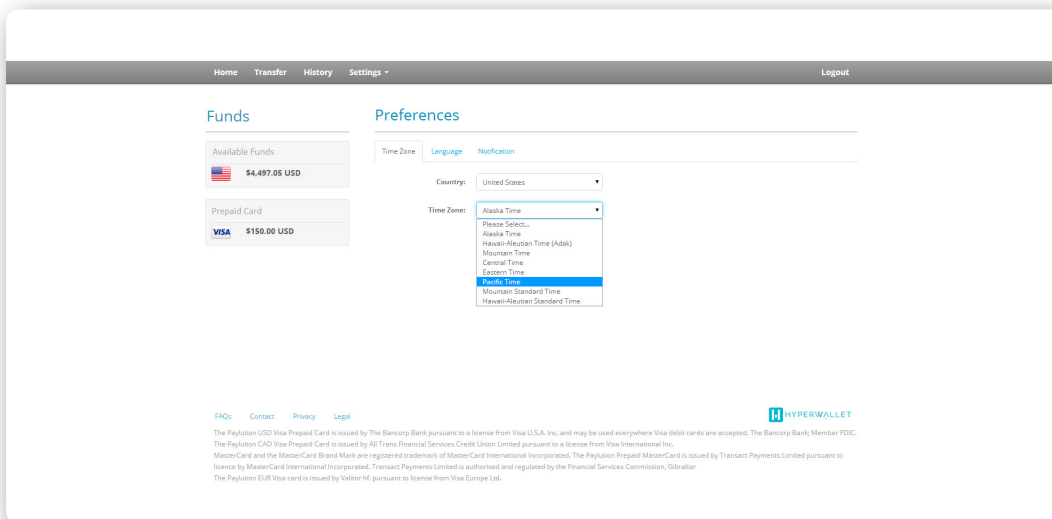




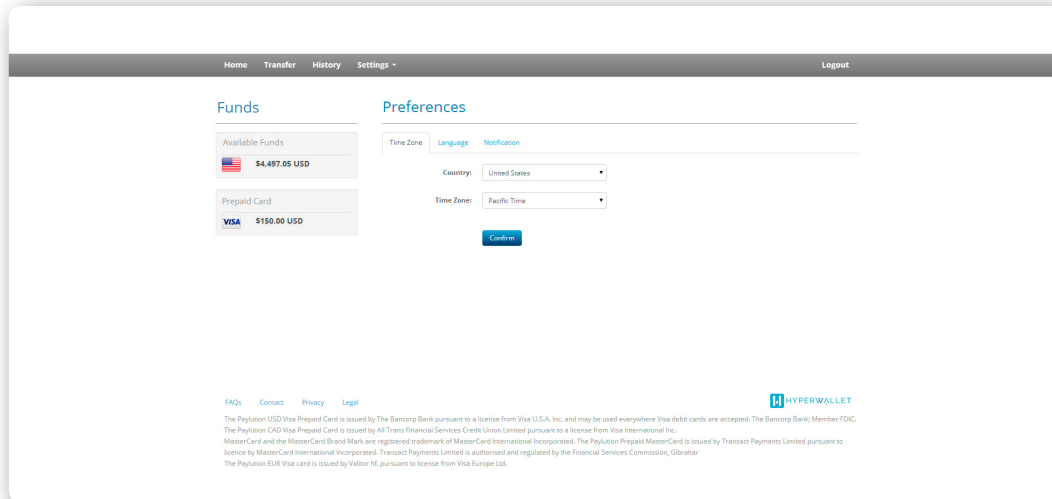
- On the **Time Zone** tab, select your preferred **Country** from the dropdown list.



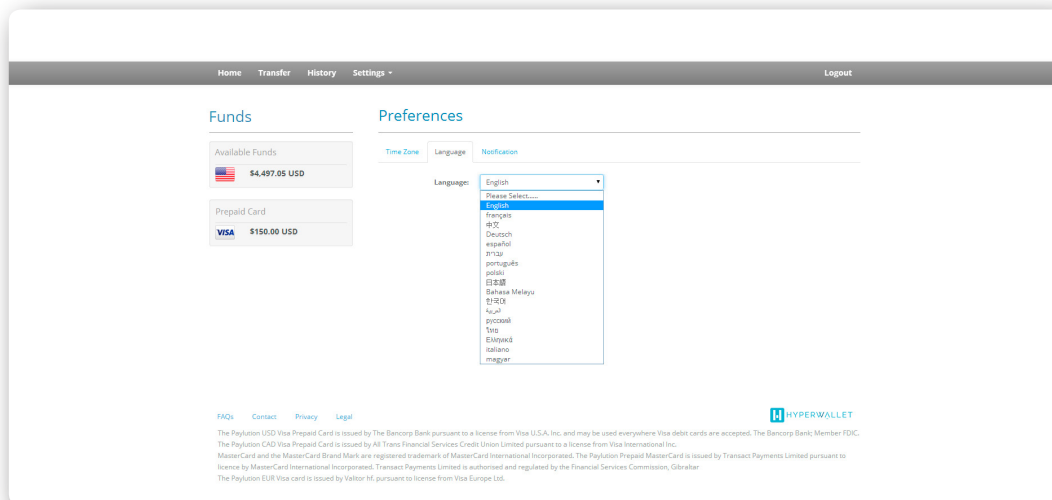
- Your country selection will pre-populate the **Time Zone** drop down with applicable selections.



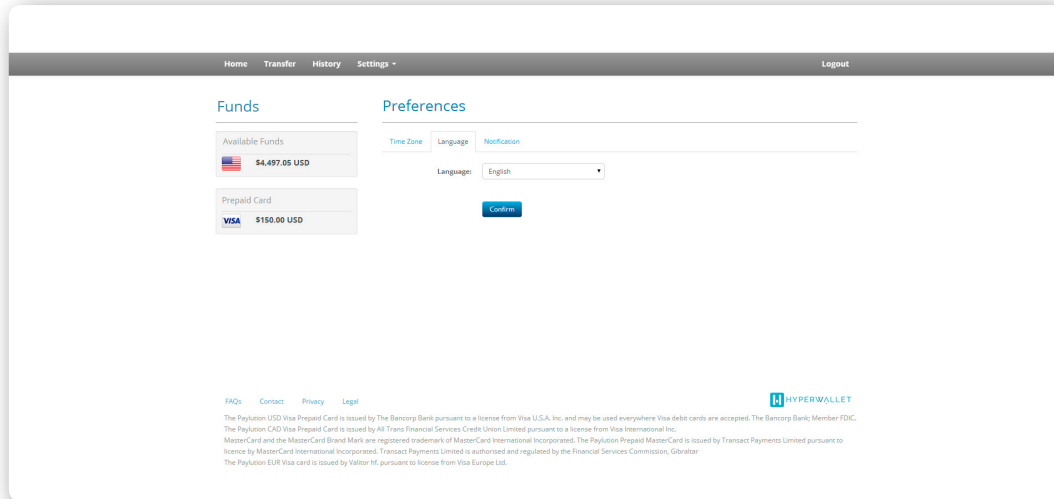
- Once you have made your selection, click **Confirm**.



- On the **Language** tab, select your preferred **Language** from the dropdown list.



- Once you have made your selection, click **Confirm**.



- On the **Preferences** tab, please input the email address where you would like to receive notifications about your Pay Portal account and transactions.

**\*Note:** Changing this email address will not update the email address associated with your account log-in details. To update this email, please contact customer service by telephone. Click **Confirm** to save your notifications preference.

