

MANAGING YOUR SCENTSY FAMILY PAY PORTAL ACCOUNT



Table of Contents

Fund Transfer

Transferring Funds to a Prepaid Card.....	3
Transferring Funds From a Prepaid Card.....	7
Transferring Funds to a Bank Account.....	11
Setting Up An Auto Transfer to a Bank Account or Prepaid Card.....	15

Account Management Features

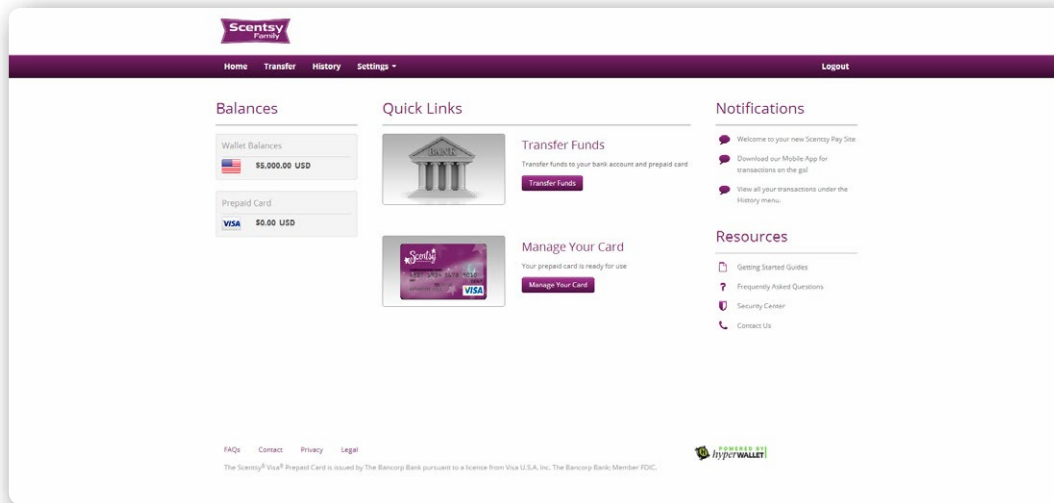
Transaction History.....	22
Account Settings.....	25

Fund Transfer

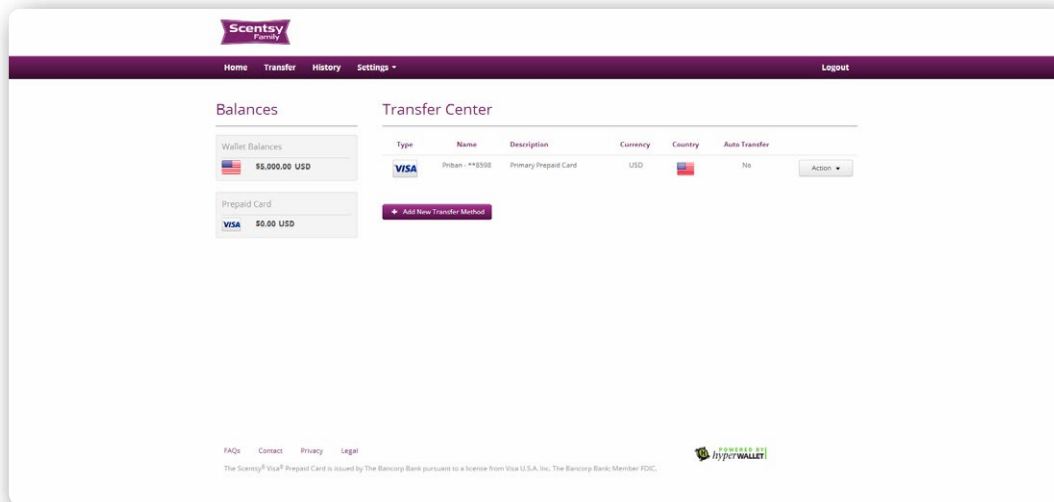
The Scensty Family Pay Portal makes it easy for Consultants to manage their funds. In order to use these funds for purchases, you must first transfer them to a bank account or a prepaid card (if available in your country).

Transferring Funds to a Prepaid Card

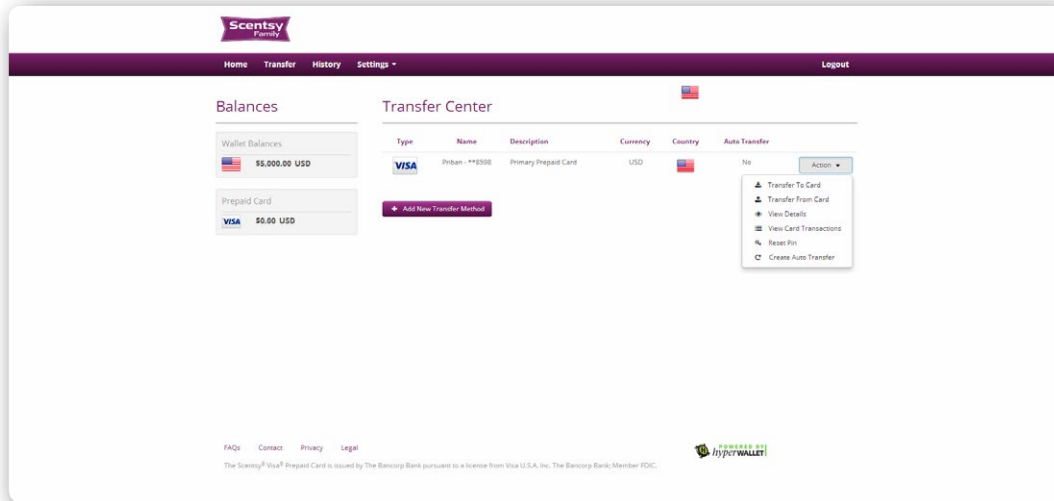
You can transfer funds to your Scensty Family prepaid card as soon as it has been activated. All transfers take place in the Transfer Center area of the Scensty Family Pay Portal. To access the Transfer Center, click on either **Manage Your Card** or **Transfer**.



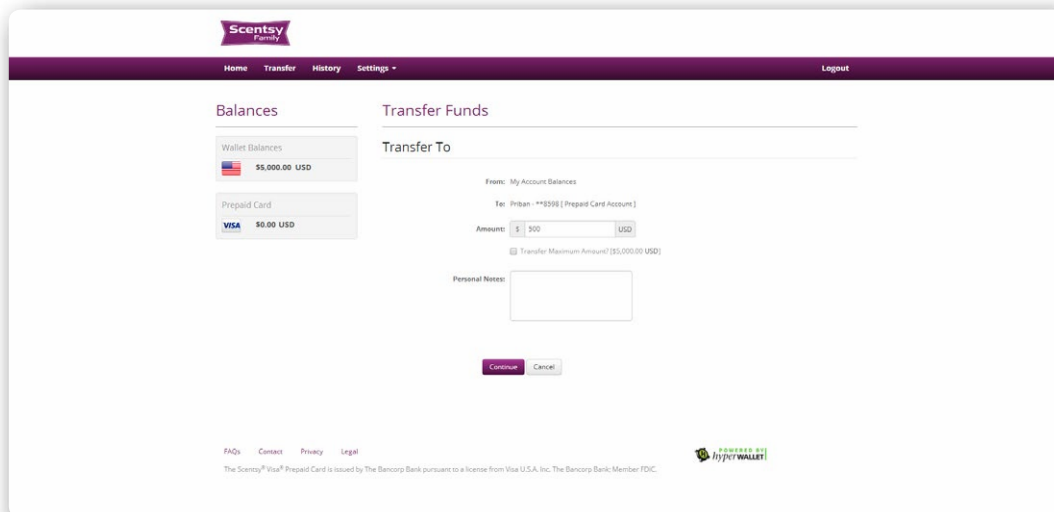
- Prepaid cards that have been successfully activated will be visible in the Transfer Center. If a prepaid card isn't listed, please use the Request a Card feature on the Scensty Family Pay Portal Home screen or contact your organization for more information



- 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 Scensty Family Pay Portal to your prepaid card.

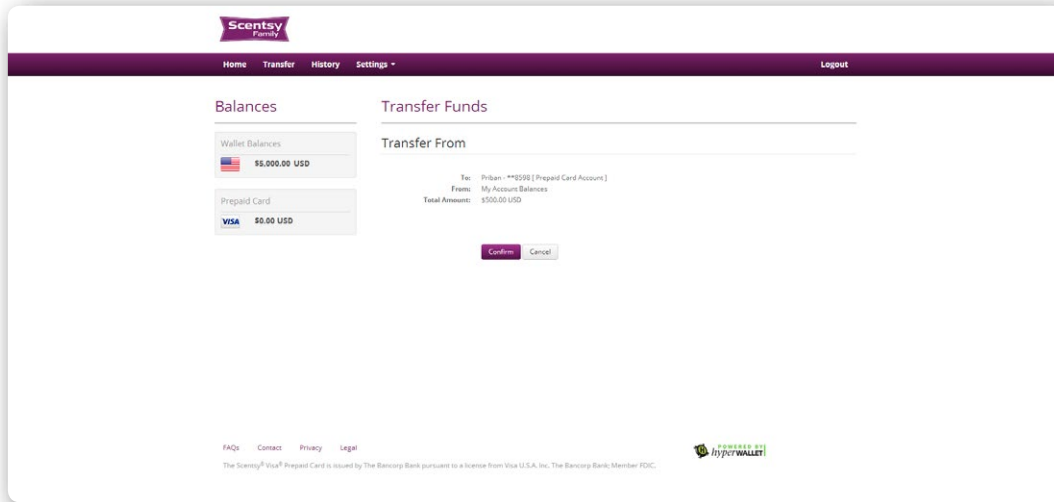


- Input the amount that you wish to transfer from your Scensty Family Pay Portal to your prepaid card. Alternatively, if you wish to transfer all funds in your Pay Portal to your prepaid card, simply check the **Transfer Maximum Amount?** option. An optional message can be included via the **Personal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

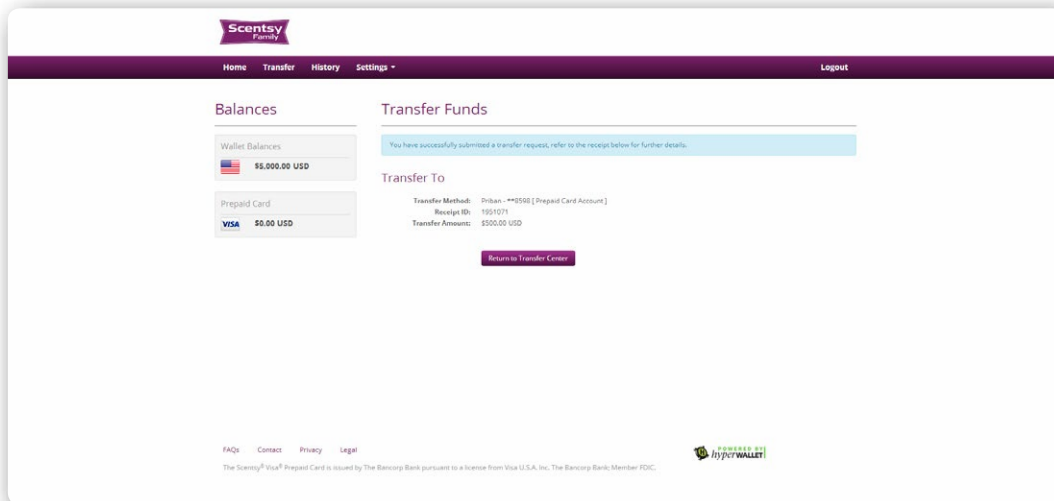


***Note:** The **From:** dropdown menu may be disabled (as it is in this example). This is because there is only one transfer method available. This field will be enabled once additional transfer methods are activated and loaded with funds (e.g. a bank account).

- 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** and **Prepaid Card** have also been updated in real-time.



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

Scensty Family

Home Transfer History Settings Logout

Balances

Wallet Balances
\$4,500.00 USD

Prepaid Card
VISA \$500.00 USD

Transaction History

Wallet: Prepaid Card

From: 06/04/2014 00:00:00 EST Currency: USD

To: 07/05/2014 00:00:00 Transaction Type: All

Search Download

First Previous Next Last Displaying items 1 - 3 of 3 Rows: 10

Date	Description	Debit	Credit
Jul 04 2014	Transfer to Card		\$500.00 USD
Jul 04 2014	Card Activation Fee		\$5.00 USD
Jul 04 2014	Payment from HyperWALLET		\$5,000.00 USD

First Previous Next Last Displaying items 1 - 3 of 3

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The Scensty® Visa® Prepaid Card is issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. The Bancorp Bank, Member FDIC.

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Scensty Family

Home Transfer History Settings Logout

Balances

Wallet Balances
\$4,500.00 USD

Prepaid Card
VISA \$500.00 USD

Transaction History

Wallet: Prepaid Card

From: 06/04/2014 00:00:00 EST Currency: USD

To: 07/05/2014 00:00:00 Transaction Type: All

Search Download

First Previous Next Last Displaying items 1 - 3 of 3

Transaction Details

Receipt Id: 1951071-1
Date: Fri Jul 04 2014 - 13:29 EST
Transaction Type: Deposit to Prepaid Card
Description: Transfer to Card
Currency: USD
Amount: \$500.00

Date	Description	Debit	Credit
Jul 04 2014	Transfer to Card		\$500.00 USD
Jul 04 2014	Card Activation Fee		\$5.00 USD
Jul 04 2014	Payment from HyperWALLET		\$5,000.00 USD

First Previous Next Last Displaying items 1 - 3 of 3

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

Scensty Family

Home Transfer History Settings Logout

Balances

Wallet Balances
\$4,500.00 USD

Prepaid Card
VISA \$500.00 USD

Transaction Details

Details:

Receipt Id: 1951071-1
Date: Fri Jul 04 2014 - 13:29 EST
Transaction Type: Deposit to Prepaid Card
Description: Transfer to Card
Currency: USD
Amount: \$500.00

Back Print

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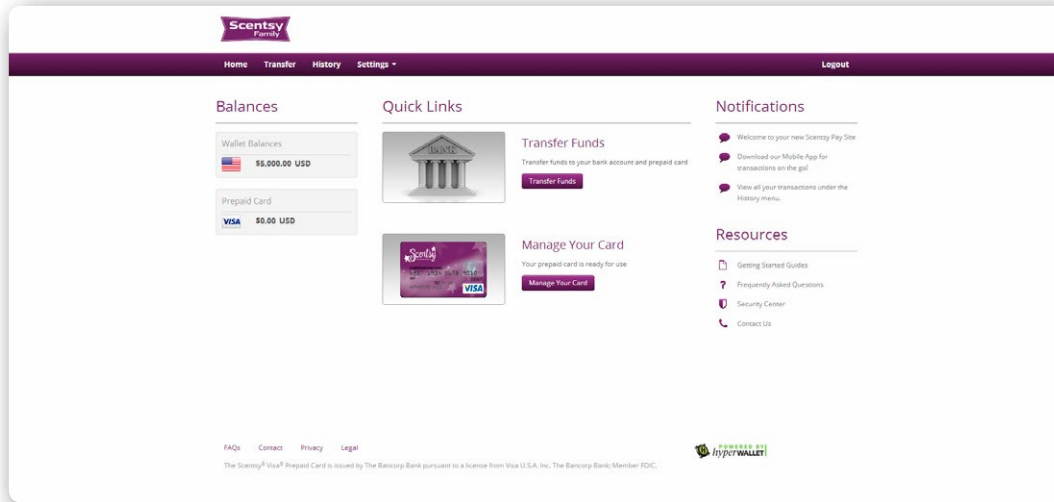
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Transferring Funds from a Prepaid Card

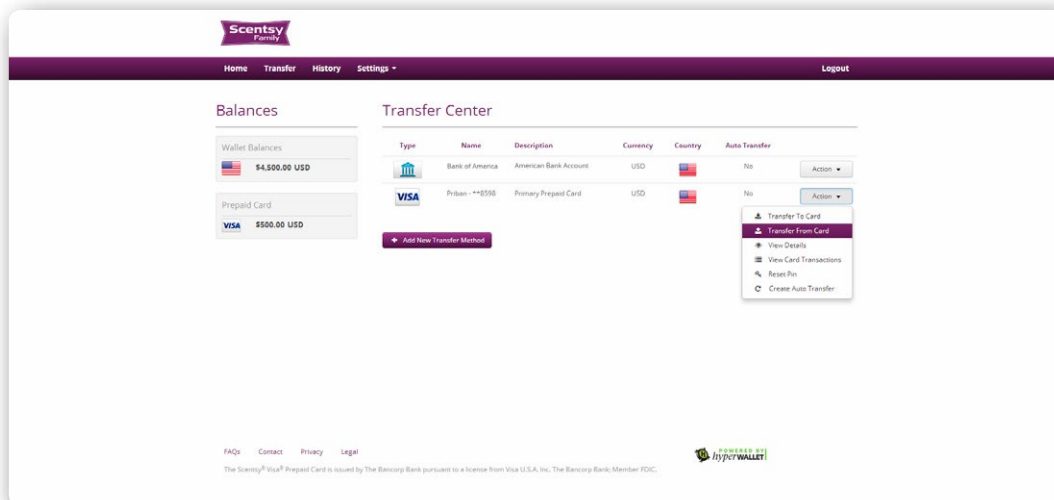
Consultants can transfer funds from a Scensty Family prepaid card into their Scensty Family Pay Portal or into a bank account (provided a bank account has been added as a transfer method).

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

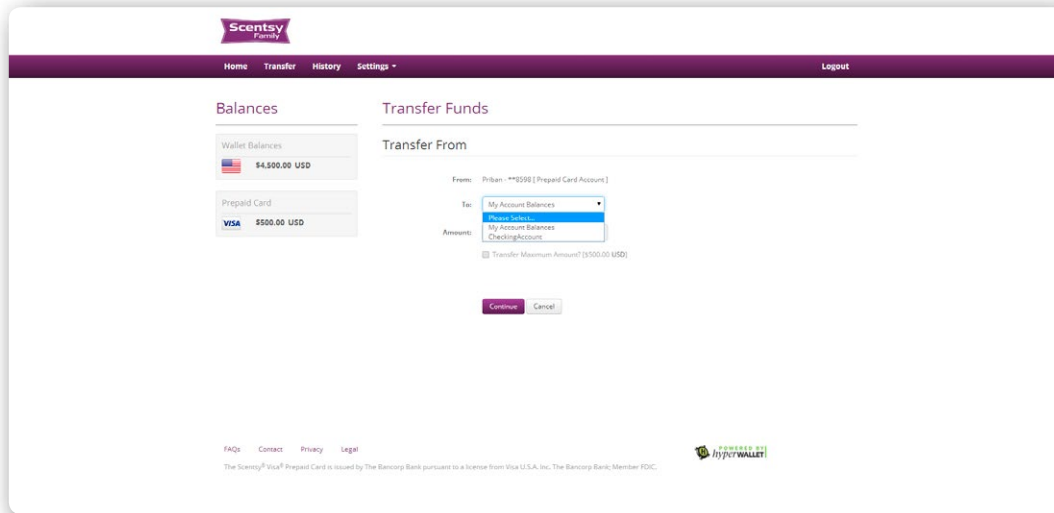
- To access the Transfer Center, click on either **Manage Your Card** or **Transfer**.



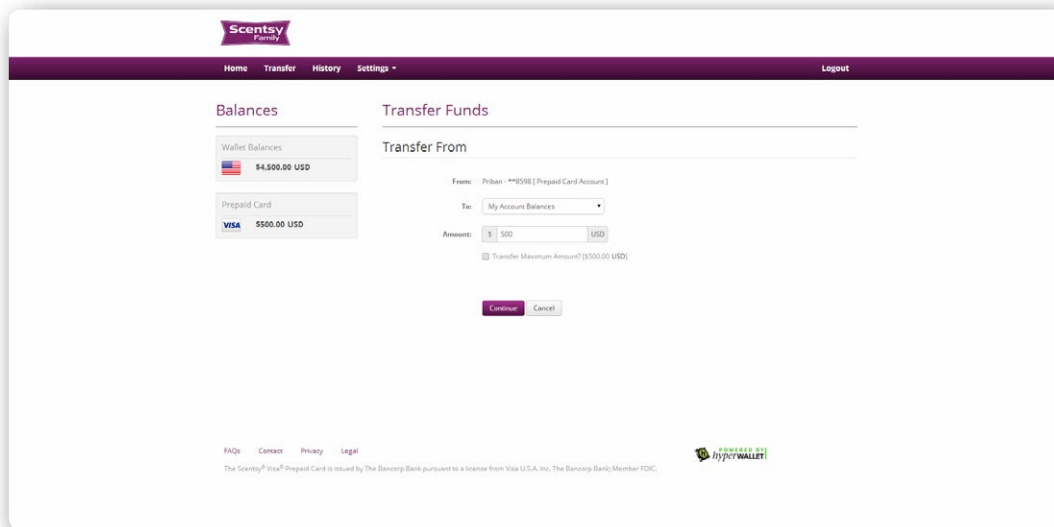
- Click the **Actions** dropdown next to the prepaid card that you wish to transfer funds from. Select the **Transfer From Card** option to move funds off of your prepaid card.



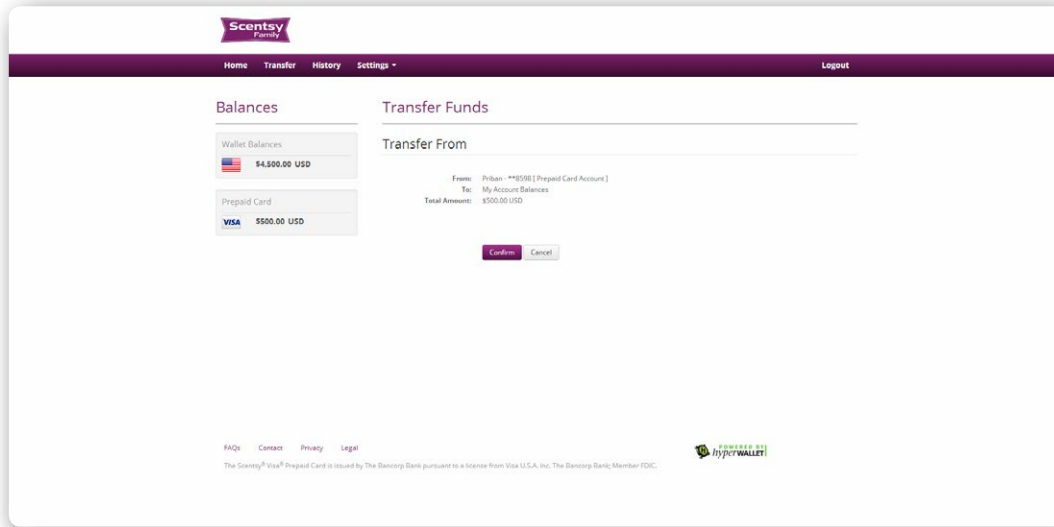
- The **From:** field will be auto populated with the prepaid card account.
***Note:** The **To:** dropdown menu may be disabled. This is because there is only one transfer method available (your Scensty Family Pay Portal). This field will be enabled once additional transfer methods are activated (e.g.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



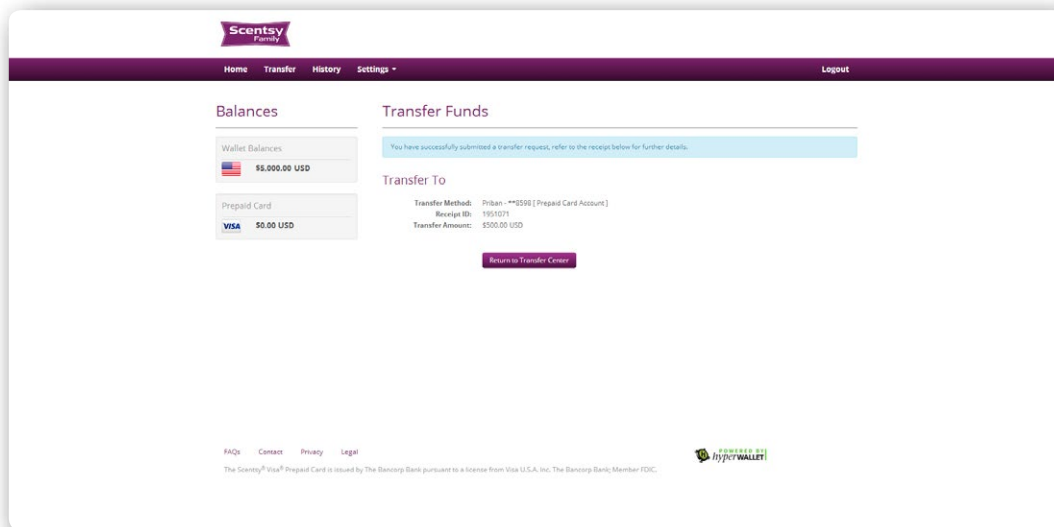
- Input the amount that you wish to transfer from your prepaid card. Alternatively, if you wish to transfer all funds from your prepaid card to either your transfer source, simply check the **Transfer Maximum Amount?** option.



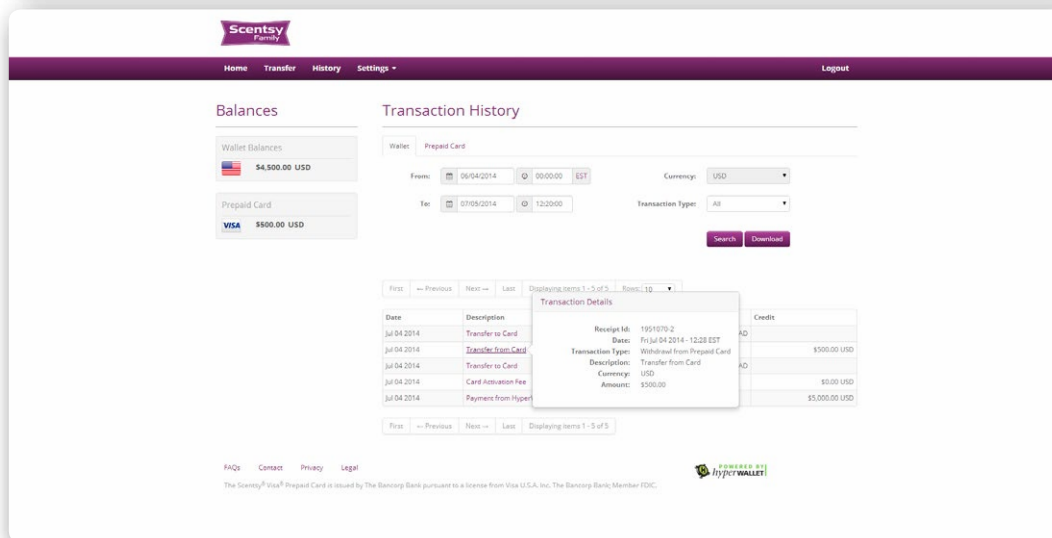
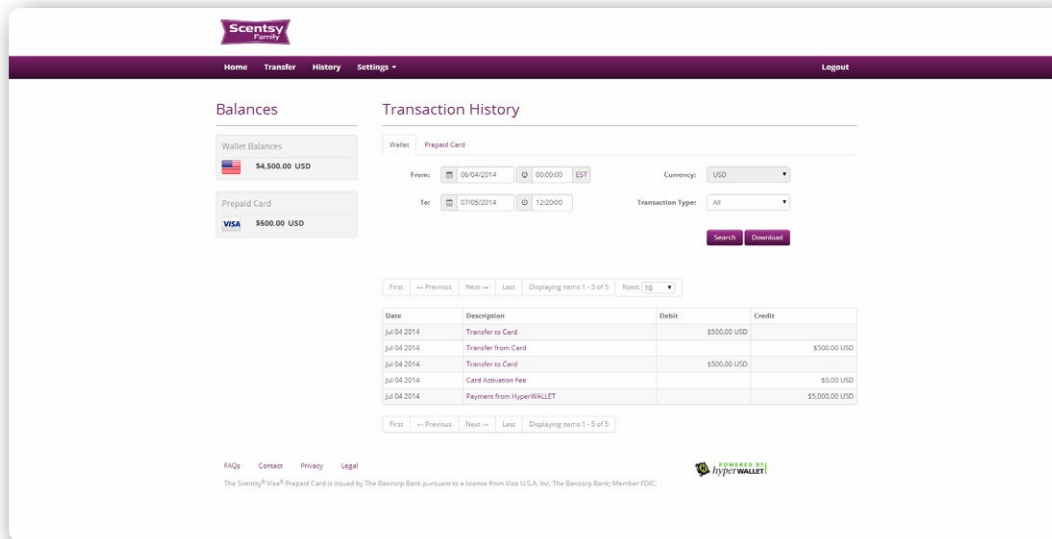
- Click **Continue**.
- Review your transfer information and click **Confirm** to initiate the transfer.



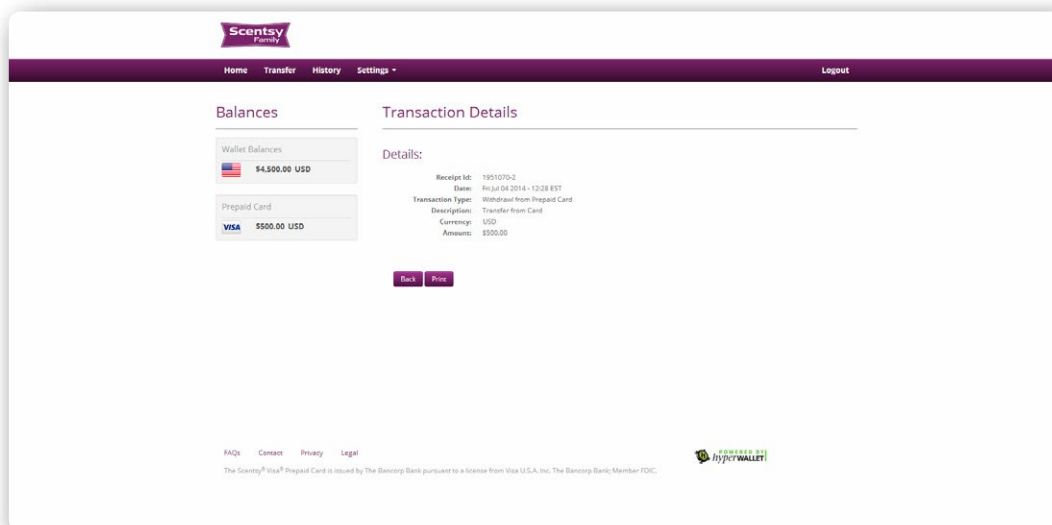
- The transfer is now initiated. If your transfer involved moving funds back into your Scentsy Family Pay Portal, the balance will have been updated in real-time. It can take up to/ or exceed 24 hours for funds to be redistributed to a bank account. Transfer times may vary depending on your geographical location and banking provider.



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



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

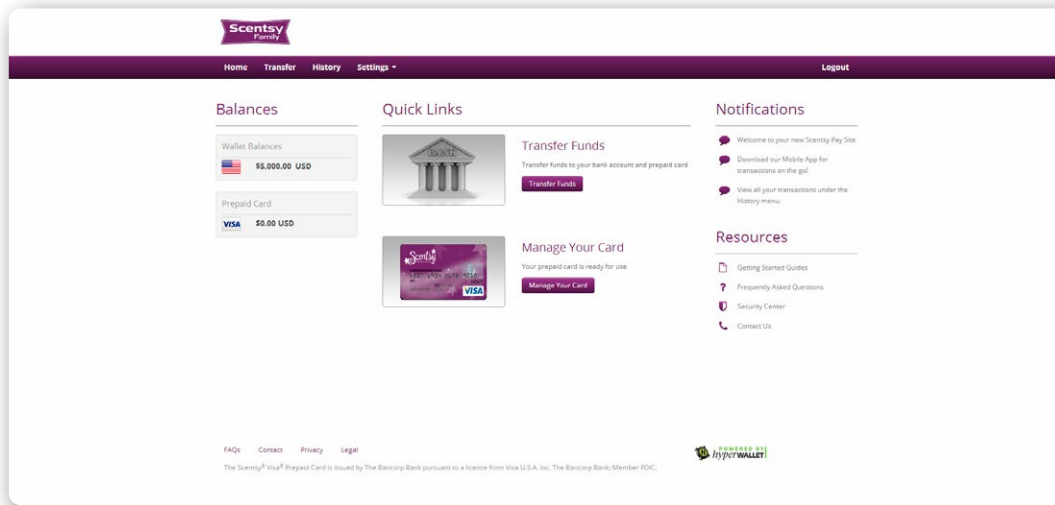


Transferring Funds to a Bank Account

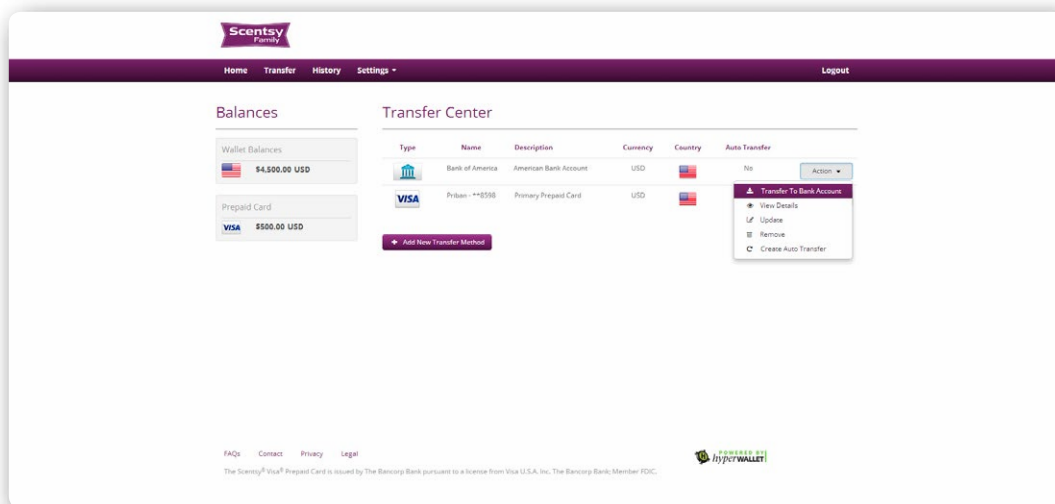
The Scensty Family Pay Portal makes it easy to transfer funds to a bank account. To do this you must first add a bank account as a Transfer Method in the Scensty Family Pay Portal Transfer Center.

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

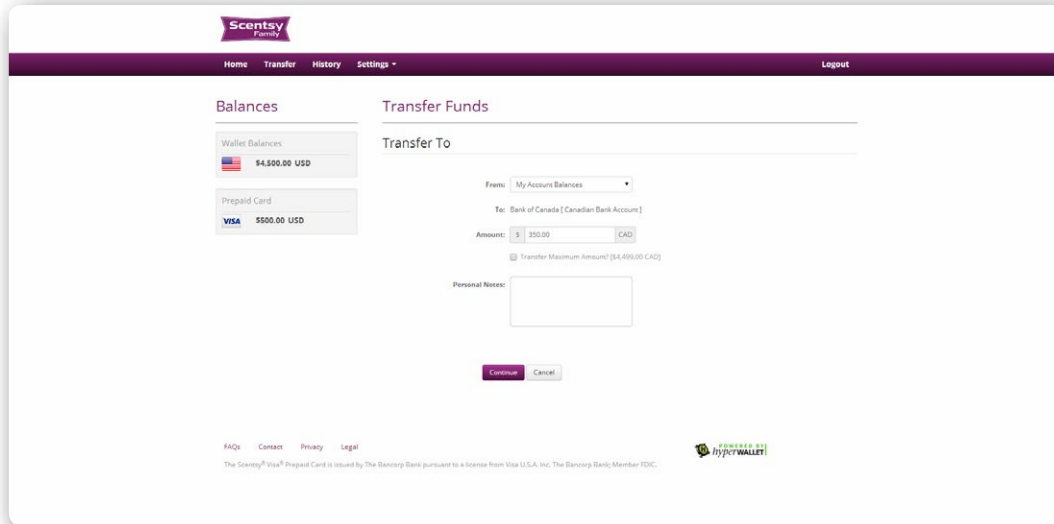
All transfers take place in the Transfer Center area of the Scensty Family Pay Portal. To access the Transfer Center, click on either **Transfer Funds** or **Transfer**.



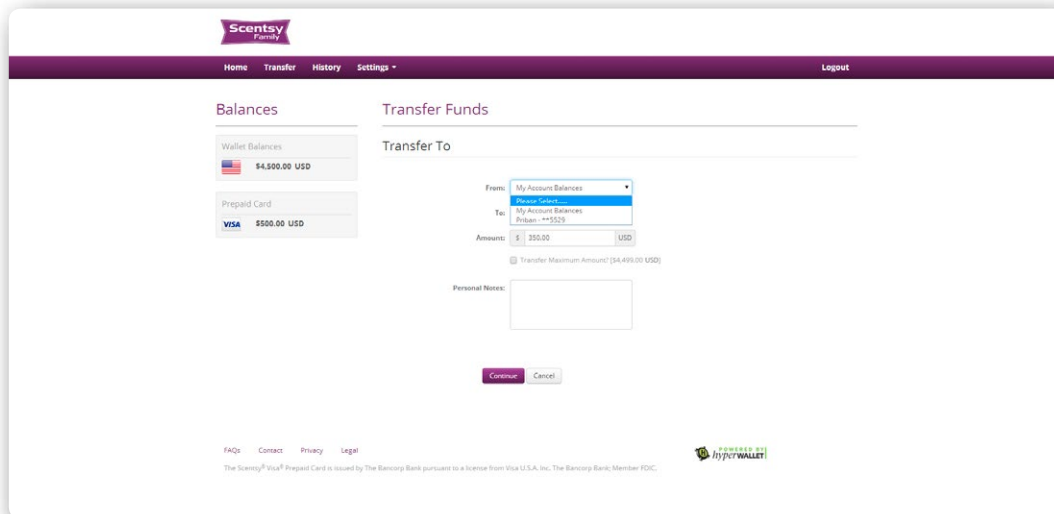
- Click the **Actions** dropdown next to the bank account that you wish to transfer funds to. Select the **Transfer to Bank** option to initiate a one-time fund transfer from your Scensty Family Pay Portal to this bank account.



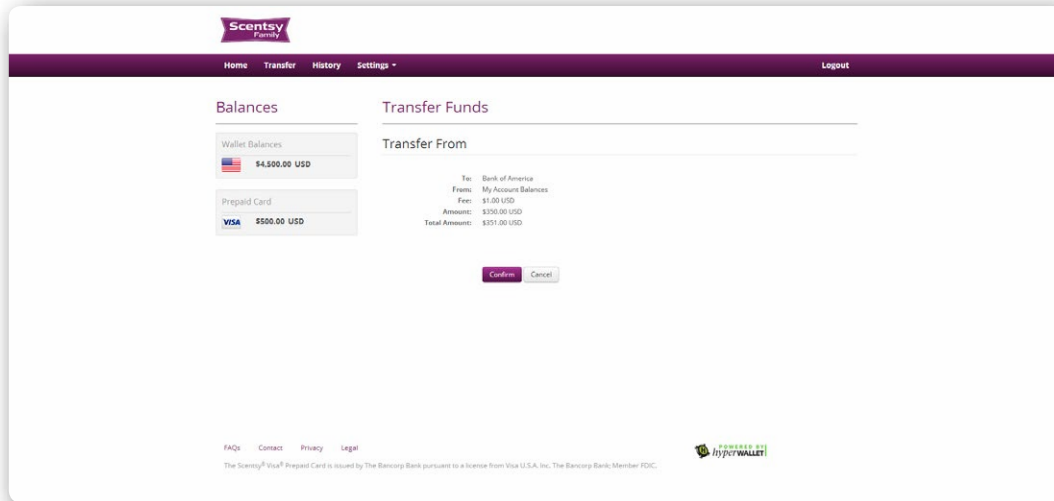
- Input the amount that you wish to transfer from your Scensy Family Pay Portal to your bank account. Alternatively, if you wish to transfer all funds in your Pay Portal to your bank account, simply check the **Transfer Maximum Amount?** option. An optional message can be included via the **Personal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



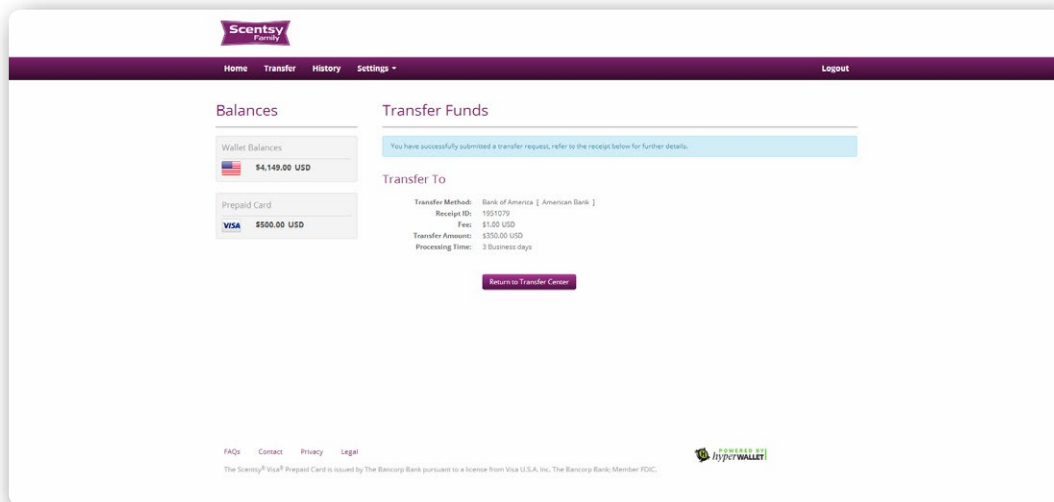
***Note:** The **From:** dropdown menu may be disabled. This is because there is only one transfer method available. This field will be enabled once additional transfer methods are activated and loaded with funds (e.g. a prepaid card). To change the source of the transfer, click the drop down and select 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/or exceed 24 hours for funds to be redistributed to a bank account. Transfer times may vary depending on your geographical location and banking provider.
- The balances of your **Pay Portal** and **Prepaid Card** have been updated in real-time.



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

Scensty Family

Home Transfer History Settings Logout

Balances

Wallet Balances
 \$4,500.00 USD

Prepaid Card
 VISA \$500.00 USD

Transaction History

Wallet: Prepaid Card

From: 06/04/2014 00:00:00 EST Currency: USD

To: 07/05/2014 00:00:00 Transaction Type: All

Search Download

First Previous Next Last Displaying items 1 - 6 of 6 Rows: 10

Date	Description	Debit	Credit
Jul 04 2014	Transfer to Bank Account	\$351.00 USD	
Jul 04 2014	Transfer to Card	\$500.00 USD	
Jul 04 2014	Transfer from Card		\$500.00 USD
Jul 04 2014	Transfer to Card	\$500.00 USD	
Jul 04 2014	Card Activation Fee		\$0.00 USD
Jul 04 2014	Payment from HyperWALLET		\$5,000.00 USD

First Previous Next Last Displaying items 1 - 6 of 6

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Scensty Family

Home Transfer History Settings Logout

Balances

Wallet Balances
 \$4,500.00 USD

Prepaid Card
 VISA \$500.00 USD

Transaction History

Wallet: Prepaid Card

From: 06/04/2014 00:00:00 EST Currency: USD

To: 07/05/2014 12:20:00 Transaction Type: All

Search Download

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

Date	Description	Debit	Credit
Jul 04 2014	Transfer to Card		\$500.00 USD
Jul 04 2014	Transfer from Card		\$500.00 USD
Jul 04 2014	Transfer to Card		\$500.00 USD
Jul 04 2014	Card Activation Fee		\$0.00 USD
Jul 04 2014	Payment from HyperWALLET		\$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.

Scensty Family

Home Transfer History Settings Logout

Balances

Wallet Balances
 \$4,500.00 USD

Prepaid Card
 VISA \$500.00 USD

Transaction Details

Details:

Receipt Id: 1951070-2
 Date: Fri Jul 04 2014 - 12:28 EST
 Transaction Type: Withdrawal from Prepaid Card
 Description: Transfer from Card
 Currency: USD
 Amount: \$500.00

Back Print

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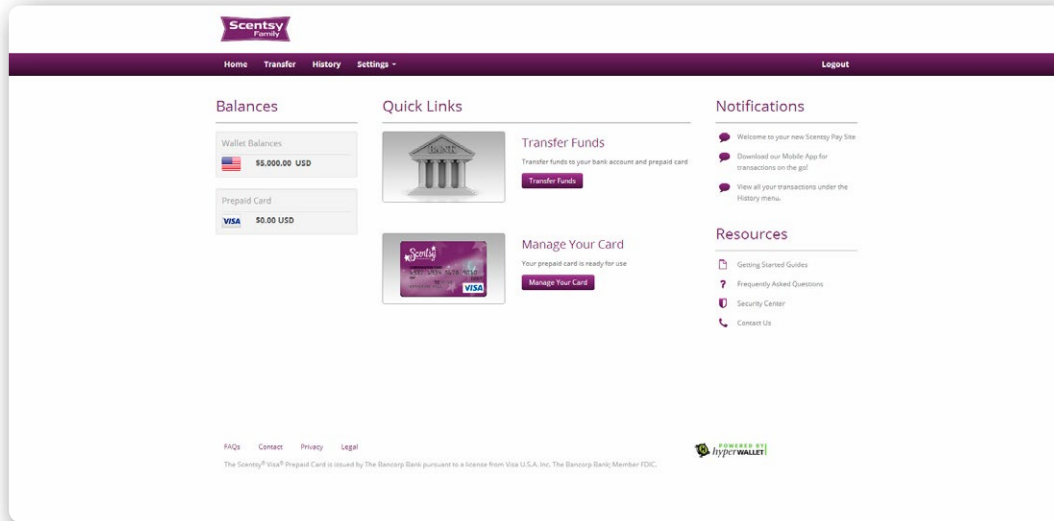
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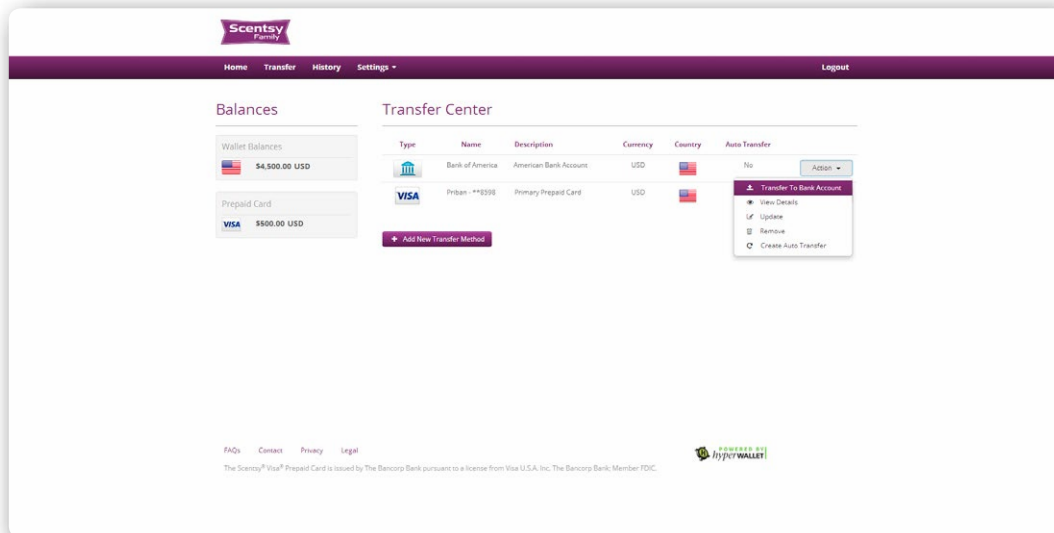
Setting Up An Auto Transfer to A Bank Account or Prepaid Card

Consultants have the option to create an auto transfer rule immediately after adding a bank account to their Scentsy Family Pay Portal. This action can also be set up in the Transfer Center.

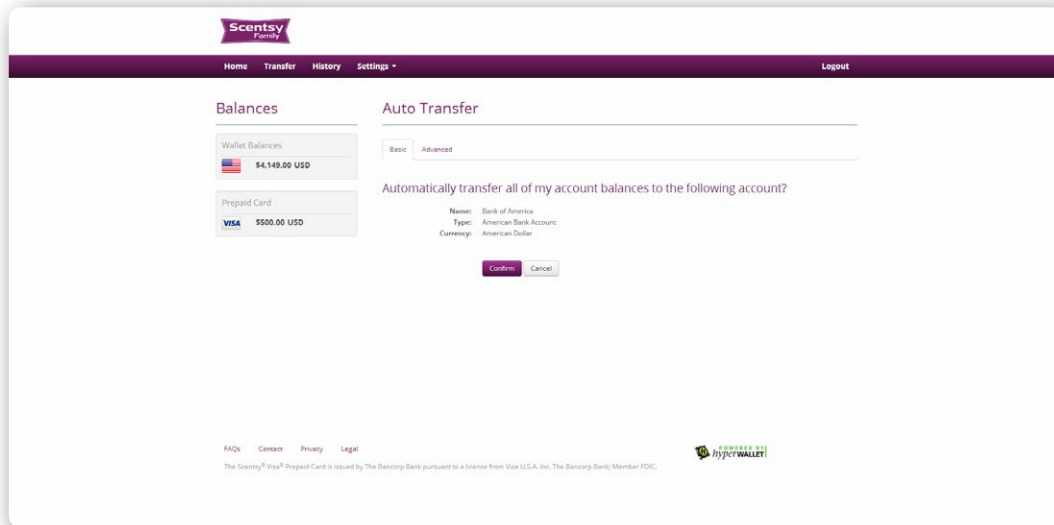
- To access the Transfer Center, click on either **Transfer Funds** or **Transfer** from the **Home** screen of the Scentsy Family Pay Portal.



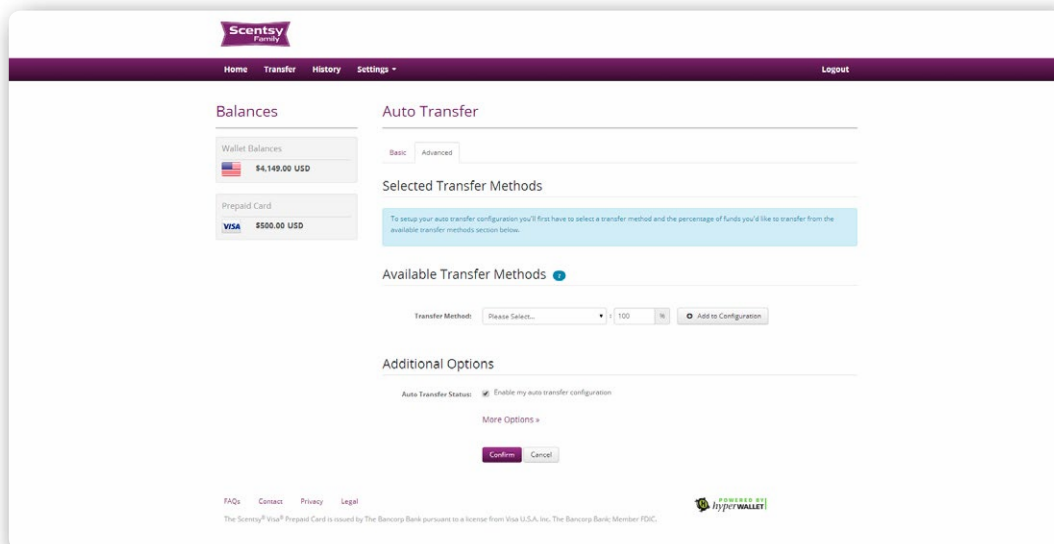
- Click the **Actions** dropdown next to the transfer method that you wish to auto transfer funds to. Select the **Create Auto Transfer** option to create an automatic transfer rule from your Scentsy Family Pay Portal to the chosen account.



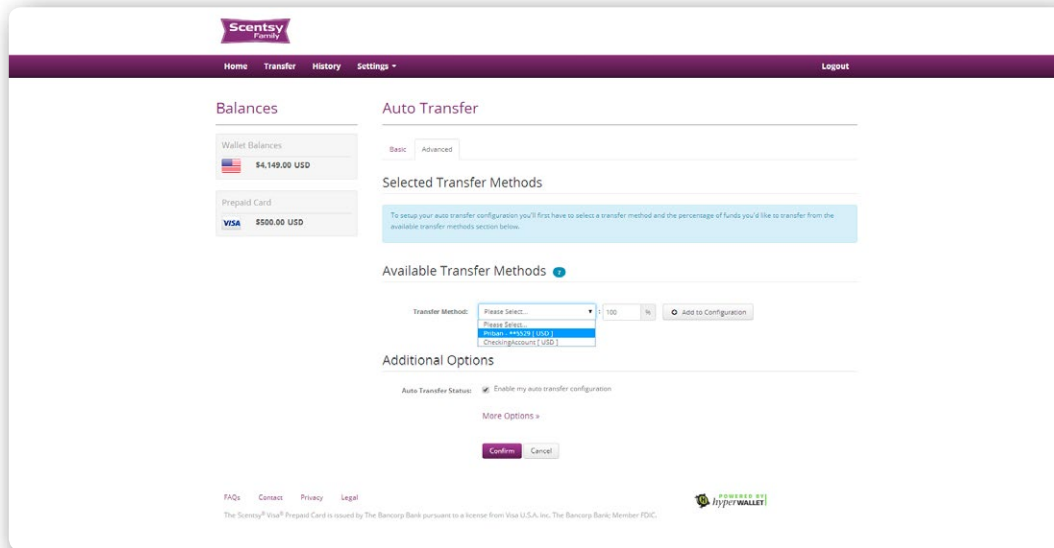
- Consultants have the ability to set up Basic and Advanced auto transfers to their selected transfer method
 - The Basic auto transfer option enables a consultant to automatically transfer all account balances to the selected account, while the Advanced provides users with the ability to configure custom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



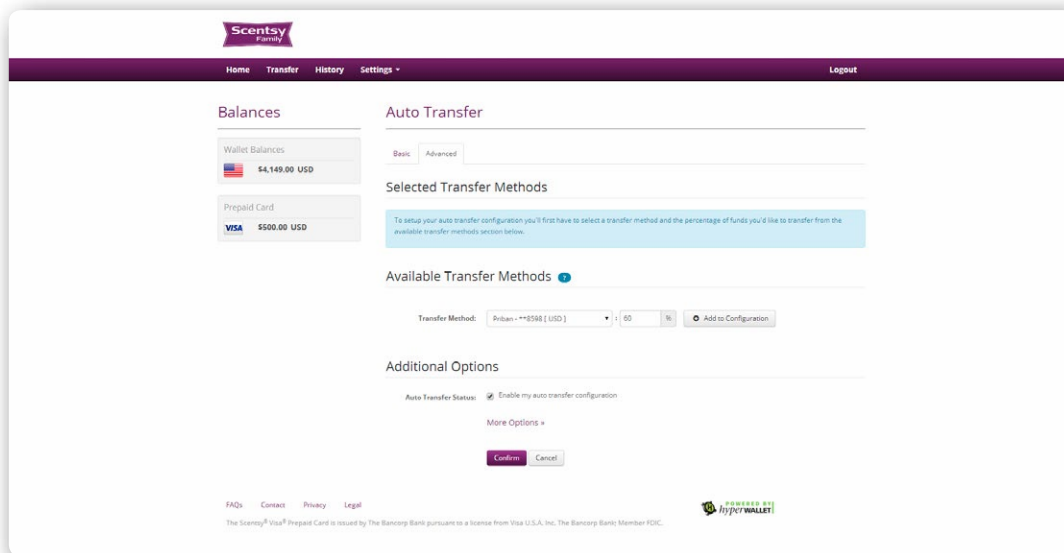
- The Advanced option allows a consultant to automatically transfer a percentage of funds from your Scentsy Family Pay Portal to a predetermined account (i.e. prepaid card, bank account).



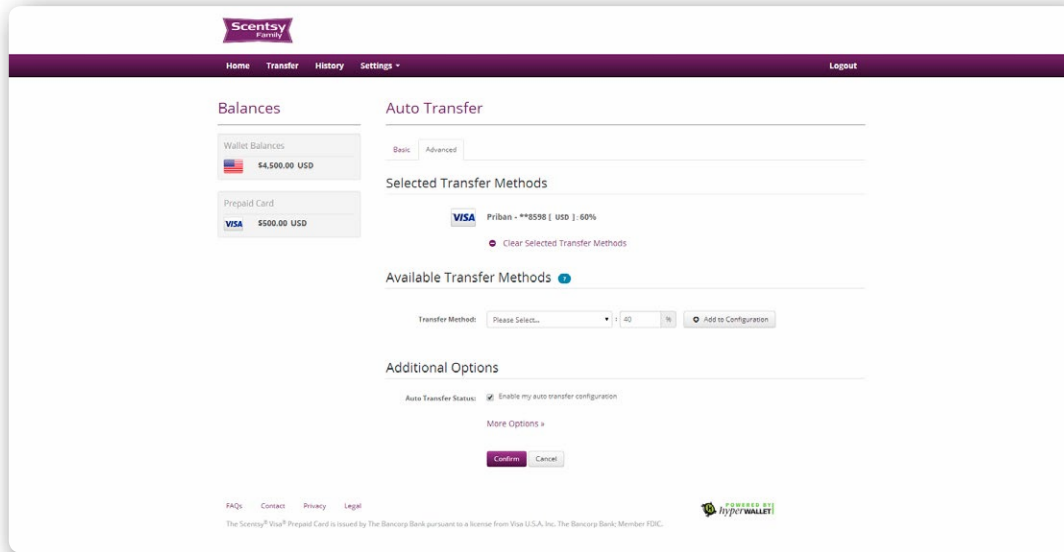
- You may auto transfer 100% of your account balances to a single account or you may split the auto transfer among multiple saved accounts. ***Note:** The total auto transfer must equal 100%.
- Select where you would like the auto transfer to deposit funds by selecting your **Transfer Method** from the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



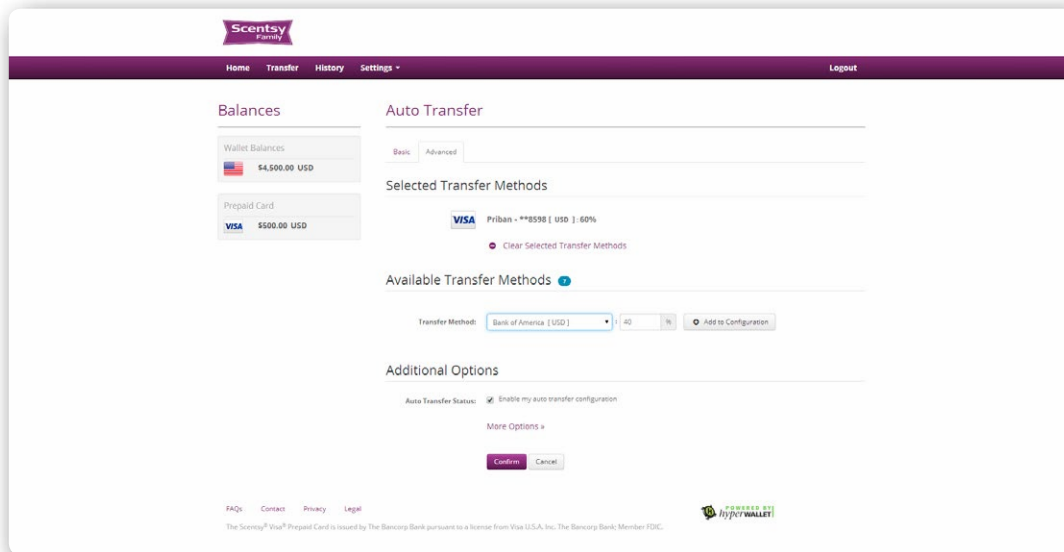
- To transfer all available funds to the preferred transfer method, leave the percentage field at 100. If you would like to split the auto transfer between multiple transfer methods, you will need to adjust this percentage.



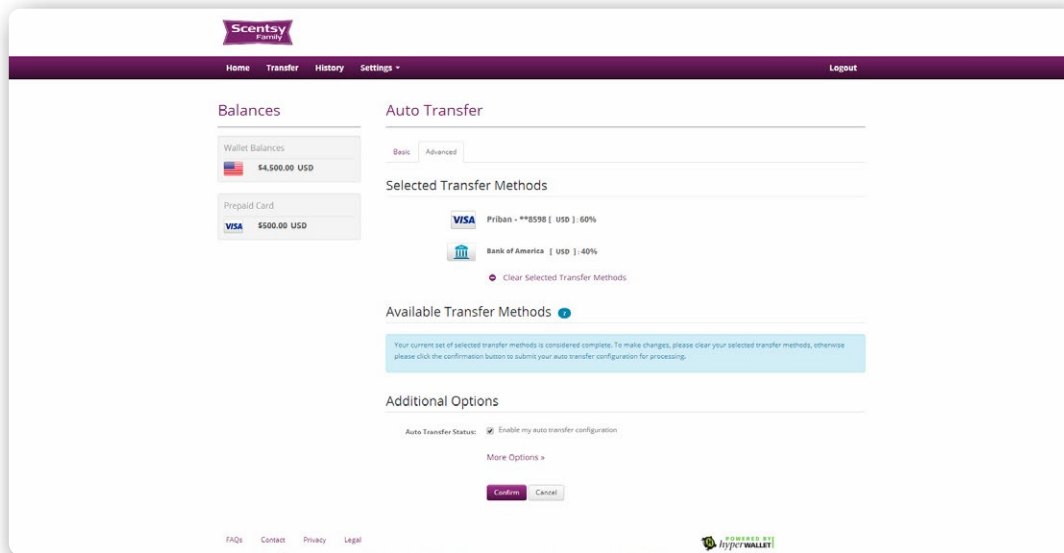
- Click **Add to Configuration** to save this auto transfer parameter. It will now be visible under the **Selected Transfer Methods** area.



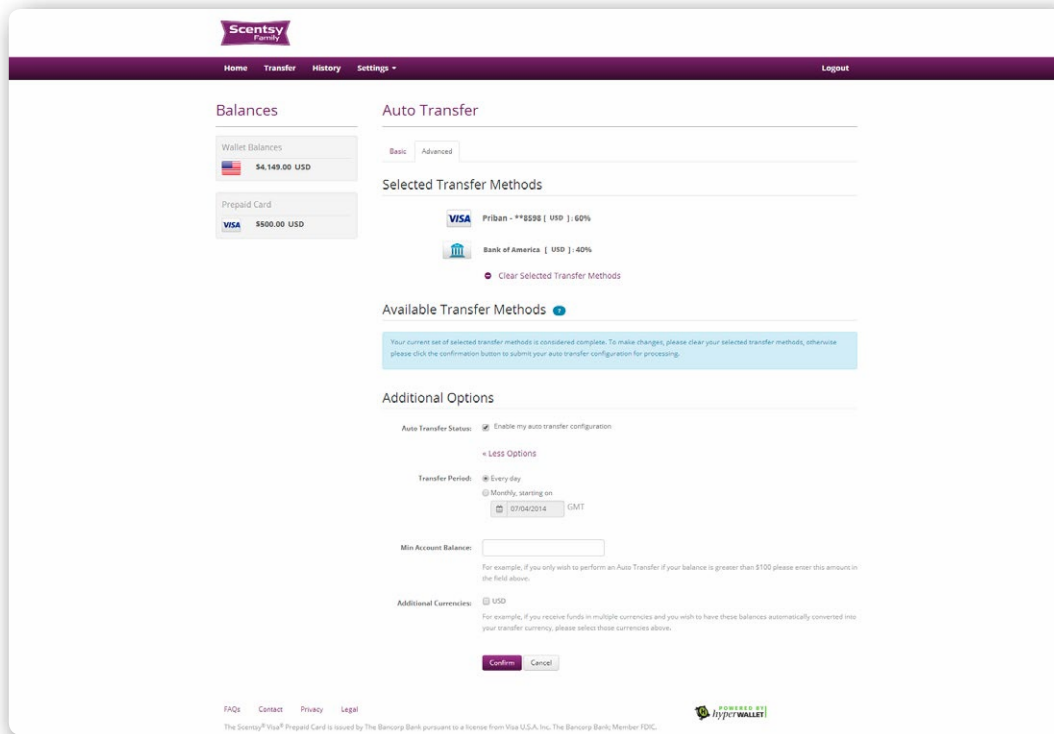
- If you have decided to split your auto transfer, you will now be asked to create a second transfer to capture your remaining balance. Select where you would like the auto transfer to deposit your remaining funds by selecting an available **Transfer Method** from the dropdown menu. Click **Add Auto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



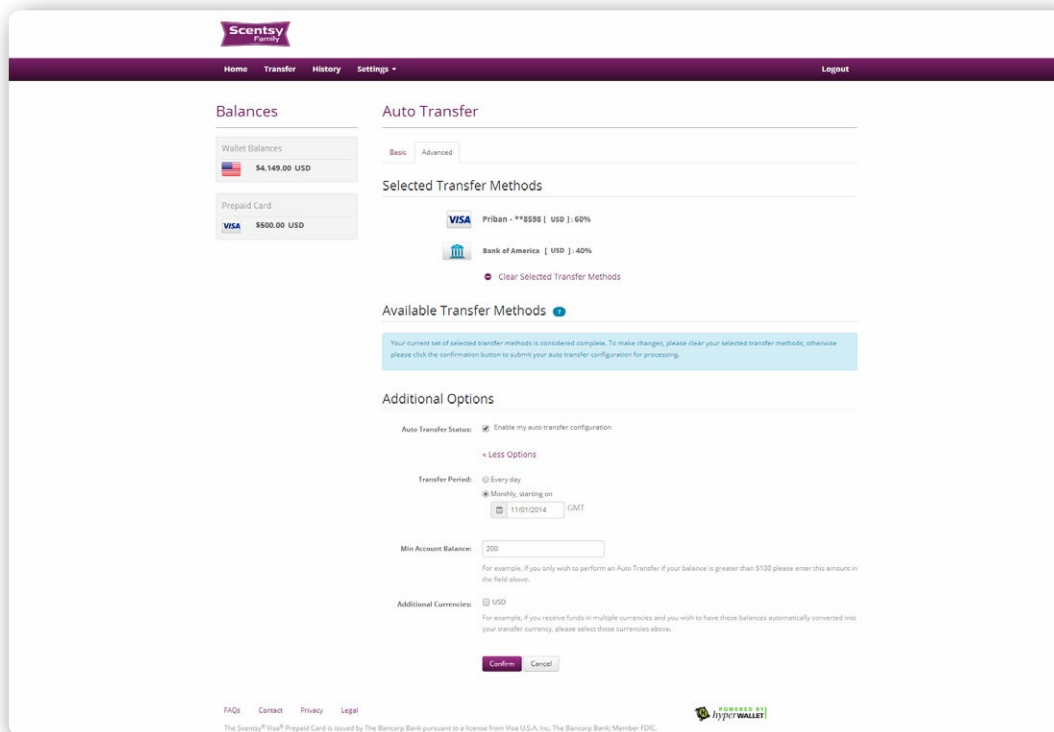
- Both auto transfer parameters will now be visible under the **Selected Transfer Methods** area. Your current set of selected transfer methods is considered complete. If you ever wish to make changes to these settings please click the **Clear Selected Transfer Methods**. This will clear all of your transfer parameters so that you can create a new auto transfer 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.



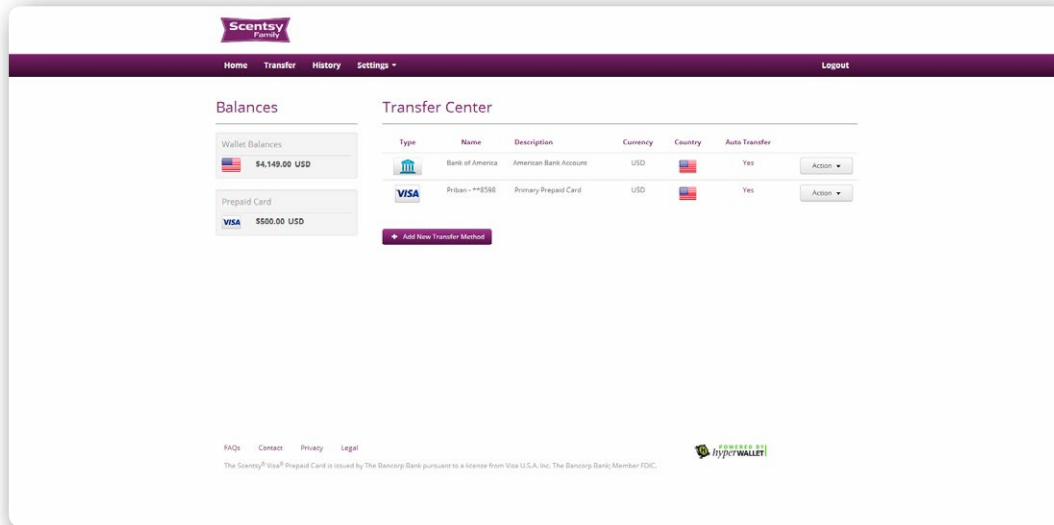
- This auto transfer will remain active until you disable it (to do so, you will need to remove the check next to the **Enable auto transfer configuration** and click **Confirm**.
 - Consultants can further customize their auto transfer in the **Additional Options** area. Click on the **More Options** link to view to reveal the following parameters:
 - Transfer Period:** Consultants 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. The **daily setting is recommended**.



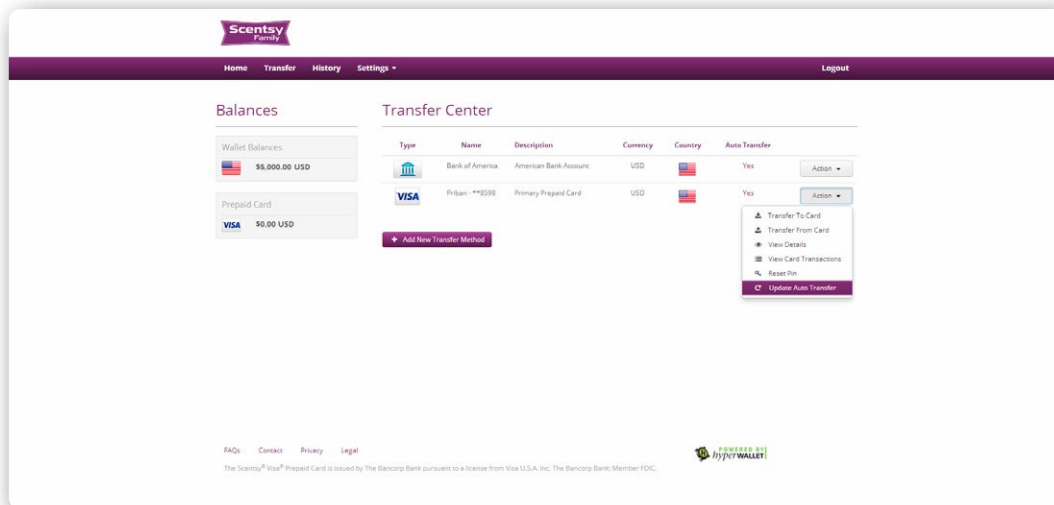
- **Min Account Balance:** Consultants can trigger an auto transfer based on the minimum account balance in their Scentsy Family Pay Portal. Simply input the desired balance into the **Min Account Balance** field.
- Click **Confirm** to save your selections.



- Your auto transfer is now enabled. You can confirm this in your Scensty Family 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.



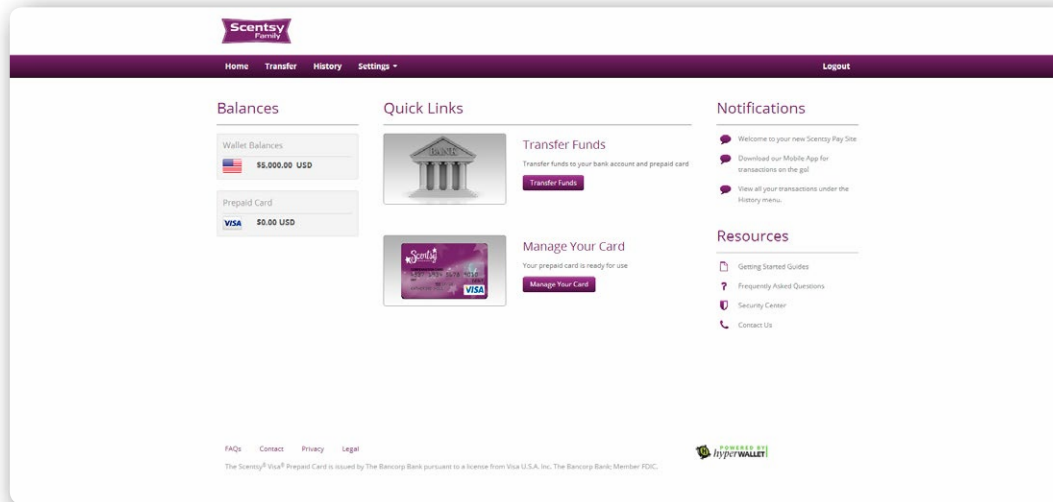
- You can update or cancel these transfer settings at any time by clicking on the “Yes” or selecting the **Update Auto Transfer** from the **Actions** dropdown menu.



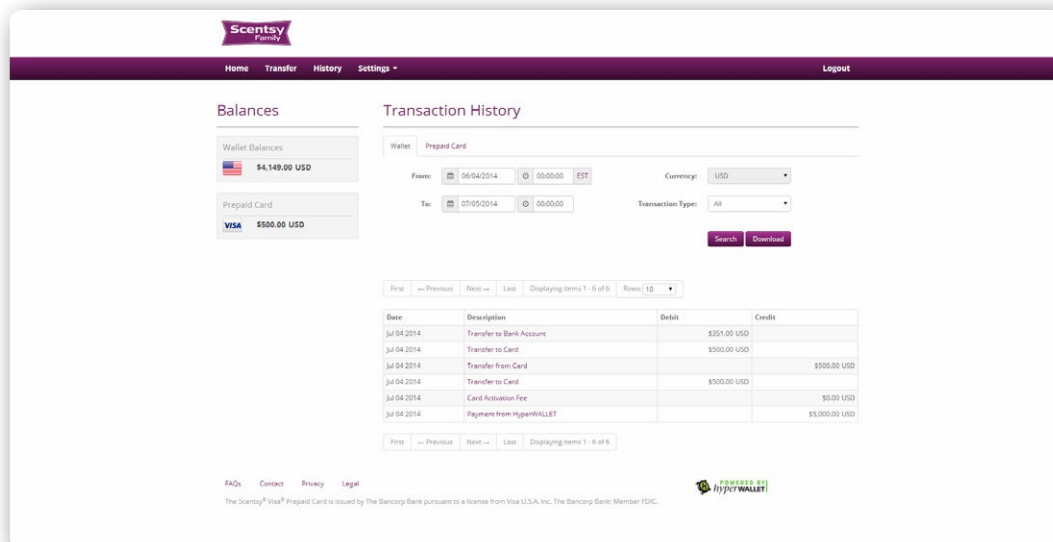
Account Management Features

Transaction History

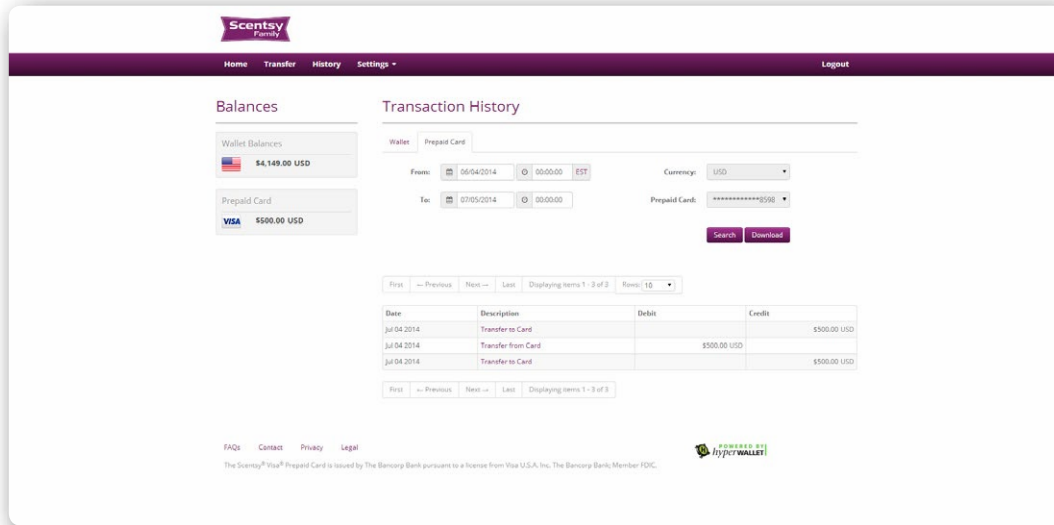
Consultants can review their transaction history at any time by clicking on any of the available **Balances** or by selecting the **History** option from the top navigation bar.



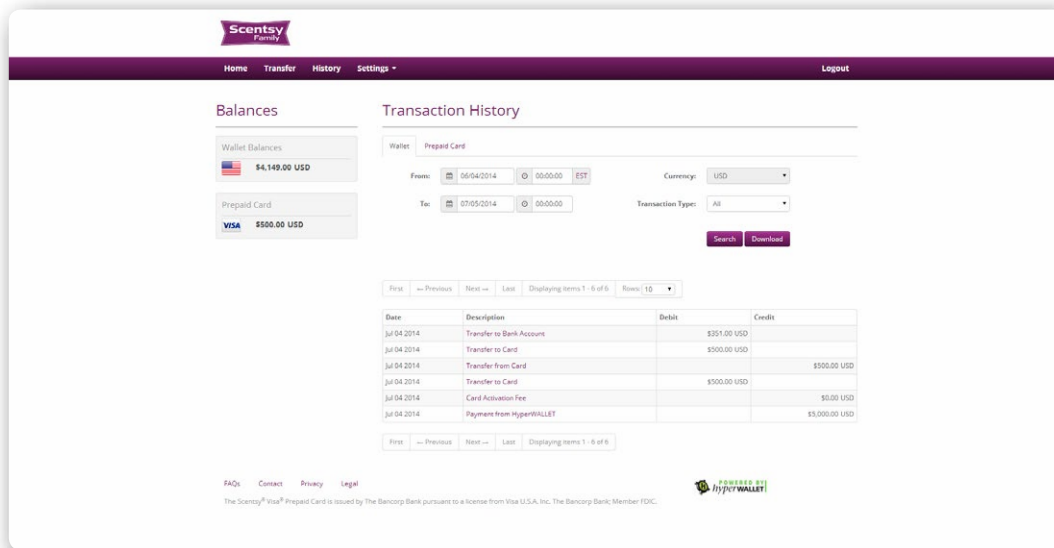
- Past transaction can be segmented into two groups: Wallet transactions or Prepaid Card Transactions
 - The Wallet tab lists any transactions to and from your Pay Portal.



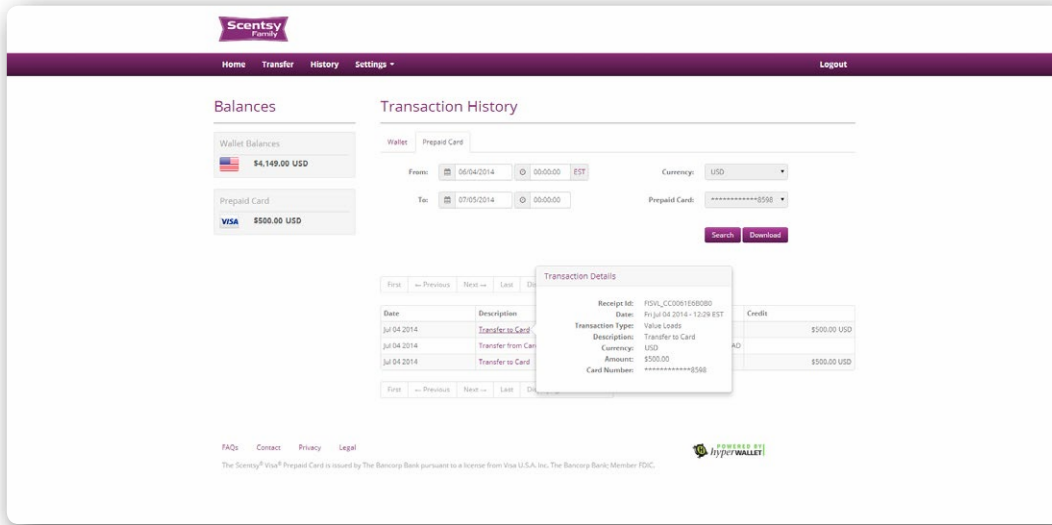
- The Prepaid tab lists any transfers to and from your prepaid card. This includes any purchases.



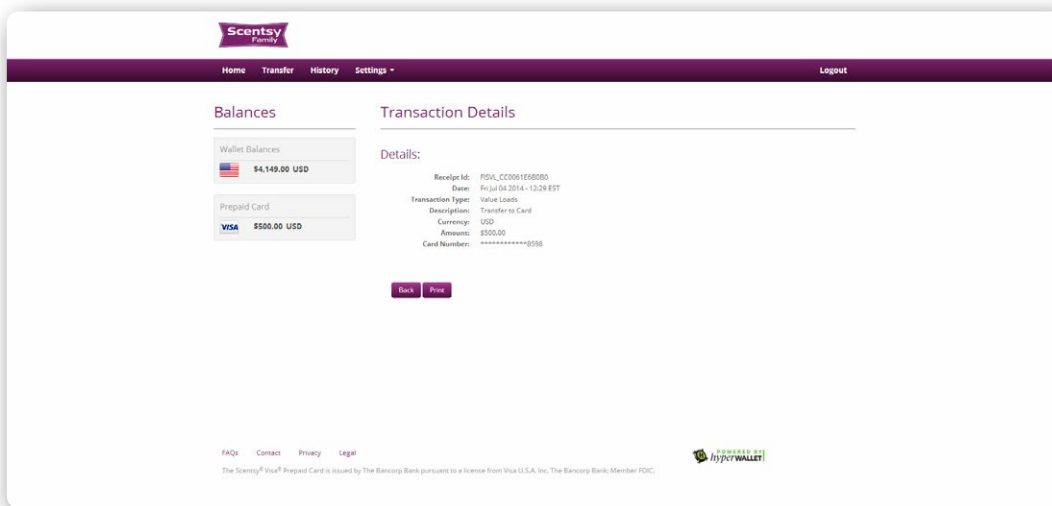
- Both tabs list transactions by date, with the most recent transaction at the top. Users can search their transaction history for specific events in two ways: by date, or by transaction type. Click **Download** to save a copy of your transactions to your computer (.xlsx format).



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

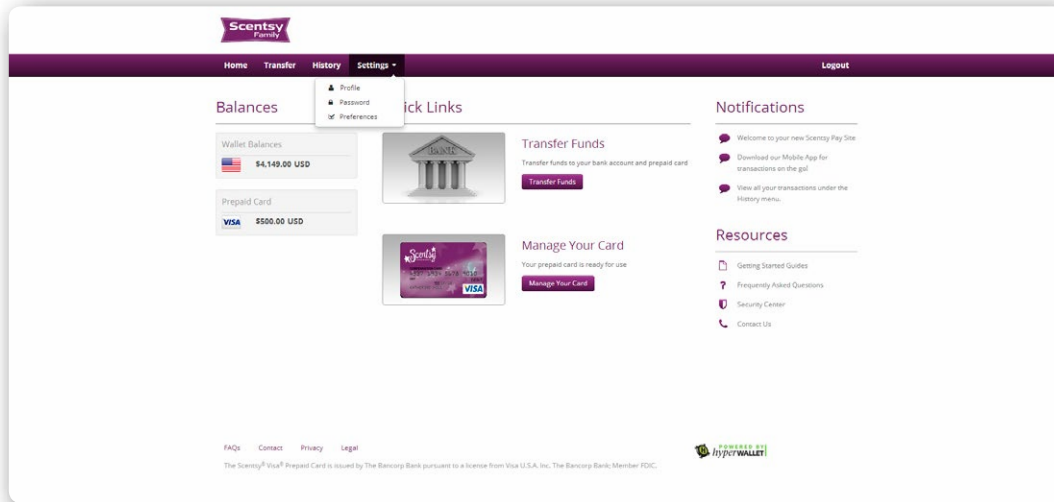


- Clicking on the transaction will enable you to view the receipt.

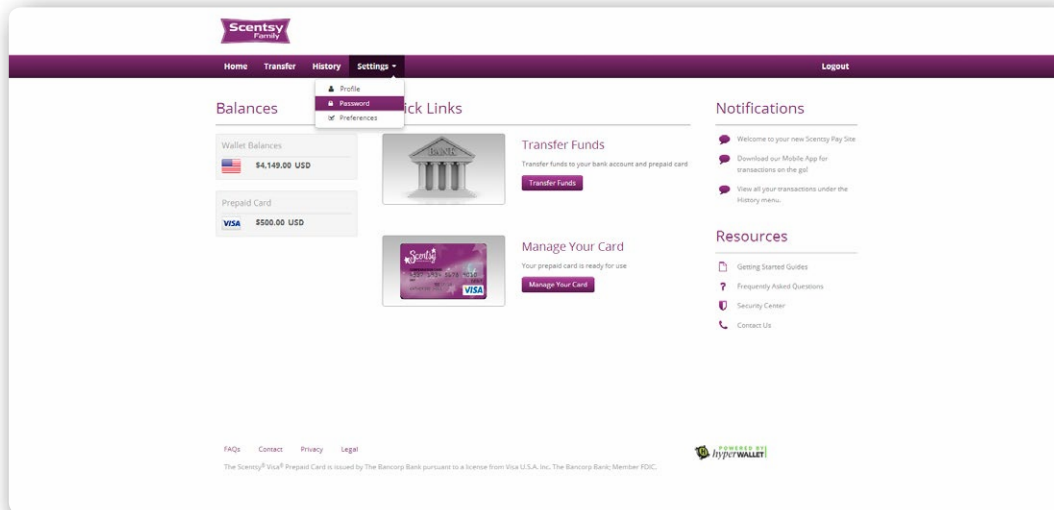


Account Settings

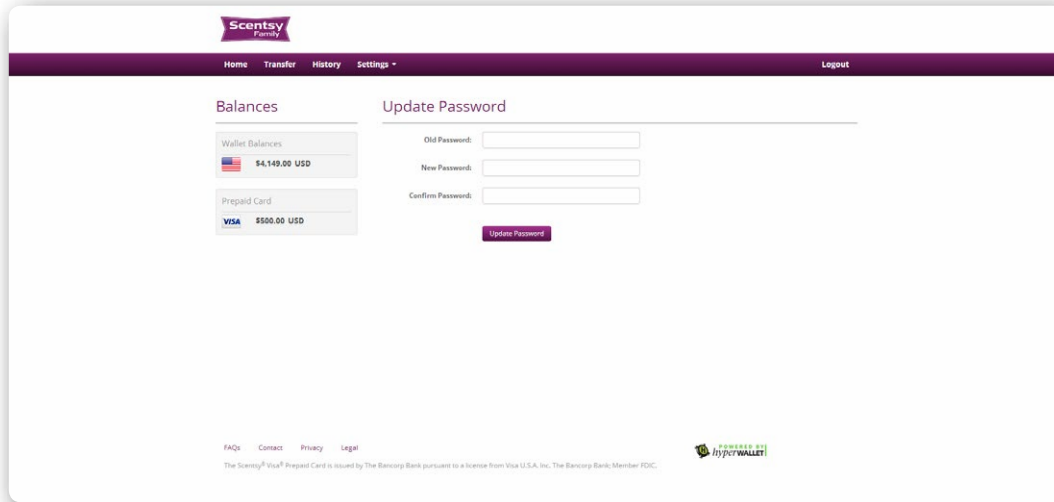
Consultants can update their password and preferences at any time in the **Settings** area of their Scensty Family Pay Portal Account.



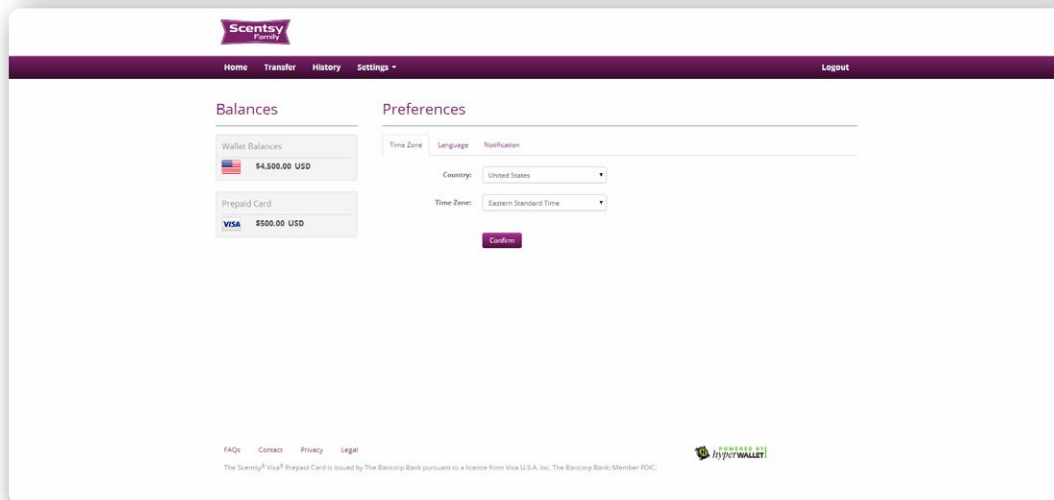
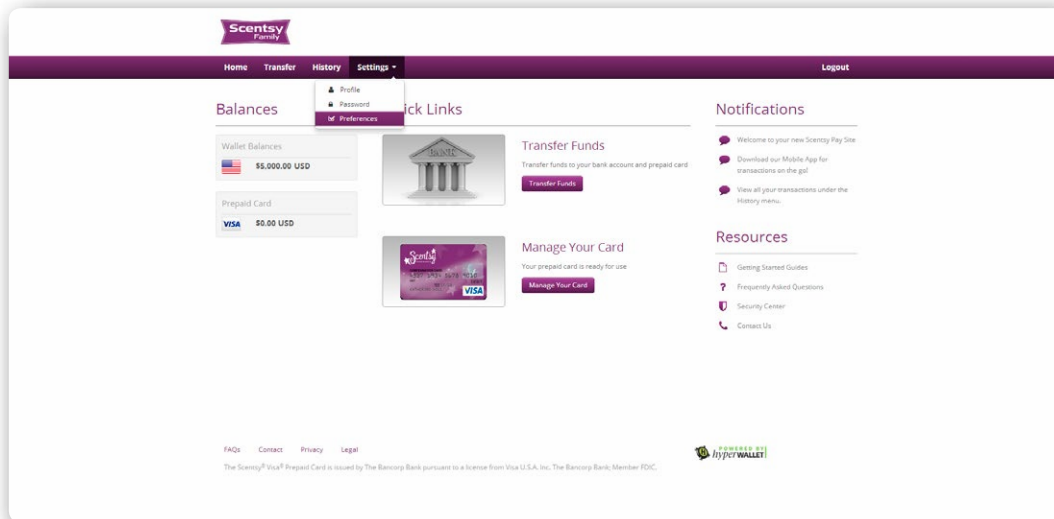
- To update your Scensty Family Pay Portal password, select **Settings** followed by the **Password** option.



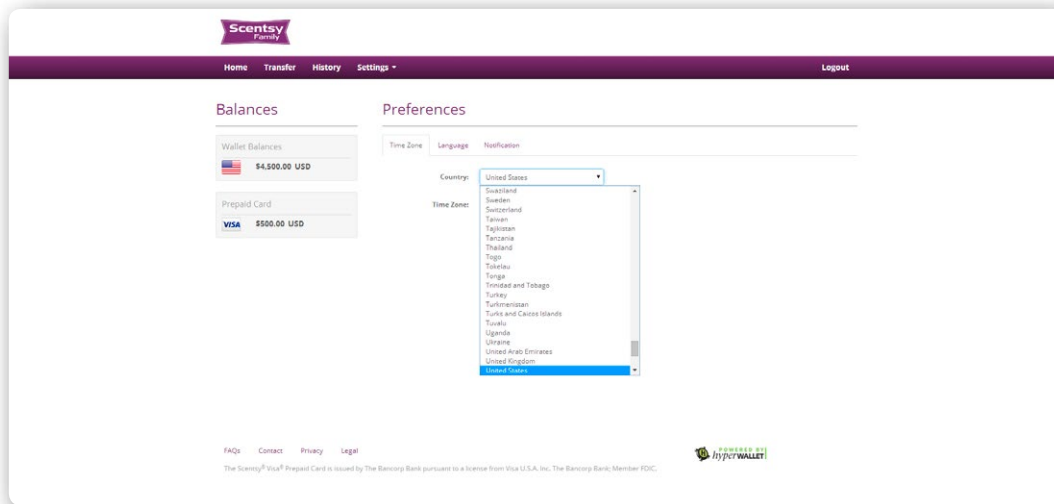
- Input your old password followed by your new password. Confirm your new password before selecting **Update Password**.



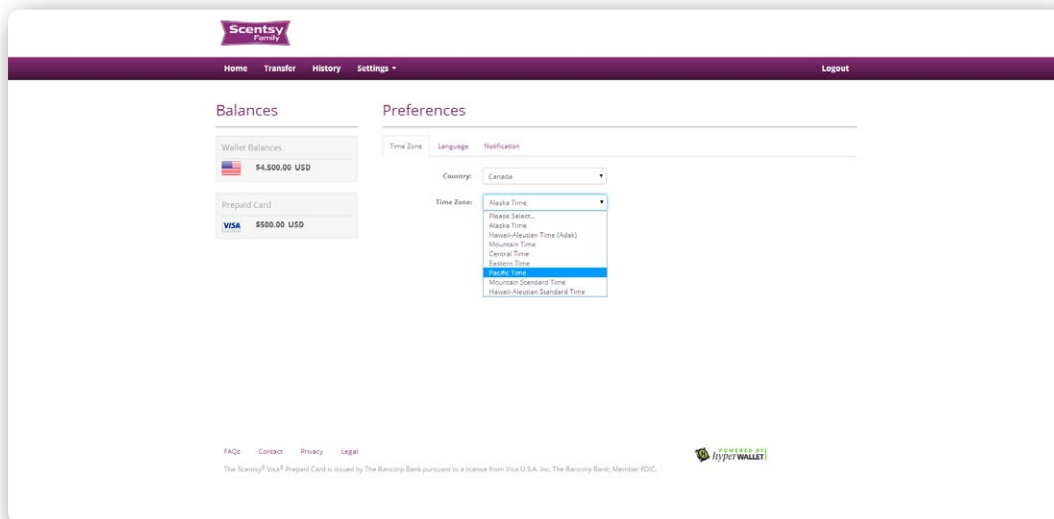
- To update your preferred time zone, language and notification settings, select **Settings** followed by the **Preferences** option. This will open the main preference screen.



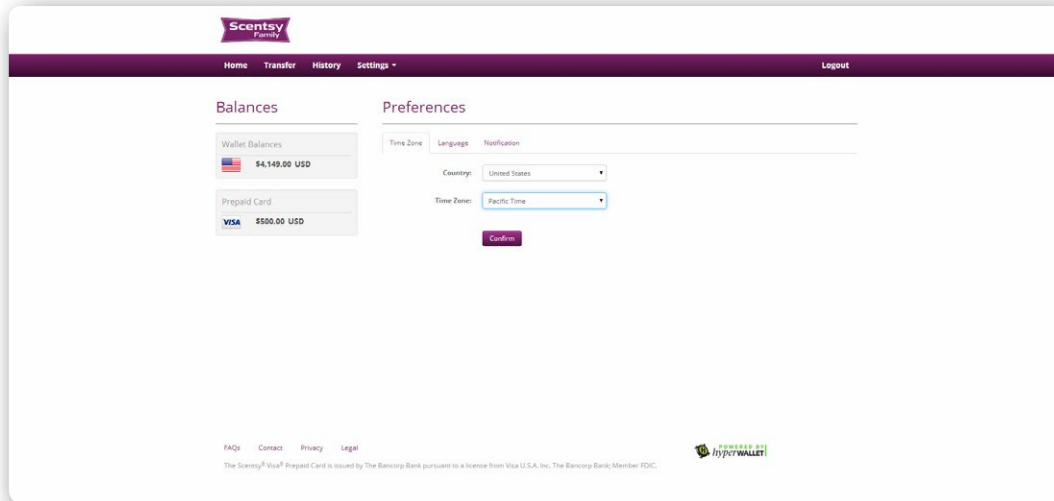
- Transaction times are displayed based on your selected time zone. Therefore, it is important that you update your preferences
 - On the **Time Zone** tab, select your preferred **Country** from the dropdown list.



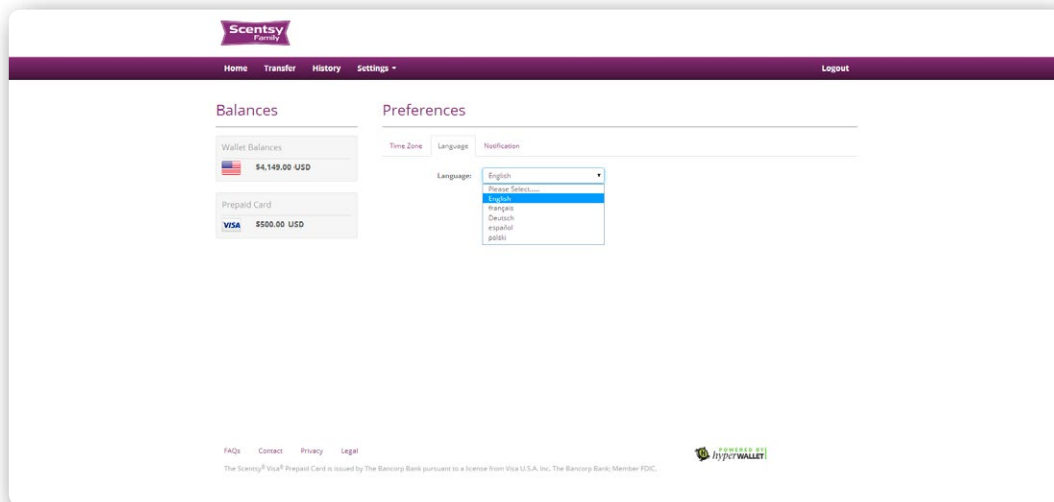
- Your country selection will pre-populate the **Time Zone** drop down with applicable selections.



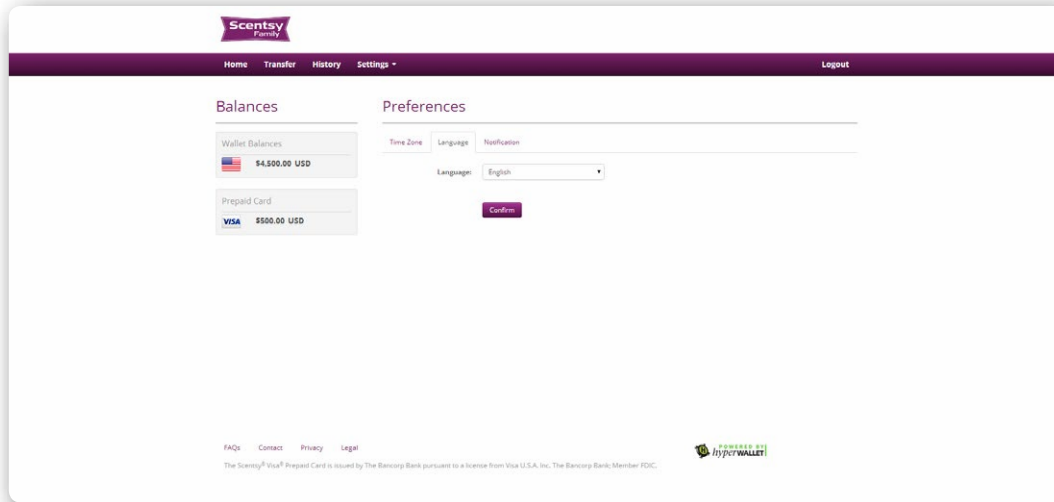
- Once you have made your selection, click **Confirm**.



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



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



- On the **Preferences** tab, you can verify the email address where you will receive notifications to about your Scentsy Family Pay Portal account and transactions. You may choose a mobile phone number to receive these notifications as SMS text messages. Click **Confirm** to save your notification preferences. .

