

Dealer Sign Up

1. Login to your [Admin WebPOS Account](#)
2. Click on Admin Tools and select Payment Portal

Dealer must read and accept the Terms & Conditions to complete and activate the Dealer Payment Portal.

DPP

Tools

Add Money

Payment Methods

Link a Card

Need Assistance?

Contact epay Customer Service.

Toll-free: 1-800-983-9385 Option 3

Electronic Wallet Load Terms and Conditions

Email Address

Check here to opt out of receiving email notifications for electronic wallet loads.

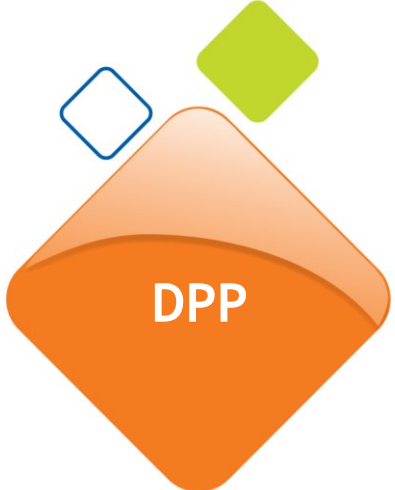
Please read through entire terms and conditions to accept. This will apply to all retailers under this account.

Terms and Conditions for Electronic Wallet Loads

The words "we", "our" and "us" refer to PaySpot, Inc. d/b/a epay North America. The words "you", "your" and "yours" refer to the account holders utilizing Electronic Wallet Deposit. The word "card(s)" shall mean the qualified debit card(s) you register with your Electronic Wallet Deposit Account (defined below).

The "Electronic Wallet Deposit Account" is an electronic wallet-based payment solution through which you load money into your electronic wallet account via your card, and the funds in your wallet account are utilized to make payments to the master agent, independent sales organization or other entity you contract with ("Distributor") to receive and sell the products we distribute. Use of the Electronic Wallet Deposit Account service constitutes your acceptance of these terms and conditions and you agree to abide by them in their entirety.

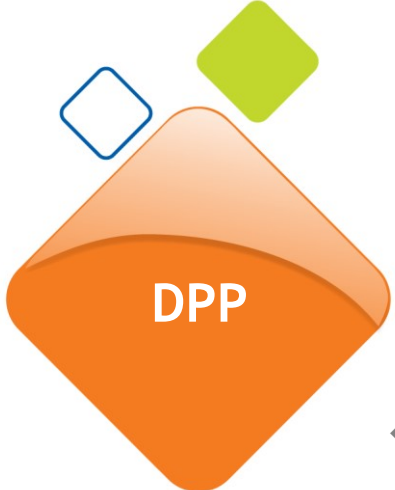
Check here to indicate that you have read and accepted the terms and conditions.



Convenience Fee Structure

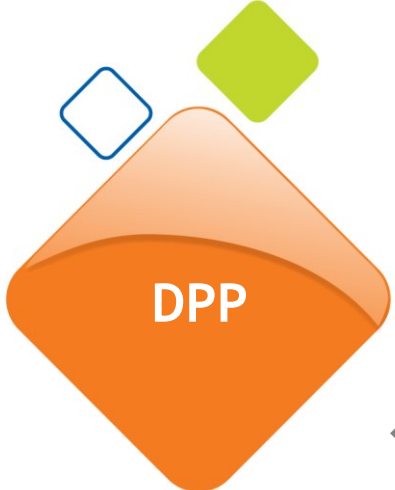
The convenience fee will vary based on the amount of the load.

Convenience Fee	Load Amount
\$3.50	\$0- \$999.99
\$5.00	\$1,000.00 and above



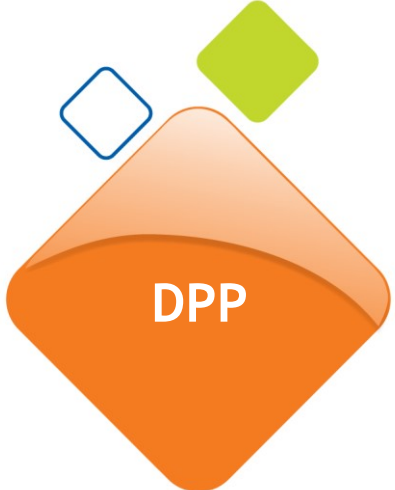
Dealer Payment Portal Guidelines

- ◆ Debit cards issued by Visa or Master Card are the only form of payment accepted.
- ◆ A micro charge between \$.01 and \$0.99 will be applied as a pre-authorized amount.
- ◆ Users have 72 hours to verify their card.
- ◆ A user has 3 attempts to verify the card, then they'll need to start over.
- ◆ Dealers can have only one debit card active on their account.
- ◆ Account Admins are authorized to set up and load payment in the Dealer Payment Portal.



Dealer Payment Portal Guidelines

- ◆ A convenience fee will be applied in addition to the load amount.
- ◆ Balance and convenience fees will be applied immediately after a successful transaction is completed.
- ◆ The load limit is from \$200 - \$4,000.
- ◆ Maximum of 3 wallet loads allowed per week and one load a day.



Adding a Payment Method

Dealer must link a debit card to their account first.

The screenshot shows the Dealer Payment Portal interface. At the top, there is a navigation bar with the ePay logo, 'Reports', 'Marketplace', and 'Admin Tools'. On the right, there is a user profile section with a bell icon, a user icon, and the text 'User 80612357admin'. Below the navigation bar is the 'Dealer Payment Portal' header. On the left side, there is a sidebar menu with the following items: 'Payment Methods', 'Payment Method Status', 'Reports' (with a sub-item 'Payment Portal Transaction History'), and 'Need Assistance?' (with sub-items 'Contact Epay Customer Service' and 'Toll-free: 1-800-983-9385 Option 3'). The main content area is titled 'Payment Method' and contains a 'Link a Card' form. The form includes fields for 'Card Number *' (with a placeholder 'Debit card number'), 'Name on Card *', 'Select Month *' (with a dropdown menu), 'Select Year *' (with a dropdown menu), 'CVV *' (with a placeholder 'eg. 123' and a small card icon), 'Billing Address' section with 'Address *' (placeholder 'eg. 12345 College Blvd, Suite 100'), 'City *' (placeholder 'eg. Leawood'), 'State *' (with a dropdown menu), and 'Zip Code *' (placeholder 'eg. 63111'). At the bottom of the form are two buttons: 'Continue ...' (green) and 'Cancel' (red).




Add Debit Card | Confirm and Authorize

Confirm card details and click **Authorize** to apply small pre-authorization to debit card for verification purposes only.

- Tools**
 - Add Money
- Payment Methods**
 - Link a Card
- Payment Method Status**
 - Link a Card
 - Confirm and Authorize**
 - Verify
- Reports**
 - Wallet Transaction History
- Need Assistance?**
 - Contact epay Customer Service.
 - Toll-free: 1-800-983-9385 Option 3

Payment Method


Visa debit x-8888

Name on card
John E. Doe

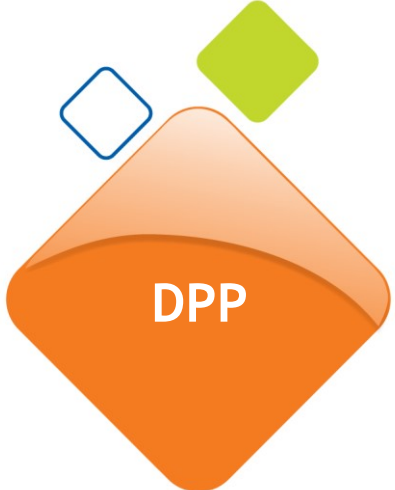
Expiration date **CVV**
12/2019 333

Billing address
3500 College Blvd
Leawood, KS 66211

By continuing, you allow epay to apply 1 small authorization (less than \$1.00) to this debit card.

Confirm and Authorize

Back **Cancel**



Card Verification

In order to validate a debit card, dealers must access their bank account to obtain the micro charges pre-authorization and enter it as shown below:

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Verify Payment Method

Card Verification

Please check your bank account to determine authorization amount deducted from your card. Please enter amount below.

Debit Amount: \$ USD (two digits)

If amount is not correctly verified within 72 hours, amount authorized will be cancelled and debit card profile will be removed.

✘ Verification amount is incorrect, please try again.

Verify

Cancel

Verify Payment Method

Card Verification

✔ Verification complete

Add Money

Cancel

DPP

Loading the wallet account

User can now select **Add Money**, select the account to add the money and the desired amount.

- Tools
- Add Money**
- Payment Methods**
- visa Visa x-8888
- Link a Card

- Reports
- Wallet Transaction History

- Need Assistance?**
- Contact ePay Customer Service.
- Toll-free: 1-800-983-9385 Option 3

Add Money

Account to add money*

Amount: * Confirm amount: *

Load Limits

Minimum	\$200
Maximum	\$4,000

You are allowed to load your wallet account one time per day. Maximum of three times per week.

Load fees are non-refundable.

Confirm Load **Cancel**


DPP

Loading the account | Load confirmation

Confirm the load details and select **Add Money Now**

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Add Money



Visa debit x-8888

Account to add money
123456 - epay Retailer #1

Load Amount	\$200.00
Load Fee	\$3.50
Total Charge	\$203.50

i By clicking "Add Money Now", you agree for epay to charge your debit card for the total charges listed above.

Add Money Now



DPP

How to request a refund

All refund request must submitted in writing.

1. Dealer must send an email to Credit & Collections team to payspotcollections@us.epayworldwide.com. or Dealer can go to epayhelpdesk.com and submit their request through the **Ask a Question**. Dealer must enter all the required details to submit the request.
2. Dealer must include the following in their request: refund amount, IBO account number, and the date of the original transaction.
3. Dealer will receive the refund within 48 business hours assuming funds are available.



DPP

Dealer Payment Portal Transaction Report

A load history report shows all load activity on the account including status of each load request.

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visa Visa x-8888

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Wallet Load Transaction Report

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Txn Date	Txn ID	Account ID	Name	Txn Type	Txn Status	Description	Card Number	Amount	Fee	Orig Txn ID
4/4/2017 10:00:00 AM	530	123456	QA Retailer Test 2	Load	Success		8888	\$250.00	\$3.00	
4/4/2017 10:05:00 AM	531	123456	QA Retailer Test 2	Void	Success		8888	(\$250.00)	\$5.00	530
4/4/2017 10:10:00 AM	532	123456	QA Retailer Test 2	Load	Error	Velocity limit reached	8888	\$250.00	\$3.00	
4/4/2017 10:20:00 AM	533	123456	QA Retailer Test 2	Load	Success		8888	\$250.00	\$3.00	
Jun 22, 2016	534	123456	QA Retailer Test 2	Void	Error	Void amount not available in wallet	8888	\$250.00	\$5.00	533