

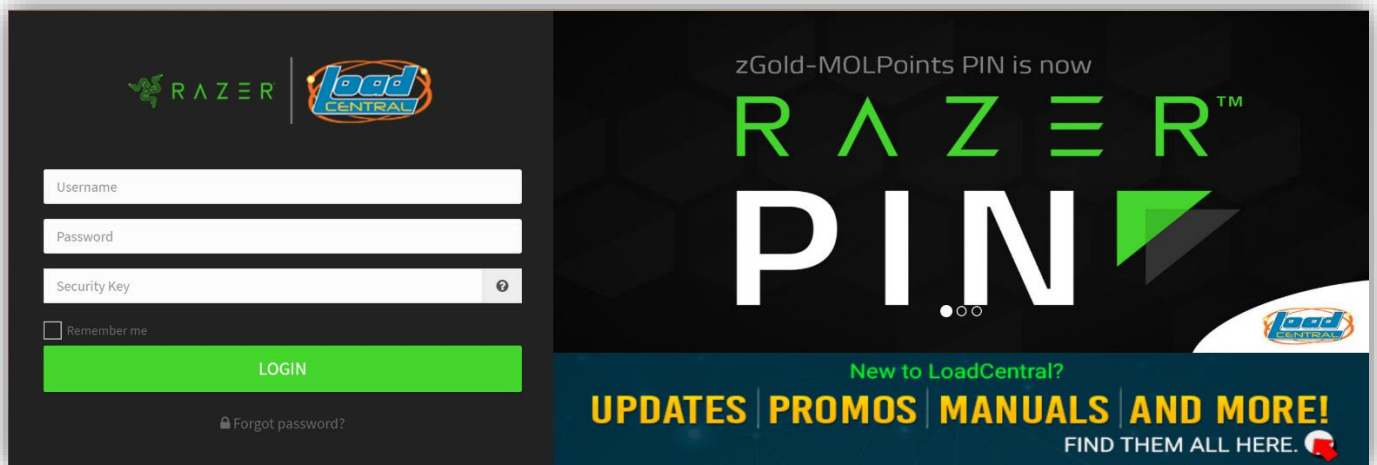
Sub-dealer Manual – NEW Webtool

The Sub-dealer's roles are as follows:

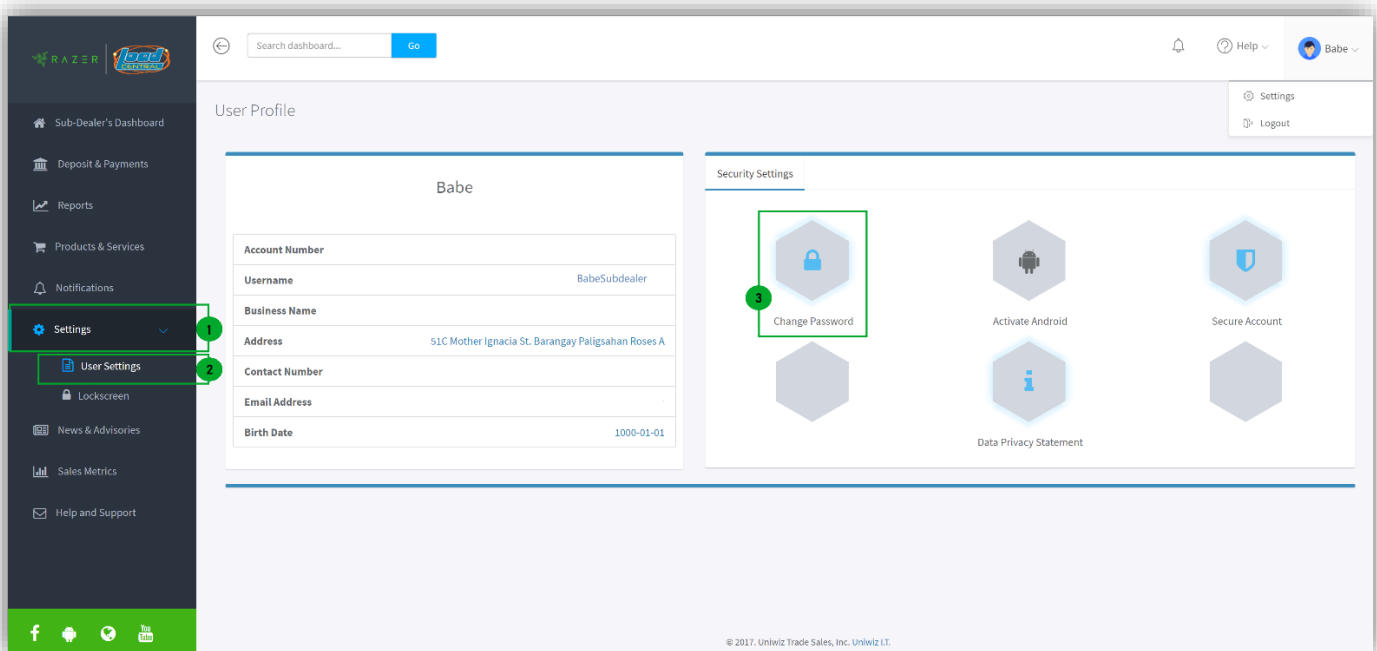
1. Register new LoadCentral retailer accounts
2. Dispense initial LoadCentral wallet
3. Monitor sales levels of retailers
4. Monitor and replenish load wallet levels of retailers

I. GETTING STARTED

1. Open your web browser (MS Internet Explorer recommended) and go to the LoadCentral Webtool site <https://loadcentral.net>



2. Log in to your Sub-dealer account by keying in your assigned **username** and **password**. Then click the '**LOGIN**' button.
3. Once you have signed in to your Sub-dealer account, change your passwords IMMEDIATELY. Go to (1) **Settings** > (2) **User Settings** > (3) **Change Password**:

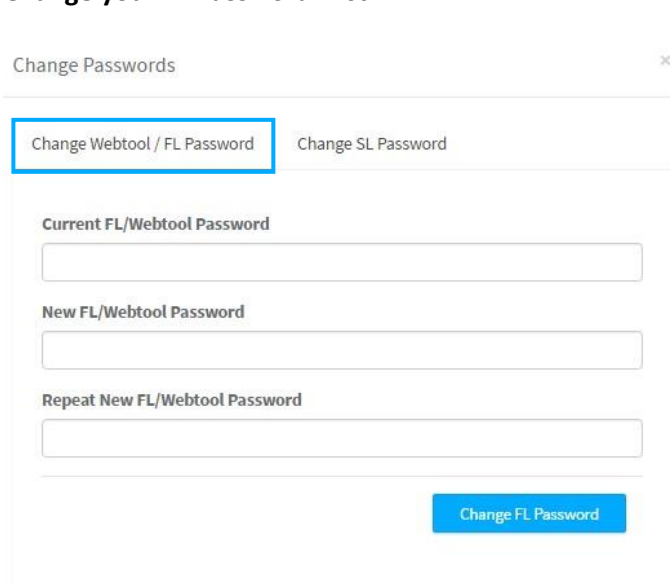


NOTE: Sub-dealer account has two **2 passwords:**

FL password – for signing in to the LoadCentral Webtool; for SMS-based transactions

SL password – for registering retailers under your Sub-dealer account; for transferring load wallet to retailers registered directly to your Sub-dealer account

Change your FL Password first:



Change Passwords

Change Webtool / FL Password Change SL Password

Current FL/Webtool Password

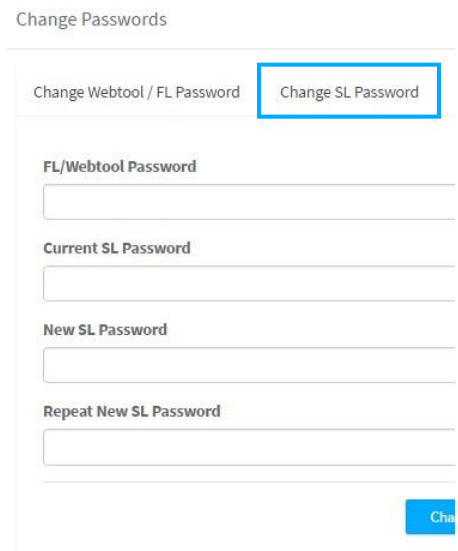
New FL/Webtool Password

Repeat New FL/Webtool Password

Change FL Password

1. Populate the entire field required:
 - ✓ Current FL Password (default is 123456)
 - ✓ NEW FL Password
 - ✓ Key-in again your NEW FL Password to verify
2. Click **Change FL Password**
3. **Logout** your account then login again using your NEW FL Password

Then, change your SL password:



Change Passwords

Change Webtool / FL Password Change SL Password

FL/Webtool Password

Current SL Password

New SL Password

Repeat New SL Password

Change SL Password

1. Populate the entire field required:
 - ✓ Your NEW FL Password
 - ✓ Current SL Password (default is 123456)
 - ✓ NEW SL Password
 - ✓ Key-in again your NEW SL Password to verify
2. Click **Change SL Password**

Things to remember:

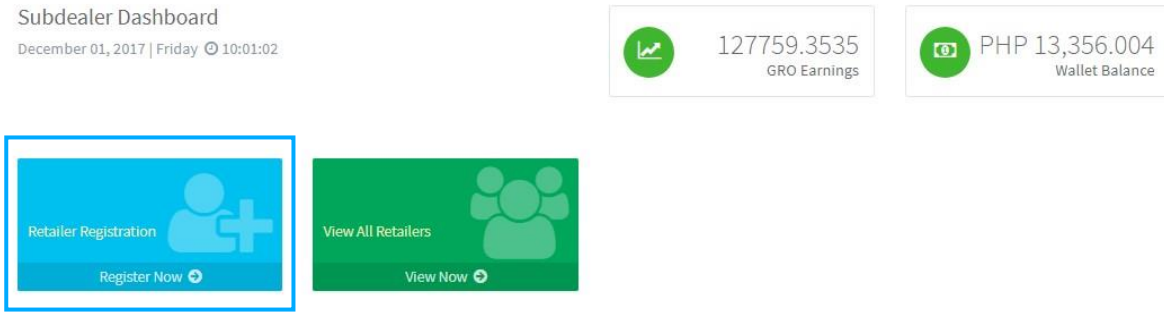
- Password **MUST** be limited from 6 to 10 characters ONLY. **ALPHANUMERIC** password is allowed.
- When setting NEW passwords, FL and SL password should **NOT** be the same. Otherwise, the account will be **LOCKED**.
- **Do not** give out login details TO ANYONE.
- Login **only** at LoadCentral Webtool www.loadcentral.net
- In case you have forgotten your password/s, you can send a RESET password request:
 - If username is mobile number, request will be sent via SMS using the registered mobile number. Follow the format below:

RESET<space>FL/SL send to **09285067310** (CSR TXTHotline)


- If username is alphanumeric, request will be sent via email at razer-techsupport-ph@razer.com
- Once RESET request has been processed, TEMPORARY password will be **1234567**. Account must be accessed immediately as the temporary password will **expire at 12 midnight**.

II. REGISTERING RETAILERS

1. Once you have signed in, click the **Retailer Registration** box on your Sub-dealer Dashboard.



2. Populate **ALL** fields. Key-in your SL password then click **Register New Retailer**.

Retailer Registration 

Personal Information

First Name Middle Initial Last Name

Birth Date
Month Day Year

Nick Name / Alias

Contact Information

Home Address

Province City

Business Name Business Address

Home Phone Number Business Phone Number

Identification Information

ID Type ID Number

User Notes

Account Information

Please select access type: SMS only Webtool only both Webtool and SMS

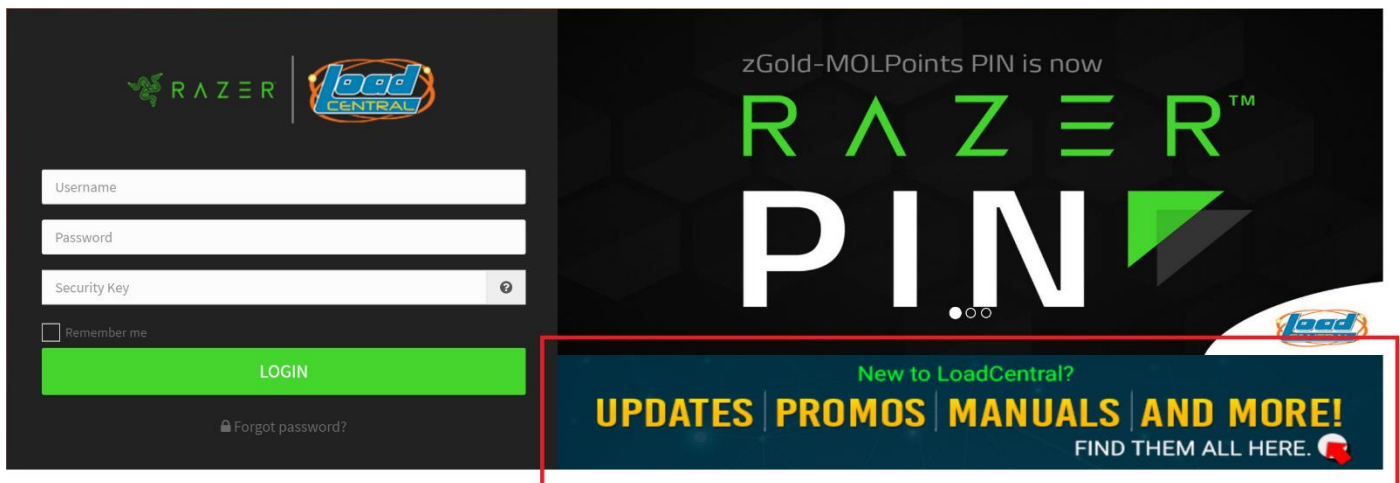
Username Email Address

Web IP Address Type Web IP Address

Your Second Level (SL) Password

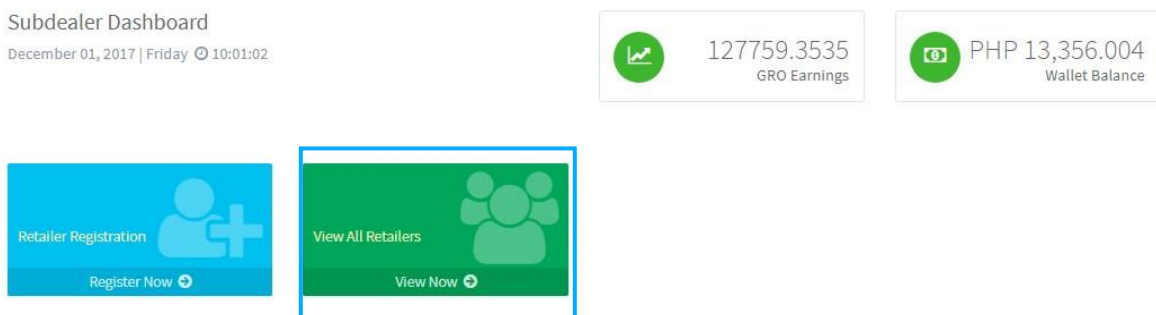
[Register New Retailer](#)

After successful registration, you MUST instruct your retailer to visit <https://loadcentral.net> and click the **Action button** on the login page to see FREE Guides and Video Trainings:



III. TRANSFERRING LOAD WALLET TO RETAILERS

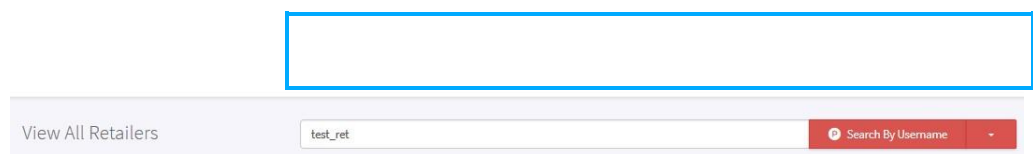
1. Sign in to your LoadCentral Sub-dealer account. Click on the **View all retailers** box on your Sub-dealer Dashboard.



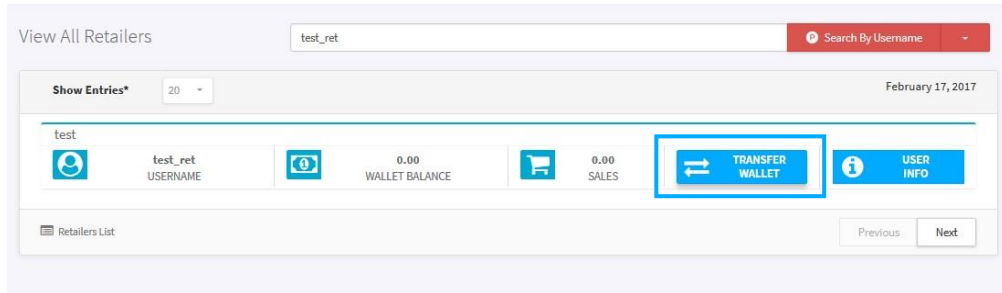
2. Identify the retailer you want to reload. For faster account look-up, click the Search drop-down arrow to select your preferred mode of searching – by Username or Name:



Type-in the Username/name of the retailer.



Click **Transfer Wallet** button.



3. A pop-up box will appear with the *Transfer Load Wallet form*. Key in the amount you want to transfer to your retailer (e.g. PHP 3,000), input your SL Password then click **Transfer**.

*Note: To avoid any inconvenience, make sure to double-check and key-in the **CORRECT** amount to transfer*

4. A confirmation message will appear on top once the wallet transfer is done.

IV. MONITORING YOUR SUB-DEALER ACCOUNT AND YOUR RETAILERS

A variety of monitoring tools have been placed in the Sub-dealer account. Just sign-in to your account and you will see them at the middle down to the bottom of the Sub-dealer home screen.

You can generate the following reports:

1. **Retailer Sales Transaction report** – shows all the sales transactions by retailers directly registered under the Sub-dealer account.
2. **Sub-dealer GRO summary report** – shows the Gross Retailer Override (GRO) or the earnings of the Sub-dealer from all the sales of retailers directly registered under the Sub-dealer account.
3. **Sub-dealer Wallet Transfer report** – shows all the load wallet **received** and **dispensed** by the Sub-dealer.

You may generate reports within a chosen start date and a chosen end date. You may choose these dates by clicking on the small calendar icons “**Start Date**” and “**End Date**” fields.

V. LOAD WALLET REPLENISHMENT

You can replenish their accounts thru **bank deposits** (BDO, Metrobank and EASTWEST). Below are the account details:

Account Name: **UNIWIZ TRADE SALES, INC.**

BDO (SA) – 253-001-333-7

Metrobank (SA) – 055-305-551-7640

EASTWEST (CA) – 2000-3110-8445

For FASTER wallet replenishment, **POST** your deposit details at the *Deposit and Payments* option of the NEW LoadCentral Webtool for Verification:

When online access is unavailable, you may send your deposit details to Deposit Verification TXTHotline at **09285083355**. To send your details, follow the SMS format below:

DEP<space>NAME<,>userNAME<,>bank<,>branch<,>branch code<,>date<,>time<,>amount

Date: yyyy-mm-dd | **Time:** use military time

NOTE: Replenishment via TXTHotline may encounter delay due to telco signal strength.

In case you need to follow-up on the status of your deposit details, you may send an email at razer-deposits-ph@razer.com or call us at **(+632) 8-441-2414** then press '1'

Notes for Sub-dealer:

- For every single transaction your registered retailer makes, you will get a REBATE in the form of LoadCentral wallet. Earnings is recorded as **Gross Retailer Override (GRO.)** This amount is automatically credited to your Wallet Balance in real-time and is **NOT** convertible to cash.
- Beware of Phishing Sites. LoadCentral will NEVER ask you to login your account to other website **EXCEPT** <https://loadcentral.net>

Remind your Retailers:

- **Retailer's FL/SMS password** is used for **SMS transactions** ☐ **Retailer's SL/webtool password** is used for **webtool transactions** ☐ Webtool access will be locked if:
 - Default password is unchanged after 15 minutes of registration
 - If FL and SL are the **SAME**
- Retailers have TWO load wallet replenishment options:
 - Request from you; or
 - Direct deposit to LoadCentral's account

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LOGIN ONLY at LoadCentral Webtool: <https://loadcentral.net>
Visit LoadCentral Website: www.loadcentral.com.ph
WATCH Retailer Video Guides: bit.ly/LCGetStarted
FOLLOW the Official Facebook Page: www.facebook.com/Razer.LC