

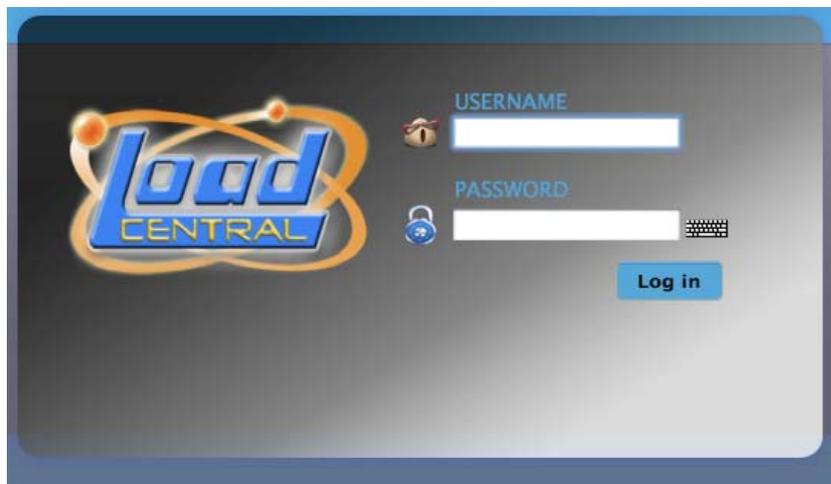
## Dealer Manual - Webtool

The Dealer's role are as follows:

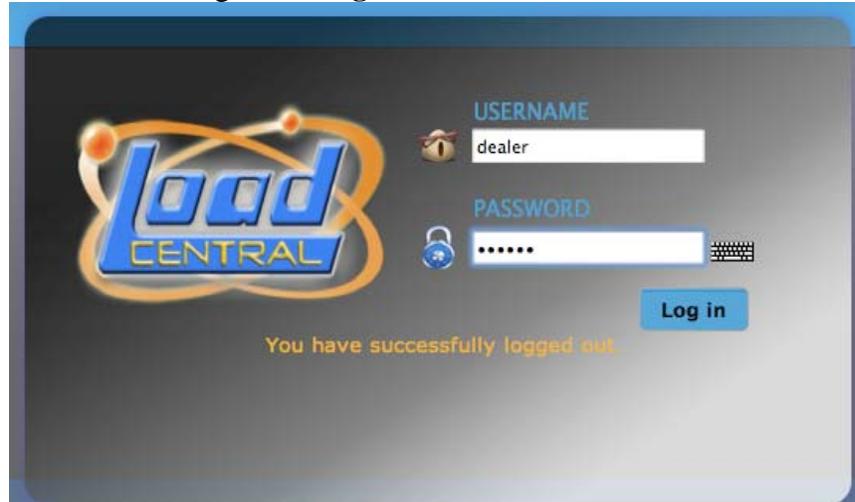
1. Register new LoadCentral sub-dealer accounts
2. Register new LoadCentral retailer accounts
3. Dispense initial LoadCentral credits (or load wallets)
4. Monitor sales levels of retailers
5. Monitor and replenish load wallet levels of sub-dealers and retailers

### **I. Starting out as a Dealer**

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



2. Log in to your Dealer account by keying in your assigned **username** and **password** and clicking on the **Sign in** button.



3. Once you have signed in to your Dealer account, change your passwords immediately by clicking on the **Change password and/or Second Level Password Link** ().

Dealer's Webtool	
Register a SubDealer	
Register A Retailer	
View All Subdealers	
View All Retailers	
View All Products	
Change Passwords	

4. You will be directed to this screen:

The image shows two screenshots of a web application interface. The top screenshot is titled "Change Webtool / FL Password" and contains the following fields: Username: dealer, Current Password: [empty], New Password: [empty], and Verify New Password: [empty]. Below these fields is a button labeled "Change FL Password" and a home icon. The bottom screenshot is titled "Change SL Password" and contains the following fields: Username: dealer, FL Password: [empty], Current SL Password: [empty], New SL Password: [empty], and Verify New SL Password: [empty]. Below these fields is a button labeled "Change SL Password" and a home icon.

Your Dealer account has two (2) passwords, namely the first-level (FL) password and the second-level (SL) password. Here are the functions of the passwords:

**FL password** – for signing in to the LoadCentral Webtool, or,  
- Optional: for mobile phone activities (if a mobile phone is registered)

**SL password** – for registering retailers and sub-dealers under the Dealer account, or,  
- for transferring load wallet to retailers under the sub-dealer account

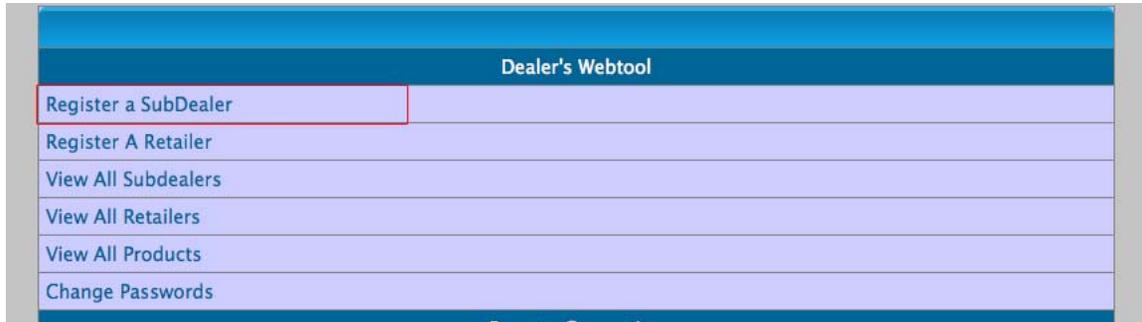
5. Change your passwords in sequence, by changing the FL password first (at the upper portion of the screen) by populating the necessary fields. Your “current password”, or FL password, is set at the default **123456**. **Make sure that your new password (to be keyed in twice) is no less than 6 alphanumeric characters long and not more than 15 alphanumeric characters (e.g. subd97)** before clicking the “Change password” button. The phrase “Password for dealer changed.” will appear on top of the screen if done correctly. Otherwise, repeat the process as a typographical error has likely occurred.

6. Change your SL password by keying in your username, your **new FL password**, your current SL password (**123456**) and your new 6-character alphanumeric SL password. Click on the “Change SL password button” once the password has been entered into the last two fields. The phrase “SL Password for dealer changed.” will appear on top of the screen if done correctly.

**Once done, click on the Logout button (near the top right of the screen) and log in again using your new FL password. You are now ready to register sub-dealers and retailers.**

## II. Registering sub-dealers

1. Once you have signed in to your dealer account, click on the “Register a sub-dealer” link.



2. Populate all fields with asterisks (\*) such as Last name, First Name, address, etc. For those without email addresses, key in [xyz@yahoo.com](mailto:xyz@yahoo.com).

The screenshot displays the "SubDealer Registration" form with the following sections and fields:

- Basic Account Information:** \*Last Name, \*First Name, \*Middle Initial, Age.
- Account Contact Information:** \*Address, \*City, \*Province, Business Name, Business Address, Business Phone Number, Home Phone Number, Mobile Phone Number.
- Identification Information:** \*ID Type (dropdown), \*ID Number, User Notes (text area).
- Account Information:** \*Email Address, \*Username (with note: Mobile No.(0918xxxxxxx) or AlphaNumeric), Web IP Address Type (dropdown, currently "Locked"), Web IP Address (0.0.0.0), \*SubDealer's SMS ID (with note: SubDealer's Name to appear on wallet Transfers and registrations), \*Your Second Level (SL) Password.

A "Register New SubDealer" button is located at the bottom of the form.

3. Key in the desired **username** (e.g. **subdealer** or **09181234567**) for the new sub-dealer account. A **static IP address** can be provided in the appropriate field so that the specific LoadCentral sub-dealer account can only be accessed through the said IP address (**best option for security purposes**). **If and only if** you wish to open the account in other locations with internet access, select “**Dynamic**” from the “**Web IP Address Type field**”. [\*.\*.\*.\*] should appear in the Web IP Address field. Enter your SL Password and click on the “Register New SubDealer” button. If successful, a confirmation message will appear near the top of the screen. Otherwise, correct all wrong or missing entries in the required fields.

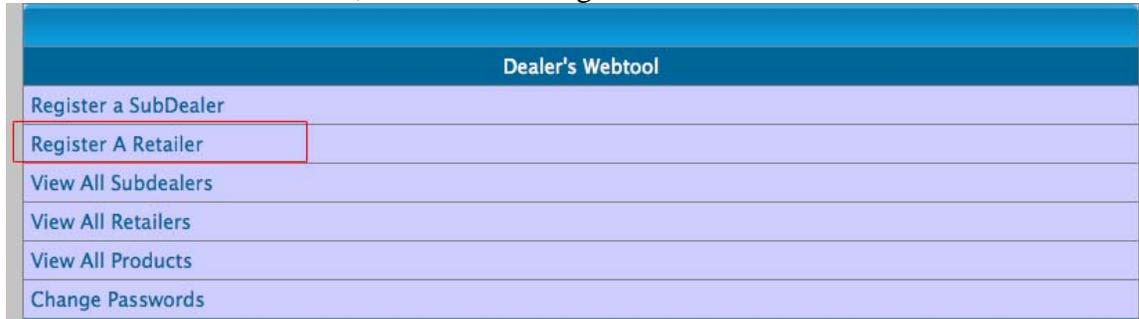
The screenshot shows the registration form with the following populated fields:

- \*Email Address:** sub-dealer@yahoo.com
- \*Username:** subdealer
- Web IP Address Type:** Static (maximum of 4 IP's '|' separated)
- Web IP Address:** 123.345.66.1
- \*SubDealer's SMS ID:** subdealer
- \*Your Second Level (SL) Password:** [masked with dots]

The "Register New SubDealer" button is visible at the bottom.

### III. Registering retailers

1. On the home screen, click on the “Register a retailer” link.



2. Populate all fields with asterisks (\*) such as Last name, First Name, address, etc. For those without email addresses, key in [xyz@yahoo.com](mailto:xyz@yahoo.com).

The screenshot shows the "Retailer Registration" form. It is divided into four sections:

- Basic Account Information:** \*Last Name, \*First Name, \*Middle Initial, Age.
- Account Contact Information:** \*Address, \*City, \*Province, Business Name, Business Address, Business Phone Number, Home Phone Number, Mobile Phone Number.
- Identification Information:** \*ID Type (dropdown), \*ID Number, User Notes (text area).
- Account Information:** \*Email Address (retailer@yahoo.com), \*Username (retailer), Web IP Address Type (Static), Web IP Address (123.345.66.7), \*Retailer's Account Name (retailer), \*Your Second Level (SL) Password (masked).

A "Register New Retailer" button is located at the bottom of the form.

3. Key in your desired **username (e.g. retailer1)** for the retailer. A **static IP address** can be provided in the appropriate field so that the specific LoadCentral retailer account can only be accessed through the said IP address (**best option for security purposes**). **If and only if** you wish to open the account in other locations with internet access, select “**Dynamic**” from the “**Web IP Address Type field**”. [\*.\*.\*.\*] should appear in the Web IP Address field. Enter your SL Password and click on the “Register New Retailer” button. If successful, a confirmation message will appear near the top of the screen. Otherwise, correct all wrong or missing entries in the required fields.

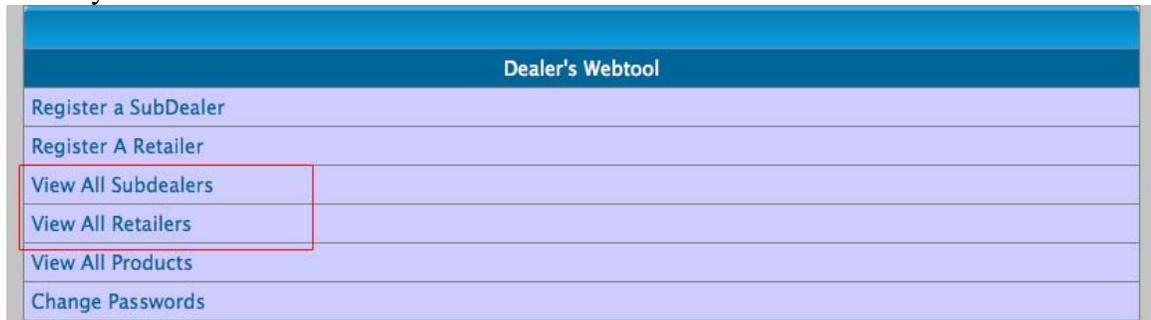
This is a close-up of the "Account Information" section of the form. The fields are:

- \*Email Address: retailer@yahoo.com
- \*Username: retailer
- Web IP Address Type: Static (maximum of 4 IP's '!' separated)
- Web IP Address: 123.345.66.7
- \*Retailer's Account Name: retailer
- \*Your Second Level (SL) Password: masked with asterisks

The "Register New Retailer" button is visible at the bottom.

#### IV. Transferring LoadCentral Credits (Load wallet) to the sub-dealer and the retailer

1. On your dealer account's home screen, click on the "View all sub-dealers" link if you want to transfer credits to a sub-dealer, or click on the "View all Retailers" link if you want to transfer credits to a retailer.

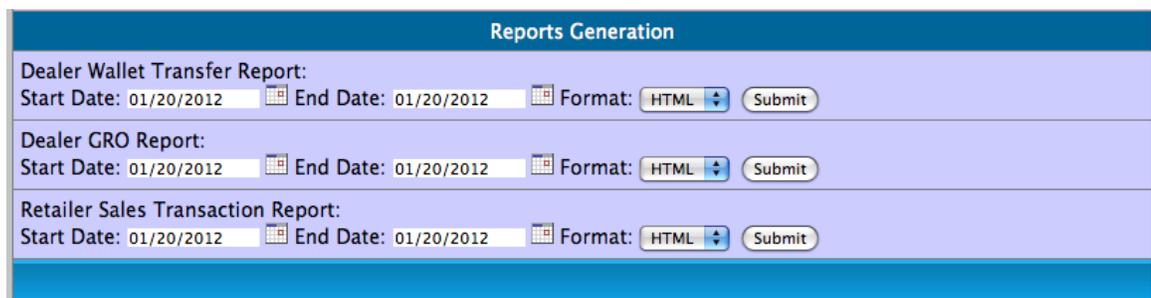


2. Identify the retailer (or sub-dealer) account which you want to reload. Key in the amount you want to transfer to your retailer (e.g. 3000 pesos), input your **SL Password**, then click reload. A confirmation message will appear on top once all fields have been filled out correctly. You may **DELETE** inactive accounts to your discretion. Note that account will be deleted upon clicking "OK" on the pop-up window.

	Username	Account Name	Wallet Information	Reload Wallet		
1	retailer	Retailer	Wallet Bal.: 0.00	Amount : 300 SL Password : ●●●●●● Reload	Account Info	delete

#### V. Monitoring your Dealer account, your sub-dealers, and your retailers

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



The dealer may generate reports within a chosen start date and a chosen end date. The dealer may choose these dates by clicking on the small calendar icons below the "Start Date" and "End Date" fields. Each report may be generated in HTML or EXCEL format for ease of saving into the computer. These reports are described below.

1. **Retailer Sales Transaction report** – shows the total sales of all the retailers under the dealer account within a chosen start date and end date
2. **Dealer GRO report** – shows the Gross Retailer Override (GRO), or the earnings of the dealer, from the chosen retailer/s
3. **Dealer Wallet Transfer report** – shows all the load wallet or credits **received** and **dispensed** by the dealer within a chosen start date and end date.

The dealer's earning is computed as:

(1) the difference between the dealer discount and the sub-dealer discount – earnings from the sub-dealers directly registered under the dealer account, and

**(2) the difference between the dealer discount and the retailer discount** – earnings from the retailers directly registered under the dealer account (because sub-dealers may also register their own retailers)

Product Name	Product Code	Uniwiz to Dealer	Dealer to SubDealer	Dealer/SubDealer to Retailer
ELoad100	ELD100	14.40%	13.98%	13.00%
Gamecard200	GC200	17.50%	16.60%	14.50%
CellCard300	CC500	12.00%	11.40%	10.00%

For product Gamecard200, the dealer will earn a gross retailer override (GRO) of 3% (17.5 – 14.5) if the retailer who sold the product is **directly registered** under the dealer. However, if the retailer is **indirectly registered** (retailer is registered by a sub-dealer under the dealer), the dealer will earn a GRO of 1.4% (17.50 – 16.60). The dealer may request for an email of an updated discount structure matrix regularly.

The GRO adds to the Dealer’s load wallet in **real time** whenever any directly or indirectly registered retailer sells a product to a customer.

## VI. Reloading the Dealer Load Wallet

For the fastest and most efficient wallet reloading, the dealer can send funds to LoadCentral using any of the following payment methods:

### 1. Bank Deposits (Metrobank, BDO and BPI)

Account Name : Uniwiz Trade Sales, Inc.  
 Bank/Branch : **Metrobank**– Legaspi Village, Makati Branch  
 Account. # : Savings Account # **055-3-0555-17640**

Account Name : Uniwiz Trade Sales, Inc.  
 Bank/Branch : **Banco De Oro** - Salcedo Branch Makati City  
 Account. # : Savings Account # **002530013337**

Acct Name : Uniwiz Trade Sales, Inc.  
 Bank/Branch : **BPI** – Pasay Road  
 Account # : Current Account # **9661 014633**

### 2. Smart Money Transfer > Smart Money # 5577 5113 2164 6117

Prepare the following information:

For bank deposits	For Smart Money / G cash
* Amount Deposited	* Reference Number
* Bank name and Branch	* Date and time
* Branch Code (BDO and BPI only)	* Amount
* Date and Time of Deposit	* LoadCentral Username
* LoadCentral Username	* Dealer’s name
* Dealer’s Name	

Send this information to the LoadCentral Deposit Verification team:

SMS-based verification : 0928-5083355  
 Landline-based verification : (02)441-5356, 441-5357  
 GTalk Account : [lc.veruniwiz@gmail.com](mailto:lc.veruniwiz@gmail.com)

Upon receipt of the correct deposit details or fund transfer details, deposit verification and loading will take a minimum of 30 minutes and a maximum of **2 hours**.

**Alternatively (only for bank deposit verification), the dealer may write his/her name and their LoadCentral-registered username on their BPI, BDO or Metrobank deposit slip, and send it to:**

**Fax** : (02) 921-3886 (attn: Janice Virtudazo)  
**Scanned copy through Email** : [janice@loadcentral.com.ph](mailto:janice@loadcentral.com.ph), or  
[jillian@loadcentral.com.ph](mailto:jillian@loadcentral.com.ph)

**Deposit verification schedules are as follows:**

**Monday to Friday** : 9:00 am to 5:00 pm  
**Saturdays** : 9:00 am to 12:00 noon

**VII. Customer Service Support** - the dealer can contact LoadCentral through:

**Text Hotline** : 0928-5067310  
**Landline** : (02)441-5356, 441-5357  
**Email** : [help@loadcentral.com.ph](mailto:help@loadcentral.com.ph)  
**Google Talk** : [new.acct.lc@gmail.com](mailto:new.acct.lc@gmail.com)

LoadCentral highly encourages dealers to set up their own Google Talk accounts. Instant messaging is one of the most efficient ways for the Customer Service team to assist the dealers with their LoadCentral concerns.

Customer Service Support schedules are as follows:

**Monday to Saturday** : 9:00am to 10:00pm  
**Sunday** : 10:00am to 6:00pm