

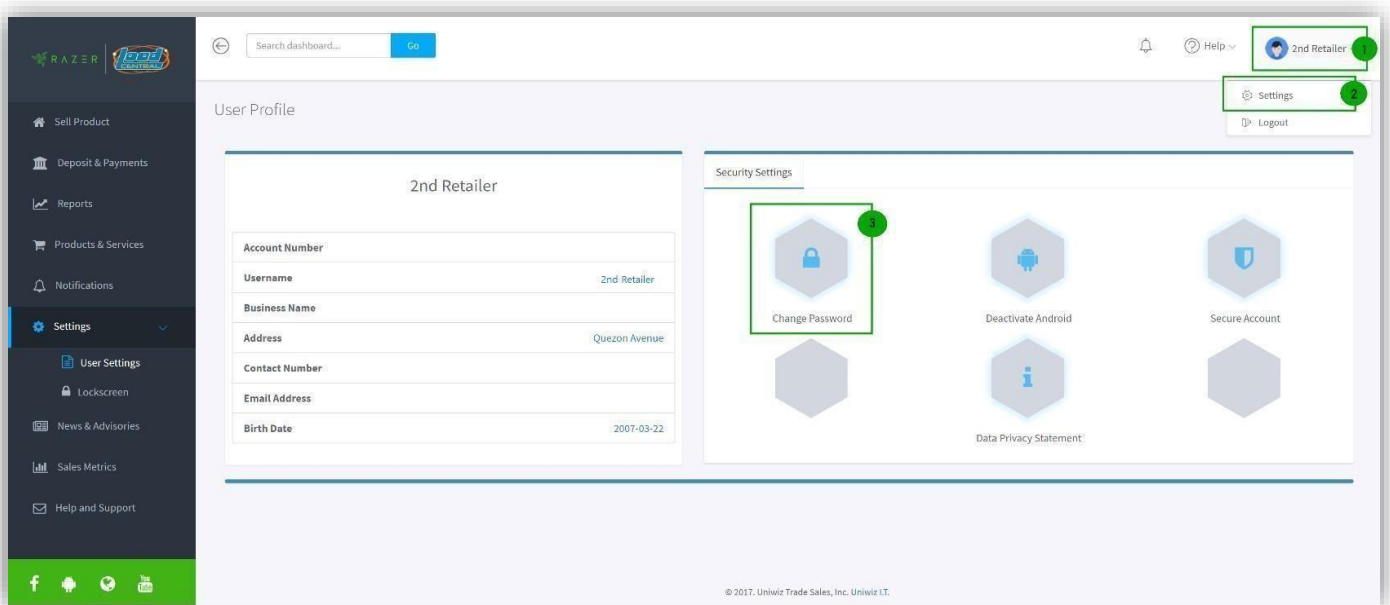
Retailer Manual – NEW Webtool

I. GETTING STARTED

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



2. Log in to your retailer account by keying in your assigned **username** and **password**. Default password for **NEWLY** registered account is **123456**. Your login credentials will be sent via SMS and /or email.
3. Once signed in to your Retailer account, change your passwords IMMEDIATELY. Go to (1) **Profile** > (2) **Settings** > (3) **Change Password**:



IMPORTANT: Webtool access will be LOCKED if SL password remains in Default after 15 minutes of registration.

4. To change the Webtool password, populate all the fields:

Change Webtool Password

FL/SMS Password

Current Webtool Password

New Webtool Password

Repeat New Webtool Password

1. Populate the entire field required:

- FL/SMS Password (*default is 123456*)
- Current Webtool Password (*default is 123456*)
- NEW Webtool Password
- Key-in again your NEW Webtool Password to verify

2. Click **Change Password**

NOTE: Retailer account has two **2 passwords**:

FL password – for SMS-based transactions;

SL password – for signing in to the LoadCentral Webtool

Things to remember:

- Webtool Password **MUST** be limited from 6 to 10 characters ONLY. **Combination of letters and numbers** 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. SELLING PREPAID PRODUCTS

The screenshot shows the Razer LoadCentral dashboard. The main content area is titled 'Sell Products' and includes a sidebar menu with options like 'Sell Product', 'Deposit & Payments', 'Reports', 'Products & Services', 'Notifications', 'Settings', 'News & Advisories', 'Sales Metrics', and 'Help and Support'. The main content area has a 'Sell Products' section with a date and time display. Below this, there are several product categories: 'Eload', 'Call Cards', 'Game PIN', 'Satellite PIN', 'Portal', and 'Subscriptions'. A form for selecting a product is shown, with a dropdown menu for 'Globe eLoad Products, choose one of the following...' and input fields for 'Buyer's Cellphone Number' and 'Quantity'. A 'SELL PRODUCT' button is located at the bottom of the form. A 'Recent Transactions' table is visible at the bottom left, and a 'LoadCentral Advisory' banner is at the bottom right.

Trace No.	Product	PIN / Telco Trace	Amount	Buyer No.	Date & Time	Status
22642458	LoadCentral Test ePIN	PIN1 132668 PIN2 660468	1.00	09084054923	2019-03-22 11:12:49	SUCCESS

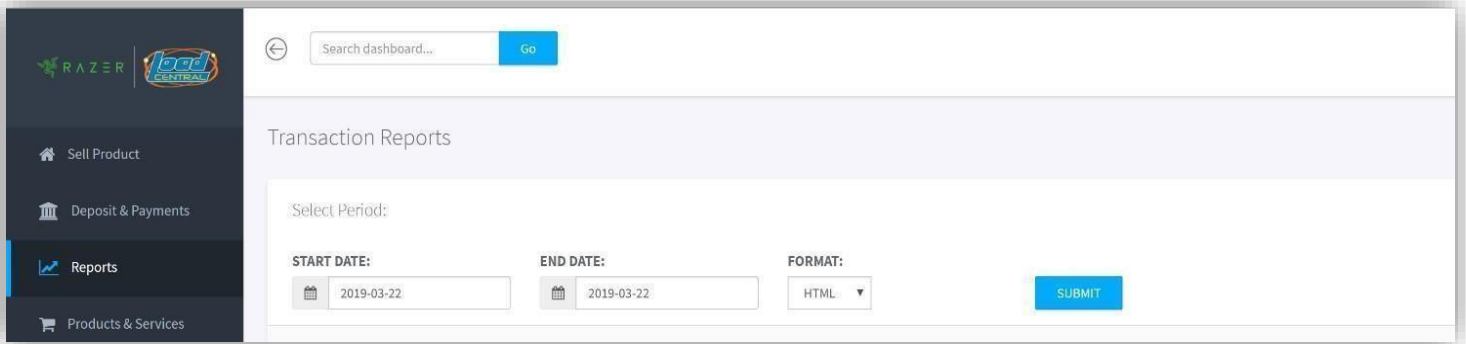
1. Click SELL PRODUCT
2. Select a Product Category
3. Select a Telco product (if selling e-Load)
4. 4. Fill-out the form:
 - a. Click the drop-down arrow to select the item to sell or type the product name;
 - b. Enter buyer's cellphone number
 - c. Enter the quantity (default is 1; applicable for e-PIN products only)
5. Click SELL PRODUCT to complete your transaction

III. MONITORING SALES TRANSACTIONS AND EARNINGS

Retailers can generate a detailed sales report of all the transactions within a chosen start and end date.

On the side menu click **REPORTS** > CHOOSE "Start Date" > CHOOSE "End Date" > Click "SUBMIT".

TIP: It is highly recommended to generate transactions daily to track your sales and earnings.



IV. DEPOSIT & PAYMENTS

Retailers can replenish their account 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 **DEPOSITS & 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'

REMINDER:

- LoadCentral will **NEVER** ask you to login your account to other website **EXCEPT** www.loadcentral.net

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LOGIN ONLY at LoadCentral Webtool: www.loadcentral.net

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