

Dealer Manual – NEW Webtool

The Dealer’s roles are as follows:

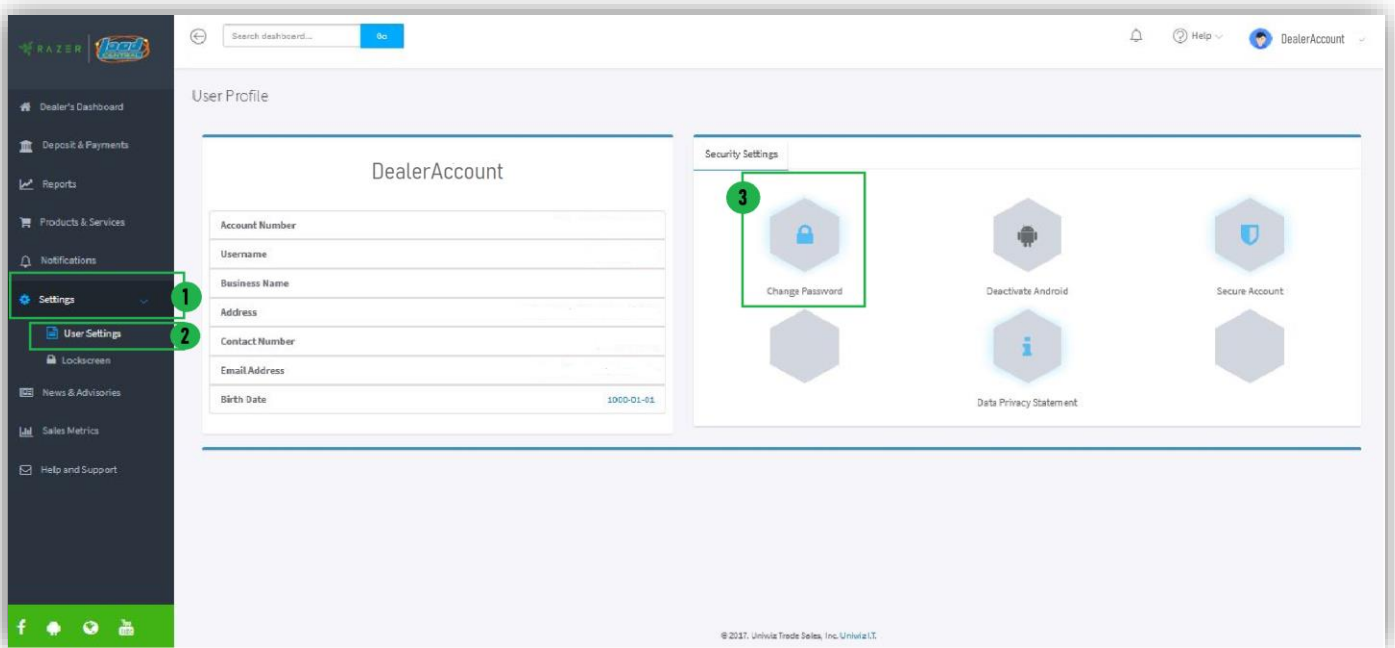
1. Register new LoadCentral Retailer and Sub-dealer accounts
2. Dispense LoadCentral wallet (to accounts registered directly to Dealer account)
3. Monitor sales levels of retailers

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



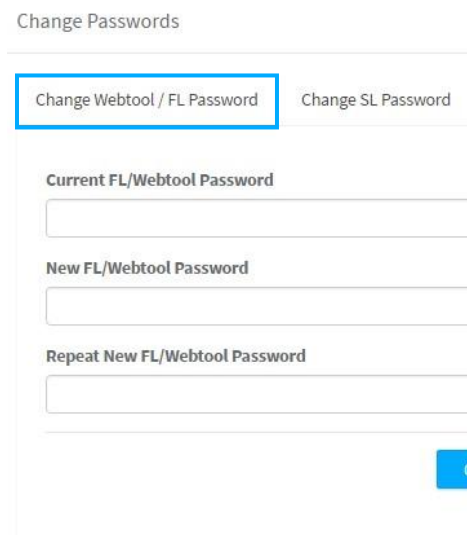
IMPORTANT: Webtool access will be LOCKED if SL password remains in Default after 15 minutes of registration.

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

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

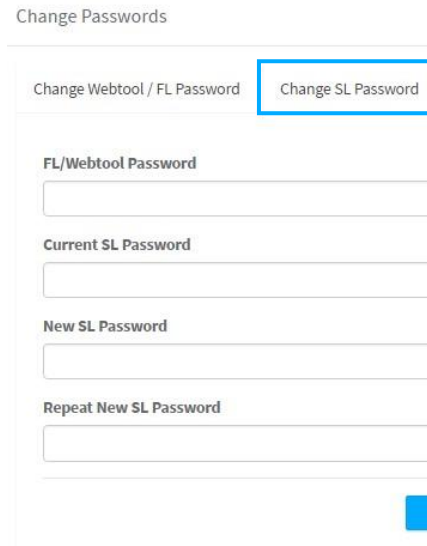
SL password – for registering Sub-dealers and Retailers;
- for transferring load wallet to Sub-dealers and Retailers registered directly under your Dealer account

Change your FL Password first:



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:



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:

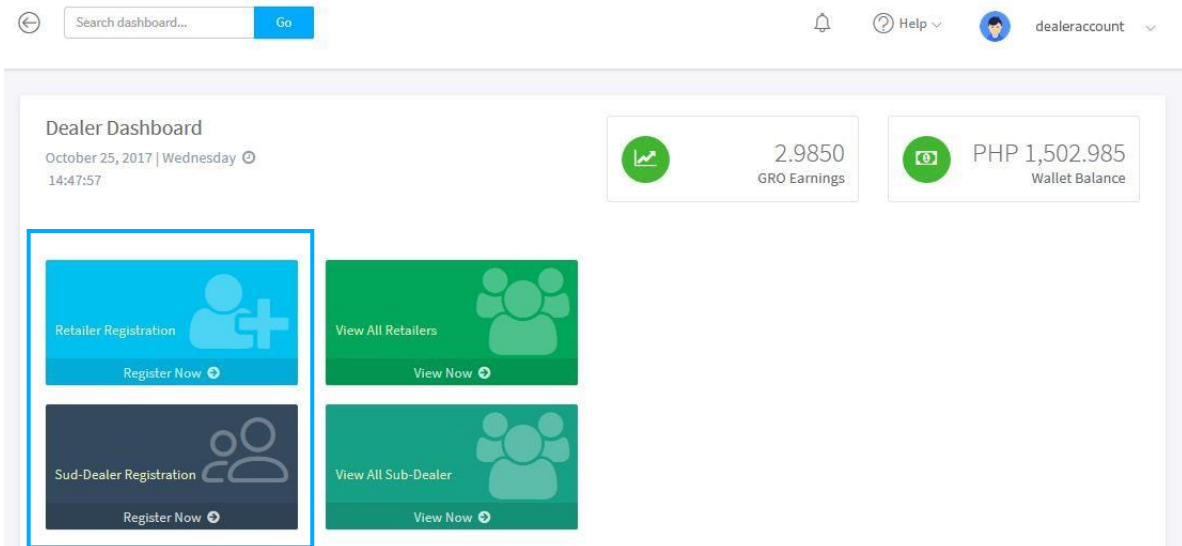
- Password **MUST** be limited from 6 to 10 characters ONLY. **Combination of letters and numbers** is allowed.
- Password is **CASE-SENSITIVE**
- When setting NEW passwords, FL and SL password should **NOT** be the same. Otherwise, the account will be **LOCKED**.
- **Do not** give out login details 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** or **Sub-dealer Registration** box on you Dealer Dashboard.



2. Populate **ALL** fields. Key-in your SL password then click **Register New Retailer** (or **Register New Sub-Dealer**).

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

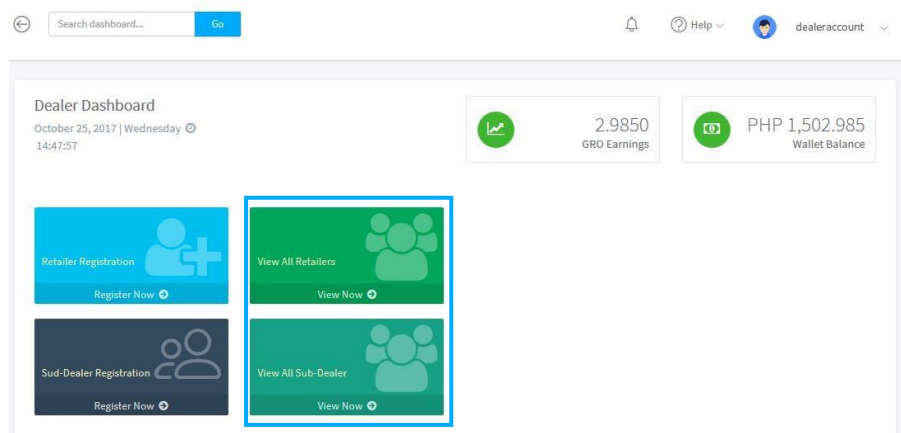
Your Second Level (SL) Password

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 SUB-DEALERS / RETAILERS

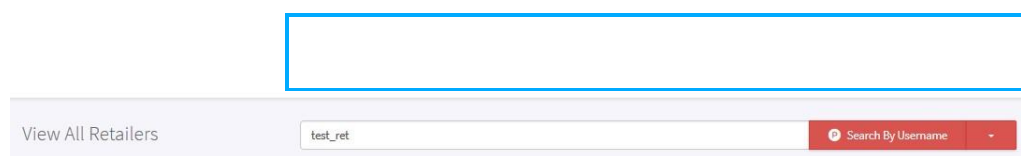
1. Sign in to your LoadCentral Dealer account. Click on the **View all retailers** or **View all Sub-dealers** box on your Dealer Dashboard.



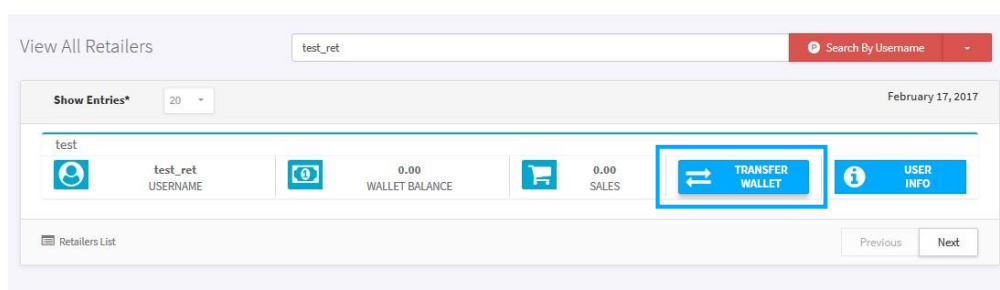
2. Identify the retailer you want to reload. For faster account look-up, click the Search drop-down arrow to select your preferred mode of searching – by **Username or Name**:



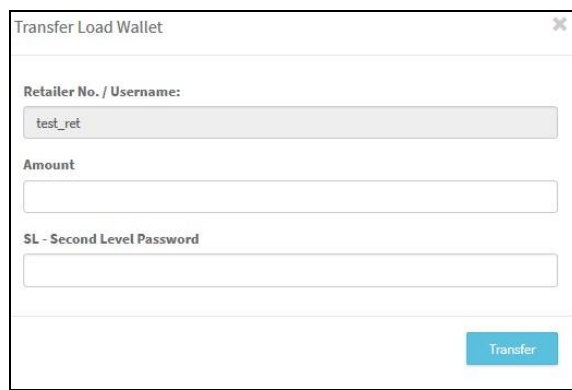
Type-in the Username/name of the retailer.



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**.

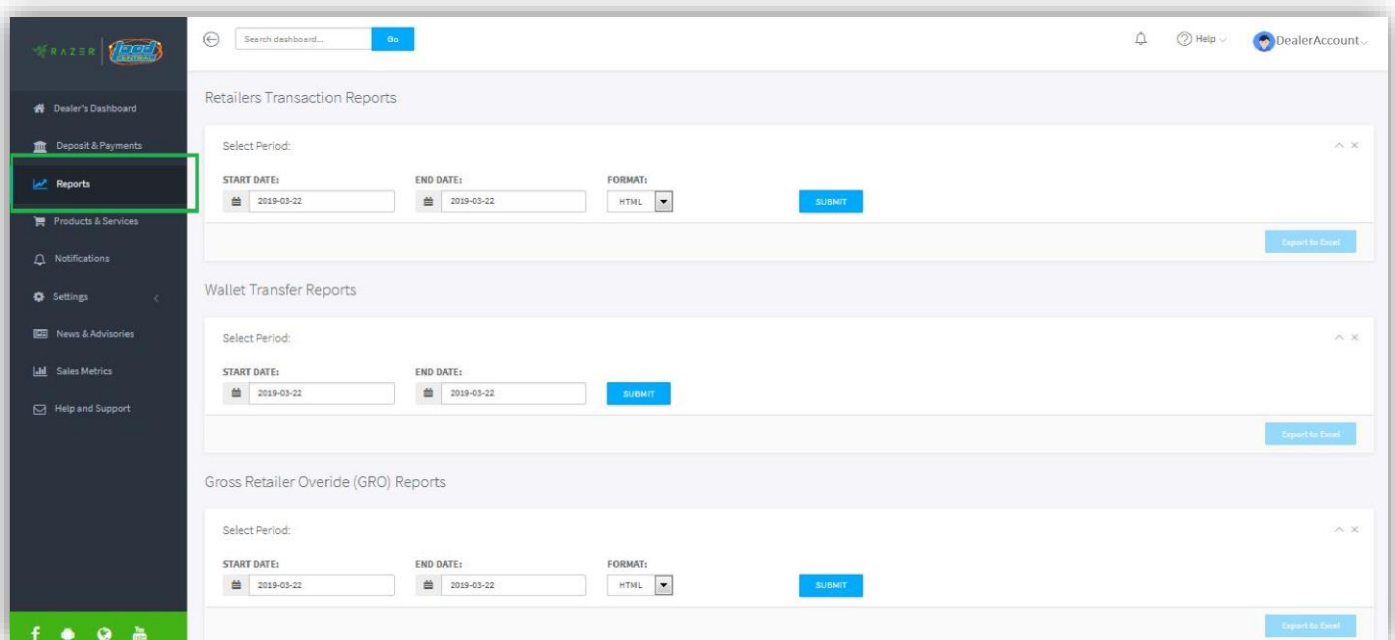


Note: To avoid any inconvenience, make sure to double-check and key-in the **CORRECT** amount to transfer

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 Dealer account. Just sign-in to your account and click **REPORTS** option on the side menu.



You can generate the following reports:

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

Search dashboard... Go

DealerAccount

Deposit & Payments

Post Deposit Details March 22, 2019 | Friday

Select Payment Option*

Banco de Oro (BDO Cash Deposit)

Branch Name* ?

Branch Code* ?

Date*

Time*

Amount*

Php

Remarks

Username / Registered No. *

DealerAccount

Name*

Mobile No. *

Ex: 639123456789

Email*

Company Name ?

I certify that all the above information is TRUE and CORRECT to the best of my knowledge and belief.

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 Dealer:

- For every single transaction your registered retailer makes, you will get a REBATE in the form of LoadCentral wallet. Earnings are 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 bank account

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LOGIN ONLY at LoadCentral Webtool
<https://loadcentral.net>

Visit LoadCentral Website:
www.loadcentral.com.ph

WATCH Retailer Video Guides:
<https://goo.gl/xDben7>

FOLLOW the Official Facebook Page:
www.facebook.com/Razer.LC