

# REGISTRATION

#### Step 1. User will go to Online Wallet Website and then click "Sign up today" and fill up the registration form.



### Step 2.

Online Wallet System will automatically sends email to the User.



# VERIFICATION

### Step 1.

User click on the link provided in the email and will be re-directed to the **"Verification Page"**.

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	Co-wanet Notification	4)
	In system@g.wallet.net Jan 1 (6 days ago) ☆ ▲ Is me This is an advanted message: please do not reply to this e-mail. This is an advanted message: please do not reply to this e-mail. Thank you for registrating in G-wallet. We have noticed that you haven't proceeded to the next step of your G-wallet application for more than a week now. We would like to remind you that vertication is required to complete your registration. Kindly submit the following documents: a valid ID (Passport or Driver's license) and Biling or Back tatlenet (steade with in norths).	
USER	To proceed with verification, please click on the link below.	

### Step 2.

User will upload needed documents like, banks statements and Identification Card.



**Step 3.** Click "Verify Now"

* Type of ID :		<b>.</b>				_
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# APPROVAL

### Step 1.

Customer Service will check the submitted/uploaded documents. If uploaded documents are approved go to step 2; otherwise, go to step 3.

### Step 2.

For approved application, user will receive an email containing their username and password.



### Step 3.

For unapproved application, user will receive an email stating that their application was declined. Email address registered for declined transaction can never be used again for a new application.



# LOG-IN



Step 1.

First time to log-in, the system will prompt you to change your password and enter secret question for your account security.

Passwords and Secret Qu	estion				
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ransaction Password					
Current Password					
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Confirm Password					
ecret Question					
Question :	What is the name of your fits	tione?			
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### Step 2.

You will receive and email stating that you have updated your password and secret question.

### Step 3.

Upload Application Form for Online Wallet Card Request and attach necessary documents.

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# **DEPOSIT – BANK**

Add Funds

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VALLETIN

St. Vincent and the Granadines. West in

WIFT Code : COBADEFF

### Step 1.

Click "Add Funds". Fill out necessary info on the Add Funds Page. Click Confirm then Click Print. For Bank Deposit go to Step 2, for wire transfer go to step 3.

### Step 2. BANK DEPOSIT

Deposit to the Bank and then scan the deposit slip and attach it to the Add Funds Form.



### Step 3. WIRE TRANSFER

Transact online, screenshot your transaction then attach it to the "Attach Funds Form".

# **DEPOSIT – PREPAID CARD**

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### Step 1.

Click "Online Wallet Points".

### Step 2.

Click "Load Prepaid Card Points" then convert the points and enter your transaction password.

### Step 3.

Points is now updated into money. 1 Pt = 1 USD

### **FUND TRANSFER**

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### Step 1.

Click "Fund Transfer".

### Step 2.

Fill out necessary data and enter your transaction password and then click "Submit"

# FUND TRANSFER - SCHEDULED

# PAYMENT

### Step 1.

From the fund transfer page, Fill out necessary info and then choose "Scheduled Payment" in type field.

### Step 2.

Input transaction password to complete the transaction.

### Step 3.

Input amount, merchant's name, email address and credit card information then click confirm button.

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Credit Card Number : 4;	2424242424242			
Verfication Code : 12	23			

Expiration Date : 01 - (MONTH) / 2015 - (YEAR)

Confirm

Close

CardChange

# WITHDRAWAL - BANK

### Step 1.

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### Step 3.

User will receive an email if their withdrawal was successful.

### Step 2.

Fill out necessary data and enter your transaction password and then click "Submit". You can either Deposit the amount to your Bank Account or to your Debit Card.



**Debit Card** 

**Bank Account** 

# WITHDRAWAL - ATM

### Step 1.

GO to an ATM (Master Card), enter your 4 digits PIN and you can withdraw your money.



# **DEBIT CARD**

You can use your Online Wallet Debit Card for:



**Debit Card** 





Purchases in stores.

# **TRANSACTION HISTORY**

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### Step 1.

Click "Transaction History".

### Step 2.

You can now check your all transactions incurred in the last 6 months.

# MERCHANT

# REGISTRATION

### Step 1.

Merchant will send an email to Customer Service via the inquiry forms from the **Online Wallet System** 

### Step 2.

Customer Service will be the one to register the merchant. He is also responsible for adding the required documents.



# VERIFICATION

### Step 1.

Merchant will send needed documents like, bank statements, Identification Card and other necessary documents.

MERCHANT

### Step 2.

Customer Service will verify the requirements that was sent to them if they are authentic or falsified.



# APPROVAL



Customer Service will check the submitted/uploaded documents. If uploaded documents are approved go to step 2; otherwise, go to step 3.

### Step 2.

For approved application, user will receive an email containing their username and password.



### Step 3.

For unapproved application, user will receive an email stating that their application was declined. Email address registered for declined transaction can never be used again for a new application.



# LOG-IN



First time to log-in, the system will prompt you to change your password and enter secret question for your account security.

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### Step 2.

You will receive and email stating that you have updated your password and secret question.

### Step 3.

You can now start your transactions.



# **DEPOSIT – BANK**

Add Funds

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VALLETIN

St. Vincent and the Granadines. West in

WIFT Code : COBADEFF

### Step 1.

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### Step 2. BANK DEPOSIT

Deposit to the Bank and then scan the deposit slip and attach it to the Add Funds Form.



### Step 3. WIRE TRANSFER

Transact online, screenshot your transaction then attach it to the "Attach Funds Form".

# **DEPOSIT – PREPAID CARD**

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### Step 1.

Click "Online Wallet Points".

### Step 2.

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### Step 3.

Points is now updated into money. 1 Pt = 1 USD

### **FUND TRANSFER**

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# FUND TRANSFER - SCHEDULED

# PAYMENT

### Step 1.

From the fund transfer page, Fill out necessary info and then choose "Scheduled Payment" in type field.

### Step 2.

Input transaction password to complete the transaction.

### Step 3.

Input amount, merchant's name, email address and credit card information then click confirm button.

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Verfication Code :	123		

Expiration Date : 01 - (MONTH) / 2015 - (YEAR)

Confirm

Close

CardChange

# **TRANSACTION HISTORY**

<b>6</b> wallet						My Profile	New (0) Invite Users	Log
My A	Cocount G-wallet Points	G-wallet Card	Exchange	Fund Transfer	Add Funds	Withdrawals	Transaction History	
Transaction Hi	story							
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	Search Export							
Drag a column header he	re to group by that colu	nn						

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### Step 2.

You can now check your all transactions incurred in the last 6 months.