**LOADCENTRAL ACCESS NUMBERS**
0922-8504340 - 0917-8662418
0920-9456856 - 0920-9456857

**HOW TO REGISTER A RETAILER?**
Via SMS Using your Cellphone

**Dealer must text the following:**

Reg< space><6-digit password><space>
<mobile # of retailer><space><full name of retailer>
<comma><address of retailer><comma>
<email address of retailer>

Note: If no E-mail address, type xyz@yahoo.com

**THEN SEND TO ACCESS NUMBERS**

Reg 123456 0920954706
Juan Dela Cruz, Quezon City,
juan@yahoo.com

**HOW THE DEALER WILL TRANSFER LOAD WALLET TO THE RETAILER?**
Via SMS Using your Cellphone

**Dealer must text the following:**

Transfer<space><Dealer's 6-digit password>
<space><Mobile no. of Retailer><space>
<Wallet Amount>

**THEN SEND TO ACCESS NUMBERS**

Transfer 123456
091209541480
5000

RETAILER RECEIVE TEXT MESSAGE:

Your wallet has been reloaded Pxxx by 639xxx
Your balance is Pxxxx Trace #xxxx

**LOADCENTRAL WEBTOOL GUIDE**

**1.** Open your web browser and go to the LoadCentral Webtool site http://loadcentral.net
**2.** Log in to your sub-dealer account by keying in your assigned username and password

*Username* (remember to start with 63 instead of 0) and clicking on the Log in button.



3. Once you have signed in to your sub-dealer account, change your passwords immediately by clicking on the Change password.
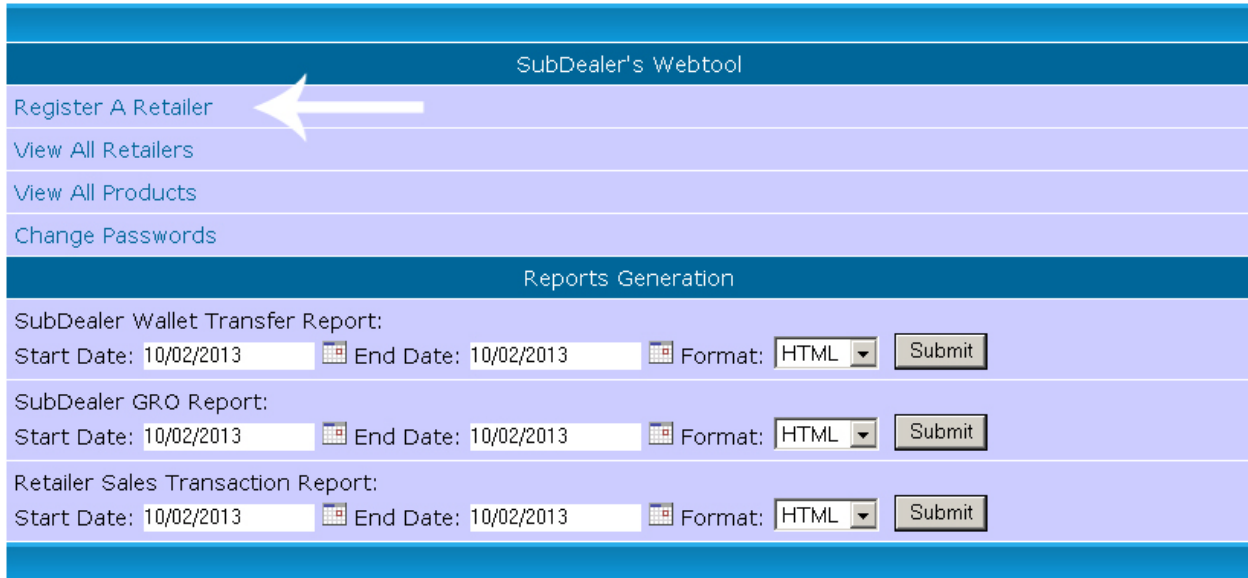
**4.** You will be directed to this screen:



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 (e.g. abc123) before clicking the "Change password" button. The phrase "Password for sub-dealer changed." will appear on top of the screen if done correctly. Otherwise, repeat the process as a typographical error has likely occurred.

6. Youe default SL Password is (123456), I suggest not to change this password, to avoid forgotting passwords.
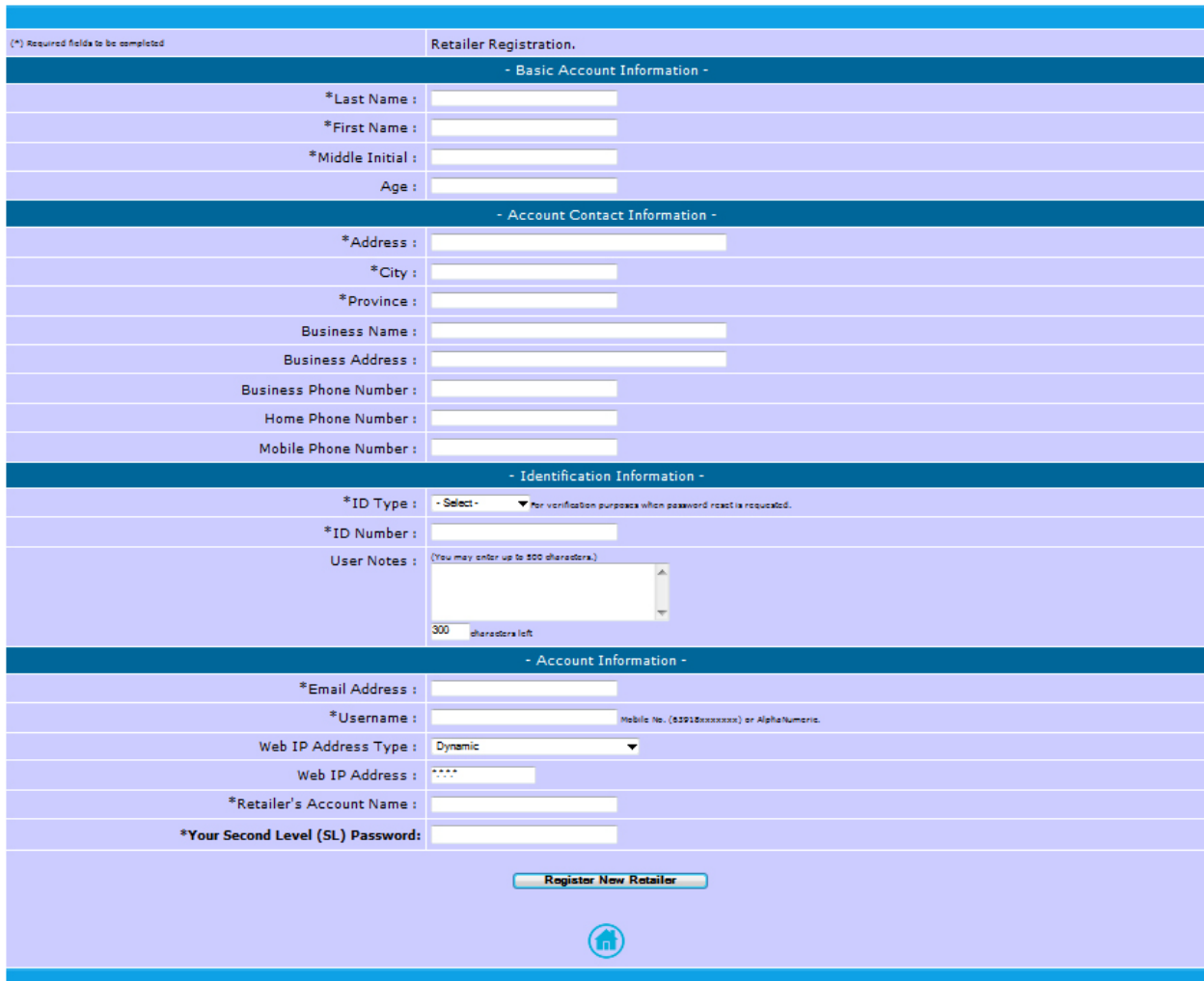
## II. Registering retailers

1.  Once you have signed in again, click on the "Register a retailer" link.



2.  Populate all fields with asterisks (*) such as Last name, First Name, address, etc.

**3.** Key in your desired username (e.g. 639XXXXXXXXX) for the retailer. A **dynamic** IP address can be selected in the Web IP Address Type: so that the specific LoadCentral retailer account can accessed his/her account on any device connected to the internet ( Important: best option for security purposes use Static IP address). 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.

**III. Transferring LoadCentral Credits (Load wallet) to the retailer**

**1.** Sign in to your LoadCentral sub-dealer account. Click on the "View all retailers".



**2.** Identify the retailer you want to reload. Key in the amount you want to transfer to your retailer (e.g. 500 pesos), input your SL Password, then click reload. A confirmation message will appear on top once all fields have been filled out correctly.