

## DEALERS GUIDE

### 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.

Terms of Use.'"/>

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:

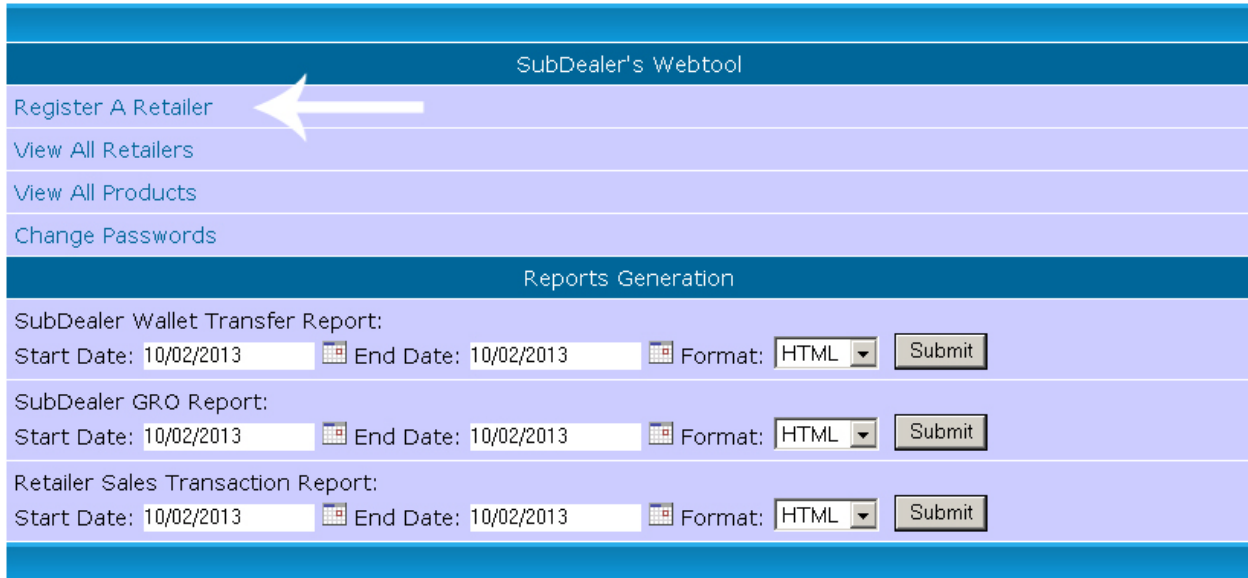
| Change Webtool / FL Password  |   |
|---|---|
| Username:   | <input type="text" value="639998286877"/> |
| Current Password:   | <input type="password"/>                  |
| New Password:   | <input type="password"/>                  |
| Verify New Password:  | <input type="password"/>                  |
| <input type="button" value="Change FL Password"/>                                   |   |
|    |   |
| Change SL Password  |   |
| Username:   | <input type="text" value="639998286877"/> |
| FL Password:  | <input type="password"/>                  |
| Current SL Password:  | <input type="password"/>                  |
| New SL Password:  | <input type="password"/>                  |
| Verify New SL Password:   | <input type="password"/>                  |
| <input type="button" value="Change SL Password"/>                                   |   |
|  |   |

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. Your default SL Password is (123456), I suggest not to change this password, to avoid forgetting passwords.

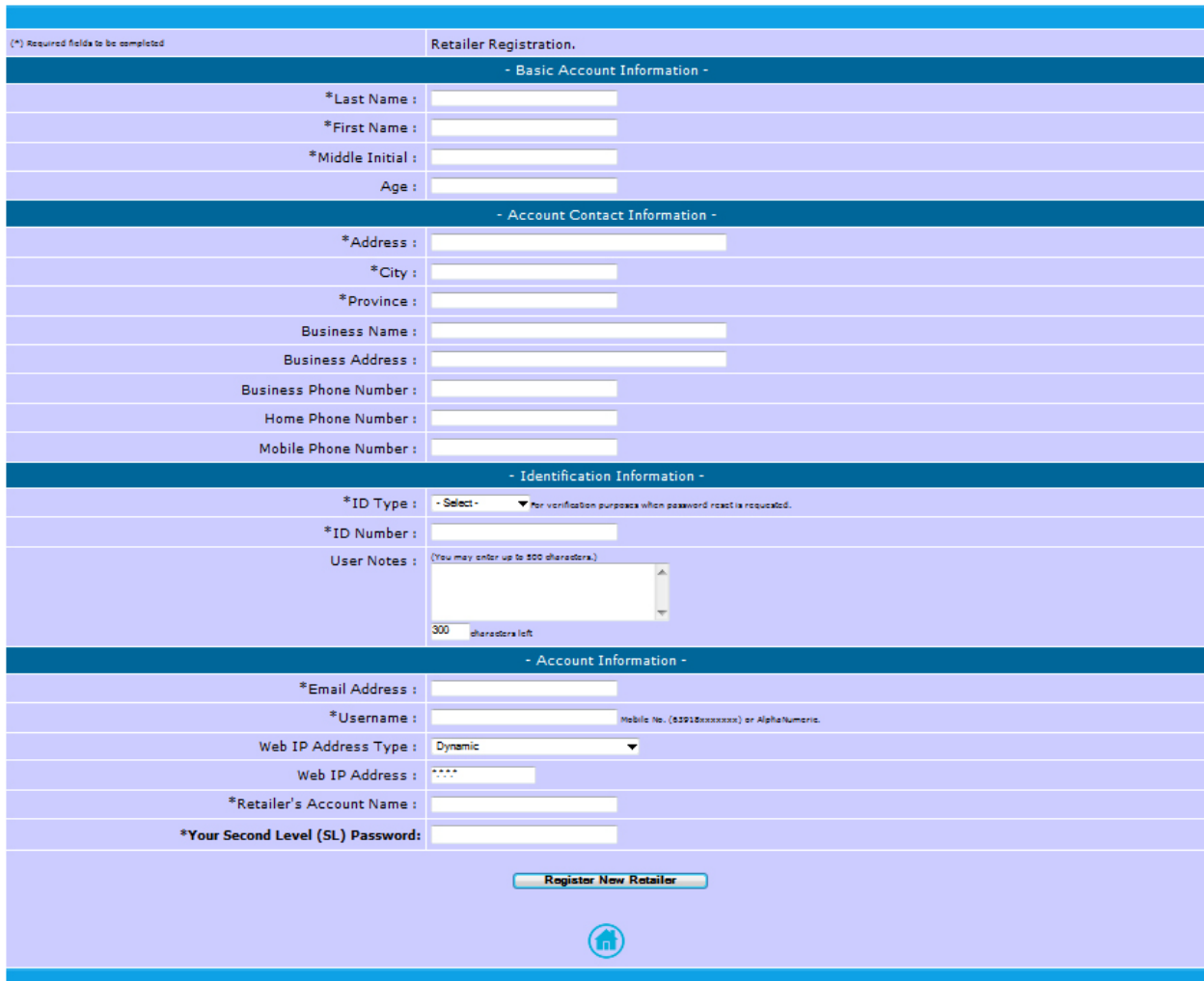
## II. Registering retailers

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



The screenshot shows the 'SubDealer's Webtool' navigation menu. The menu items are: Register A Retailer (highlighted with a white arrow), View All Retailers, View All Products, and Change Passwords. Below these is a 'Reports Generation' section with three report options: SubDealer Wallet Transfer Report, SubDealer GRO Report, and Retailer Sales Transaction Report. Each report option includes a 'Start Date' and 'End Date' (both set to 10/02/2013) and a 'Format' dropdown menu set to 'HTML', followed by a 'Submit' button.

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



The screenshot shows the 'Retailer Registration' form. The form is divided into several sections: 'Basic Account Information', 'Account Contact Information', 'Identification Information', and 'Account Information'. The 'Basic Account Information' section includes fields for \*Last Name, \*First Name, \*Middle Initial, and Age. The 'Account Contact Information' section includes fields for \*Address, \*City, \*Province, Business Name, Business Address, Business Phone Number, Home Phone Number, and Mobile Phone Number. The 'Identification Information' section includes a dropdown for \*ID Type (set to '- Select -'), \*ID Number, and a text area for User Notes (with a 300-character limit). The 'Account Information' section includes fields for \*Email Address, \*Username (with a note: 'Mobile No. (0000000000) or AlphaNumeric'), Web IP Address Type (set to 'Dynamic'), Web IP Address (with four asterisks), \*Retailer's Account Name, and \*Your Second Level (SL) Password. At the bottom of the form is a 'Register New Retailer' button and a home icon.

- 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

- Sign in to your LoadCentral sub-dealer account. Click on the “View all retailers”.

The screenshot shows the 'SubDealer's Webtool' interface. At the top, there are navigation links: 'Register A Retailer', 'View All Retailers' (with a white arrow pointing to it), 'View All Products', and 'Change Passwords'. Below this is a 'Reports Generation' section with three report types: 'SubDealer Wallet Transfer Report', 'SubDealer GRO Report', and 'Retailer Sales Transaction Report'. Each report type has a 'Start Date' and 'End Date' set to 10/02/2013, a 'Format' dropdown set to 'HTML', and a 'Submit' button.

- 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.

The screenshot shows a table of retailers with columns for Username, Account Name, Wallet Bal., Reload Wallet, Sales Report, GRO Report, and User Info. The table contains 6 rows of data. Annotations include a white arrow pointing to the 'View All Retailers' link in the previous screenshot, and another white arrow pointing to the 'Reload' button in the 6th row of the table. The 6th row has a 'Wallet Bal.' of 4.96 and a 'User Info' link. Below the table are navigation arrows and a home icon.

|   | Username     | Account Name | Wallet Bal. | Reload Wallet   | Sales Report  | GRO Report  | User Info        |
|---|--------------|--------------|-------------|---|---|---|------------------|
| 1 | 639072144055 | 09072144055  | 0.00        | Amount : <input type="text"/><br>SL Password : <input type="password"/><br>Reload | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | User Info delete |
| 2 | 639272129321 | 09272129321  | 0.00        | Amount : <input type="text"/><br>SL Password : <input type="password"/><br>Reload | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | User Info delete |
| 3 | 63922891636  | 63922891636  | 0.00        | Amount : <input type="text"/><br>SL Password : <input type="password"/><br>Reload | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | User Info delete |
| 4 | 639222891636 | 09222891636  | 8.26        | Amount : <input type="text"/><br>SL Password : <input type="password"/><br>Reload | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | User Info delete |
| 5 | roque1       | 09303527458  | 0.00        | Amount : <input type="text"/><br>SL Password : <input type="password"/><br>Reload | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | User Info delete |
| 6 | 639303527458 | 09303527458  | 4.96        | Amount : <input type="text"/><br>SL Password : <input type="password"/><br>Reload | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | Start Date: 10/02/2013<br>End Date: 10/02/2013<br>Proceed | User Info delete |