
User Manual for Agents

How to Add Balance in the Wallet

Wallet Loading

- ✓✓ Amount to be deposited or transferred in the bank account of your distributors/Program partner. Bank account details are to be received from respective distributor/Program partner.
- ✓✓ Please note down UTR number of the transaction made to this bank account.
- ✓✓ Generate a request of the same amount from the portal by mentioning UTR number as shown on the next page.
- ✓✓ This recharge request will be visible to distributor/program partner on their portal.
- ✓✓ Distributor/Program Partner will verify the amount received in his/her bank account against the UTR number mentioned in the recharge request.
- ✓✓ Program Partner/Distributor approves the recharge request of the agent once he/she has received the amount in his/her bank account.
- ✓✓ Agent Wallet will get updated once his/her recharge request is approved.

How Do I Receive My Commission

Commission Earned

- ✓ Commission earned on each transaction can be seen under transaction summary section.
- ✓ This commission will get credited in the wallet at the end of day.
- ✓ Please set scheme for all services. Otherwise commission would be shown as Zero.

Transaction Search

Agent

Custom

Transaction ID

Transaction Status

Bill

Sender Mobile No



01-Oct-2017

to

20-F

Ok

Search

Transaction List

Export

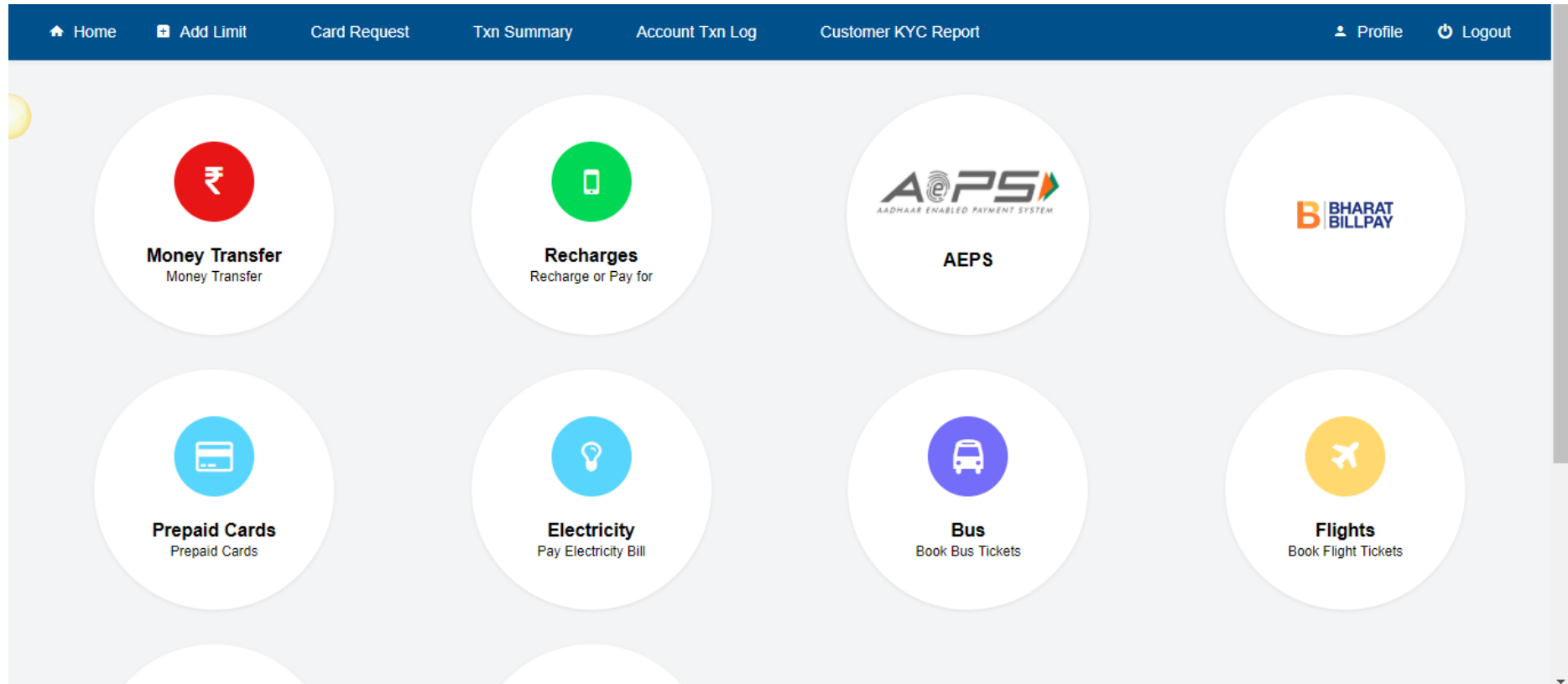
View Detail



Commission : 0

*How to Make a DMT
Transaction*

Domestic Money Transfer



New Sender Registration

✓✓ Click on *New Sender* to register sender in the system. It is one time process. ✓✓ Next time when same user wants to make a transaction he/she can log-in using OTP verification of his/her registered mobile number. Once registered, sender can login using PIN or OTP login. PIN is sent to mobile number at registration time.

Sender Login

Sender mobile *

Proceed

New Sender? [click here](#)

Express Remittance (Only for Registered Sender)

Sender mobile *

Select Beneficiary

Monthly Limit

Amount *

Pay

- ✓✓ Enter basic information of the sender.
- ✓✓ Enter Beneficiary details to add first beneficiary. It is the bank account where sender wants to transfer money.
- ✓✓ Sender can add more than one beneficiary.

Basic Information

Mobile Number*

First Name*

Last Name

Date of Birth *

Address*

Pincode *

380001

State *

GUJARAT

City *

Ahmadabad City

Add Beneficiary

Beneficiary Name *

gjhfjg

Account No. *

.....

Digits: 20

Confirm Account No. *

44444444444444444444

Digits: 20

Beneficiary Mobile No. (Optional)

Remittance Type *

How to Add More than One Beneficiary in Sender's

DMT Account

✓✓ Sender will have to log-in first.

Home Add Limit Card Request Txn Summary Account Txn Log Customer KYC Report Profile Logout


Sender Login

Sender mobile *
1111111111 Proceed

New Sender? [click here](#)

Express Remittance (Only for Registered Sender)

Sender mobile * Select Beneficiary Monthly Limit Amount * Pay

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- ✓✓ On successful log-in sender account details will look like this.
- ✓✓ List below shows three beneficiary accounts added in this sender's DMT account
- ✓✓ Please click on New Beneficiary to add more accounts. Fill in the details and submit. New beneficiary added would show up in the list shown below.

✓ Add beneficiary successfully, OTP sent to registered xxxxxx6516



9265466516

100900

KYC

Upload Pancard

Sender Home **New Beneficiary**

Add Beneficiary

Beneficiary Name *
Dsfdf

Account No. *
.....

Transaction Type*
IMPS without IFSC

Bank Name
AHMEDABAD MERCANTILE COOP... x

Register Beneficiary

Beneficiary Mobile No. (Optional)

Digits: 20

OTP Verification

Verification is Pending.

OTP is sent to your registered Mobile No.

Resend **Ok**

Beneficiary Validation to Make Sure that Added Account is
the Correct One

✓✓ This validation will cost Rs. 4 to sender. Out of Rs. 4, Rs. 1 will be transferred to Beneficiary's bank account.

✓✓ Click on 'Bene validate' button shown below to initiate Beneficiary Validation.

✓✓ Other steps with screens are shown on next pages.

Beneficiary fetch successfully.

Home Add Limit Card Request Txn Summary Commercial View Account Txn Log Profile Logout

Amarjeet Rajpal Chauhan Available Limit 24899 KYC Status NON-KYC
8141909707
e-KYC Manual KYC Update Details
Change Pin Transactions Card Issuance Logout

Sender Home New Beneficiary

Beneficiary List

Show 10 entries Search:

No	Delete	Validate	Beneficiary Name	Bank Name	Account Number	IFSC Code	Verification	Amount
1		Benevalidate	Amarjeet Chauhan	AXIS BANK	916010036110433	UTIB0000297	Verified	<input type="text"/> Pay
2		Benevalidate	Amarjeet Chauhan	ICICIBANK	029501530843	ICIC0000000	Verified	<input type="text"/> Pay
3		Benevalidate	Kamlesh Vora	ICICIBANK	006401017919	ICIC0000000	Verified	<input type="text"/> Pay

Showing 1 to 3 of 3 entries Previous 1 Next

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✓✓ Below screen shows the successful validation of the beneficiary account.

Transaction successful

Home Add Limit Card Request Txn Summary Commercial View Account Txn Log Profile Logout

Amarjeet Rajpal Chauhan Available Limit 8141909707 24899

Change Pin Transactions Card Issuance Logout

Sender Home New Beneficiary

Beneficiary List

Show 10 entries

No	Delete	Validate	Beneficiary Name
1		Benevalidate	Amarjeet Chauhan
2		Benevalidate	Amarjeet Chauhan
3		Benevalidate	Kamlesh Vora

Showing 1 to 3 of 3 entries

Cash Receipt

Date Thu September, 14, 2017 01:25:49 PM Ref No. I150537545133

Sender Name Amarjeet Rajpal Chauhan Sender Mobile No. 8141909707

Beneficiary Name Amarjeet Chauhan Account Number 916010036110433

Bank AXIS BANK IFCS Code UTIB0000297

Transaction Ref. No.	Transfer Amount	Agent Charges	Status	Total Amount
EP443310	1	0	SUCCESS	1

The transaction of amount Re. 1 has been successfully transferred to the Beneficiary account by name AMARJEET CHAUHAN.

Do you wish to continue with Money Transfer transaction on this account ?

Yes No

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How to Increase Monthly Transferable Limit or
How to Upload Sender's KYC Documents

Increase Monthly Transferable Limit

✓✓ Monthly transferable limit of a sender is as follow:

✓✓ Non-KYC - Rs.

25,000/✓✓ With KYC - Rs.

2,00,000/-

✓✓ If a user wants to increase his monthly transferable limit, he would have to provide his KYC details.

How to Upload Sender KYC Documents

- Sender has two options for providing his/her KYC documents

- ✓✓e-KYC

- ✓✓ManualKYC

✓✓e-KYC: Please provide aadhaar number here. The verification is done instantly in this case.

✓✓Manual KYC: In manual KYC option, sender will have to provide one address proof and one ID proof. Acceptable address proofs are Driving License,

Voter ID, Passport, PAN Card. ✓✓Manual KYC will be approved by the bank within

1 day of time. ✓✓Screens for e-KYC and Manual KYC are shown on next pages.

e-KYC Upload Process

✓✓ Click e-KYC and enter aadhaar number. ✓✓ Click Verify and system will verify the KYC instantly.

Transactions

Card Issuance

Logout

dheh dhsj
4646464646

Available Limit
25000

e-KYC



Device



Aadhar Number

I confirm

Cancel

Capture Finger

Sender Home

New Beneficiary

Beneficiary List

Manual KYC Upload Process

- ✓✓ Click manual KYC and upload documents in JPG format.
- ✓✓ Submit and bank will take one day time for verification of sender's documents.
Post verification his monthly transferable limit will increase up-to Rs. 2,00,000/-

The screenshot shows a web interface for manual KYC upload. The top navigation bar includes links for Home, Add Limit, Card Request, Txn Summary, Account Txn Log, Customer KYC Report, Profile, and Logout. The main content area is divided into three columns: 'Select Identity Proof', 'Select Address Proof', and 'Select Declaration Proof'. The 'Select Identity Proof' dropdown menu is open, showing options: Pan Card, Adhar Card, Voter Id Card, Passport, and Driving License. Below the dropdown is a text input field and a 'Drag and drop a file here or click' area. The 'Select Address Proof' section has a text input field for 'Enter Address Proof Number', a label 'Address Proof', and a 'Drag and drop a file here or click' area. The 'Select Declaration Proof' section has a label 'Declaration form' and a 'Drag and drop a file here or click' area. At the bottom, there are two checkboxes: 'I confirm that the Originals of these documents have been seen and Verified by me (OSV)' and 'I confirm that the same Customer whole documents are uploaded here has visited the shop and has Signed and registered for the service in my Presence (CSIP)'. A note below the checkboxes reads: 'Note: Name MisMatch in your document so please provide Self declaration form.' At the very bottom, there are 'Submit' and 'Back' buttons.

Home Add Limit Card Request Txn Summary Account Txn Log Customer KYC Report Profile Logout

Select Identity Proof Select Address Proof Select Declaration Proof

Pan Card
Adhar Card
Voter Id Card
Passport
Driving License

Drag and drop a file here or click

Enter Address Proof Number

Address Proof Declaration form

Drag and drop a file here or click

Drag and drop a file here or click

I confirm that the Originals of these documents have been seen and Verified by me (OSV).
 I confirm that the same Customer whole documents are uploaded here has visited the shop and has Signed and registered for the service in my Presence (CSIP).

Note: Name MisMatch in your document so please provide Self declaration form.

Submit Back

Express Remittance

Express Remittance

- ✓ The option can be used only for registered users.
- ✓ Minimum amount to be transferred is Rs. 100/-
- ✓ Choose account out of the list to transfer the funds.
- ✓ Next column shows the available limit for the month.

Successful Express Remittance

✓✓ Message shown below is displayed on successful transaction.


The screenshot displays a web application interface with a dark blue header containing navigation links: Home, Add Limit, Card Request, Txn Summary, Account Txn Log, Customer KYC Report, Profile, and Logout. A modal window titled "Cash Receipt" is centered on the screen, showing the following details:

- Date:** Tue February.20.2018 07:40:58 PM
- Ref No.:** N1519135853325
- Sender Name:** Manisha Patel
- Sender Mobile No.:** 9265466516
- Beneficiary Name:** Manisha
- Account Number:** 026291800001191
- Bank:** ICICI
- IFCS Code:** YESB0000007

Transaction Ref. No.	Transfer Aount	Status	Total Amount
EP538577	100	PENDING	115

Remarks : Transaction Pending.

A "Print" button is located at the bottom right of the modal. The background interface includes a "Sender Login" section with a "Sender mobile *" field and a "New Sender? click here" link. Below it is the "Express Remittance (Only for Reg)" section with "Sender mobile *" and "Select Beneficiary" fields, and an "Amount *" field with a "Pay" button.

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Refund Option of Failed DMT Transactions

Refund Option of Failed DMT Transaction

- ✓ Sender would have to log in to refund his failed DMT transactions amount.
- ✓ Go to transactions history. There would be a refund button against failed transactions.
- ✓ Click on refund button and enter OTP.
- ✓ Amount would get credited back to Agent's wallet.

Sender Transactions

From Date
20-02-2018

To Date
20-02-2018

9265466516

[Show](#)[Back](#)

Transaction List

Show entries

Search:

Ref. No.	Order Id	Amount	Bene Name	IFSC	Bene Account No.	Date	Status	UTR/RRN	Action
N1519135853325	N15191358533250	100	Manisha	YESB0000007	026291800001191	2018-02-20 07:40:53	FAILED		Refund

Showing 1 to 1 of 1 entries

Previous **1** Next