

# UJ Merchant Portal Overview

This document is intended as guidance on the process for using the Client Portal on the AE Switch Portal.

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# Using the merchant portal

## Merchant Portal Access URL

https://transact.aeswitch.africa/Merchant\_Portal/login.aspx

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<b>E</b> SWITCH			Home Transaction Switchin	ng Business Portal Client Portal S	olution Partners Clients Contact Us
		CLIENT PORTAL - SEL	ECT YOUR COUNTRY		
		00000	120.20	-	
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	South Africa	Offline	Offline	Offline	
		*			_
		200			
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#### Fig.1 Select your country.

## Merchant Portal Login

This is the page users will use to enter the client portal once registration has been completed.

- 1. The User must provide the following details.
  - a. The "Account ID" which was SMSed when the business merchant was created.
  - b. The "User Detail" which is the cell number the Account ID and Pin were sent to.
  - c. The "5 Digit Pin" sent to them via an SMS when their business merchant is created.
- 2. Once your details are filled in click login to enter.



Fig.2 Merchant Portal Login Form

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### Home Panel

The home panel gives you access to your "My Merchant account" as well as "Member Management", "My Banking" and "Airtime".

From the drop down in the top right corner you can see your system reference.

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▲E SWITCH lan lanjansen ∨	⊖ Log out
	Balance: R38,04 (Merchant Mode : CURRENCY)
HOME PANEL	Your LOGO Here
My Merchant Member My Banking Airtime	
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Fig.3 Home Panel

# My Merchant Account

#### Merchant Home

From the Merchant home you can view how to credit your merchant account as well as your system reference number.

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₩ ₩	TAKE NOTE: INACTIVE SESSIONS WILL BE LOGGED OUT AFTER 20 MINUTES. HOW TO CREDIT YOUR MERCHANT ACCOUNT	Your LOGO Here
0 8 4 0	Information Update: Available NOW under 'Value Added Products' PW LES aritims reduzige DKIX and Actime Woucher Cash Deposits will incur a Minimum Re of K70.00 Incorrect Deposit Reference will incur a Fee of K50.00 Your Account Deposit References <b>753634</b>	
	Electronic Funds Transfer (EPT) from any bank account:	
00	Absa Treasury Account:     Valid Examples:     Insolid Examples:       All Ecompassing Switching (pt) Ltd.     \$733.04     \$733.04       Branch Coster (20205)     \$733.04     RTP: \$753.04       Branch Coster (20205)     \$753.04     \$753.04       Account Number And 092 09 58 33     \$753.04     \$753.04       Deposit Reference:     \$753.04     \$753.04       Piezae leave a space after the reference Number at all times.     \$753.04, 124       Void and Octab Doposit at any Bank using the above Account. Details and your Account.     \$753.04, 124       Reference.     Cash Deposit fees apply	
	Join US in preserving a heritage for our children Henrops Revival is a Non-profit organization (246-266 NPO) with the focus on reviving, restoring and healing the Henrops river in collaboration with the government. oner NGCN, NPCS and Forums, the private sector and the public Click here to donate or visit Henrops Revival Webste	

Fig.4 Merchant Home Page.



## Transactions

To view your transactions:

- 1. Select a from date
- 2. Select a too date
- 3. Click refresh statement to get an updated statement.

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۲	TRANSACTIONS
<b>2</b> 3	From Date: 2020/11/30 Balance Available: R42.04 R42.04
٥	10 Gene         SMS Credits:           28211/2011         0
	Refresh Statement Refresh SMS Show All Columns Export CSV
000	No Transactions found to Display
	A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE
<b>Г</b> :~	

Fig.5 Transactions



#### User Maintenance

To change your Pin:

- 1. Fill in your old pin
- 2. Fill in a new pin
- 3. Click Continue

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<u></u>			Your
Ħ	CHANGE LOGIN PIN		LOGO Here
۲	Change regulast		
3	(Login is required when successful)		
\$	Old Pin		
0	New 5 Digit Pin		
	Continue		
c00			
	A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE		

Fig.6 User Maintenance

#### Send Single SMS

To send a single SMS:

- 1. Enter your message (1 SMS is 160 Characters)
- 2. Fill in a Cell Number
- 3. Click Send

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	SEND SMS	lan 🛛 lan Jansen 🗸	[→ Log out
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ß	Message True message here		
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٥			
	Cell Number		
000	Send		
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Fig. 7 Send a Single SMS

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#### Performance Charts

To view the performance charts:

- 1. Select a category, either "Card payments", "Wallet Payments" or "Deposits"
- 2. Select a start date
- 3. Select an end date
- 4. Click show report

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	PERFORMANCE CHARTS	lan lan Jansen 🗸	[→ Log out
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3	[BETA VERSION 1.0] Trans Date: 2923110.1		
\$	To Ciree		
٥	Show Report		
	No information found to display		\$
οΟ			
	A product of All Encompassing Switching (Pty) Ltd. AE Switch 2020 © LIVE		
Fig. 8	8 Performance Charts.		



#### My Banking

Here you can add new beneficiaries and pay existing beneficiaries

#### New Beneficiary

Tick my beneficiary list to view your current beneficiaries

To create a new beneficiary:

- 1. Fill in an account friendly name
- 2. Fill in the account holder's name
- 3. Select an account type from the drop-down list
- 4. Fill in the account number
- 5. Select a bank branch from the drop-down list
- 6. Click continue
- 7. Confirm the details
- 8. Click submit

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Fig. 9 Adding a new beneficiary



#### Pay Beneficiary

To pay a bank beneficiary

- 1. Select your bank beneficiary from the drop down list.
- 2. Fill in "My reference" which you will see on your transaction history.
- 3. Fill in "Beneficiary Reference" that your beneficiary will see.
- 4. Select "RTC" if you would like the payment to be a Real Time Clearance.
- 5. Fill in your email address if you would like the Payment notification to be emailed to you.
- 6. Fill in your cell phone number if you would like an SMS to be sent to you with the payment notification.
- 7. Click Continue to continue with payment.

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	A product of All Encompassing Switching (Pty) Ltd.	Æ Switch 2023 © LIVE			

Fig. 10 Pay Beneficiary



## Airtime

Here you can buy Pin less Airtime, Data and airtime vouchers, prepaid electricity and renew your vehicle license.

#### \*Please Note that your balance is visible in the top right of the screen above your Logo.

#### Pin less Airtime

To purchase pin less airtime:

- 1. Fill in a cell phone number.
- 2. Fill in an amount for purchase.
- 3. Click continue

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습			Balance: R40,04
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ç	Cell Number		
E	Amount		
	Continue		
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	A product of An Encompassing switching (F-3) Luc. As switch 2020 © Line		

#### Fig. 11 pin less airtime

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[→ Log out
Balance: R42,04
Your OGO
Here

Fig. 12 Pin less Airtime purchase Success

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#### Data and Airtime

To purchase data or airtime vouchers:

- 1. Select a provider from the drop-down list
- 2. Tick either "for voice/ SMS" or "for data"
- 3. Select a product from the drop-down list
- 4. Click continue
- 5. Confirm the details are correct
- 6. Click Buy Now
- 7. Fill in an email address if you would like to email someone the voucher.
- 8. Click Send

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Q	Select a Provider Select a Provider		
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Fig. 14 Confirm Data purchase.



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Fig.15 Airtime Voucher