



Retailer Manual – NEW Webtool

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www.loadcentral-ebiz.com

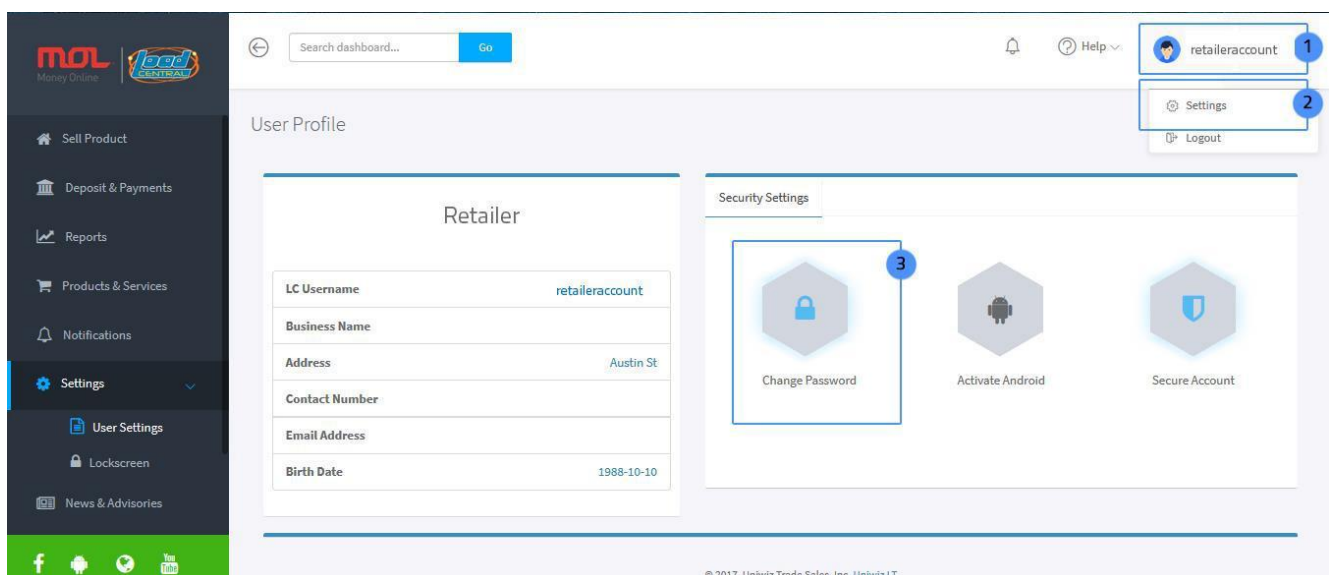
Retailer Manual – NEW Webtool

I. GETTING STARTED

1. Open your web browser and go to the LoadCentral Webtool website, <https://loadcentral.net>



2. Log in to your retailer account by keying in your assigned **username** and **password**. Default password for **NEWLY** registered account is **123456**. Your login credentials will be sent via SMS and /or email.
3. Once signed in to your Retailer account, change your passwords **IMMEDIATELY**. Go to (1) **Profile** > (2) **Settings** > (3) **Change Password** :



IMPORTANT: Webtool access will be **LOCKED** if SL password remains in Default after 15 minutes of registration.

4. To change the Webtool password, populate all the fields:

Change Webtool Password

FL/SMS Password

Current Webtool Password

New Webtool Password

Repeat New Webtool Password

[Change Password](#)

1. Populate the entire field required:
 - ✓ FL/SMS Password (default is 123456)
 - ✓ Current Webtool Password (default is 123456)
 - ✓ NEW Webtool Password
 - ✓ Key-in again your NEW Webtool Password to verify
2. Click **Change Password**

NOTE: Retailer account has two **2 passwords**:

FL password– for SMS-based transactions;

SL password– for signing in to the LoadCentral Webtool

Things to remember:

- Webtool Password **MUST** be limited from 6 to 10 characters ONLY. **Combination of letters and numbers** is allowed.
- When setting NEW passwords, FL and SL password should **NOT** be the same. Otherwise, the account will be **LOCKED**.
- **Do not** give out login details TO ANYONE.
- 🔗 Login **only** at LoadCentral Webtool www.loadcentral.net
- In case you have forgotten your password/s, you can send a RESET password request:
 - If username is mobile number, request will be sent via SMS using the registered mobile number. Follow the format below:

RESET<space>FL/SL send to **09285067310** (CSR TXTHotline)

○ If username is alphanumeric, request will be sent via email at techsupport@loadcentral.com.ph ○ Once RESET request has been processed, TEMPORARY password will be **1234567**. Account must be accessed immediately as the temporary password will **expire at 12 midnight**.

II. SELLING PREPAID PRODUCTS

The screenshot shows the LoadCentral webtool interface. A sidebar on the left contains navigation options: Sell Product (highlighted with a blue box and a '1'), Deposit & Payments, Reports, Products & Services, Notifications, Settings, News & Advisories, Sales Metrics, and Help and Support. The main content area is titled 'Sell Products' and shows a date of June 09, 2017, and a time of 13:27:57. There are several product categories listed: E-load, Call Cards, Game PIN, Satellite PIN, Portal, and Subscriptions. A dropdown menu is open, showing 'Globe eLoad Products, choose one of the following...'. Below this, there are input fields for 'Buyer's Cellphone Number' and 'Quantity'. A 'SELL PRODUCT' button is visible at the bottom of the form. A 'Recent Transactions' table is shown at the bottom, with columns for Trace No., Product, PIN / Telco Trace, Amount, Buyer No., Date & Time, and Status. A table with one row is visible: Trace No. 11651170, Product LoadCentral Test ePIN, PIN1 123687 PIN2 654552, Amount 1, Buyer No. 09089914225, Date & Time 2017-06-09 13:25:54, Status SUCCESS. A green notification banner at the top right says 'You have successfully sold 1 ZTEST1 to 09089914225.' A sidebar on the right shows 'Wallet Balance' of ₱ 419.40, 'Today's Sales' of 222.00 (+100%), 'Monthly Sales' of 0.00 (+23%), and 'Total Earnings' of 33.30. A promotional banner for 'MOL OVERWATCH' is visible at the bottom right.

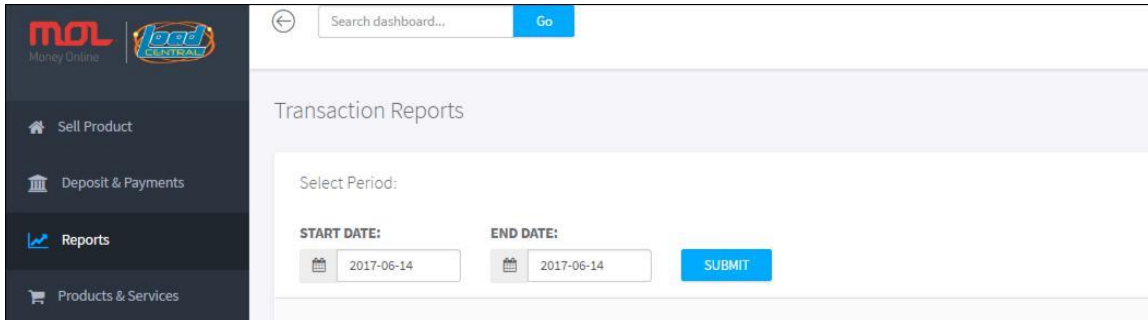
1. Click SELL PRODUCT
2. Select a Product Category
3. Select a Telco product (if selling e-Load)
4. Fill-out the form:
 - a. Click the drop down arrow to select the item to sell or type the product name;
 - b. Enter buyer's cellphone number
 - c. Enter the quantity (default is 1; applicable for e-PIN products only)
5. Click SELL PRODUCT to complete your transaction

III. MONITORING SALES TRANSACTIONS AND EARNINGS

Retailers can generate a detailed sales report of all the transactions within a chosen start and end date.

On the side menu click **REPORTS** > CHOOSE “**Start Date**” > CHOOSE “**End Date**” > Click “**SUBMIT**”.

TIP: It is highly recommended to generate transactions daily to track your sales and earnings.



IV. DEPOSIT & PAYMENTS

Retailers can replenish their account thru **bank deposits** (BDO, BPI and Metrobank) or **wireless transfer** (via SmartMoney). Below are the account details:

Account Name: **UNIWIZ TRADE SALES, INC.**

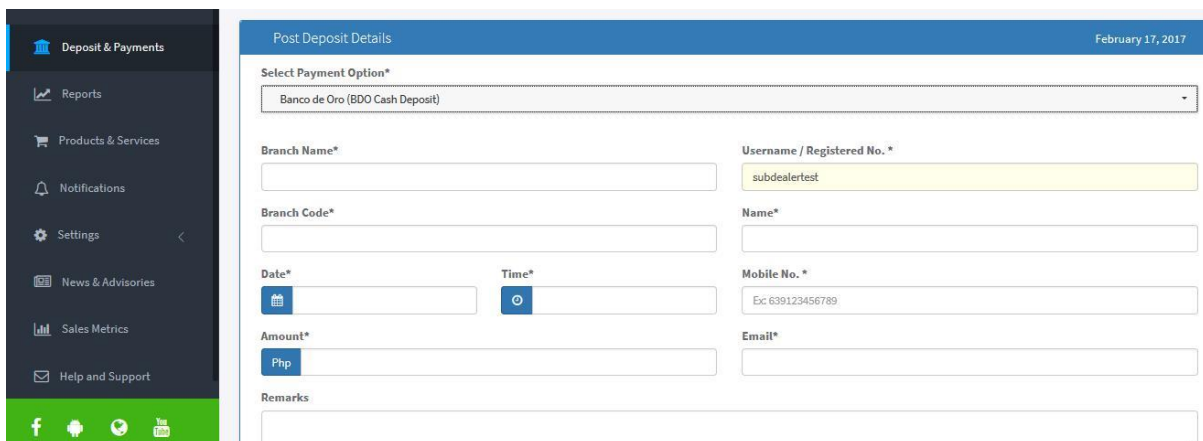
BDO (SA) – 253-001-333-7

BPI (CA) – 9661-014633

Metrobank (SA) – 055-305-551-7640

SmartMoney – 5577-5113-2164-6117

For **FASTER** wallet replenishment, **POST** your deposit details at the **DEPOSITS & PAYMENTS** option of the new LoadCentral Webtool for verification:



When online access is unavailable, you may send your deposit details to Deposit Verification TXTHotline at **09285083355**. To send your details, follow the SMS format below:

DEP<space>NAME<,>userNAME<,>bank<,>branch<,>branch code<,>date<,>time<,>amount

Date: yyyy-mm-dd | **Time:** use military time

NOTE: Replenishment via TXTHotline **may encounter delay** due to telco signal strength.

In case you need to follow-up on the status of your deposit details, you may send an email at admin@loadcentral.com.ph or call us at **(+632) 441-2414** then press '1'

REMINDER:

- ⓧ LoadCentral will **NEVER** ask you to login your account to other website **EXCEPT** www.loadcentral.net

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LOGIN ONLY at LoadCentral Webtool
<https://loadcentral.net>

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