

User Guide

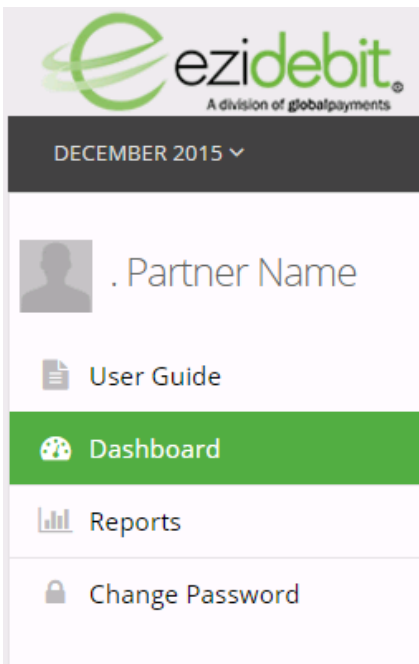
Login Screen

Enter your username and password to log in to the Partner Portal.

NOTE: You may find it helpful to select “Remember Username”, so that next time you log in you won’t need to remember it.

The Portal Menu Options and Controls

On the left hand side of your browser window, below the Ezidebit logo, you will find the menu options and controls.



Selecting the Reporting Month to View

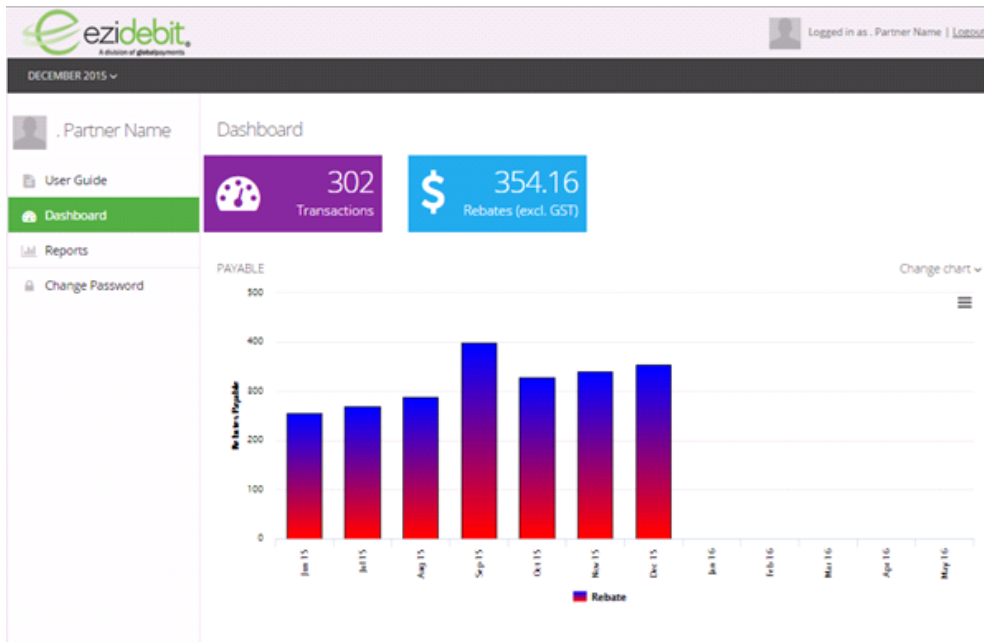
Immediately below the Ezidebit logo is the name of the month you have currently selected. The portal reports each month's data separately and you can select the month you are interested in. Hover over the month name and a drop-down menu appears, allowing the selection of another month.

The Menu Options

Below your rebate partner name you will see the following:

- User Guide: This is the page you are reading now.
- Dashboard: Lets you see at a glance the number of eligible rebate transactions for the selected month and the rebate amount to be paid.
- Reports: Lets you download your RCTI and Rebate reports for the selected month.
- Change Password: If you want to change your password, this is the place to do it.

The Dashboard



The two coloured boxes at the top of the dashboard show the number of eligible rebate transactions for the selected month and the rebate amount to be paid.

The chart lets you see the trend in rebate amounts for the period June to May. By holding your mouse pointer over each bar, the rebate amount for that month is displayed.

To view the Dashboard for a different reporting month, select the month at the top left hand side, below the Ezidebit logo.

NOTE: If you are a new rebate partner and there are no transactions in the portal as yet, you will see an empty Dashboard as shown below.

DECEMBER 2015 ▾

Partner Name

User Guide

Dashboard

Reports

Change Password

Dashboard

Transactions

Rebates (excl. GST)

PAYABLE

Change chart ▾

Rebate \$ Payable

0

Jun 15 Jul 15 Aug 15 Sep 15 Oct 15 Nov 15 Dec 15 Jan 16 Feb 16 Mar 16 Apr 16 May 16

Rebate

Reports

DECEMBER 2015 ▾

Partner Name

User Guide

Dashboard

Reports

Change Password

Reports

Reports and Statements

To view your reports:

- Select the date period from the drop down menu on the left
- Select the report from the menu below and click on the "View" button

Report

Ezidebit RCTI ▾

View

The Partner Portal allows you to access your reports at a time that suits you.

From the drop down list select the report you want and click the View button. Depending on your browser settings you will either be prompted to save the report or it will open automatically. The report is in Excel format.

Change Password

The screenshot shows the eZidebit user interface. At the top left is the eZidebit logo with the tagline 'A division of globalpayments'. At the top right, it says 'Logged in as . Partner Name | Logout'. Below the logo is a dark bar with 'DECEMBER 2015' and a dropdown arrow. On the left is a navigation menu with a user profile icon and name, and links for 'User Guide', 'Dashboard', 'Reports', and 'Change Password' (which is highlighted in green). The main content area is titled 'Change Password' and has a sub-section 'My account security' with a 'My current password' field. Below that is 'Change my password' with 'New Password' and 'Confirm New Password' fields. A green 'Change password' button is at the bottom right.

When changing your password, you will be required to comply with the following:

- At least one uppercase and one lowercase letter
- At least one digit
- At least one special character (e.g. ! @ \$)

There are no length restrictions, but we recommend a minimum of 8 characters.