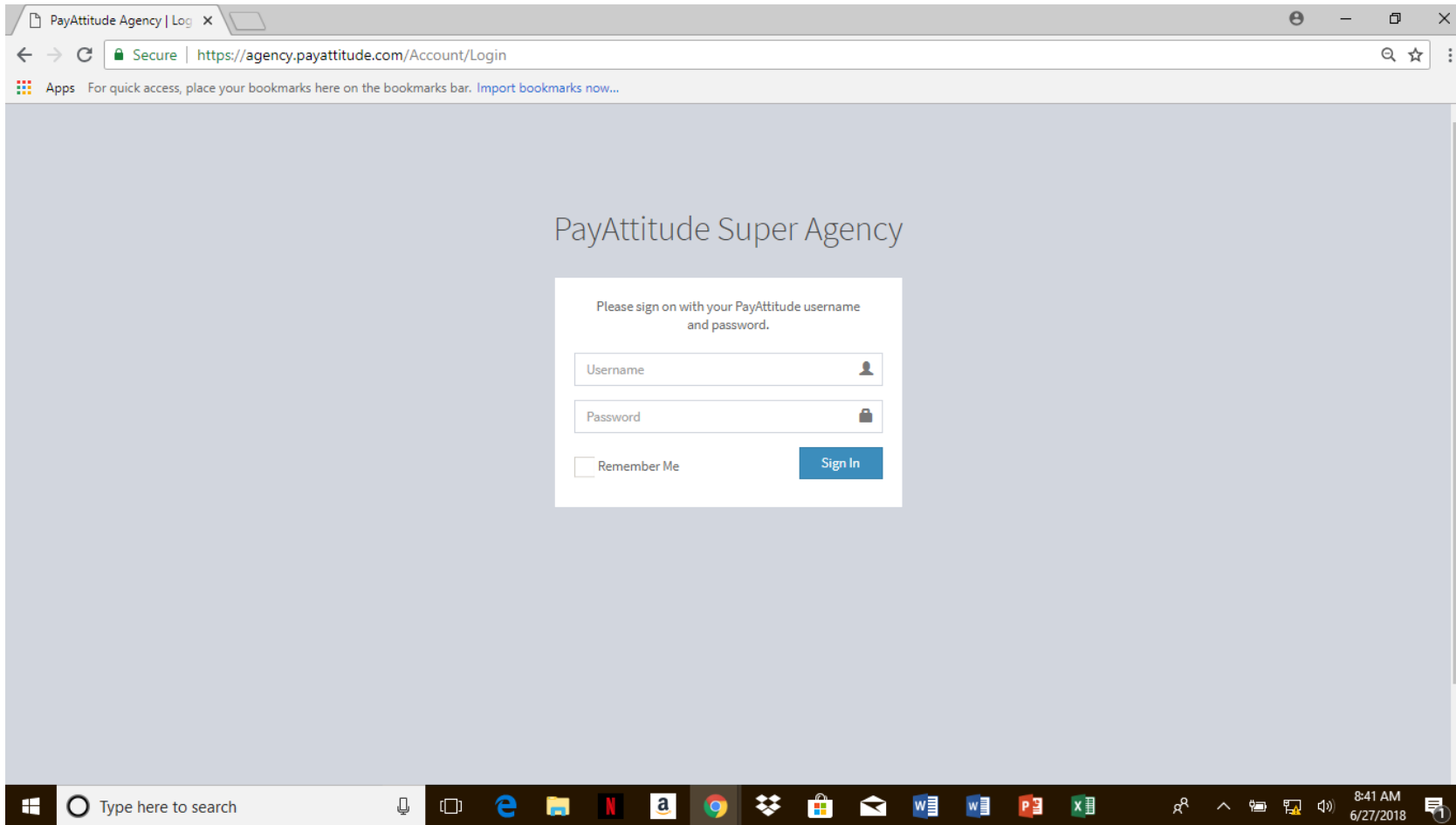


# UP PAYATTITUDE SUPER AGENCY PORTAL USER GUIDE

v.1

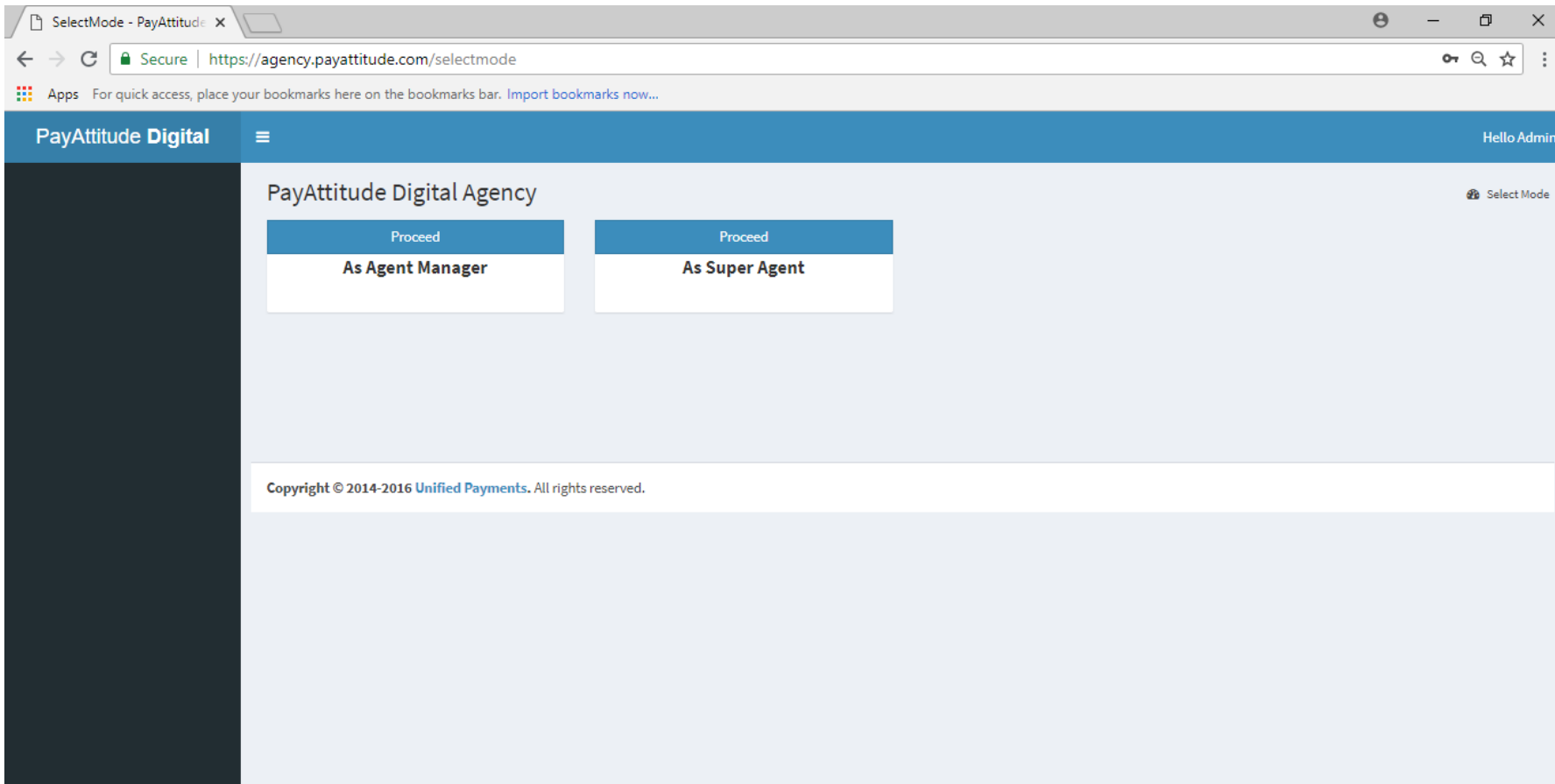


Click on  
<https://agency.payattitude.com/>

**On the sign-on page, enter the PayAttitude Digital Username and password used on the app. Please note that only Agent Managers can access this portal.**



**Sign On**

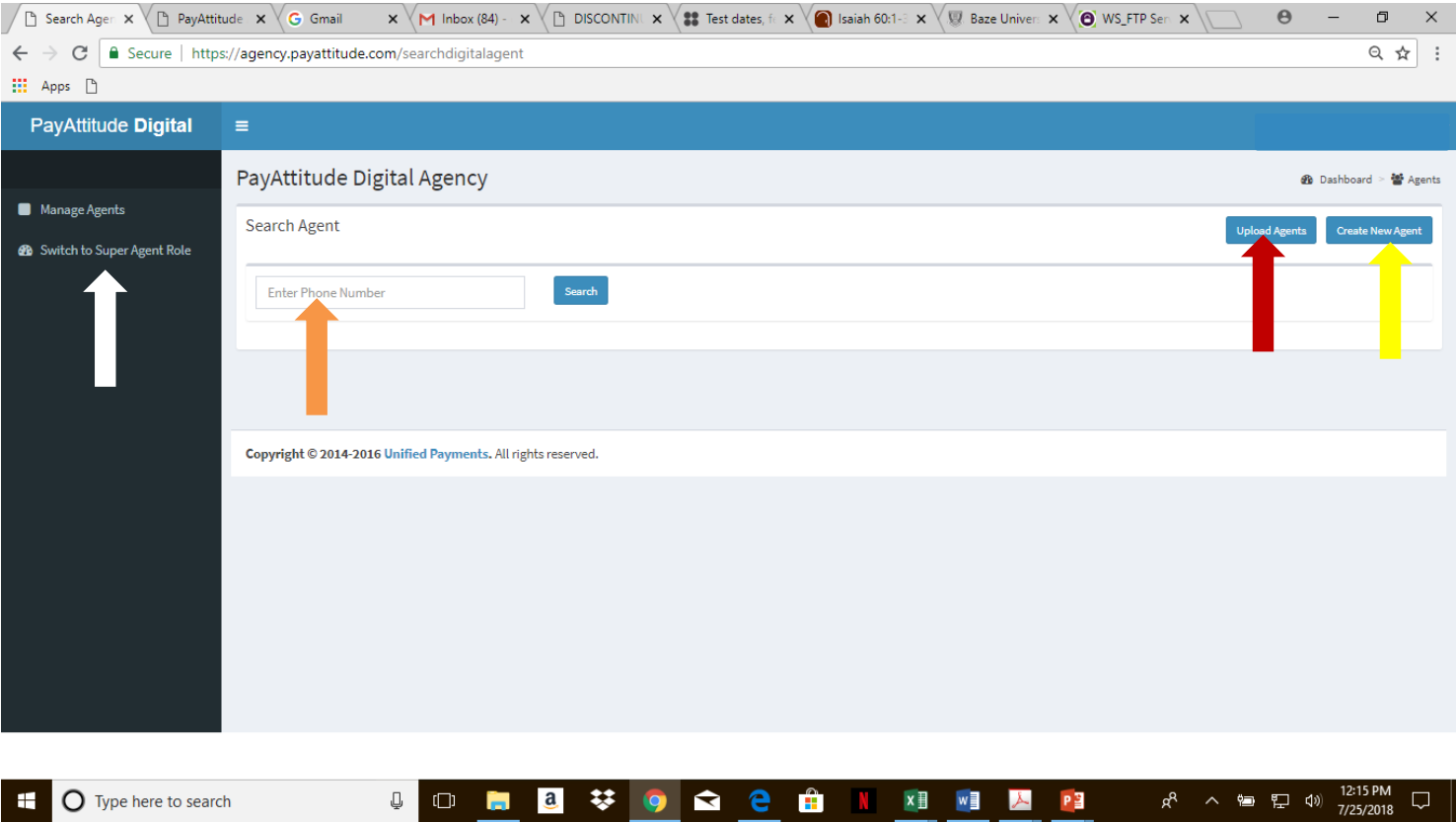


**Proceed with the relevant profile dependent on task to be executed**

**To set up independent agents individually (similar to the task via the PayAttitude Digital app) or in bulk proceed as an Agent Manager.**

**If you want to set up sub – agents who are fully dependent on you for registration fees and funding of their agency accounts for transactions, then you proceed as a Super Agent.**

# AGENT MANAGER PROFILE



On the landing page of Agent Manager Profile click on either Upload Agents ( Red Arrow- bulk upload) or Create new Agent ( Yellow arrow for individual set up)

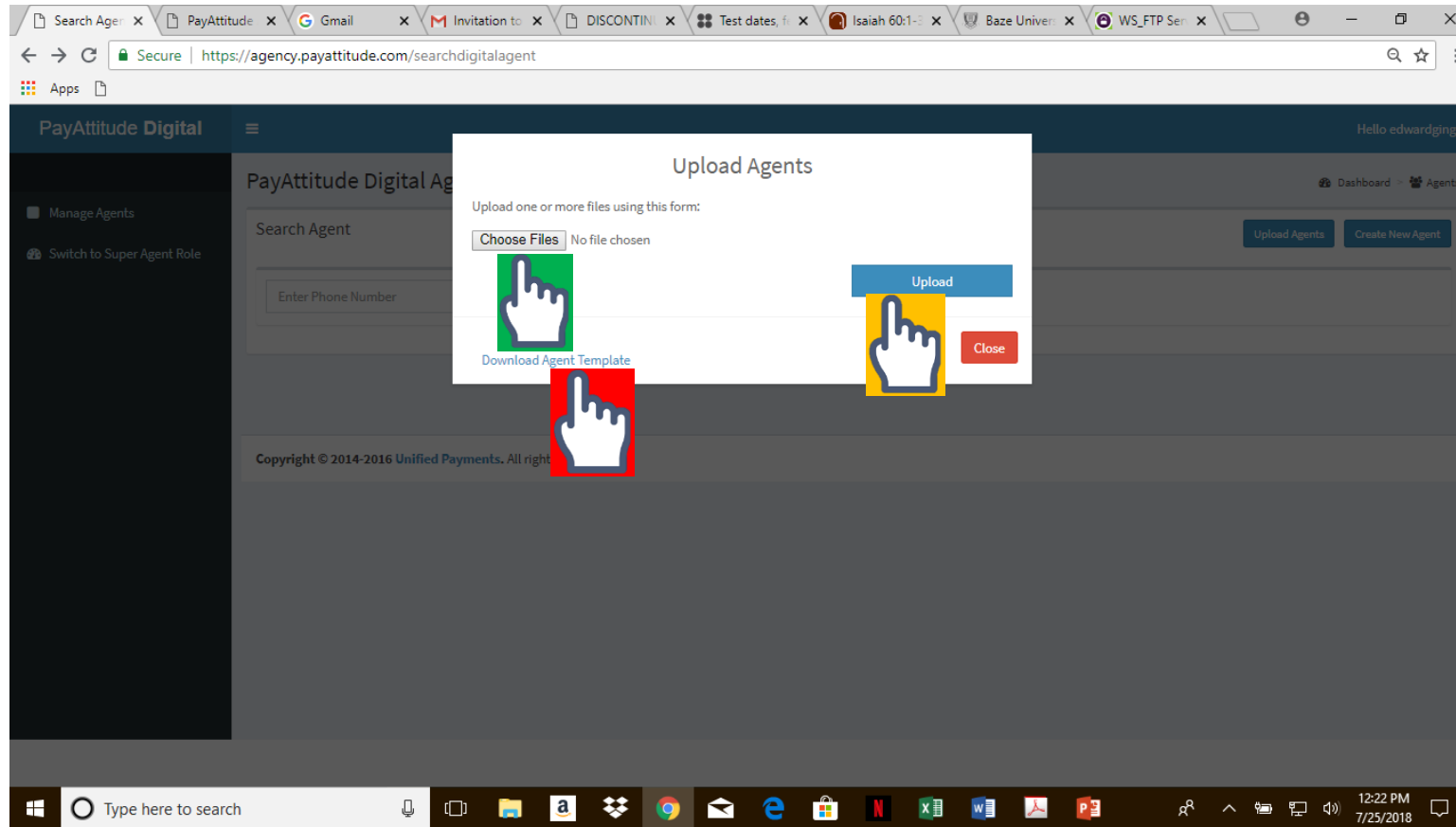
You can also enter the phone numbers of agents to view agents previously set up or linked to you as an agent manager.(Orange Arrow)




Switch to the Role of a Super agent easily to set up sub-agents and sub-agent transactions. (White arrow)



# Create or Upload Agents

# AGENT MANAGER – MULTIPLE AGENT CREATION



-  1. Click here to download the template to be used for entering new agent details, if this is the first time. Fill in the agents details and save
-  2. Click here to choose the saved excel file in 1 above, containing new agent registration details.
-  3. Click upload excel file chosen in 1 above

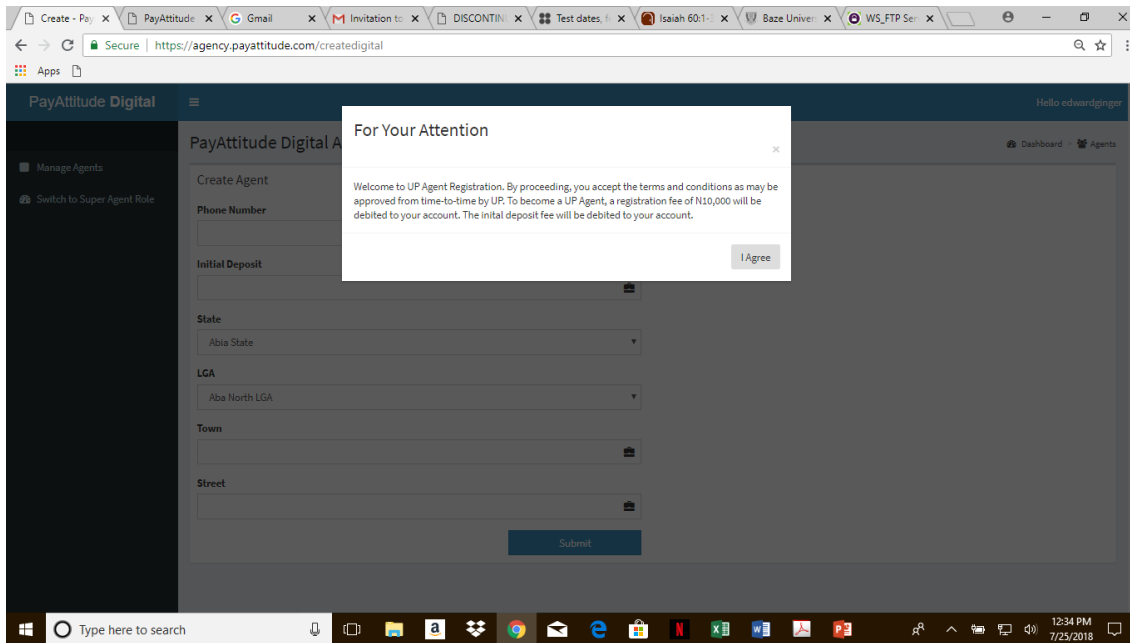
***Notifications will sent to the newly registered agents to download the app and enroll with the same phone number entered in the excel sheet.***



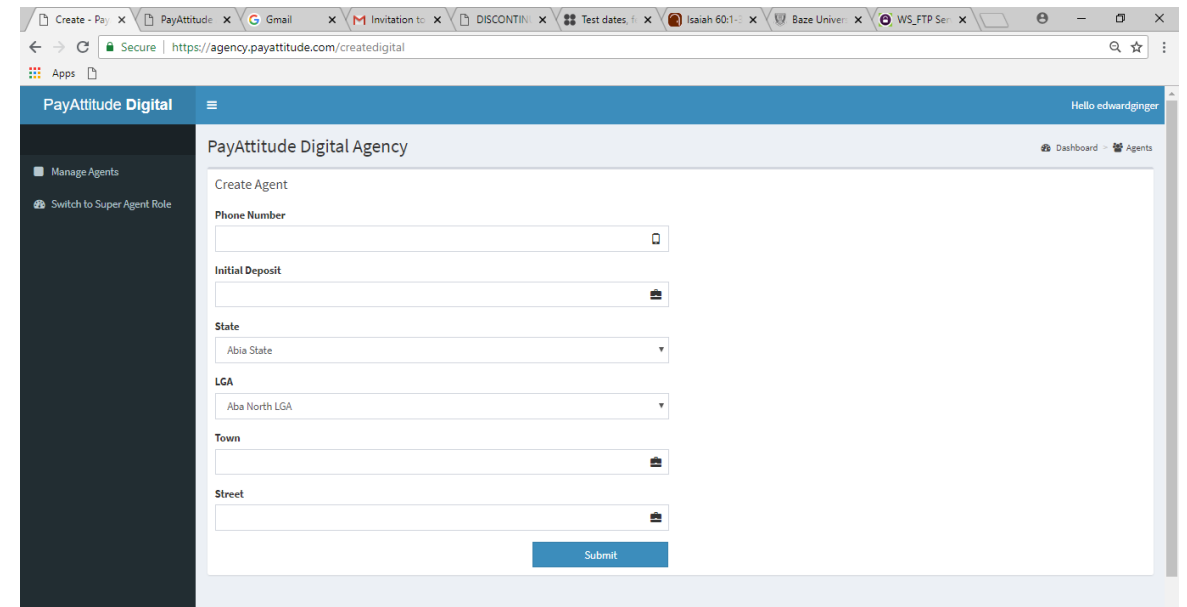
# Create or Upload Agents

# AGENT MANAGER –INDIVIDUAL CREATION

**A pop-up message draws your attention to the terms and conditions of registering an agent**



The screenshot shows the 'Create Agent' form in the PayAttitude Digital Agency interface. A white pop-up message titled 'For Your Attention' is displayed over the form. The message text reads: 'Welcome to UP Agent Registration. By proceeding, you accept the terms and conditions as may be approved from time-to-time by UP. To become a UP Agent, a registration fee of N10,000 will be debited to your account. The initial deposit fee will be debited to your account.' The form fields visible include 'Phone Number', 'Initial Deposit', 'State' (set to 'Abia State'), 'LGA' (set to 'Aba North LGA'), 'Town', and 'Street'. A 'Submit' button is at the bottom of the form.



This screenshot shows the same 'Create Agent' form as the previous one, but with the pop-up message removed. The form fields are now clearly visible: 'Phone Number', 'Initial Deposit', 'State' (Abia State), 'LGA' (Aba North LGA), 'Town', and 'Street'. A 'Submit' button is located at the bottom right of the form area.

**Fill out the agent registration details in the form and submit**



***A notification will sent to the newly registered agents to download the app and enroll with the same phone number entered at creation.***



# Create or Upload Agents

# SUPER AGENT PROFILE

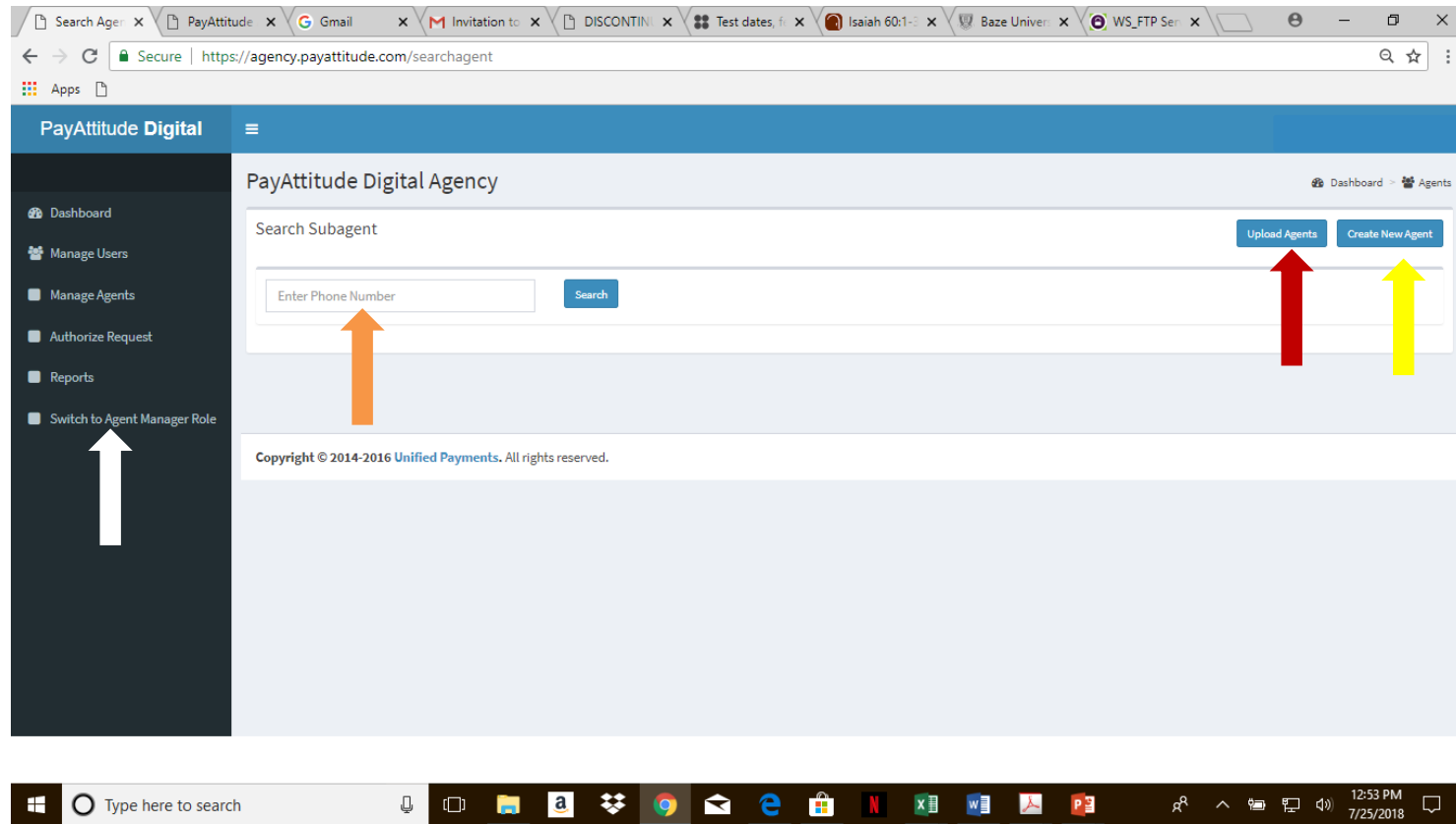
The screenshot shows the PayAttitude Digital dashboard. A pop-up message titled "For Your Attention" is displayed, stating: "You are not functioning as an Agent manager but rather as a Super-Agent responsible for the sub-agents created, including setting the commissions to be paid to the sub-agent. Therefore, the sub-agents created are yours and not UP's." Below the message is an "I Agree" button. The dashboard also features a "No of Users" card with the number 11, and an "Inflow" section with a table and a bar chart.

Month	Count	Amount
June	37	¥601,500.00
May	27	¥169,100.00
April	0	¥0.00
March	0	¥0.00
February	0	¥0.00
January	0	¥0.00

The bar chart shows the inflow for the last 6 months, with the highest value in June (¥601,500.00) and a lower value in May (¥169,100.00). The Y-axis ranges from 0 to 700,000.

**When you switch to the role of Super Agent the pop –up message draws your attention to the fact that you are no longer operating as an Agent Manager but as a Super-Agent**

# SUPER AGENT PROFILE



**Click on Manage Agents tab on the left to arrive at the sub-agent creation page. Upload Agents ( Red Arrow-bulk upload) or Create new Agent ( Yellow arrow for individual set up)**

**Enter the phone numbers of agents to view agents previously created by you as a Super Agent.( Orange Arrow)**

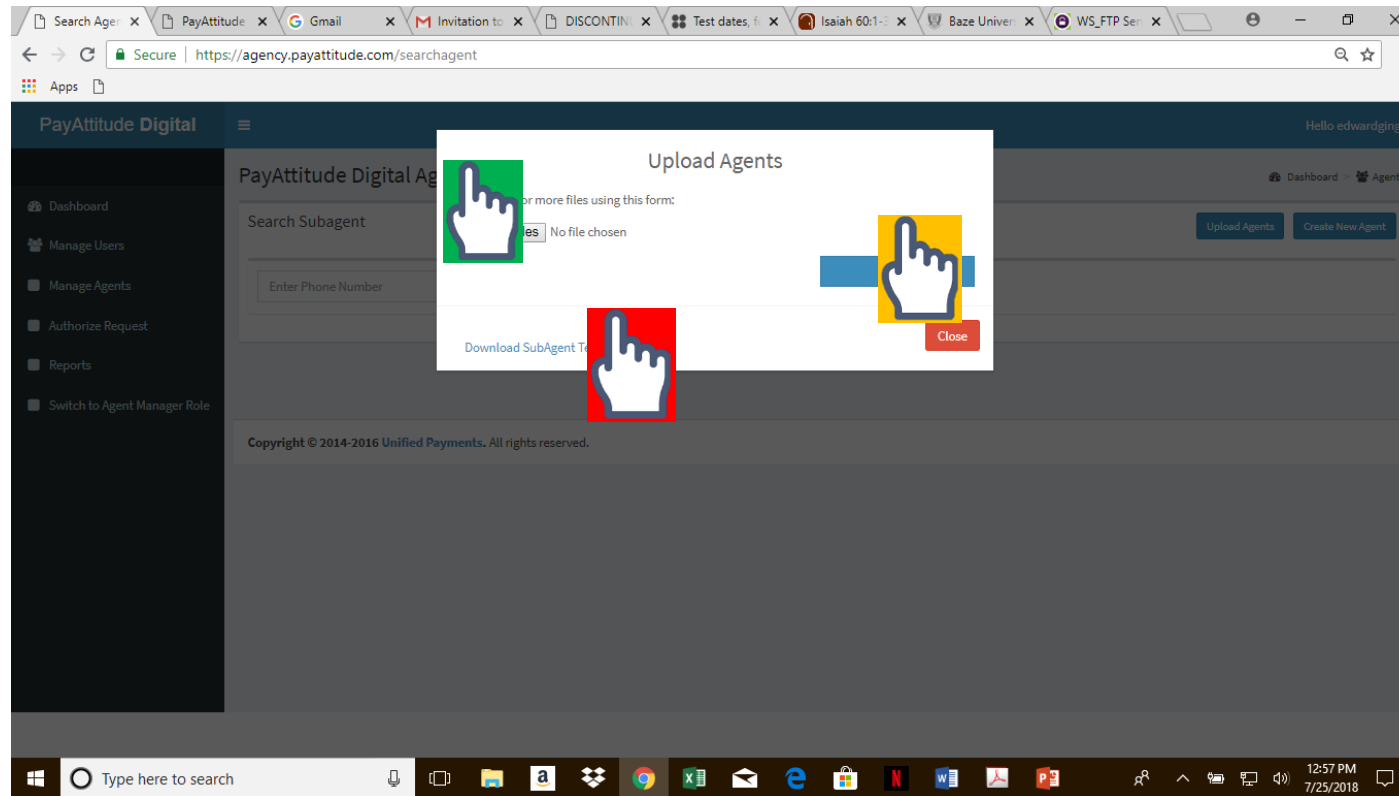
**Switch to the Role of an Agent Manager easily to set up Agents. (White arrow)**



# Create or Upload Sub- Agents



# SUPER AGENT – MULTIPLE CREATION



1. Click here to download the template to be used for entering new agent details, if this is the first time. Fill in the agents details and save



2. Click here to choose the saved excel file in 1 above, containing new agent registration details.



3. Click upload excel file chosen in 1 above

Notifications will be sent to the newly registered sub-agents to download the app and enroll with the same phone number entered in the excel sheet.



# Create or Upload Sub- Agents

# SUPER AGENT – INDIVIDUAL CREATION

PayAttitude Digital Agency

Search Subagent

Enter Phone Number

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### Create New Sub Agent

Phone Number

**\*\* The Agent's commissions can be split between the Super Agent and the Sub Agent based on an agreed ratio, Kindly put in the percentage ( from 0% -100%) of the commission to be apportioned to each party.**

Agent Percentage

My Percentage

Initial Deposit

State

Abia State

LGA

Aba North LGA

Town

Street

Submit

Fill out the agent registration details in the form and submit.

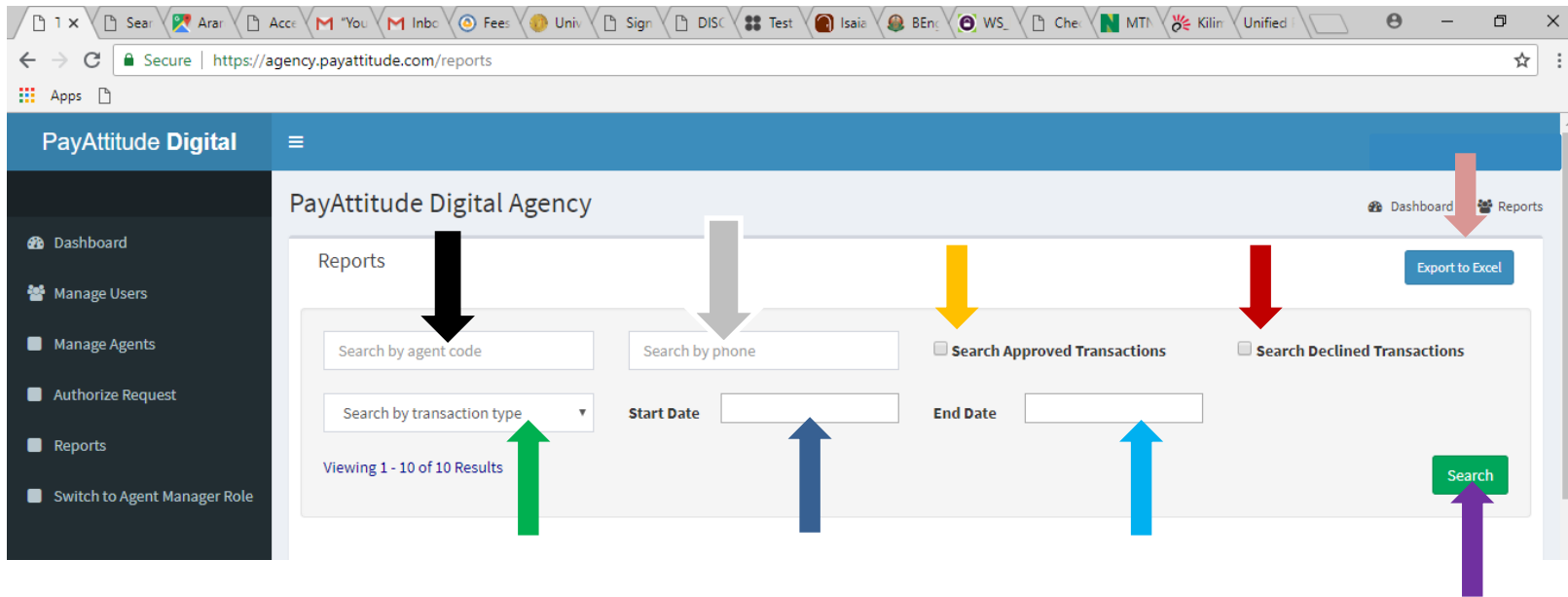
Enter the portion of the agency commission to be received by the Sub-Agent

*A notification will sent to the newly registered agents to download the app and enroll with the same phone number entered at creation.*



# Create or Upload Sub- Agents

# SUPER AGENT – Report Generation



Select the Agent code of the Sub – Agent to filter out the Sub-Agents Transaction details

Select the Agent phone number of the Sub –Agent to filter out the Sub-Agents Transaction details

Select the transaction type report you want to generate.

Enter the start date of the report generation period

Enter the end date of the report generation period  
Check box to filter out only approved transactions

Check box to filter out only declined transactions

Click to generate report according to parameters selected.

Click to export report in excel format.



# Reports

# THANK YOU

For Further clarifications please read through ur FAQs on Agency Network under Our Services tab on our website [www.up-ng.com](http://www.up-ng.com) or contact us on either 07008643433 or 01-2778930 . You can also send a mail to [helpdesk@up-ng.com](mailto:helpdesk@up-ng.com) or [agencynetwork@up-ng.com](mailto:agencynetwork@up-ng.com)

