



Partner User Guide

Version 1.0

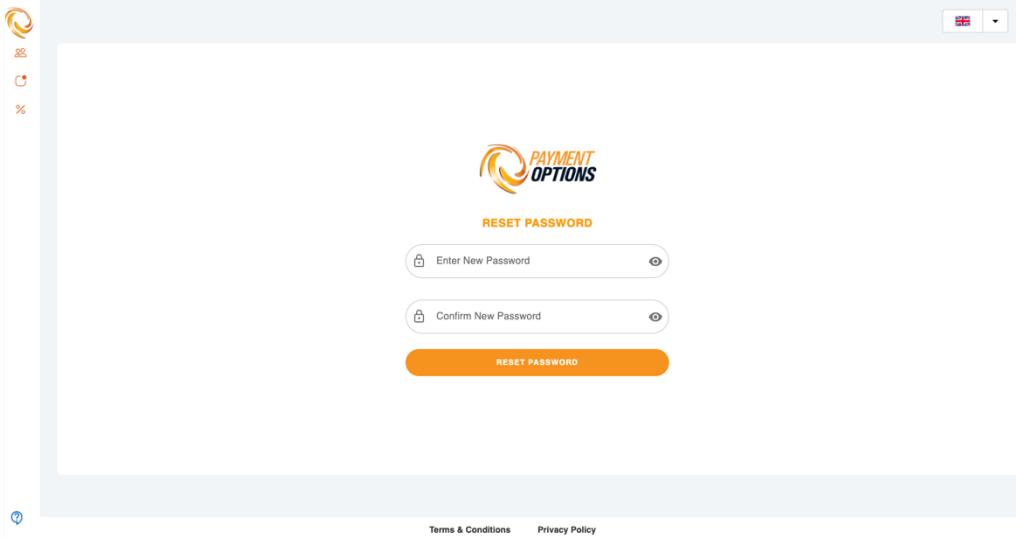
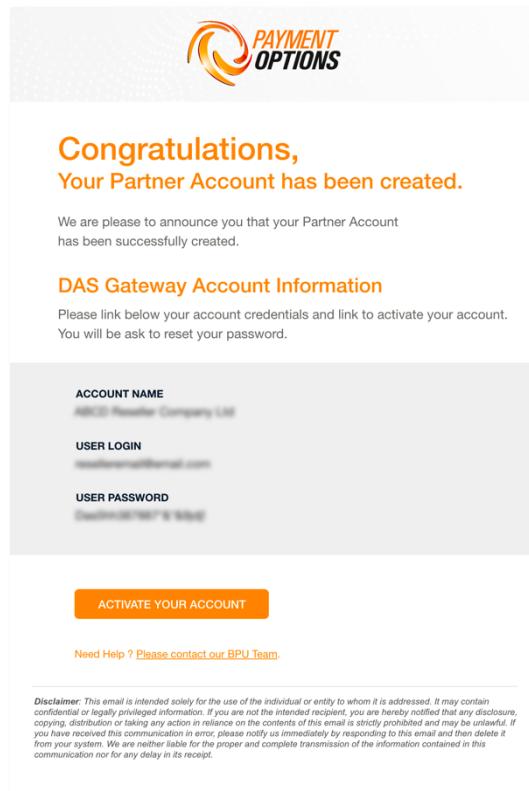
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1. Login Access

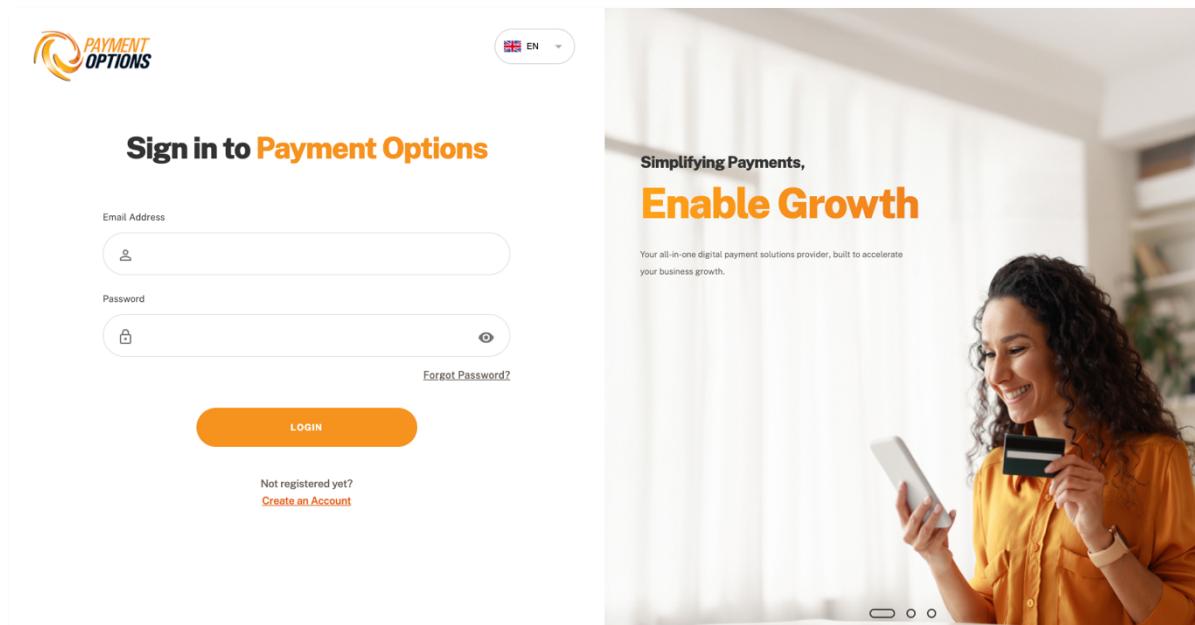
1.1 Activate Account

- After your account has been created, you will receive an **email** with your credential and a link to **activate your account** by creating a new password.

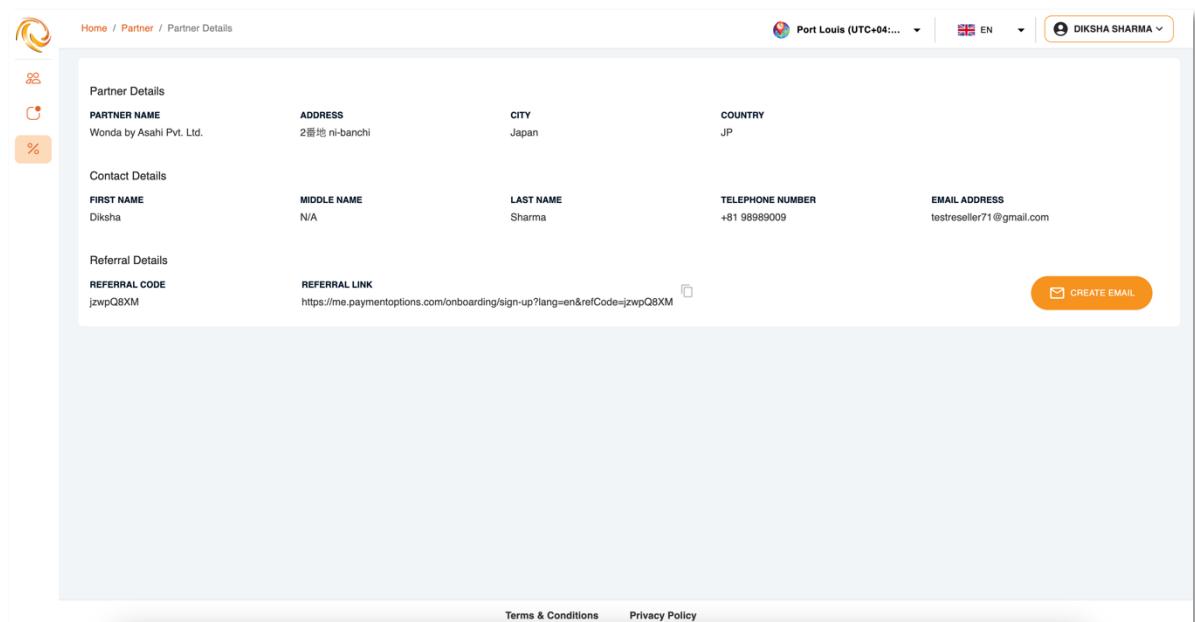


1.2 Login

- To login into DAS Gateway, load **<https://me.paymentoptions.com>** on your browser and use your credentials to login to your account. Kindly enter your associated email address with the new password and click **LOGIN**.

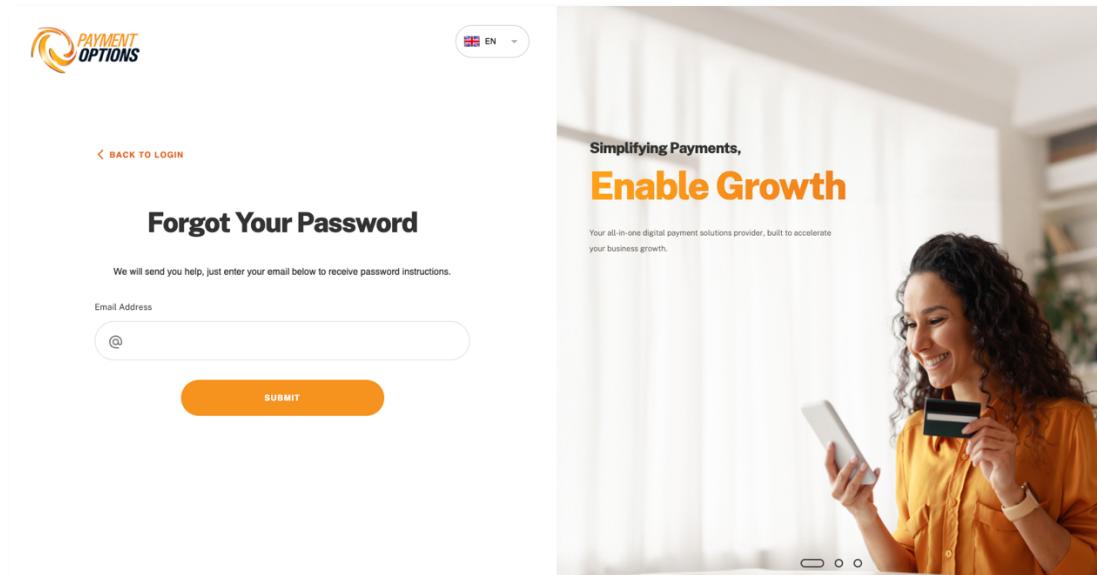


- After successful login, you will be redirected to the first screen (**Partner Details** screen), and from here you can use the payment gateway features.

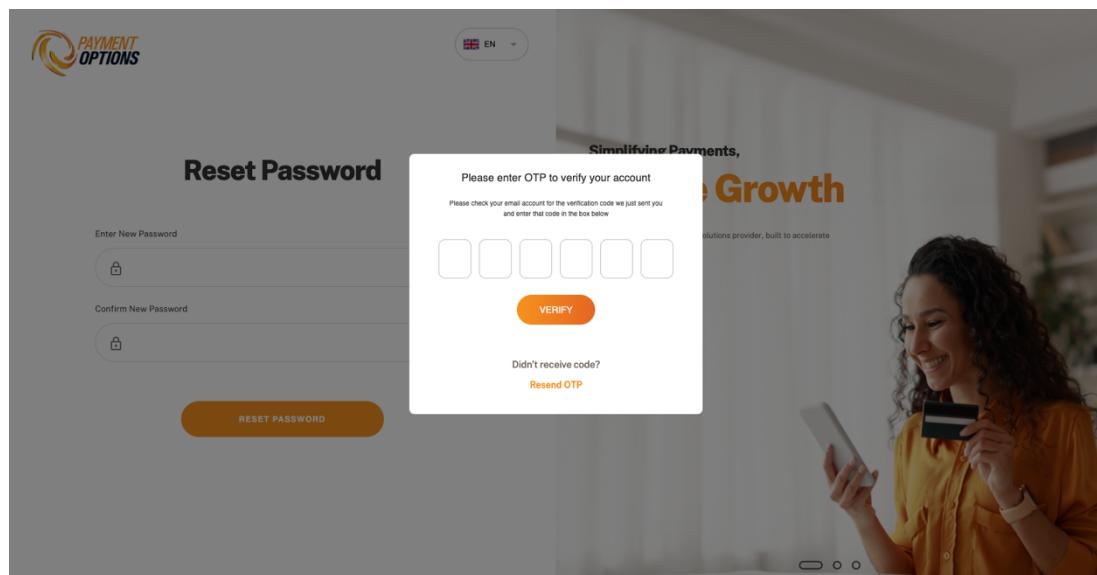


1.3 Forgot Password

- To retrieve your password, please click on the **Forgot Password?** button from the login page.

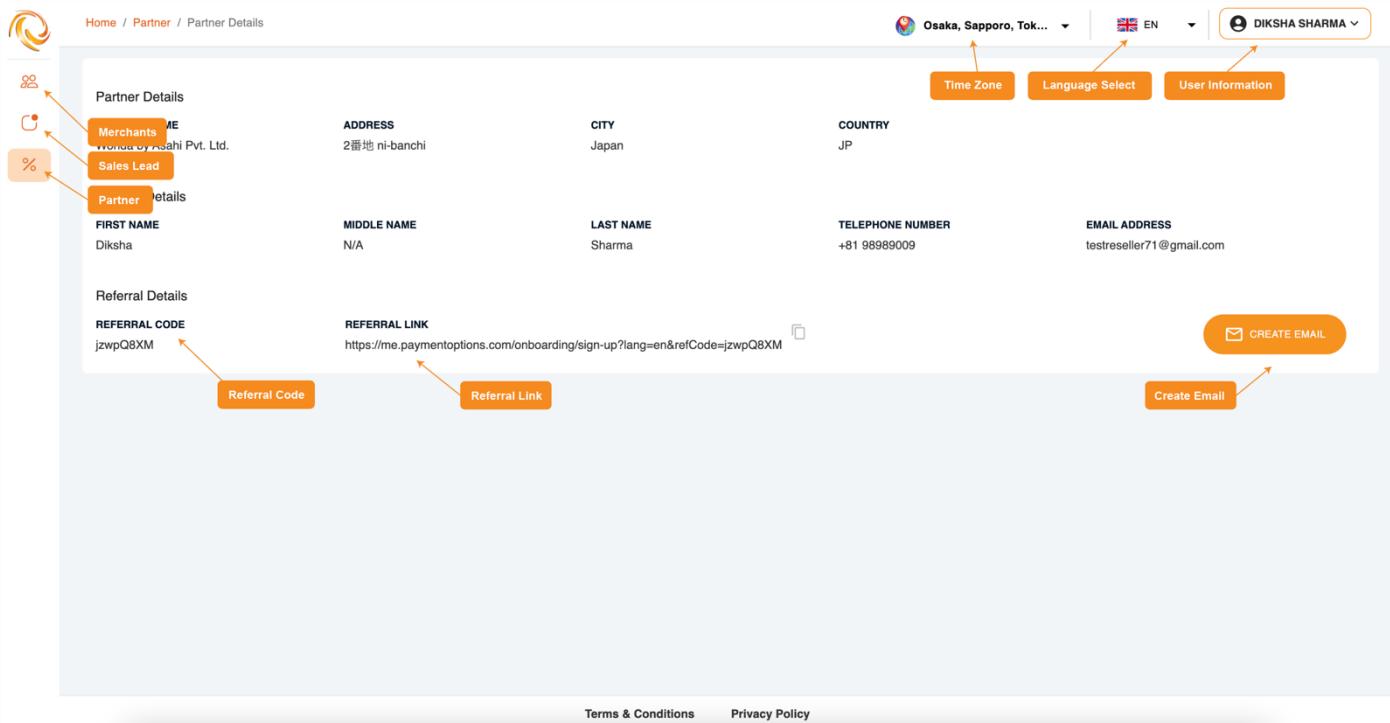


- You will be asked to enter the associated email address to receive an email with instructions to reset your password.
- You will receive a 6 digit **OTP code** in the email, then you will be asked to enter the OTP in the **Reset Password** Screen. Reset your password by keying in password of your choice in **Enter New Password** and re-entering the same password again in the **Confirm New Password** field- Click **Reset Password** button to proceed.



- After password has been successfully changed, you can go back to Login page.

2. Summarised Overview



The screenshot shows the 'Partner Details' section of the Payment Options platform. At the top right, there are dropdown menus for 'Osaka, Sapporo, Tok...' (Time Zone), 'EN' (Language Select), and 'DIKSHA SHARMA' (User Information). On the left, there's a sidebar with icons for 'Merchants' (highlighted with an arrow), 'Sales Lead' (highlighted with an arrow), and 'Partner Details'. The main content area displays partner details: FIRST NAME (Diksha), MIDDLE NAME (N/A), LAST NAME (Sharma), ADDRESS (2番地 ni-banchi), CITY (Japan), COUNTRY (JP), TELEPHONE NUMBER (+81 98989009), and EMAIL ADDRESS (testreseller71@gmail.com). Below this, under 'Referral Details', there's a 'REFERRAL CODE' (jzwpQ8XM) and a 'REFERRAL LINK' (https://me.paymentoptions.com/onboarding/sign-up?lang=en&refCode=jzwpQ8XM). Buttons for 'CREATE EMAIL' and 'Create Email' are also shown.



Merchants

View list of approved Merchants which have been referred and registered with your referral code and its DAS MID & product details.



Time Zone

Select the Time Zone you want to see transactions.



Language Select

Select language by selecting country flag.



User Information

Show logged-in user access information and Log Out Button.



Sales Lead

View Merchants Applications which have been referred and registered with your referral code. You can also set MDR Rates but cannot approve the application of behalf of the Sales Team.



Referral Link

You can copy and share the referral link to those merchants you want to refer to the gateway, through messages or email.



Create Email

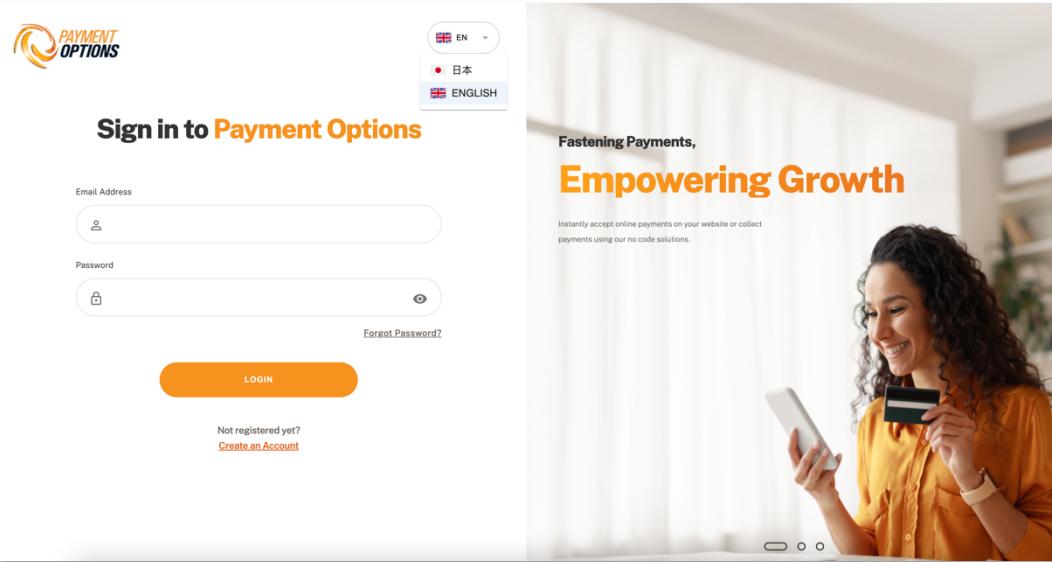
You can also create an email directly from your account and send referral link and other details to those merchant you want to refer to the gateway.

3. Language selection

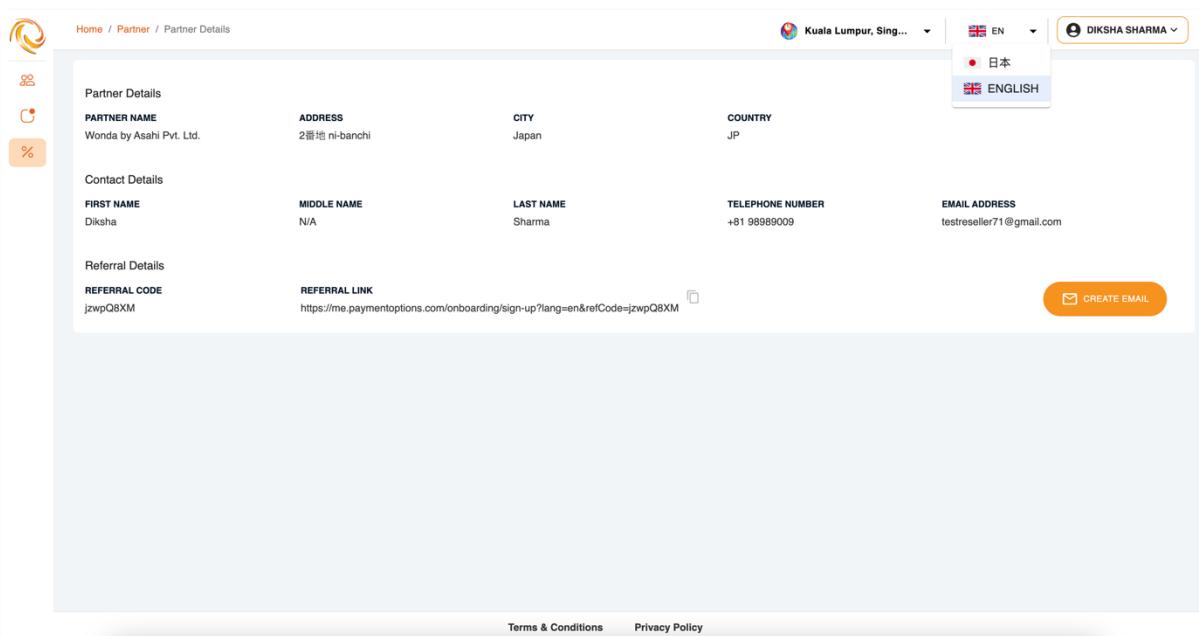
- DAS Gateway supports localisation capabilities where you can select your preferred language via the dropdown with the flag icon.

Currently we support two languages:

- English**
- Japanese [日本語, Nihongo]**



- Language can also be selected at any time after login throughout the gateway via the top right corner.



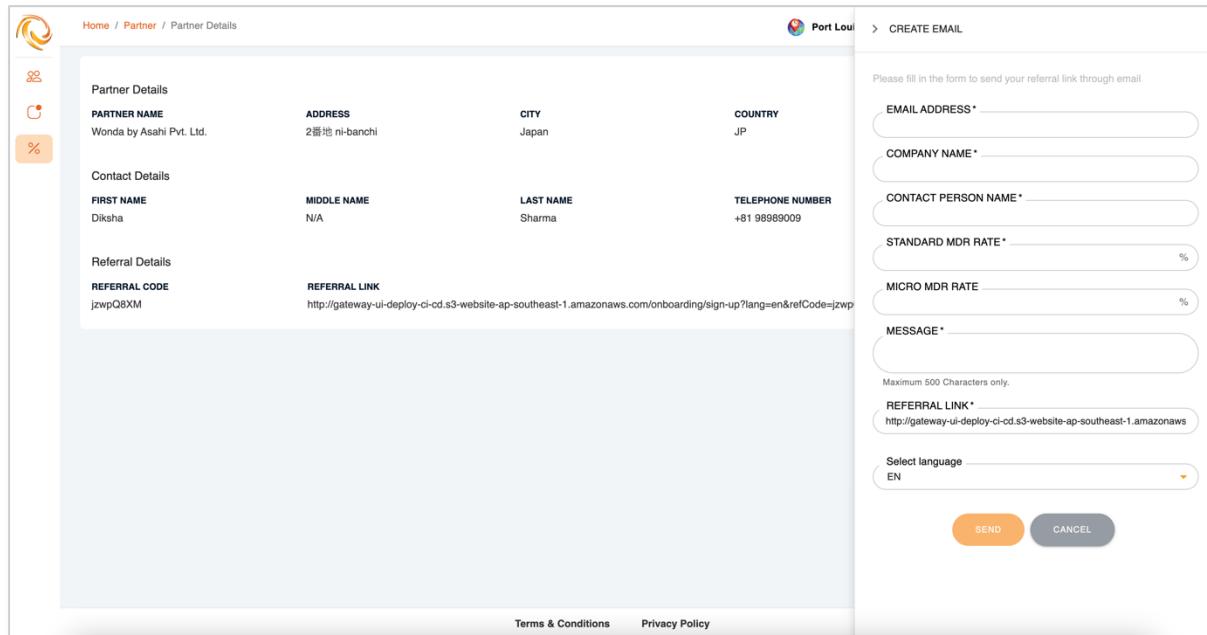
Partner Details	Address	City	Country
PARTNER NAME Wonda by Asahi Pvt. Ltd.	2番地 ni-banchi	Japan	JP

Contact Details	Middle Name	Last Name	Telephone Number	Email Address
FIRST NAME Diksha	N/A	Sharma	+81 98989009	testreseller71@gmail.com

Referral Details	Referral Link
REFERRAL CODE jzwpQ8XM	https://me.paymentoptions.com/onboarding/sign-up?lang=en&refCode=jzwpQ8XM

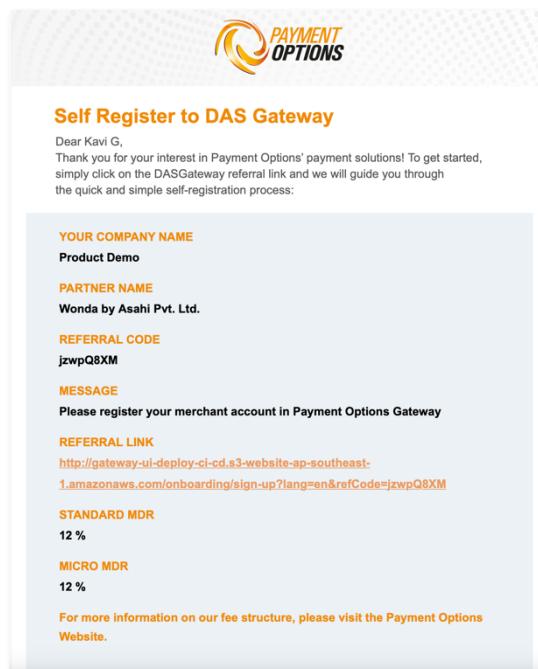
4. Create email and send Referral Link to Merchant

- After login, you will be redirected to the Partner Details screen.
- Click on Create Email button 
- Drawer will open to enter Merchant's email address and other details like MDR Rates.

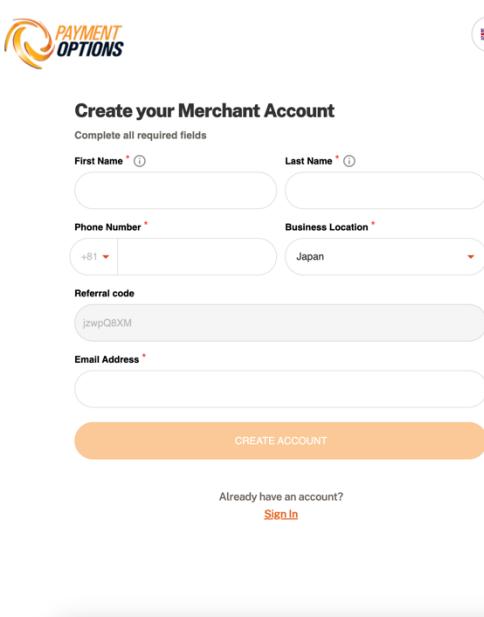


The screenshot shows the 'Partner Details' page. On the left, there are three orange circular icons: a gear, a person, and a percentage sign. The main content area has three sections: 'Partner Details', 'Contact Details', and 'Referral Details'. In 'Partner Details', the 'PARTNER NAME' is 'Wonda by Asahi Pvt. Ltd.', 'ADDRESS' is '2番地 ni-banchi', 'CITY' is 'Japan', and 'COUNTRY' is 'JP'. In 'Contact Details', the 'FIRST NAME' is 'Diksha' and 'MIDDLE NAME' is 'N/A'. In 'Referral Details', the 'REFERRAL CODE' is 'jzwpQ8XM' and the 'REFERRAL LINK' is a URL. On the right, a modal window titled 'CREATE EMAIL' is open. It contains fields for 'EMAIL ADDRESS*', 'COMPANY NAME*', 'CONTACT PERSON NAME*', 'STANDARD MDR RATE*' (with a percentage sign), 'MICRO MDR RATE*' (with a percentage sign), and 'MESSAGE*'. Below these fields is a note: 'Maximum 500 Characters only.' There is also a 'REFERRED LINK' field containing the same URL as the referral link on the main page, and a 'Select language' dropdown set to 'EN'. At the bottom of the modal are 'SEND' and 'CANCEL' buttons.

- On sending the email, the recipient will receive an email with referral link to create a Merchant Account in the gateway.



- The referral link contains the referral code, so when click user will be redirected to the gateway and the referral code field will be prefilled with your referral code. Then the Merchant can continue by self-register their account to the gateway.



Create your Merchant Account

Complete all required fields

First Name *

Last Name *

Phone Number * +81

Business Location * Japan

Referral code jzwpQ8XM

Email Address *

CREATE ACCOUNT

Already have an account? [Sign In](#)

Solution Provider,

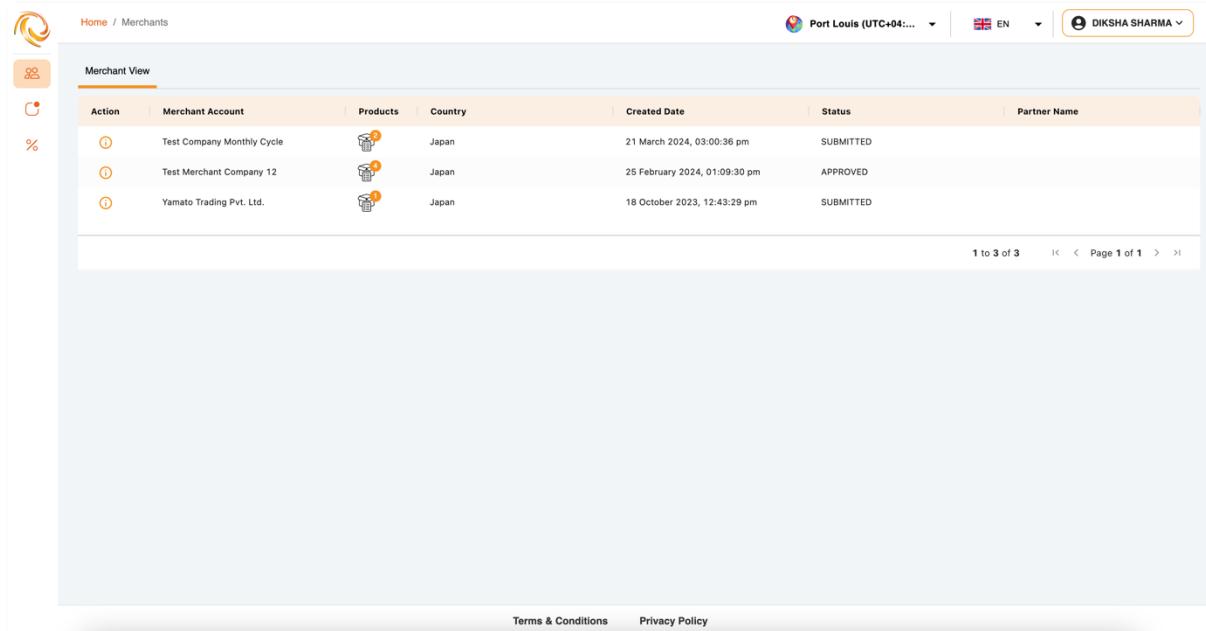
Payment Methods

Start accepting a wide variety of Payment Methods, choose from credit cards, e-wallets, over-the-counter payments and many more.



5. Referred Merchants List (Approved Merchants)

- Select Merchants Tab  on the left side menu
- From Merchant View, all your referred Merchant will be listed.

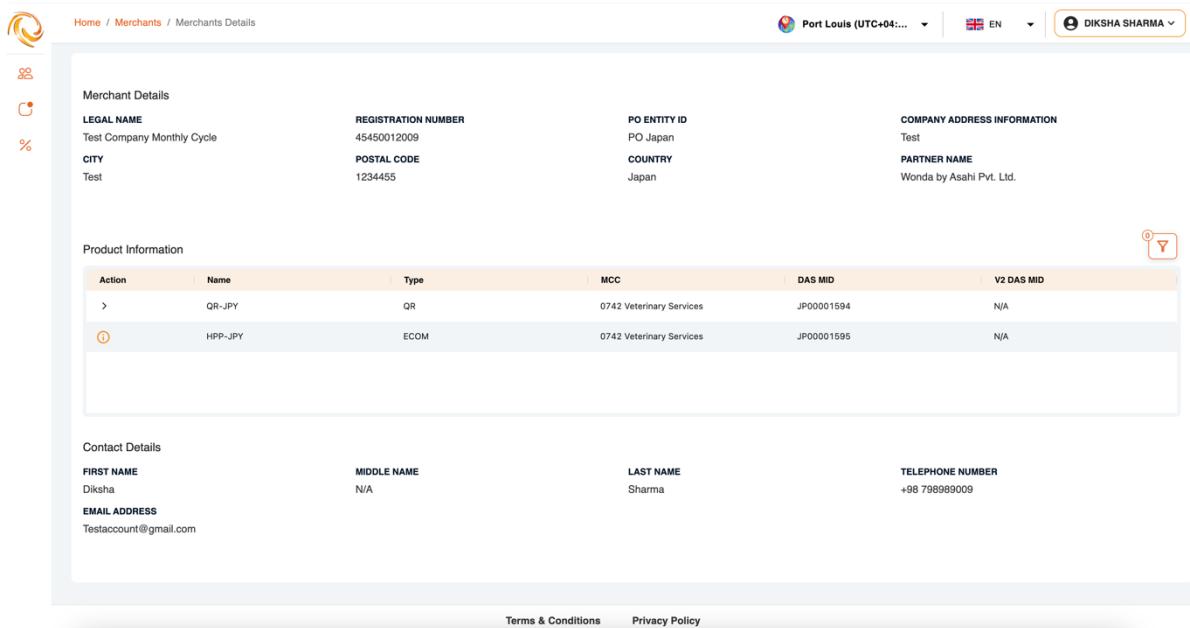


The screenshot shows a table titled "Merchant View" with the following columns: Action, Merchant Account, Products, Country, Created Date, Status, and Partner Name. There are three rows of data:

Action	Merchant Account	Products	Country	Created Date	Status	Partner Name
	Test Company Monthly Cycle		Japan	21 March 2024, 03:00:36 pm	SUBMITTED	
	Test Merchant Company 12		Japan	25 February 2024, 01:09:30 pm	APPROVED	
	Yamato Trading Pvt. Ltd.		Japan	18 October 2023, 12:43:29 pm	SUBMITTED	

At the bottom right of the table, there is a pagination indicator: "1 to 3 of 3" followed by navigation arrows and the text "Page 1 of 1".

- Click on the Info Icon  to view details and product information of any Merchant Account.



The screenshot shows the "Merchant Details" page with sections for "Merchant Details", "Product Information", and "Contact Details".

Merchant Details:

LEGAL NAME Test Company Monthly Cycle	REGISTRATION NUMBER 45450012009	PO ENTITY ID PO Japan	COMPANY ADDRESS INFORMATION Test
CITY Test	POSTAL CODE 1234455	COUNTRY Japan	PARTNER NAME Wonda by Asahi Pvt. Ltd.

Product Information:

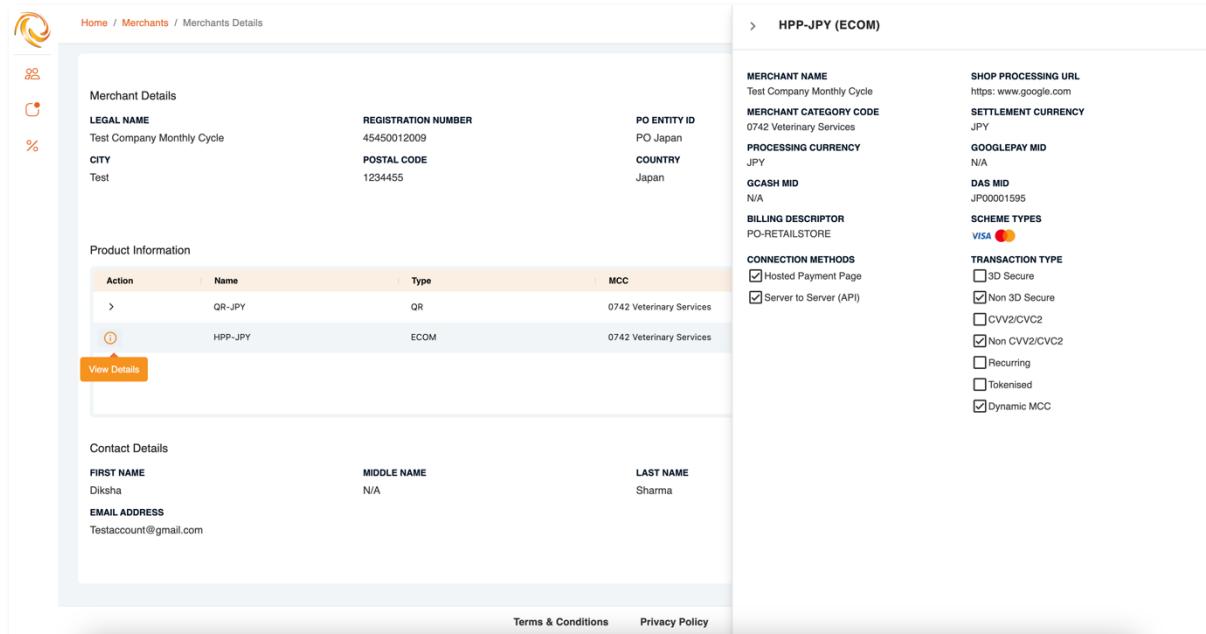
Action	Name	Type	MCC	DAS MID	V2 DAS MID
>	QR-JPY	QR	0742 Veterinary Services	JP00001594	N/A
	HPP-JPY	ECOM	0742 Veterinary Services	JP00001595	N/A

Contact Details:

FIRST NAME Diksha	MIDDLE NAME N/A	LAST NAME Sharma	TELEPHONE NUMBER +98 798989009
EMAIL ADDRESS Testaccount@gmail.com			

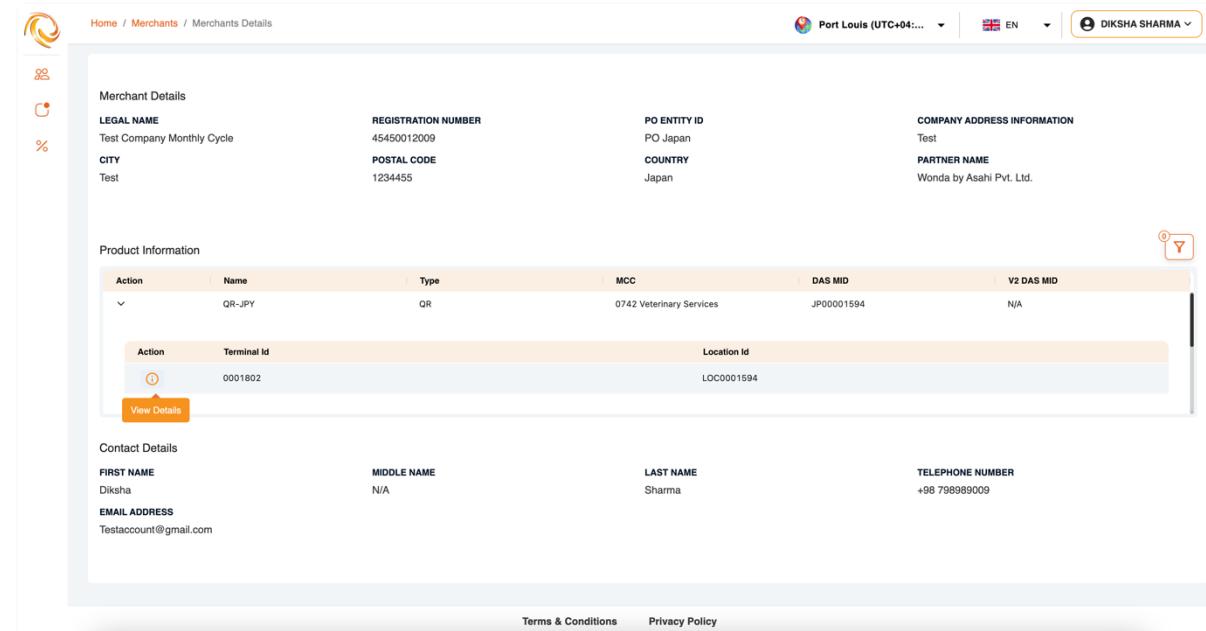
5.1 Product Information

- In the Product Information table list, Click on the Info Icon  to view details of any Product of the Merchant.



The screenshot shows the 'Merchants Details' section for a merchant named 'Test Company Monthly Cycle'. It includes sections for 'Merchant Details', 'Product Information', and 'Contact Details'. In the 'Product Information' section, there is a table with two rows: one for 'QR-JPY' (QR Type) and one for 'HPP-JPY' (ECOM Type). An orange info icon is placed over the 'HPP-JPY' row. To the right of the table, detailed product information is shown for 'HPP-JPY (ECOM)', including fields like Merchant Name, Registration Number, PO Entity ID, Processing Currency, and various connection methods.

- If Product has multiple locations, click on the expand icon  to view location list.



This screenshot shows the same merchant details page but with expanded product information. The 'HPP-JPY' row in the table now displays a dropdown menu with an info icon, indicating multiple locations. The expanded view shows a table with columns for Action, Terminal Id, and Location Id, listing '0001802' and 'LOC0001594'. The rest of the page remains consistent with the first screenshot, showing merchant details and contact information.

6. Referred Merchants Application List

- Select Sales Lead Tab  on the left side menu
- All new applications by referred Merchants will be listed.
- Click on the Info Icon  to view action button to view details of the Application or Add MDR Rates to the application.

Action	Application Ref ID	Customer Legal Name	Application Date	Business Location	Email Address	Partner Name	Status
	ec7061c7-e255-49fd-a09d-c82f1...	testeujej	24 April 2024, 06:09:30 am	Japan	test240425@tink.com	Wonda by Asahi Pvt. Ltd.	PENDING
	-4baa-e858-049e0...	MDR RATES POPULATION	18 April 2024, 04:30:08 pm	Japan	gagaw@6674@lilkem.com	Wonda by Asahi Pvt. Ltd.	PENDING
	7-4d9d-a7ce-37e6...	Anjali Fast Food	18 April 2024, 01:03:17 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	PENDING
	x-4474-b6ff-05495...	Anjali Fast Food	15 April 2024, 11:44:41 am	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	PENDING
	041e94ec-3483-4992-9644-f8a9...	Anjali Fast Food	09 April 2024, 02:10:33 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	a75cb842-d3cd-44dc-ae48-33e8...	Anjali Fast Food	09 April 2024, 01:58:50 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	54a2f2bf-ba8b-45fd-8ad6-ff38fa...	Anjali Fast Food	09 April 2024, 01:11:51 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	e05c331f-b5ef-43a2-ac0e-69766...	Anjali Sweets Pvt Ltd	09 April 2024, 08:23:20 am	Hong Kong	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	0a603c35-486d-4ba1-be54-52f4...	Test Diksha Account	08 April 2024, 08:39:27 am	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	790e316f-e87e-4a37-ae48-b6b6...	Test Merchant Account 02	02 April 2024, 03:37:33 pm	Japan	xokiva9961@dacgu.com	Wonda by Asahi Pvt. Ltd.	PENDING
	f263b393-50d3-4cd9-bac3-c657...	Product Demo0204	02 April 2024, 06:03:39 am	Japan	test020401@tink.com	Wonda by Asahi Pvt. Ltd.	APPROVED
	ac11c06d-c48e-4dd9-9e27-657c...	Anjali Fast Food Pvt Ltd	01 April 2024, 09:40:11 am	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	PENDING

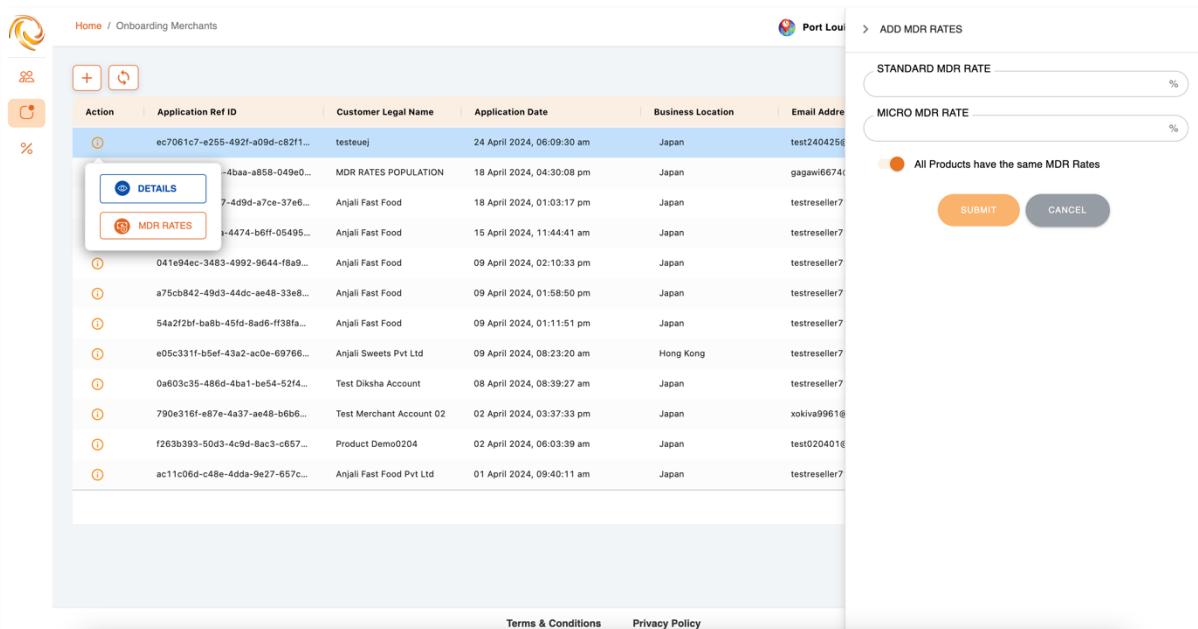
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6.1 View Details of New Application

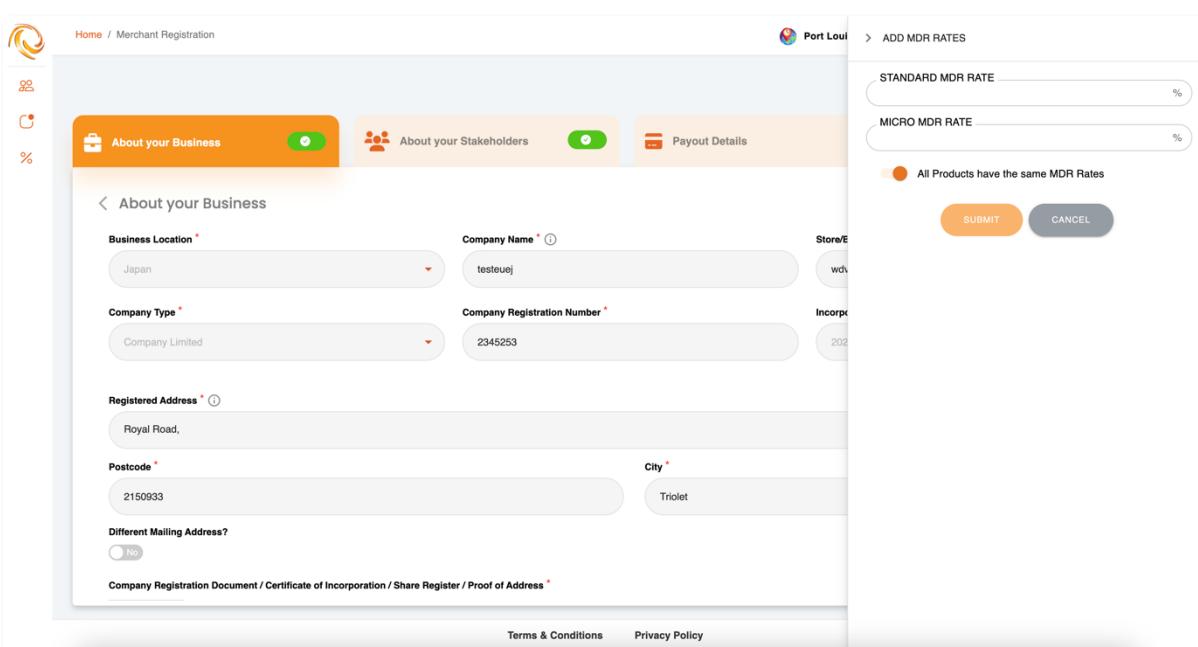
- On selecting View Details from action button, you will be able to go through the new application details from each header tabs. From this screen you can also Add MDR Rates .

6.2 Add MDR Rates.

- As a Partner you can add MDR to the referred merchant application.
- You cannot approve or reject any application on your side.
- The Sales Team can also Add MDR Rates to the application from their internal account and Sales Team can approve or reject application after checking the details and any missing information from the application.
- By clicking on any of the MDR Buttons  , a drawer will open to enter the Standard MDR Rate and the Micro MDR Rates.



This screenshot shows the 'Onboarding Merchants' section of the platform. It displays a table of merchant applications with columns for Action, Application Ref ID, Customer Legal Name, Application Date, Business Location, and Email Address. One row is selected, and an orange 'MDR RATES' button is visible in the Action column. A modal window titled 'ADD MDR RATES' is overlaid on the page, containing fields for 'STANDARD MDR RATE' and 'MICRO MDR RATE', both currently set to 0%. There is also a note stating 'All Products have the same MDR Rates'. At the bottom right of the modal are 'SUBMIT' and 'CANCEL' buttons.



This screenshot shows the 'Merchant Registration' section of the platform. It features tabs for 'About your Business', 'About your Stakeholders', and 'Payout Details', with 'About your Business' being the active tab. Below the tabs, there are several form fields: 'Business Location' (Japan), 'Company Name' (testuej), 'Company Type' (Company Limited), 'Company Registration Number' (2345253), 'Registered Address' (Royal Road), 'Postcode' (2150933), 'City' (Triolet), and 'Different Mailing Address?' (No). A note at the bottom states 'Company Registration Document / Certificate of Incorporation / Share Register / Proof of Address'. A modal window titled 'ADD MDR RATES' is overlaid, identical to the one in the previous screenshot, with fields for 'STANDARD MDR RATE' and 'MICRO MDR RATE' and a note about all products having the same rate. It includes 'SUBMIT' and 'CANCEL' buttons.

6.3 Create Account on behalf of Merchant.

- On the same Sales Lead Tab on the left side menu, you can create an account under your referral on behalf of the Merchant,

Action	Application Ref ID	Customer Legal Name	Application Date	Business Location	Email Address	Partner Name	Status
	ec7061c7-e255-492f-a09d-c821...	testeuje	24 April 2024, 06:09:30 am	Japan	test240425@tink.com	Wonda by Asahi Pvt. Ltd.	PENDING
	7fdc2c9b-0e15-4baa-a858-049e0...	MDR RATES POPULATION	18 April 2024, 01:30:08 pm	Japan	gagaw6674@lilklen.com	Wonda by Asahi Pvt. Ltd.	PENDING
	96b9550e-77b7-4d9d-a7ce-37e6...	Anjali Fast Food	18 April 2024, 01:03:17 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	PENDING
	55901572-4f1a-4474-b6ff-05495...	Anjali Fast Food	15 April 2024, 11:44:41 am	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	PENDING
	041e04ec-3483-4992-9644-f8a9...	Anjali Fast Food	09 April 2024, 02:10:33 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	a75cb842-49d3-49dc-ae48-33e8...	Anjali Fast Food	09 April 2024, 01:58:50 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	54a2f2bf-ba8b-45fd-8ad6-ff38fa...	Anjali Fast Food	09 April 2024, 01:11:51 pm	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	e05c331f-b5ef-43a2-ac0e-69766...	Anjali Sweets Pvt Ltd	09 April 2024, 08:23:20 am	Hong Kong	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	0a603c35-486d-4ba1-be54-52f4...	Test Diksha Account	08 April 2024, 08:39:27 am	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	IN PROGRESS
	790e316f-e87e-4a37-ae48-b6b6...	Test Merchant Account 02	02 April 2024, 03:37:33 pm	Japan	xokiva9961@dacgu.com	Wonda by Asahi Pvt. Ltd.	PENDING
	f263b393-50d3-4c9d-8ac3-c657...	Product Demo0204	02 April 2024, 06:03:39 am	Japan	test020401@tink.com	Wonda by Asahi Pvt. Ltd.	APPROVED
	ac11c06d-c48e-4dd8-9e27-657c...	Anjali Fast Food Pvt Ltd	01 April 2024, 09:40:11 am	Japan	testreseller71@gmail.com	Wonda by Asahi Pvt. Ltd.	PENDING

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- You will be redirected to the merchant registration form, where you will be need to fill all details of the merchant through all the tabs and submit the application.

[Home](#) / Merchant Registration

Port Louis (UTC+04:...), EN, DIKSHA SHARMA

About your Business 9% | About your Stakeholders 9% | Payout Details 0% | Payment Methods 10% | Final Step 0%

About your Business

Business Location * Japan **Company Name *** **Store/Brand Name ***

Company Type * **Company Registration Number *** **Incorporation Date *** Select date

Registered Address * **Postcode *** **City ***

Different Mailing Address? No

Company Registration Document / Certificate of Incorporation / Share Register / Proof of Address *

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