

MERCHANT GUIDE

ONLINE MERCHANT REGISTRATION PROCESS

Version 1.1

Contents

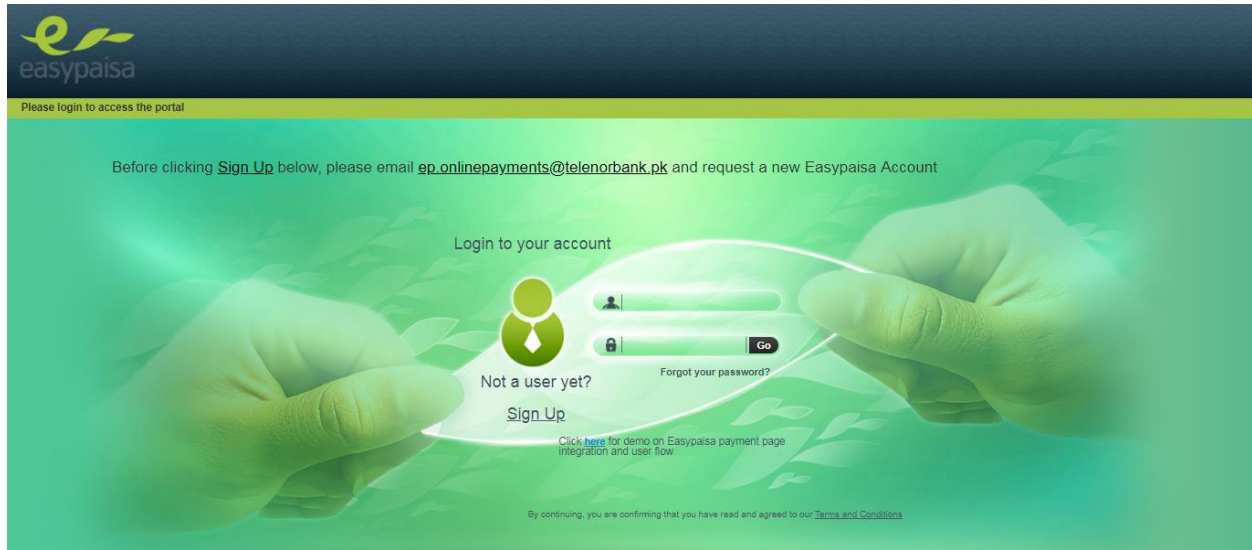
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Merchant registration process

Step 1: Sign up

Click on the following link and click sign up button on the screen. (Do not try to login)

<https://easypay.easypaisa.com.pk/easypay-merchant/faces/pg/site/Login.jsf>



Step 2: Register

Select "Online" as your option

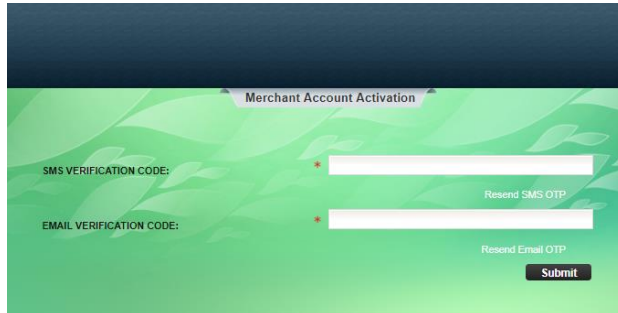
Enter you following details:

- First name
- Middle name
- Last name
- Email: enter the official email with which you will log in to the system
Format for email address: test@test.com
- Phone number: Enter an active official number for which will used for application status notification.
Format: 03xxxxxxxx (92 or +92 entered numbers are INVALID)
- Password
- Enter the captcha
- Read and accept the terms and conditions

Step 3: Two Step Authentication

You will receive a one-time passcode on the provided phone number and email address.

Enter the verification codes in the necessary fields.

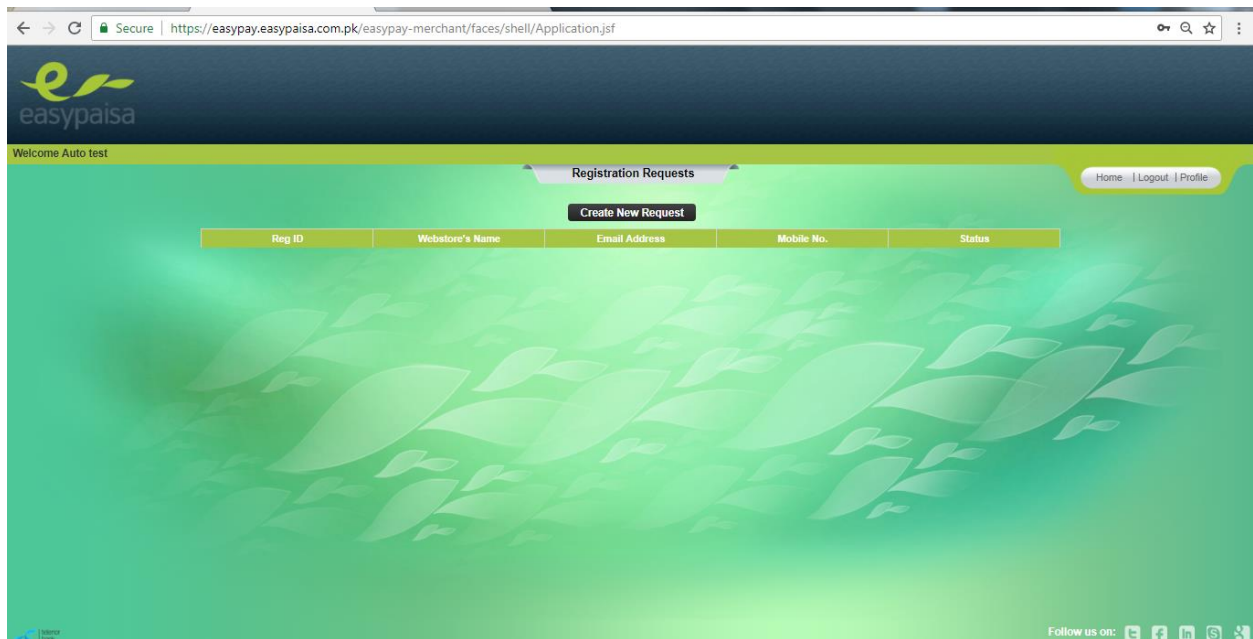


The image shows a 'Merchant Account Activation' form. It has a green background with a leaf pattern. At the top, it says 'Merchant Account Activation'. Below that, there are two input fields: 'SMS VERIFICATION CODE:' and 'EMAIL VERIFICATION CODE:'. Each field has a red asterisk to its right. To the right of the SMS field is a 'Resend SMS OTP' link. To the right of the email field is a 'Resend Email OTP' link. At the bottom right is a 'Submit' button.

Step 4: Login to the merchant portal

Step 5: Create the application

Click on the “create new request” button and the application fields will open.



The image is a screenshot of a web browser showing the 'easypaisa' merchant portal. The browser's address bar shows the URL 'https://easypay.easypaisa.com.pk/easypay-merchant/faces/shell/Application.jsf'. The page has a dark blue header with the 'easypaisa' logo. Below the header is a green banner with the text 'Welcome Auto test'. The main content area has a green background with a leaf pattern. At the top of this area is a 'Registration Requests' tab. Below the tab is a 'Create New Request' button. Below the button is a table with the following columns: 'Reg ID', 'Webstore's Name', 'Email Address', 'Mobile No.', and 'Status'. The table is currently empty. At the bottom right of the page, there are social media icons and the text 'Follow us on:'.

Step 6: Fill your application details

- Account information

(If you wish to change your email address please email the request to ep.onlinepayments@telenorbank.pk and you can update the phone number from the profile tab. Profile tab is located at the top right corner of the merchant portal)

easypaisa

Welcome Test Account

Account Information | **Business Details** | Settlement Details | Integration | Review Form | Attachment | Decision

Home | Logout | Profile

Merchant's Details

Business Owner Name: Test Account

Business Name: * test account

CNIC of Owner: * 000000000000

NTN No.(if any):

Father's Name: * Test

Date of Corporation: * 05/03/2018

Gender: * Male

Contact Details

Email Address: * 1124020@htr.nu.edu.pk

Primary Phone No.: * 03456680063

City: * Rawalpindi

Secondary Phone No.: * 03456511559

Business Address: * street no 1, address no 1

Same as Business Address: ☐

Correspondence Address: * street no 1 house no 2 askari no 100

Account Handler is different from Owner/Account Holder: * ☐ Yes ☒ No

Save Next Cancel

- **Business details**

Please select your company type (kindly note if you are a NGO or Donation Company please contact your POC for account opening)

Select your category from the drop down

Select the required payment modes (you can opt for all or just the ones you require)

Click on Add store button and enter the URL here

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Welcome Test Account

Account Information | **Business Details** | Settlement Details | Integration | Review Form | Attachment | Decision

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Business Particulars

Business Type: * Sole Proprietor

Business Mode: * ☐ Retail Payment ☒ Online Payment

Merchant Category: * Market Place

Established Since: * 07/04/2018

Account Purpose (Select all that apply):

☒ Mobile Account ☒ Debit/Credit Card ☒ Easypaisa shop ☐ QR

Add Store

* Atleast one store should be added

Webstore Name	Website URL	Category	Action
test	www.test.com	Apparel and Accessories	

Customer Details

Current Salary/Income: * 10000

Details of Other Source of Income: * 1000

Daily Transaction (PKR): * 1000-4999

Monthly Transaction (PKR): * 25000-49999

Any Other Details:

Account Profile / Transaction Activity

Expected No. of Transactions per month: * 10000

Expected Sales Volume per Month: * 10000000

Cancel Back Next Save

The screenshot shows the 'Store Information' tab of the Easypaisa Merchant Registration form. The form is divided into several sections:

- Business Type:** A dropdown menu with 'Sole Proprietor' selected.
- Merchant Category:** A dropdown menu with 'Market Place' selected.
- Account Purpose (Select all that apply):** Checkboxes for 'Mobile Account', 'Debit/Credit Card', 'Easypaisa shop', and 'QR'. The 'Easypaisa shop' checkbox is checked.
- Add Store:** A button with a red asterisk and the text '* At least one store should be added'.
- Store Information:** A section with a 'Please enter store information' header. It includes:
 - Store Type:** Radio buttons for 'Online' (selected) and 'Retail'.
 - Webstore Name:** A text field with 'test' entered.
 - Website URL:** A text field with 'www.test.com' entered.
 - Category:** A dropdown menu with 'Clubs/Resorts' selected.
 - City:** A dropdown menu with 'Rawalpindi' selected.
 - Street Address:** A text field with 'street no 1, address no 1' entered.
 - Country Code:** A dropdown menu with 'PAK' selected.
 - State:** A text field with '46000' entered.
 - POS Country Code:** A text field with '598' entered.
- Account Profile / Transaction Activity:** A section with:
 - Expected No. of Transactions per month:** A text field with '10000' entered.
 - Expected Sales Volume per Month:** A text field with '10000000' entered.

At the bottom right, there are buttons for 'Cancel', 'Back', 'Next', and 'Save'.

Settlement details:

Settlement details are required to know where you wish to transfer your funds to. Easypaisa online payments accepts two types of accounts:

- Your Easypaisa Account
- Your bank account

The screenshot shows the 'Settlement Details' tab of the Easypaisa Merchant Registration form. The form is divided into several sections:

- Kindly select the account you would like to have:** Radio buttons for 'Easypaisa Account' (selected) and 'Bank Account'.
- Easypaisa Account Options:** Radio buttons for 'Subscriber Account' (selected) and 'Merchant Account'.
- Account Title:** A text field with 'Saneer Zahra' entered.
- Fetch Title:** A button with a red asterisk and the text '* Not you?'.

At the bottom right, there are buttons for 'Cancel', 'Back', 'Next', and 'Save'.

- Your Easypaisa account:

If you wish to settle your funds to Easypaisa account then please select the following:

- o Easypaisa subscriber account

Enter your phone number in the designated section of the application. Enter it in the 03XXXXXXXXX format and fetch title. Make sure your account name appears in the Account title field

Welcome Test Account

Merchant Registration

Home | Logout | Profile

Account Information | Business Details | **Settlement Details** | Integration | Review Form | Attachment | Decision

Kindly select the account you would like to have

☒ Easypaisa Account
☐ Bank Account

Easypaisa Account

EasyPaisa Account Options: ☒ Subscriber Account ☐ Merchant Account

MSISDN:

Account Title: Not you?

OR

- Easypaisa Merchant account

If you have an Easypaisa merchant or retailer account then please enter your Seller code (ABC-001) in the required field and fetch title

Welcome Test Account

Merchant Registration

Home | Logout | Profile

Account Information | Business Details | **Settlement Details** | Integration | Review Form | Attachment | Decision

Kindly select the account you would like to have

☒ Easypaisa Account
☐ Bank Account

Easypaisa Account

EasyPaisa Account Options: ☐ Subscriber Account ☒ Merchant Account

Seller Code:

Account Title: Not you?

- Other bank accounts

If you already have a bank account and you wish to have funds settled in this account then please select this option.

If you have a Telenor microfinance bank account then select the check box and enter your bank account details in the below section.

If you have a bank account in any other bank then select the bank from drop down menu and enter your account number in the "Account number field". Fetch title and ensure that you are the account holder of this account.

easypaisa
 Welcome Test Account
 Merchant Registration
 Home | Logout | Profile
 Account Information | Business Details | Settlement Details | Integration | Review Form | Attachment | Decision
 Kindly select the account you would like to have
☐ Easypaisa Account
☒ Bank Account
 Telenor Microfinance Bank
 Bank Name: * ABL
 Account Number: *
 Account Title: *
 Fetch Title
 Cancel Back Next Save

easypaisa
 Welcome Test Account
 Merchant Registration
 Home | Logout | Profile
 Account Information | Business Details | Settlement Details | Integration | Review Form | Attachment | Decision
 Kindly select the account you would like to have
☐ Easypaisa Account
☒ Bank Account
 Telenor Microfinance Bank
 Bank Name: * ABL
 Account Number: * 000000000000
 Account Title: *
 Fetch Title
 Cancel Back Next Save

Integration details:

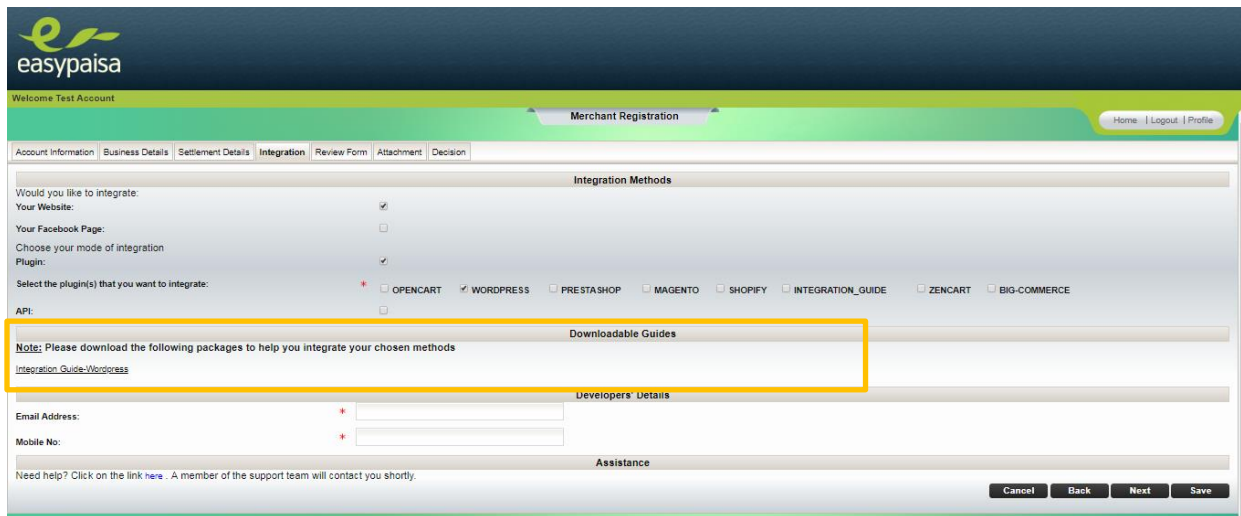
Integration tab allows the merchant to select and download the required guide and plugins as per their requirement/ necessity.

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 Welcome Test Account
 Merchant Registration
 Home | Logout | Profile
 Account Information | Business Details | Settlement Details | Integration | Review Form | Attachment | Decision
 Integration Methods
 Would you like to integrate:
 Your Website: ☐
 Your Facebook Page: ☐
 Choose your mode of integration
 Plugin: ☐
 API: ☐
 Downloadable Guides
 Note: Please download the following packages to help you integrate your chosen methods
 Developers' Details
 Email Address: * Required
 Mobile No: * Required
 Assistance
 Need help? Click on the link [here](#). A member of the support team will contact you shortly.
 Cancel Back Next Save

- Select where you wish to integrate the Easypaisa checkout page: your website or facebook page
- If you have selected “website” then choose the mode of integration from:
 - Plugin or

- API

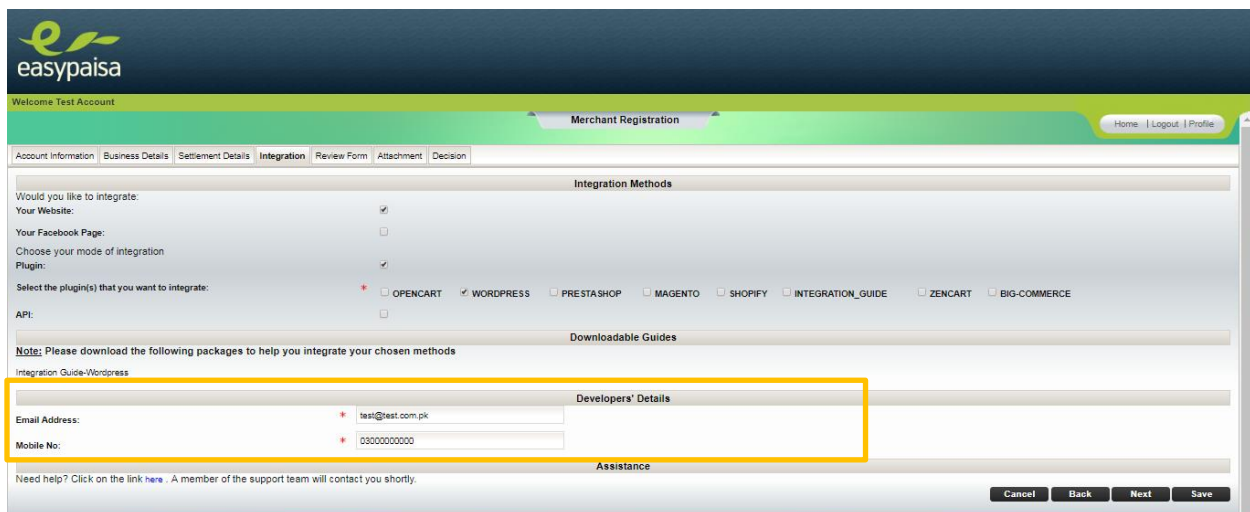
Upon your selection the downloadable will appear in the downloadable guides section of the form.



The screenshot shows the Easypaisa Merchant Registration form. The 'Integration Methods' section has 'API' selected. The 'Downloadable Guides' section is highlighted with a yellow box, showing a note: 'Note: Please download the following packages to help you integrate your chosen methods' and a link to 'Integration Guide-Wordpress'. The 'Developers' Details' section is also visible, with fields for 'Email Address' and 'Mobile No.'.

Enter your developer's details in the "Developer details" section so that we can guide you with the integration.

You can click on the assistance button if you wish to take guidance from the Easypaisa online payments technical team.



The screenshot shows the Easypaisa Merchant Registration form. The 'Developer's Details' section is highlighted with a yellow box, showing the 'Email Address' field filled with 'test@test.com.pk' and the 'Mobile No.' field filled with '03000000000'. The 'Assistance' button is also visible at the bottom right of the form.

Review your application:

Review your application in the review form tab and make sure you have entered the correct and accurate information.

easypaisa
Welcome Test Account

Merchant Registration

Account Information | Business Details | Settlement Details | Integration | Review Form | Attachment | Decision

Account Information

Business Owner Name: Test Account

CNIC of Owner: 000000000000

Father's Name: Test

Gender: Male

Email Address: 1124020@hr.nyu.edu.pk

City: Rawalpindi

Business Address: street no 1, address no 1

Same as Business Address: ☐

Correspondence Address: street no 1 house no 2 askari no 100

Account Handler is different from: ☐ Yes ☒ No

Merchant's Details

Business Name: test account

NTN No.(if any):

Date of Corporation: 05/03/2018

Contact Details

Phone No.: 03455511599

Mobile Phone No.: 03455580083

Upload attachments:

- You will add and upload the attachments as shown on your screen
- These attachments are as per the company type entered by you in the “business details” section
- All attachments are to be uploaded in PDF or JPEG format

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Welcome Test Account

Merchant Registration

Account Information | Business Details | Settlement Details | Integration | Review Form | Attachment | Decision

Upload Attachments

View Attachments

Field Name	File Name	Defer	Action
CNIC Front	upload		
CNIC Back	upload		
Other	upload		
Company Stamp/Thumb Impression	upload		
Signature	upload		
Letter from Issuing Bank for any External Bank Account Linking	upload		
Declaration of Sole proprietorship on the business letter head and registration	upload		
NTN Number	upload		

☒ I agree to these Terms and Conditions

Cancel Back Next

Terms and conditions:

- Click on the **Terms and conditions** link in the attachment tab and read them carefully and press OK

The screenshot shows the easypaisa Merchant Registration page. The 'Terms and Conditions' modal is open, displaying the following content:

Terms and Conditions

This Agreement

- These terms and conditions (together with the other documents incorporated by reference below, the "Agreement") govern the supply of the Services under this Agreement by Telenor Microfinance Bank Limited (formerly Tameer Microfinance Bank Limited) ("we", "us", "our") to the retailer(s) approved by us under this Agreement ("you", "your").
- Your Agreement is made up of:
 - Your Application Form
 - Your Pricing Schedules
 - Your other Schedules, including the Schedules to these terms and conditions
 - The other provisions of these terms and conditions
 - The Code of Conduct

Buttons: Cancel, Back, Next

The screenshot shows the easypaisa Merchant Registration page. The 'Terms and Conditions' modal is open, displaying the following content:

Terms and Conditions

amount of Reversals processed by us in that calendar month:

- Reversals of Customer Payments in an amount from PKR 1 (Pakistan Rupees One only) up to PKR 15,000 (Pakistan Rupees Fifteen Thousand only) shall be on the basis of the Customer's computerised national identity card number as issued by NADRA and shall be paid in cash, to be collected by the Customer from any Easypaisa Outlet in Pakistan; and
- Reversals of Customer Payments exceeding PKR 15,000 (Pakistan Rupees Fifteen Thousand only) shall be credited to the Customer's bank account, the details of which shall be provided by you to us.

- Any reversals or refunds processed pursuant to this Agreement and Reversal Policy will only be made upon the your request as received on your letterhead.
- Any reversals of Customer Payments in relation to Branchless Banking accounts or at Easypaisa Outlets will be completed within 2 Business Days of the date the reversal request was approved.

Buttons: Cancel, Back, Next, OK

Step 7: Submit the application

Complete the entire process and submit the application.

You will receive the application updates on the email address and phone number entered.