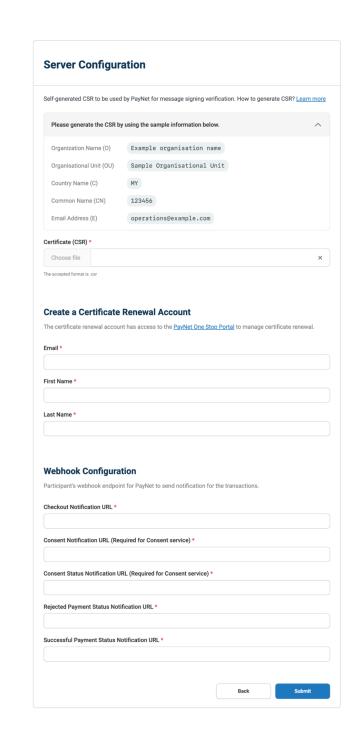
Merchant Onboarding Process

After we have reviewed and approved your go live information, you can start to register the merchants that will be activated in Production environment.

Step 1: In the **Go live** section, click the **Register or Add More Merchant** button, and you will be navigated to the **Merchant Registration** page.



In the **Merchant Registration** page, you can **register merchants** and **view registered merchants** information.

For **merchant registration**, you must first identify the merchant's *registration status* in PayNet RPP system.

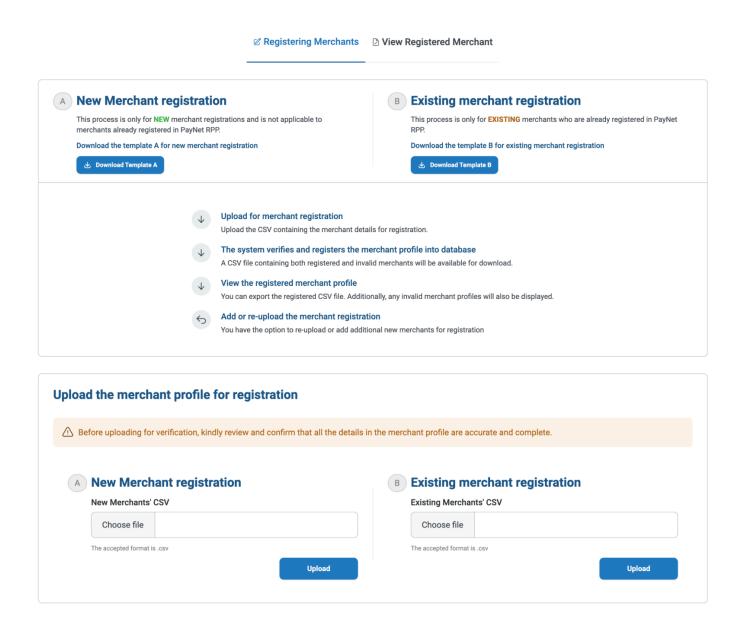
Merchant Registration Status in RPP	Description	Registration for DuitNow Pay
New merchant	The merchant you are about to register is new to the PayNet RPP ecosystem.	The merchant will have a new profile created in the PayNet RPP ecosystem, and will have DuitNow Pay as a payment option when you activate this product implementation in Production.
Existing merchant	The merchant already exist in PayNet RPP ecosystem, possibly from previous integration done for DuitNow Online Banking/Wallets (DOBW) project.	The merchant will retain its current (existing) profile information, with a new Product ID tagged to it, specifically for DuitNow Pay.

Step 2.1a: For **New merchant registration**, you can start by clicking the **Download Template A** button. This file template has columns dedicated for you to input new merchant information.

Step 2.1b: For **Existing merchant registration**, you can start by clicking the **Download Template B** button. This file template has columns dedicated for you to input product-specific

information for your merchant.

Once you have downloaded the template file, you can populate the merchant information accordingly.



Step 2.2a: For **New merchant registration**, you can upload the file that you have populated into the dedicated column for A **New merchant registration**.

Step 2.2b: For **Existing merchant registration**, you can upload the file that you have populated into the dedicated column for B **Existing merchant registration**.

To upload a file, click **Choose file** and **select the file** of your choice. Click the **Upload** button to initiate the process of registering the merchants from your file to the DuitNow Pay system accordingly.

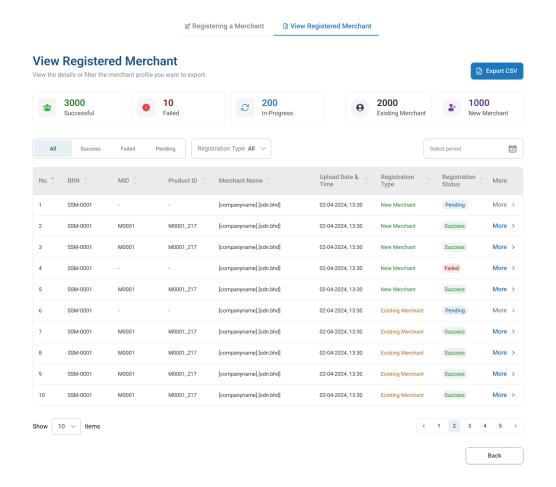
(i) INFO

Note: Only one file can be uploaded at a time. If you have multiple files, you initiate the upload process repeatedly.

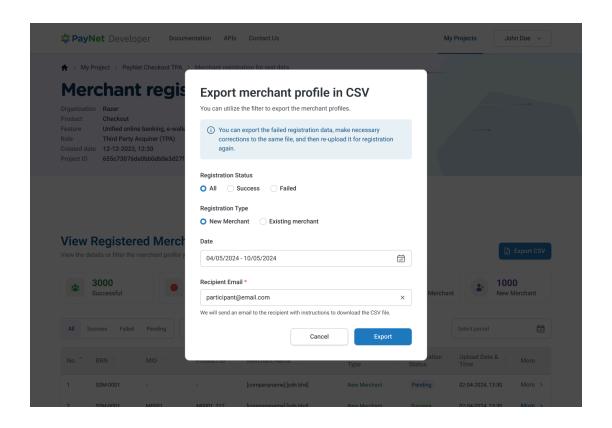
Step 2.3: After you have uploaded the file, our system will begin to process the file and register the merchants onto our system accordingly. To view the merchant info and the registration status, click on the **View Registered Merchant** tab within the page.

Step 2.4: You can use the filter function to display the list of merchants that fit the selection criteria. You may filter by Registration Status, Registration Type and registration period. Once you have **selected the filter criteria**, the list will be refreshed and displayed accordingly.

Step 2.5a: To facilitate your operational tasks, you can extract the list of registered merchants by clicking the **Export CSV** button.



Step 2.5b: You can **select the pre-defined criteria** for us to filter out the records. Once you have selected the required criteria, click the **Export** button. Our system will generate the file accordingly, and will send a **download link for the file** to the **email** address of your choice.



Step 2.6: To view the details of a specific merchant, click on the **More** button on the merchant listing. A page with the **complete detail** of the merchant will be displayed.

Merchant Details

MID

M0001 🖺

Merchant Name

[merchant name].[sdn.bhd]

Business Registration Number

SSM00001

Segment Corporation

Sector

Accomodation

If others, please specify

-

Address Line 1
Tower 2A, Avenue 5

Postcode 59200

Country Malaysia Product ID

M0001_217

Registration Status

Registered

Date Registration 02-02-2024

Acquirer Name [Acquirer Name]

Settlement Bank
[Bank Name]

Business Category Code

0001

Address Line 2 Bangsar South,

State

Kuala Lumpur

Merchant Contact Details

Business Contact Number

031234567890

Primary Contact Salutation

Mr.

Primary Contact Name

John doe

Primary Contact Number

031234567890

Primary Contact Email johndoe@gmail.com

Secondary Contact Salutation

Mr.

Secondary Contact Name

John doe

Secondary Contact Number

031234567890

Secondary Contact Email johndoe@gmail.com

Merchant Product Details

Product Name

Service Subscribed

[product name]

One Time Payment, Auto Debit And Save Payment Method

Redirect URL

Merchant App ID - Android

[url] [app ID]



To edit merchant information, please access our RPP Back Office portal.

Upload Details

Uploaded By
John Doe
Owner

Upload Date & Time
04-04-2024. 14:30
Registration Type
Existing Merchant