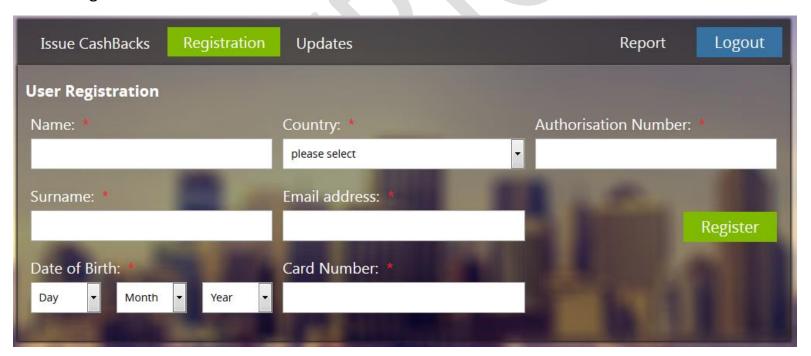
## Register a NEW customer via the Online Terminal Software v2.1

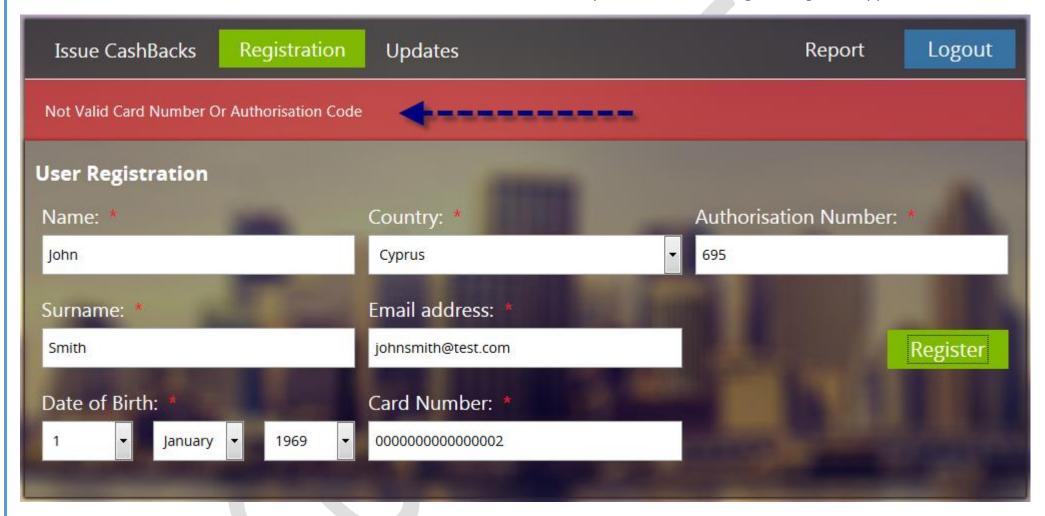


## **Step 1. Input Customer Details:**

- Please note that ALL fields are mandatory and **MUST** be filled in. (Important only Latin characters and numbers are accepted)
  - o Name: Input customers first name
  - Surname: Input customers last/family name
  - Date of Birth: Input the customers' date of birth i.e. Day, Month and Year. (Important, members must be 18 years old and above)
  - o **Country:** Input the customers current country of residence
  - o **Email Address:** Input an **ACTIVE** and **VALID** email address of customer
  - Card Number: Input the 16 digit number that is displayed on the Beep Card (Important, Card can only be used once)
  - o Authorisation Number: On the BACK of the Beep Card there is a 3 digit number displayed, input this 3 digit number here
  - Press the "Register" button



If a **NON VALID** card number or an **ALREADY REGISTERED** card number is inputted, the following message will appear:



Should you enter a **NON VALID** details, on pressing the "Register" button you will be notified of the error in the same location as depicted above.

If a VALID details have been inputted the following will appear successful message will appear:



When pressing the OK button, you will be return to a Blank registration form to register another customer.

IMPORTANT information after successful registration:

• Customers account is regarded as ACTIVE and no additional activation is required.

- The customer's account created is regarded as a "Members" account, this means that they can only accumulate and pay with cashbacks received, they will not be able to introduce other members/stores or get commission. Should a customer wish to invite members/stores and get commission they will be required to upgrade their membership to an "Affiliate" for FREE by logging into their <a href="www.beepxtra.com">www.beepxtra.com</a> account.
- An automatic email is sent from Beep to the registered customers email address that contains an automatically generated Password as well as an automatically generated Pin Number.
  - The Password can be used to login to <u>www.beepxtra.com</u> as well as to redeem cashbacks on the online terminal software of Beep ePOS.
  - o The Pin number can only be used on the Online Terminal software or ePOS.
- For a period of 72 HOURS after a successful registration is made the default pin number is 0000. This allows new customers to redeem their cashback immediately on a next purchase should they choose to.