



How to Guide
Web Merchants



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How to Guide *Admin User*



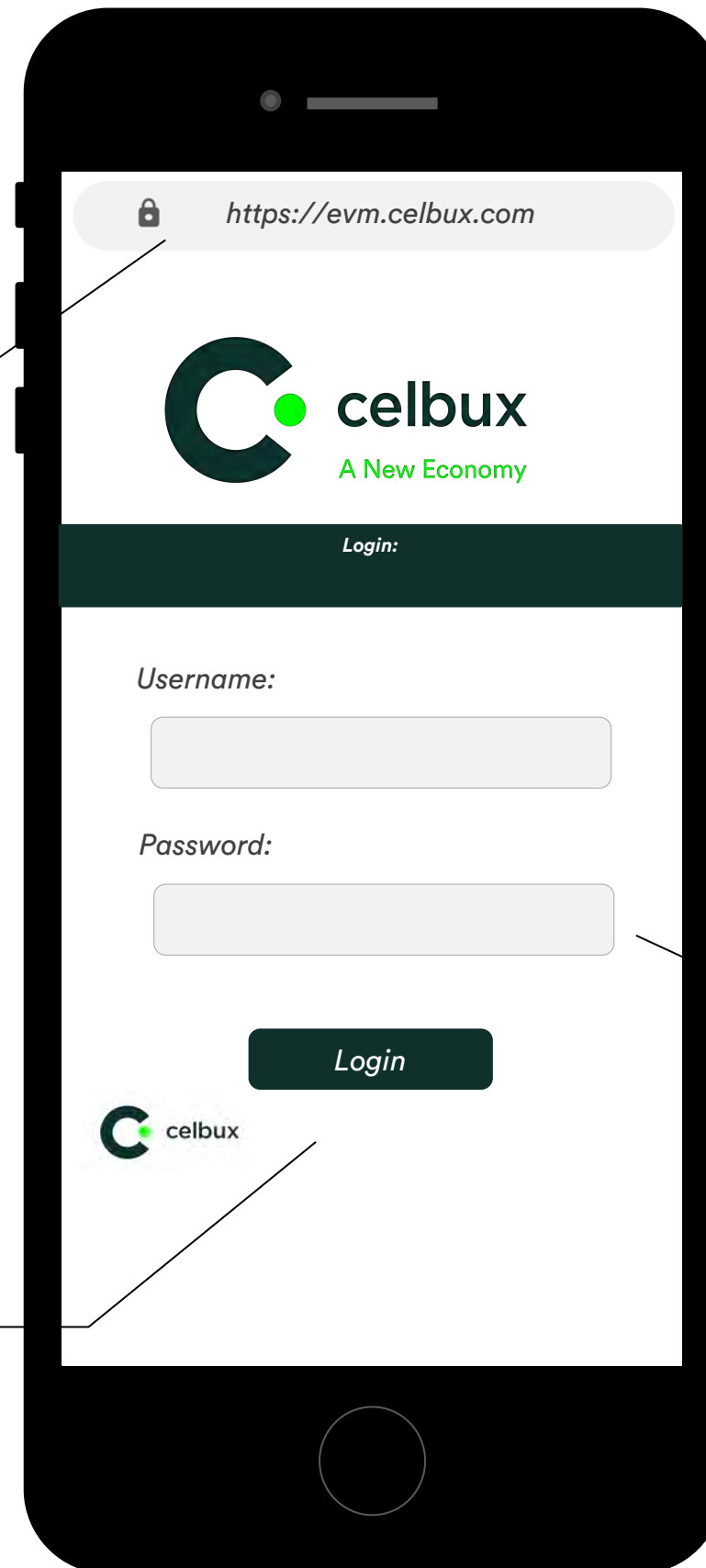
No	User Journey	How to
1.	I want to register	<ul style="list-style-type: none">• Go to https://celbuxwallet.co.za/ (Google Chrome recommended)• Select the Login/Register link on the top right-hand corner. https://celbuxwallet.co.za/login• Select the Sign me up button beneath Merchant https://celbuxwallet.co.za/register/merchant• Complete all details and upload required documentation• Accept the Terms and Conditions & Privacy Policy• Submit¹ <p>¹ You will receive your Celbux Wallet login details via email within 24hrs of registering.</p>



Web Merchant

I want to login as an admin user

Enter the URL in your browser
or click on the link in your
welcome email sent by Celbux



After registering your account,
you would have received an

SMS and or **email** from Celbux
with your **Admin Username¹**
and **password**

If you are unable to Login, please
contact Celbux support on
0860 235 289

¹ The **Admin username** will
also be used by a **Sales** and
Supervisor User



Web Merchant

I have logged in as an admin user

Indicates your **cash balance** in ZAR

Select the **Wallet icon** for a view of all transactions up to a specified Date

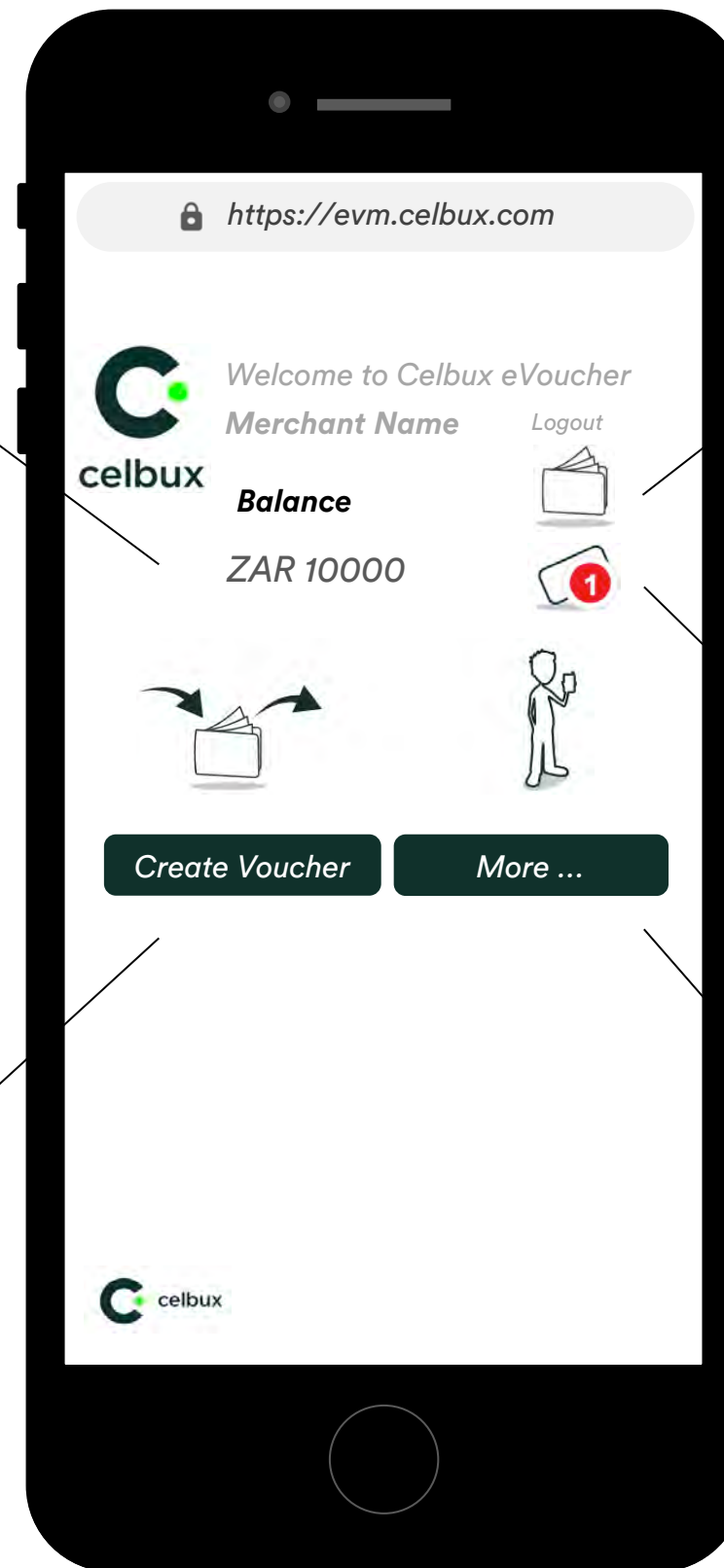
Select the **Voucher icon** for a view of all active vouchers

Create Voucher

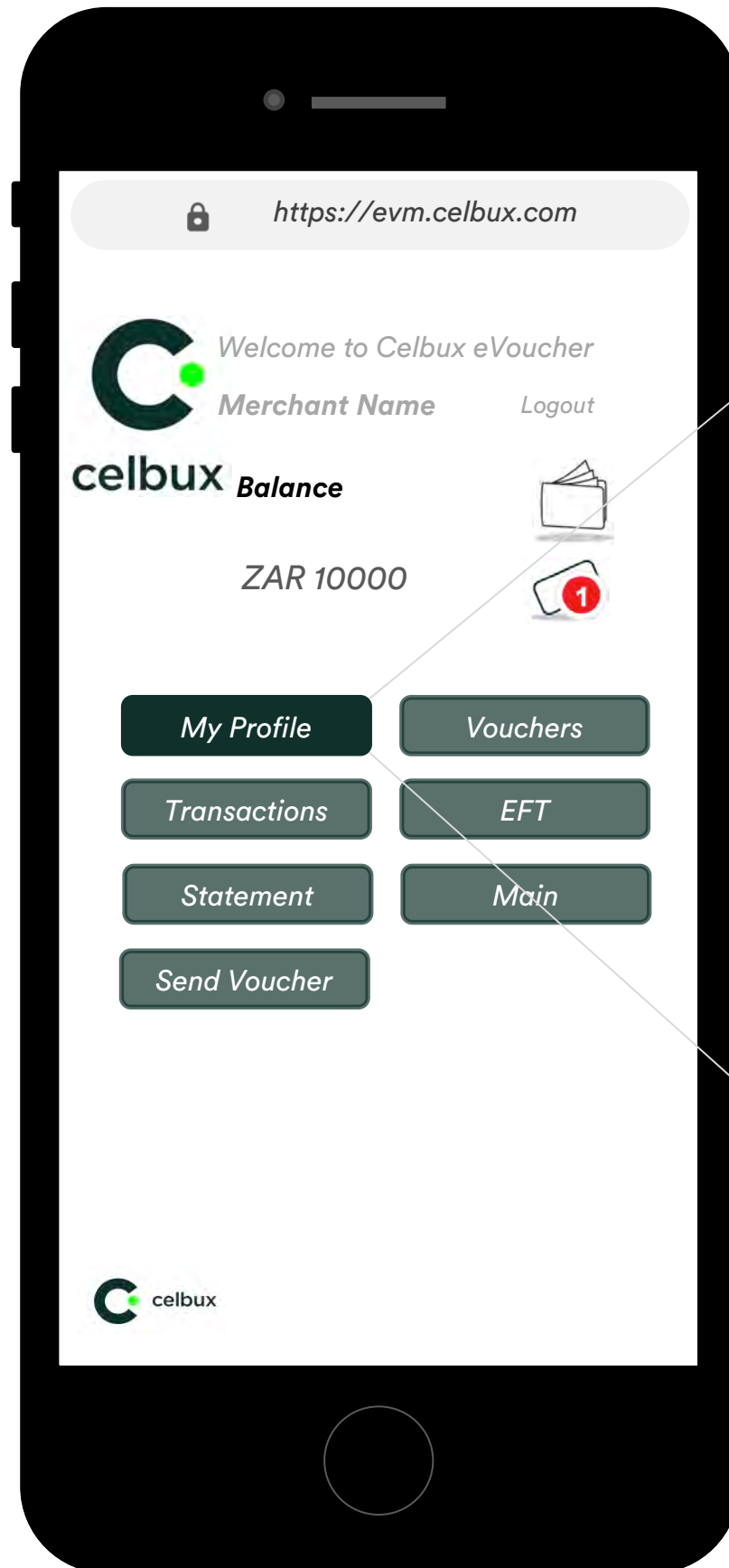
Allows the merchant to create a cash voucher for either a withdrawal or to buy products from another Celbux merchant

More....

Displays additional functions available to the type of user logged in



Welcome to Celbux eVoucher page



1 Select My Profile

Bank Name:

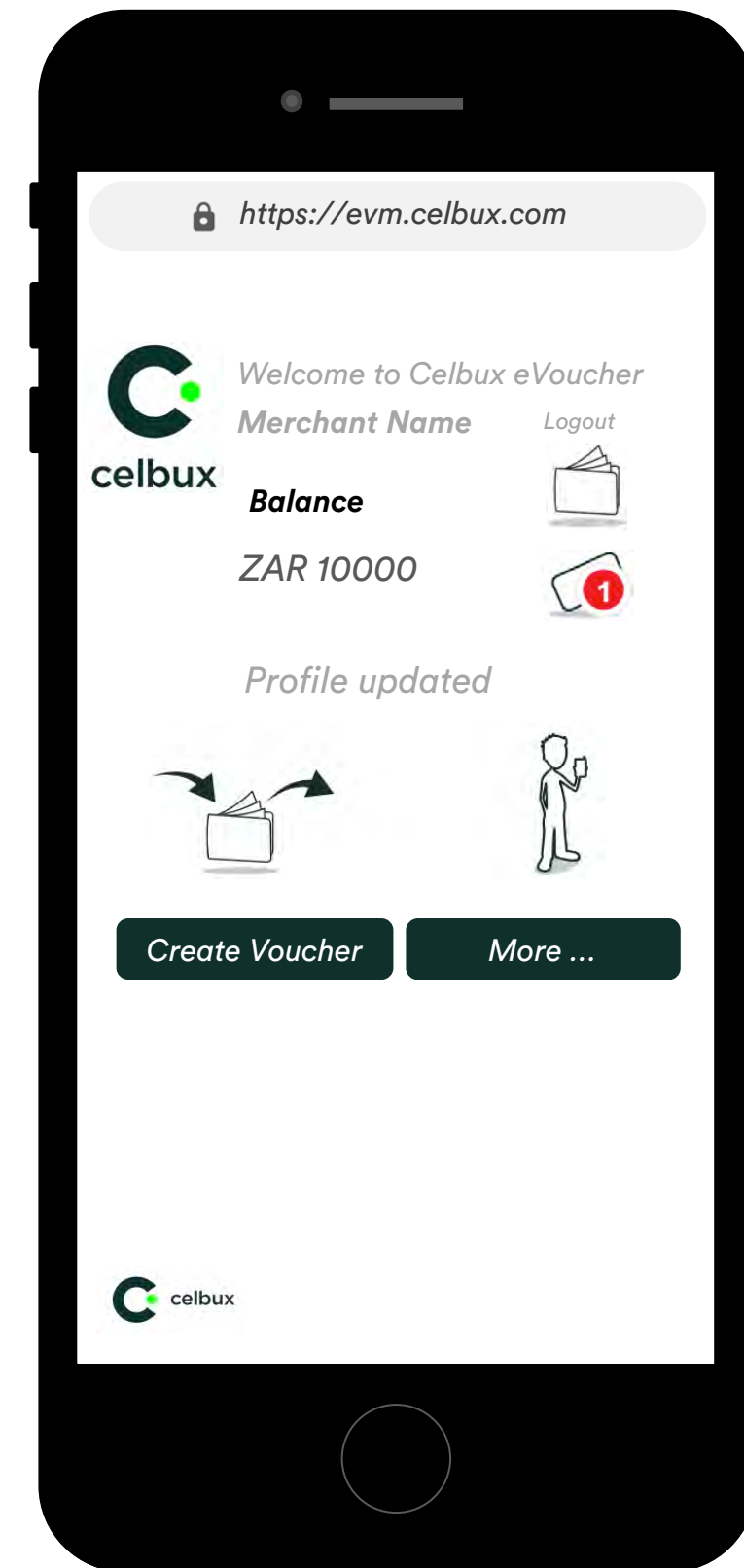
Branch Code:

Account Name:

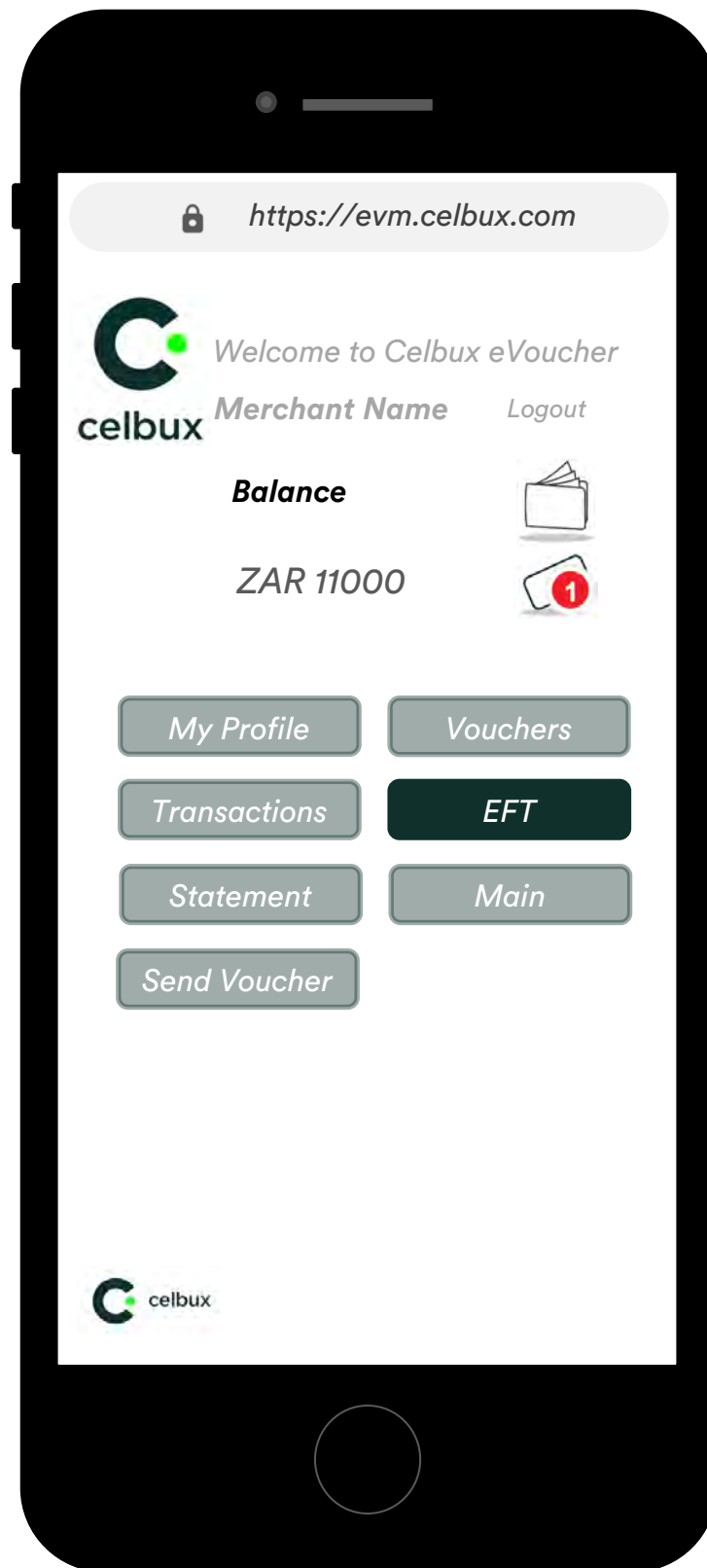
Account Number:

Account Type:

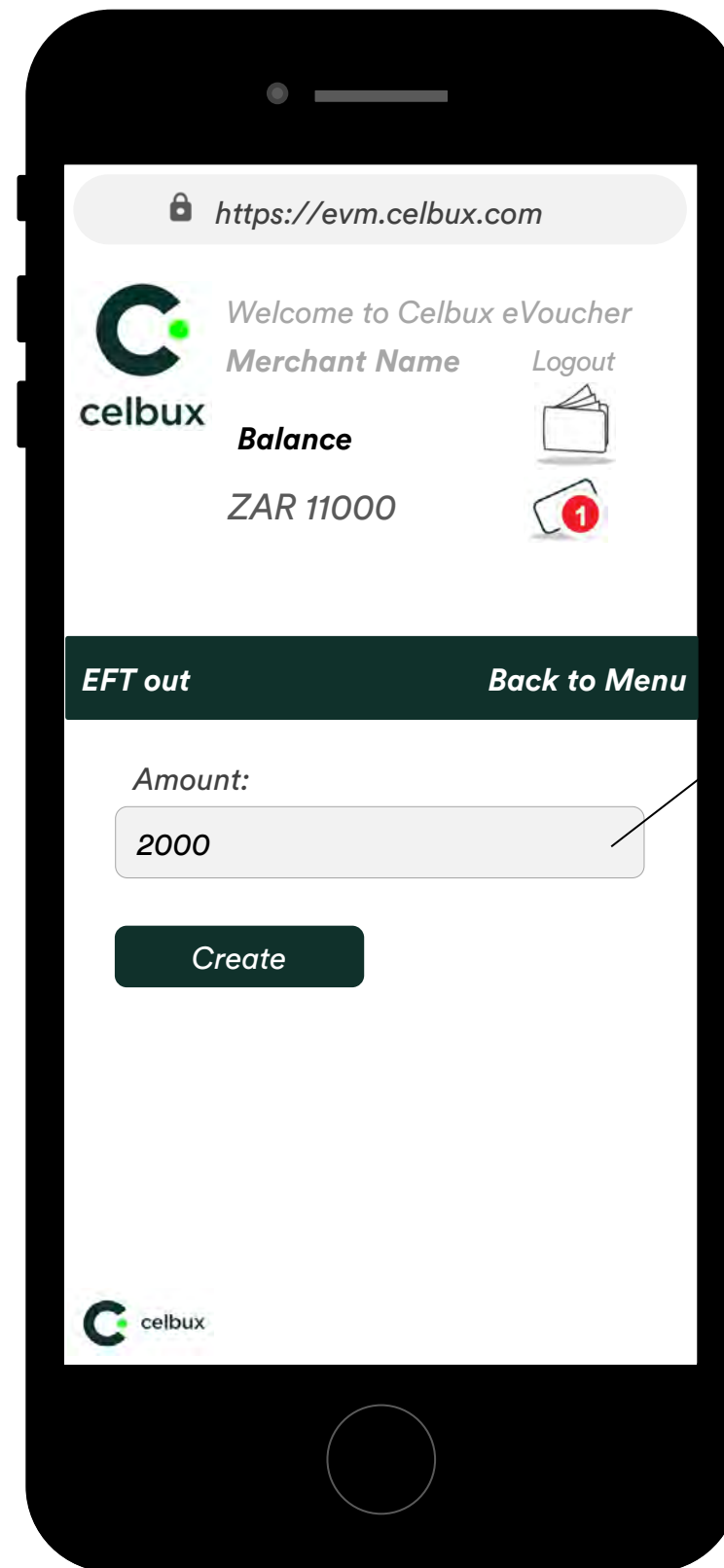
- 2
- Complete your banking details.
 - Select Update



3 Profile updated

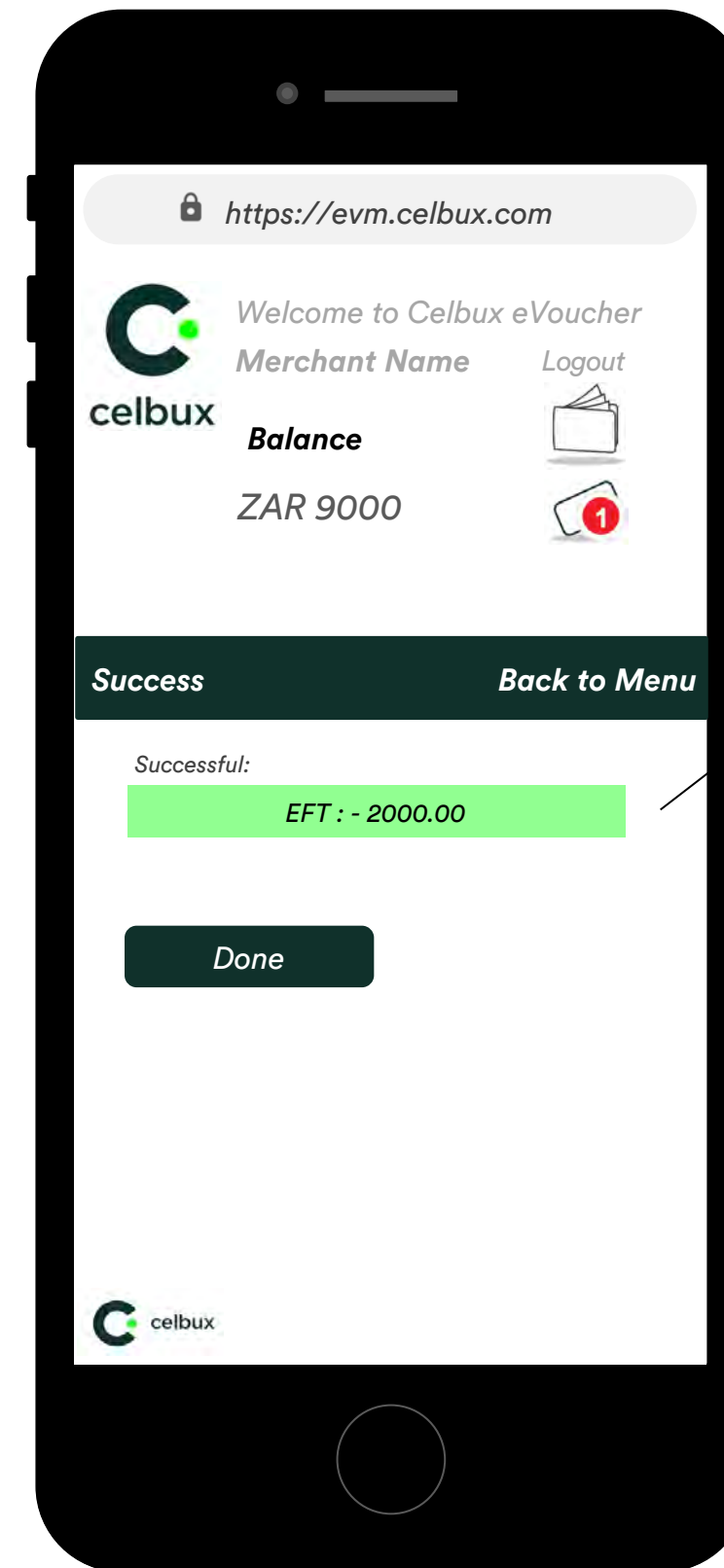


1 Select EFT



2 Select Create

Enter the amount
you want to EFT
out of your cash
balance to your
Bank Account



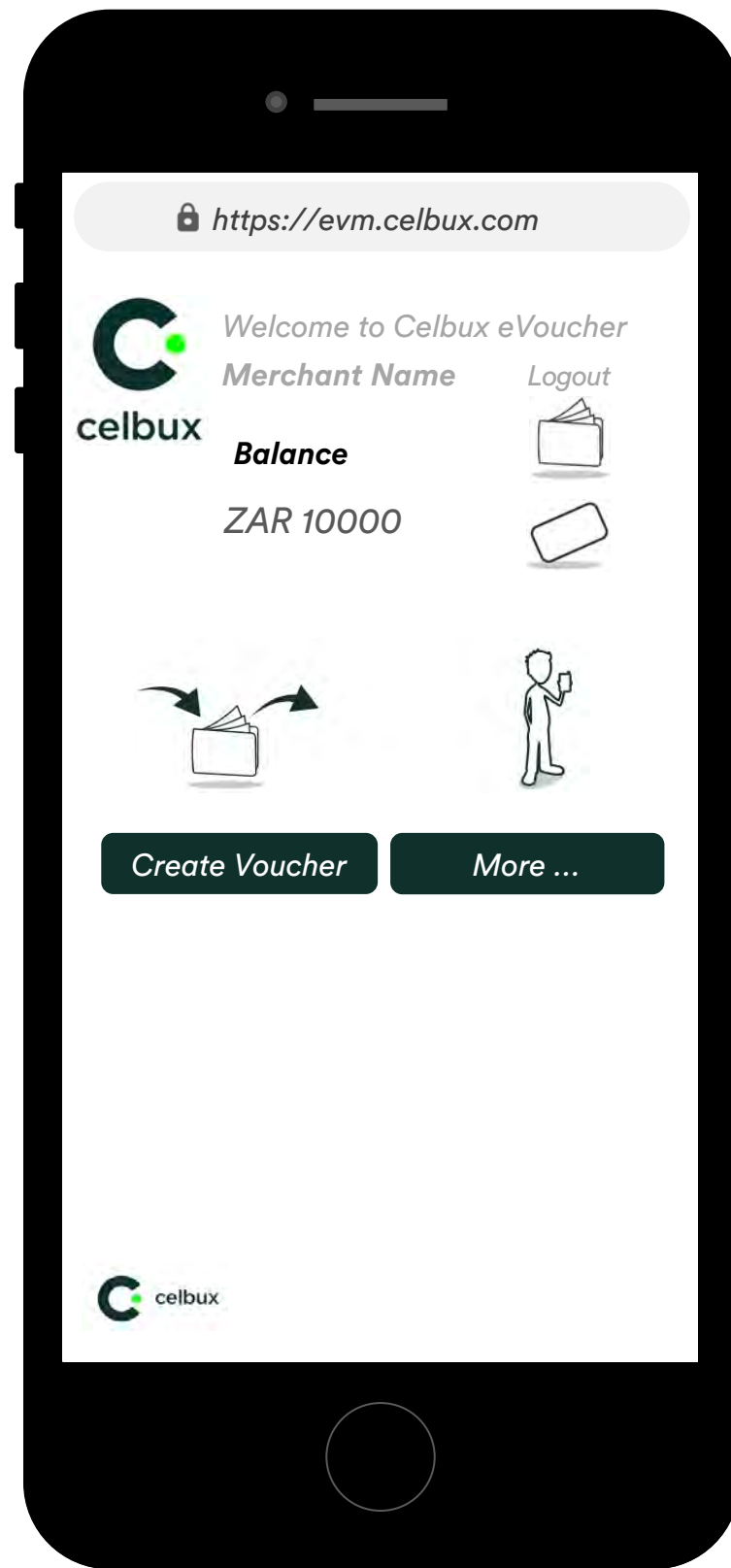
3 Select Done

Your cash balance will
reduce by the amount
requested and be
deposited into the
bank account
specified in My Profile
less the R9
Withdrawal/EFT Out
fee

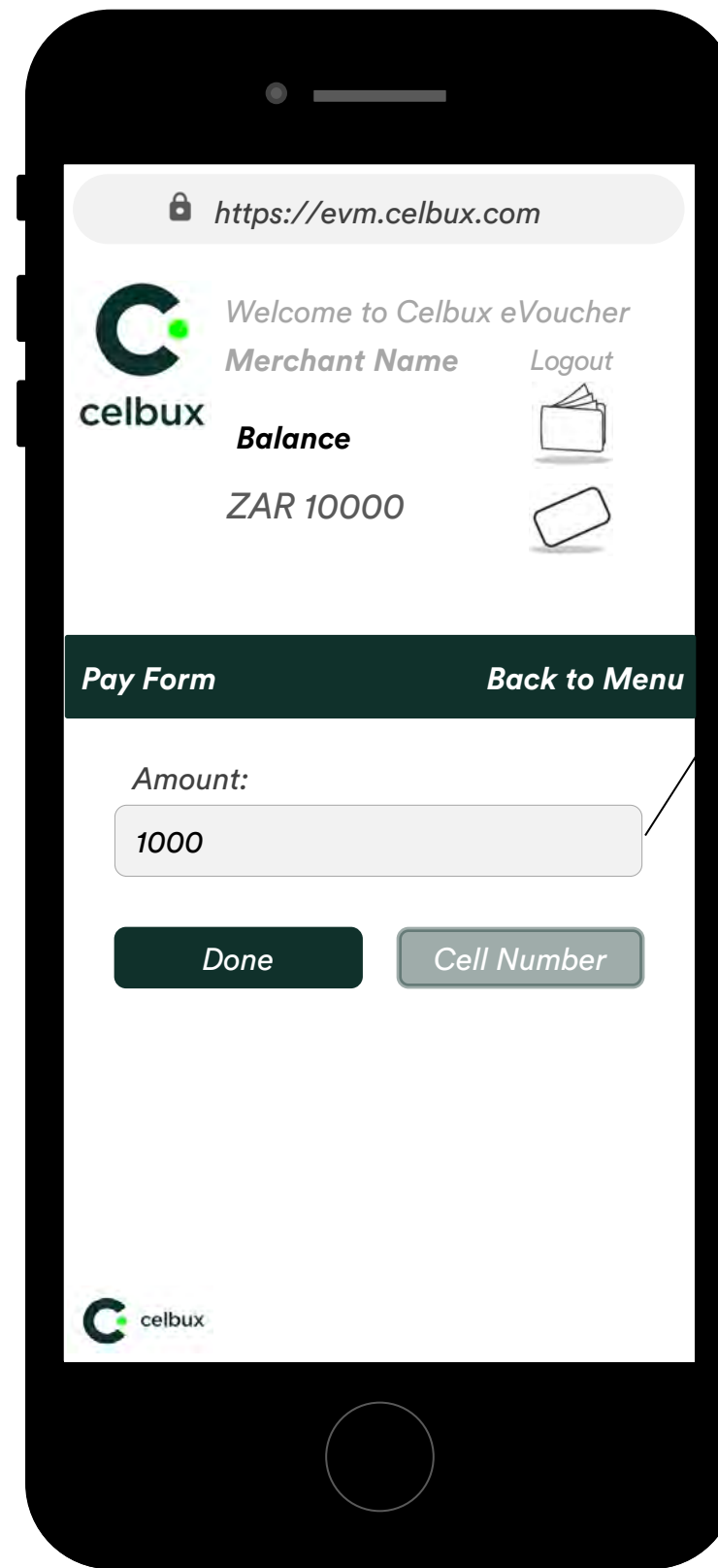


Web Merchant

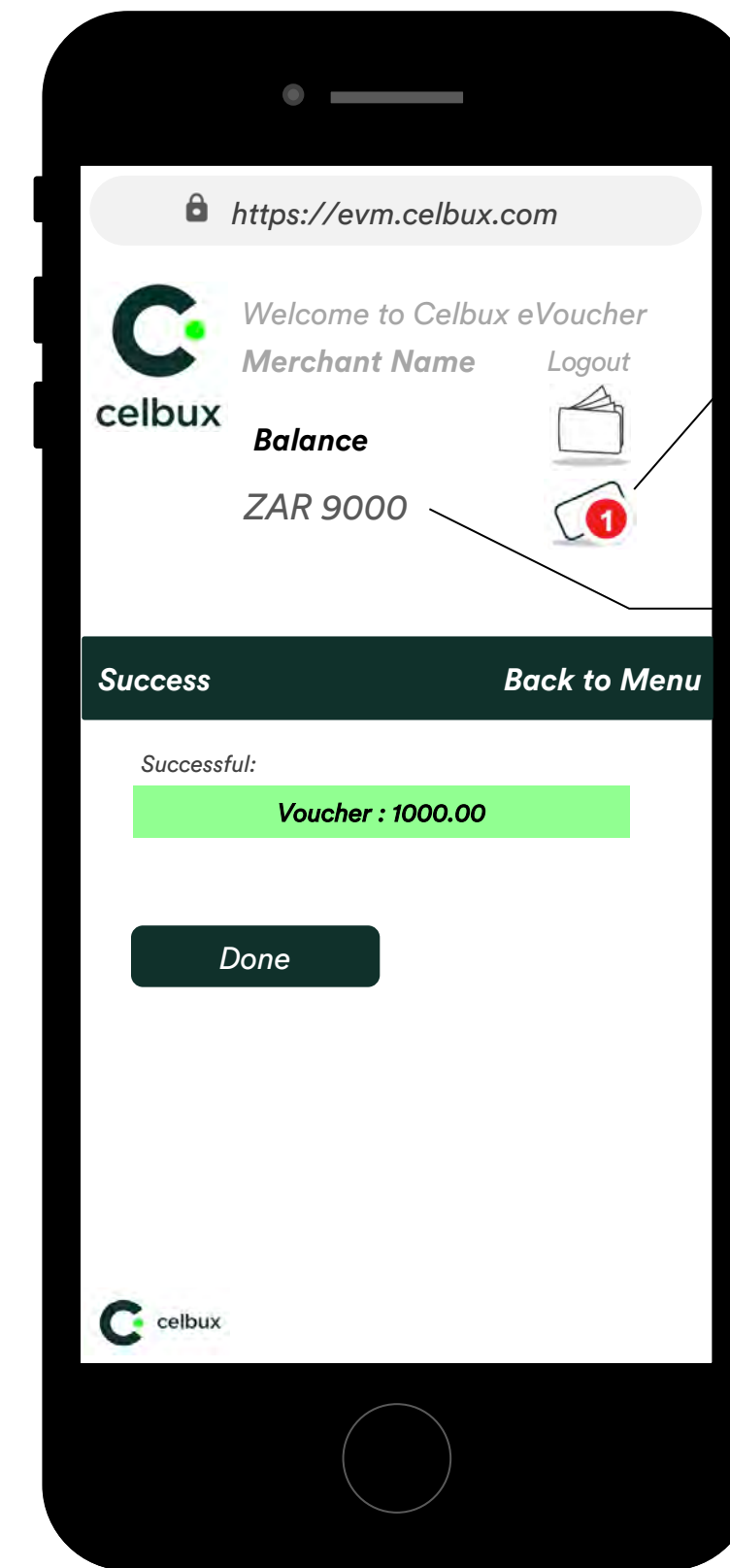
I want to create a cash voucher to withdraw from a withdrawal merchant



1 Select Buy

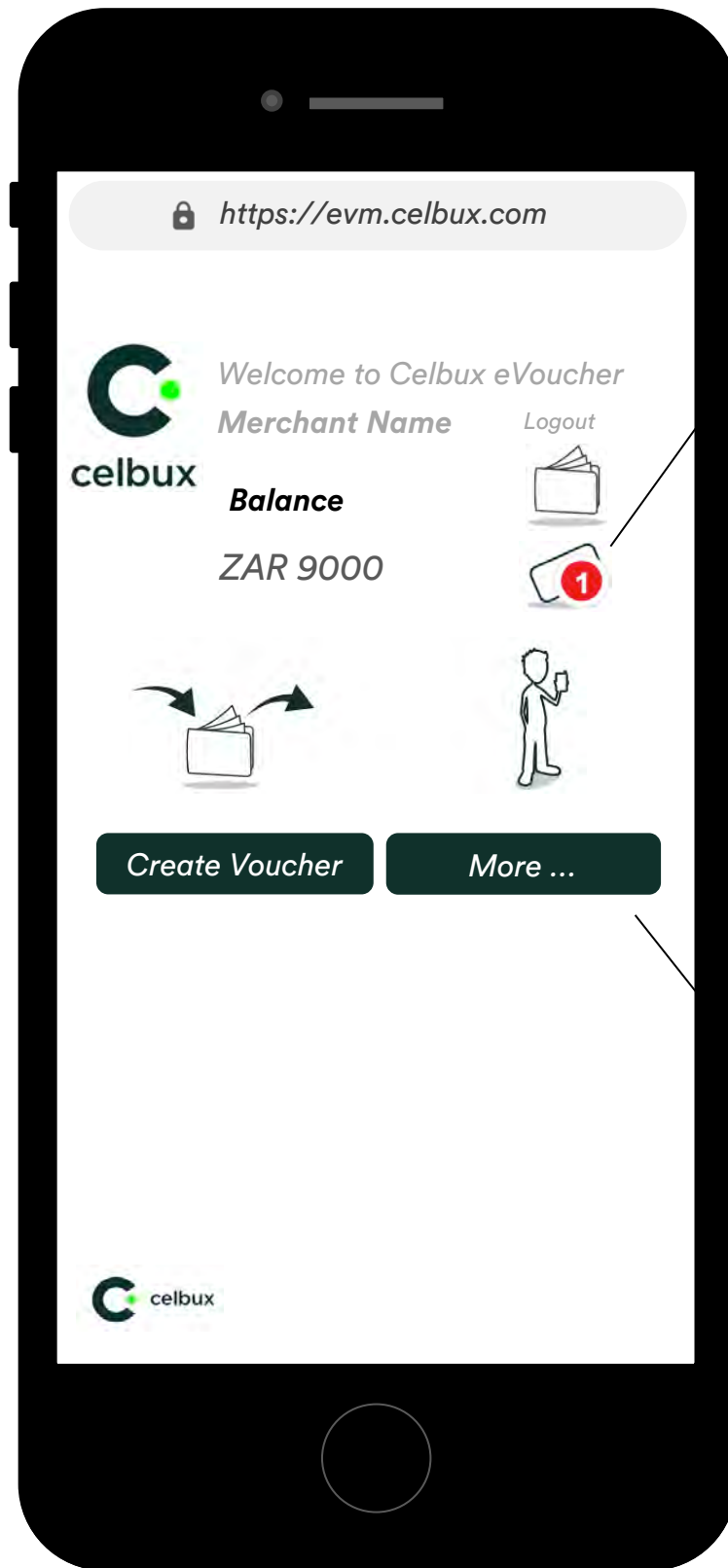


2 Select Done



3 Select Done

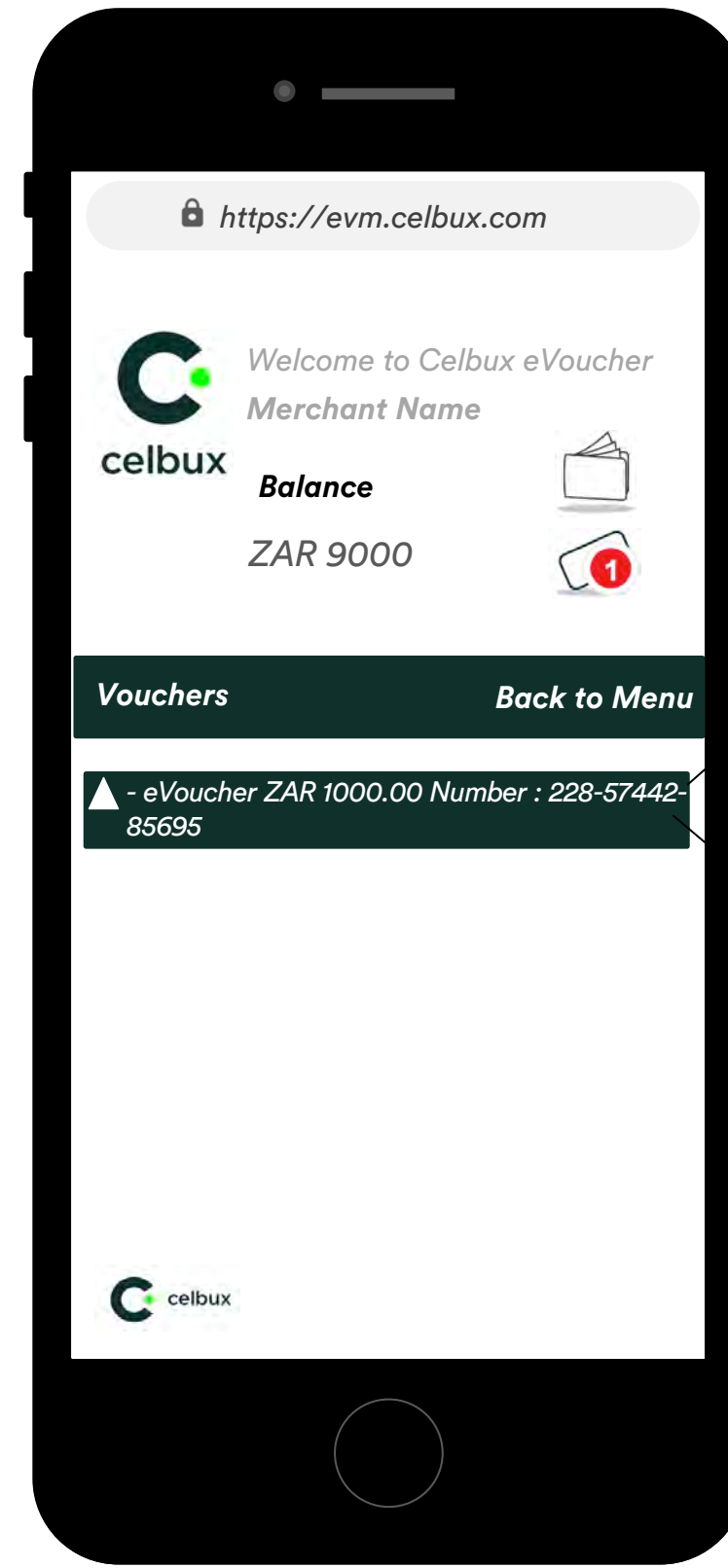
Continued.....



Select the voucher icon

Or select More... and the Vouchers button

4 Select Voucher icon



13-digit voucher number

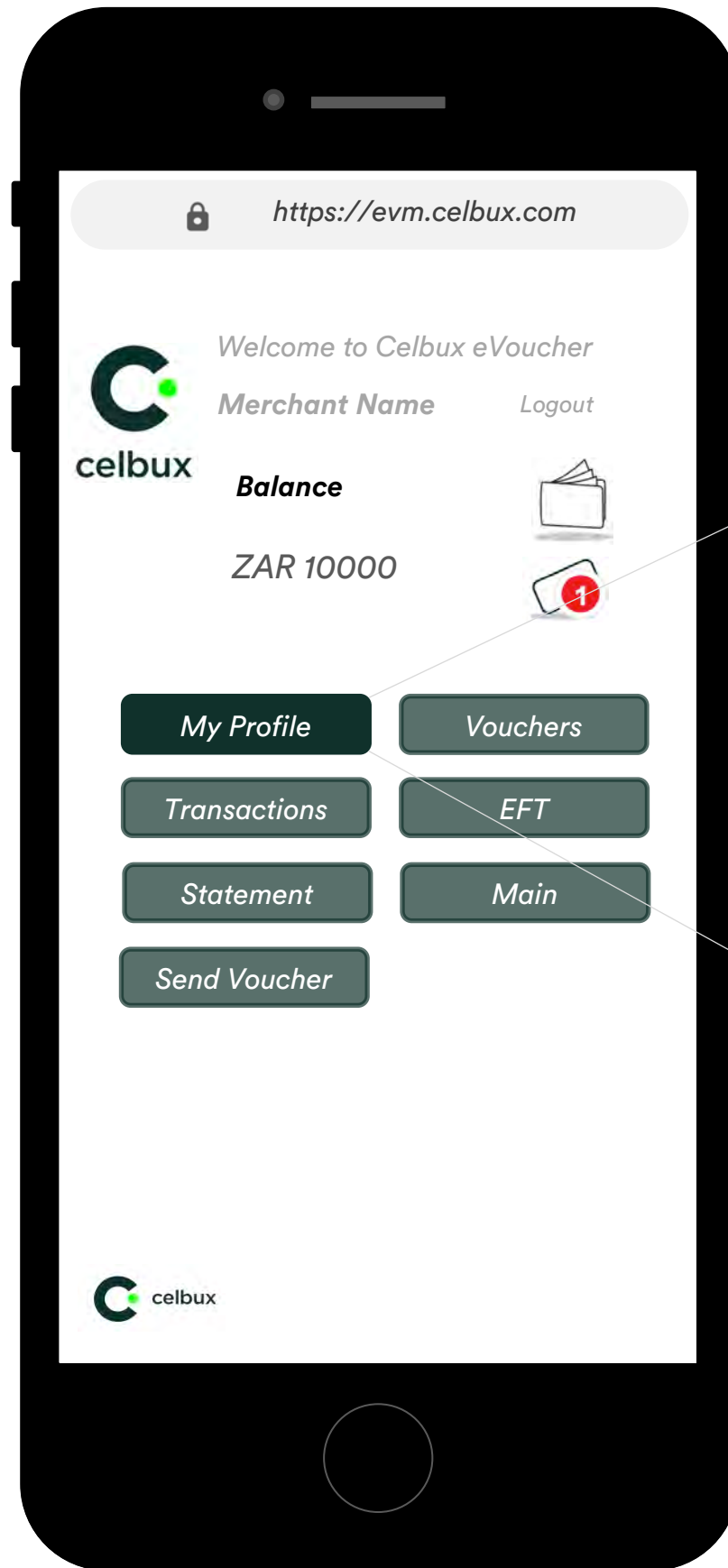
Important Note:

A withdrawal fee of R9 will be automatically deducted from the voucher amount.

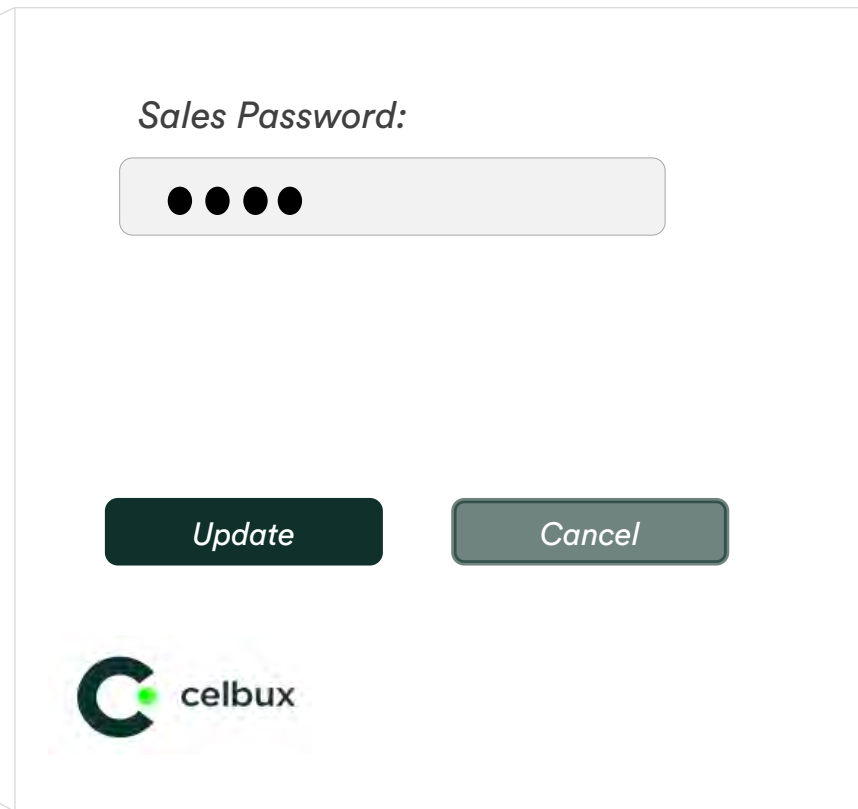
Therefore, you will need to request **R991.00** from the teller/cashier merchant.

If you want the total of the voucher amount to be withdrawn, you will need to create a voucher for **R1009.00** to account for the **R9 withdrawal fee**.

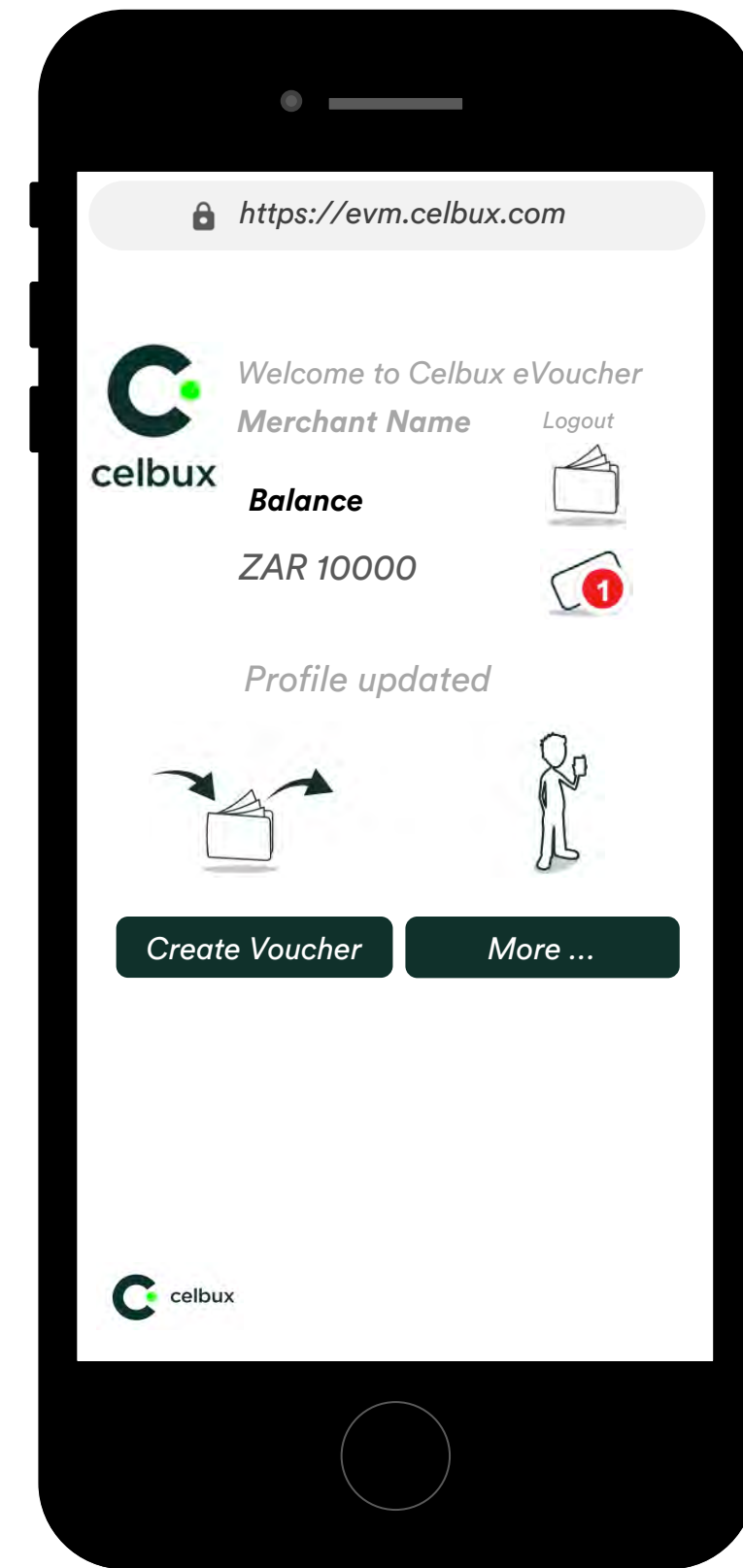
5 Provide the 13-digit voucher number to the teller/cashier



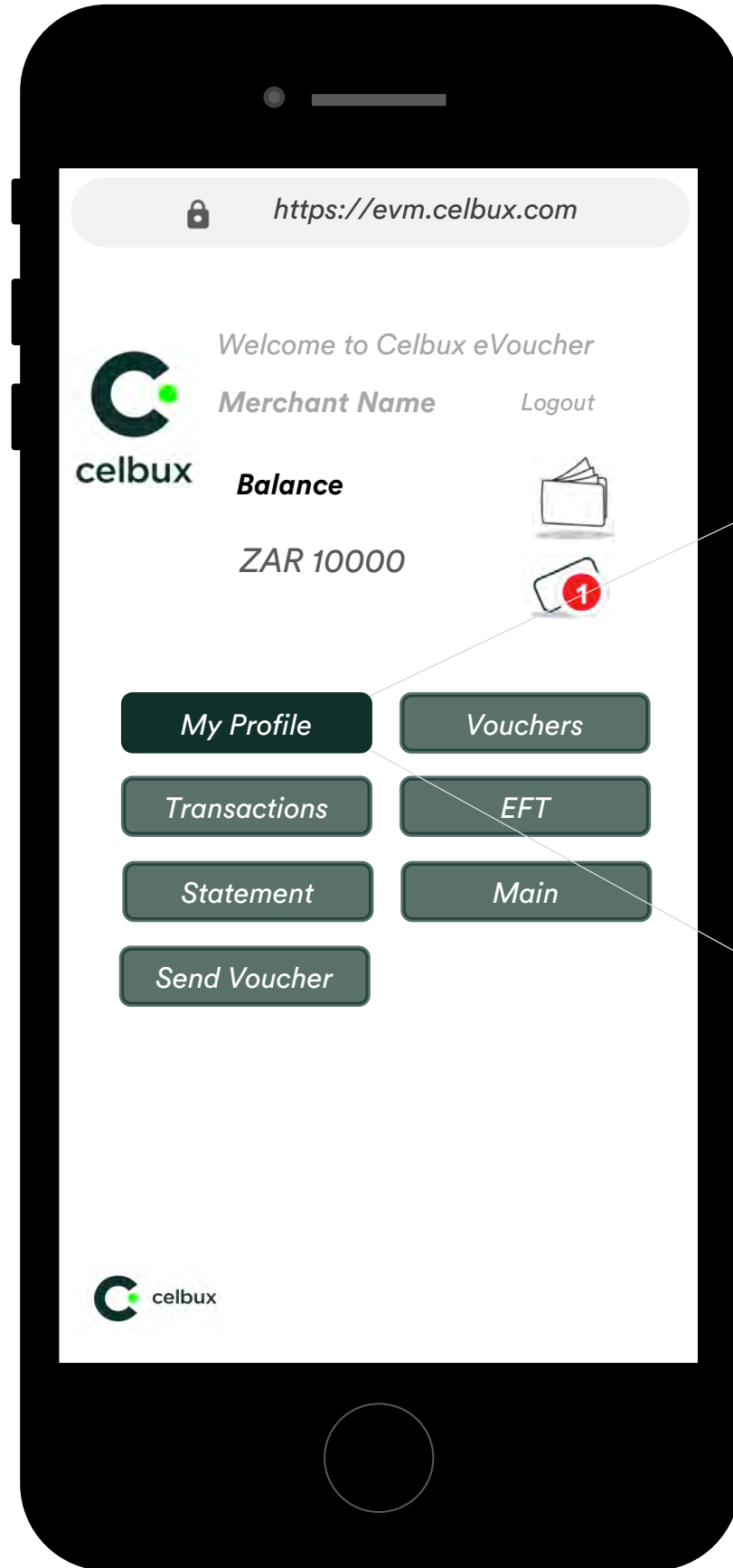
1 Select My Profile



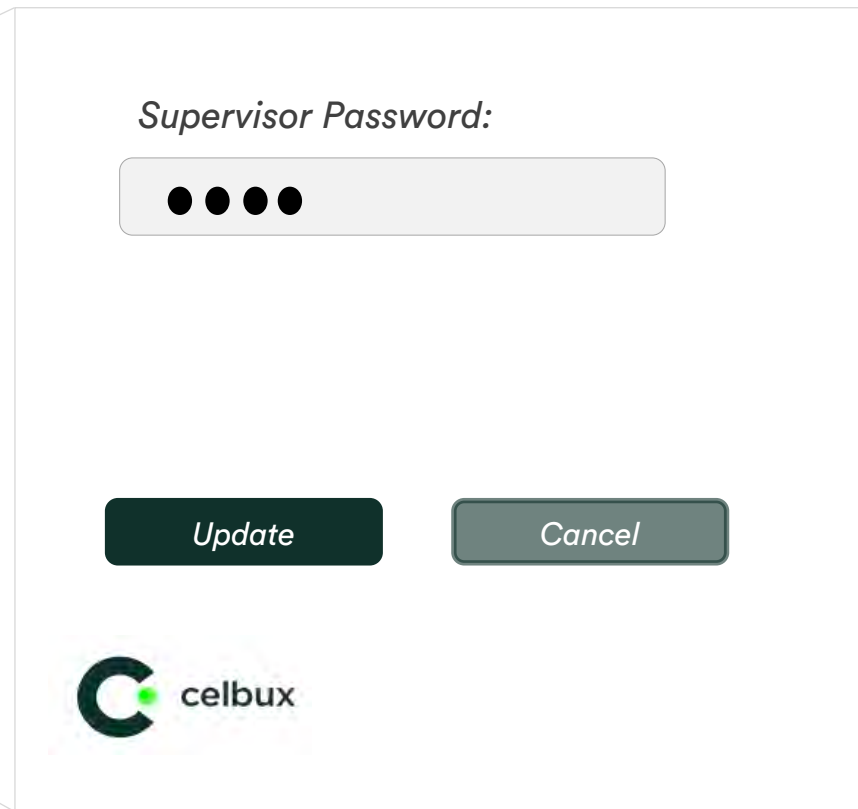
- 2 • Type in a Sales Password
- Select Update



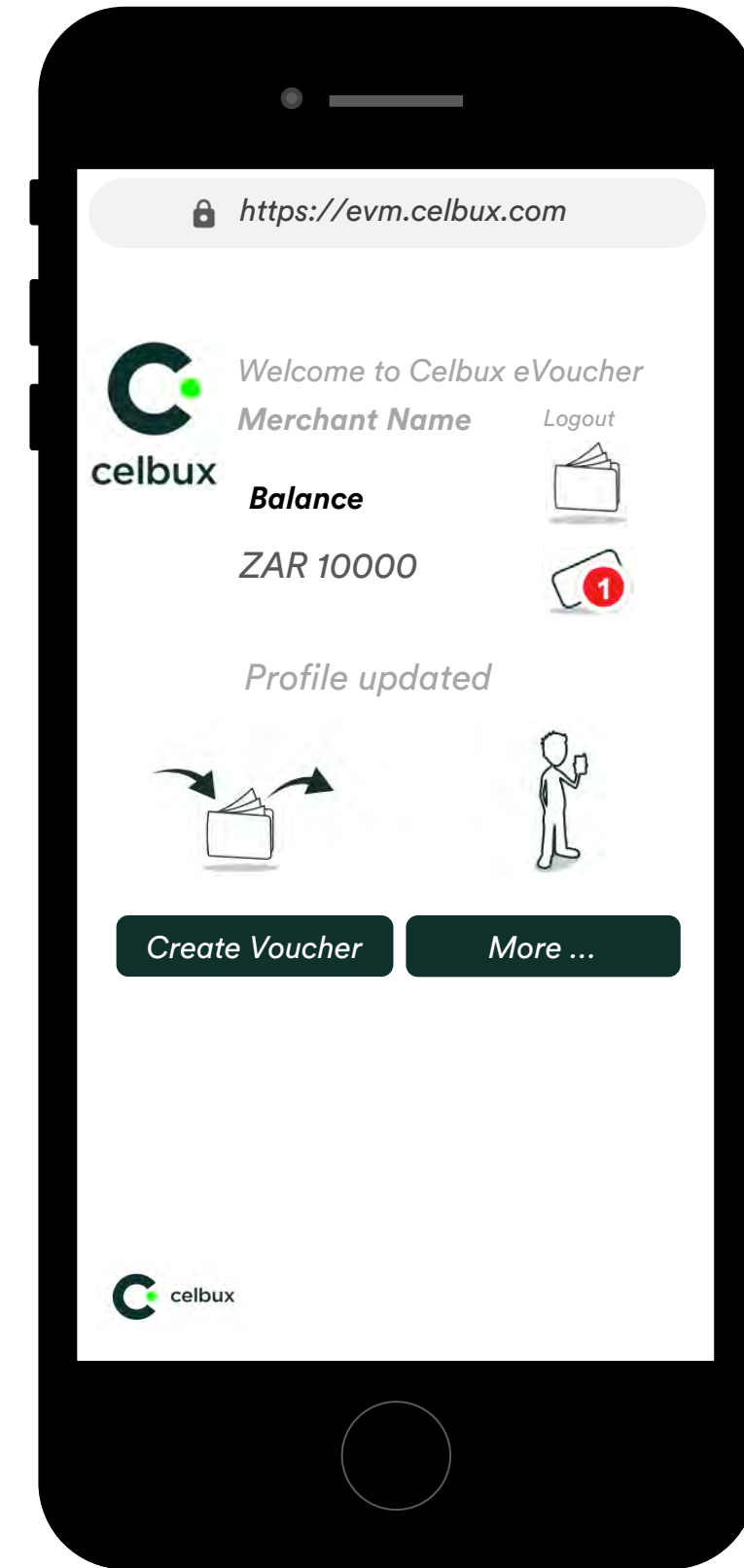
3 Profile updated



1 Select My Profile



- 2 • Type in a Supervisor Password
- Select Update



3 Profile updated



How to Guide
Sales User



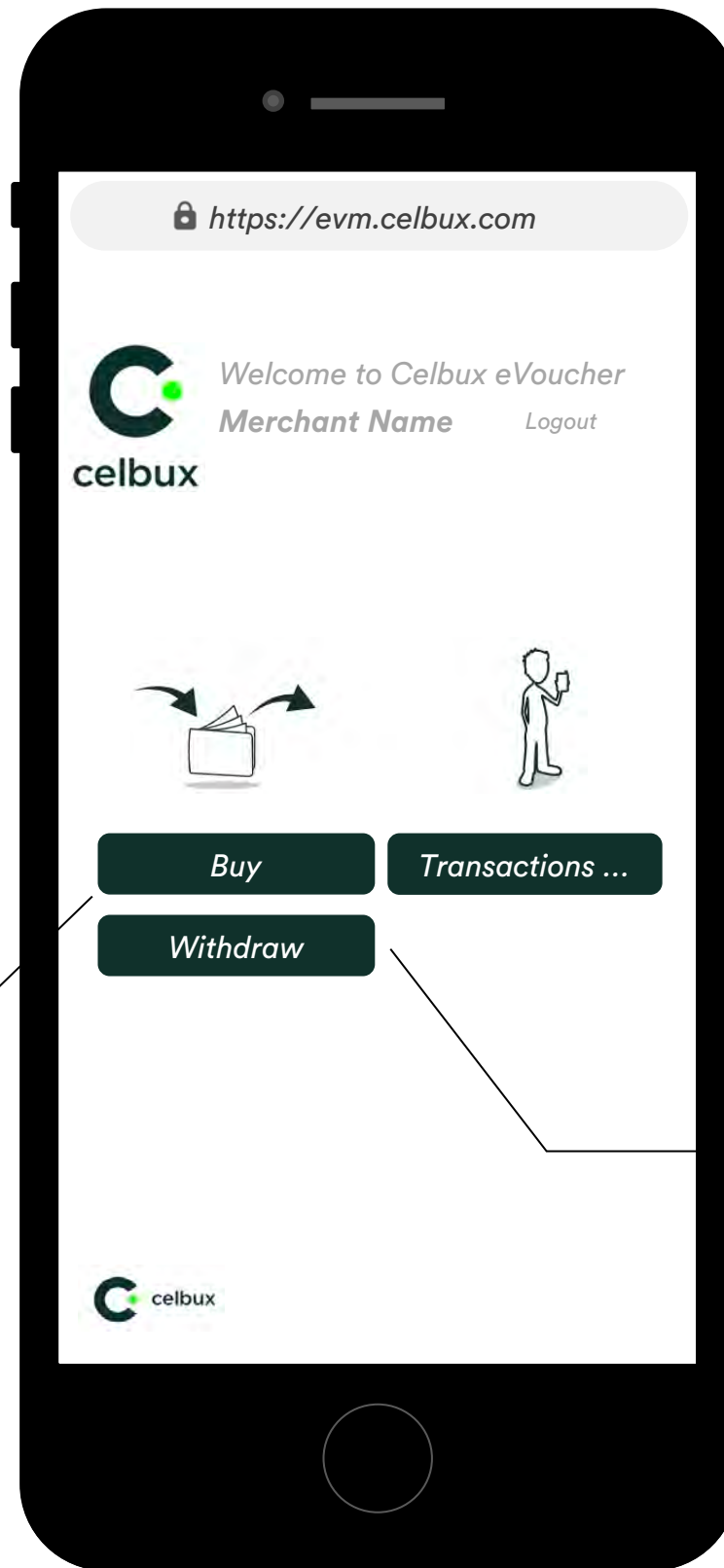
Enter the URL in your browser
or click on the link in your
welcome email sent by Celbux



Use the same
Username as
the **Admin user**

Use the Sales password
provided by your Admin
user

If you are unable to Login, please
contact Celbux support on
0860 235 289



Buy

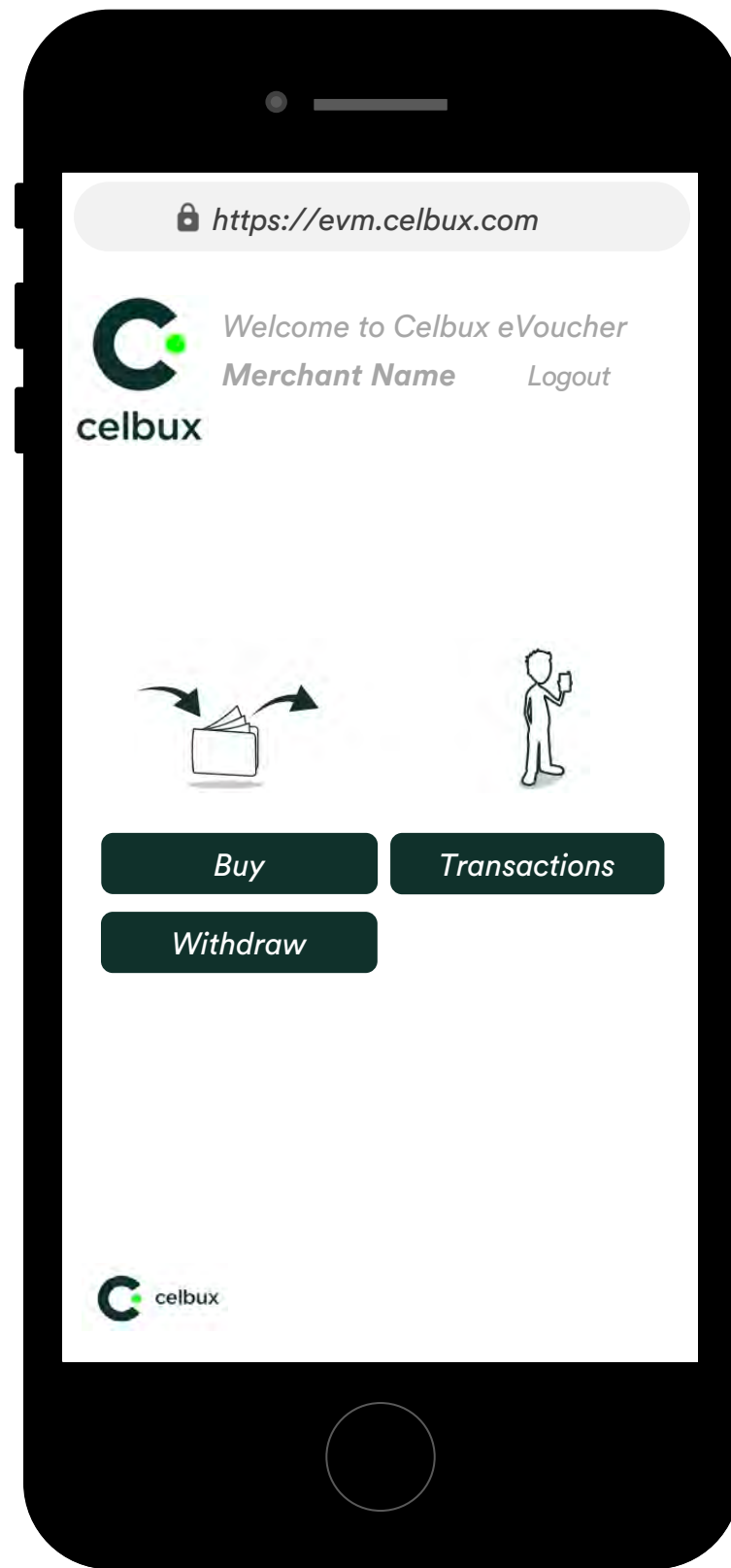
allows the merchant to enter a voucher number generated by a customer in exchange for a product or service.

Withdraw*

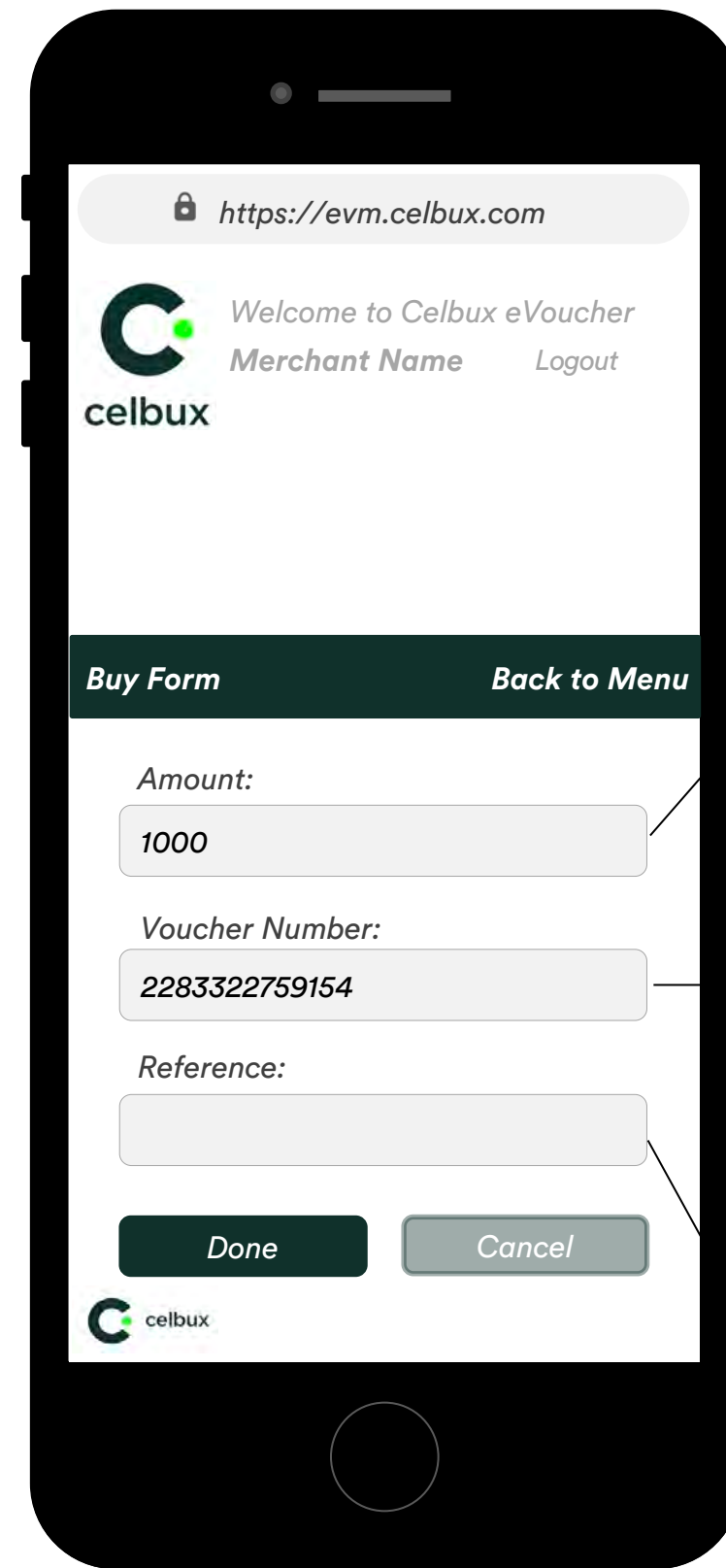
allows only certain merchants to enter a voucher number generated by a customer in exchange for cash.

Welcome to Celbux eVoucher page

* Withdrawal merchants are provided with a unique link when they sign-up



1 Select Buy

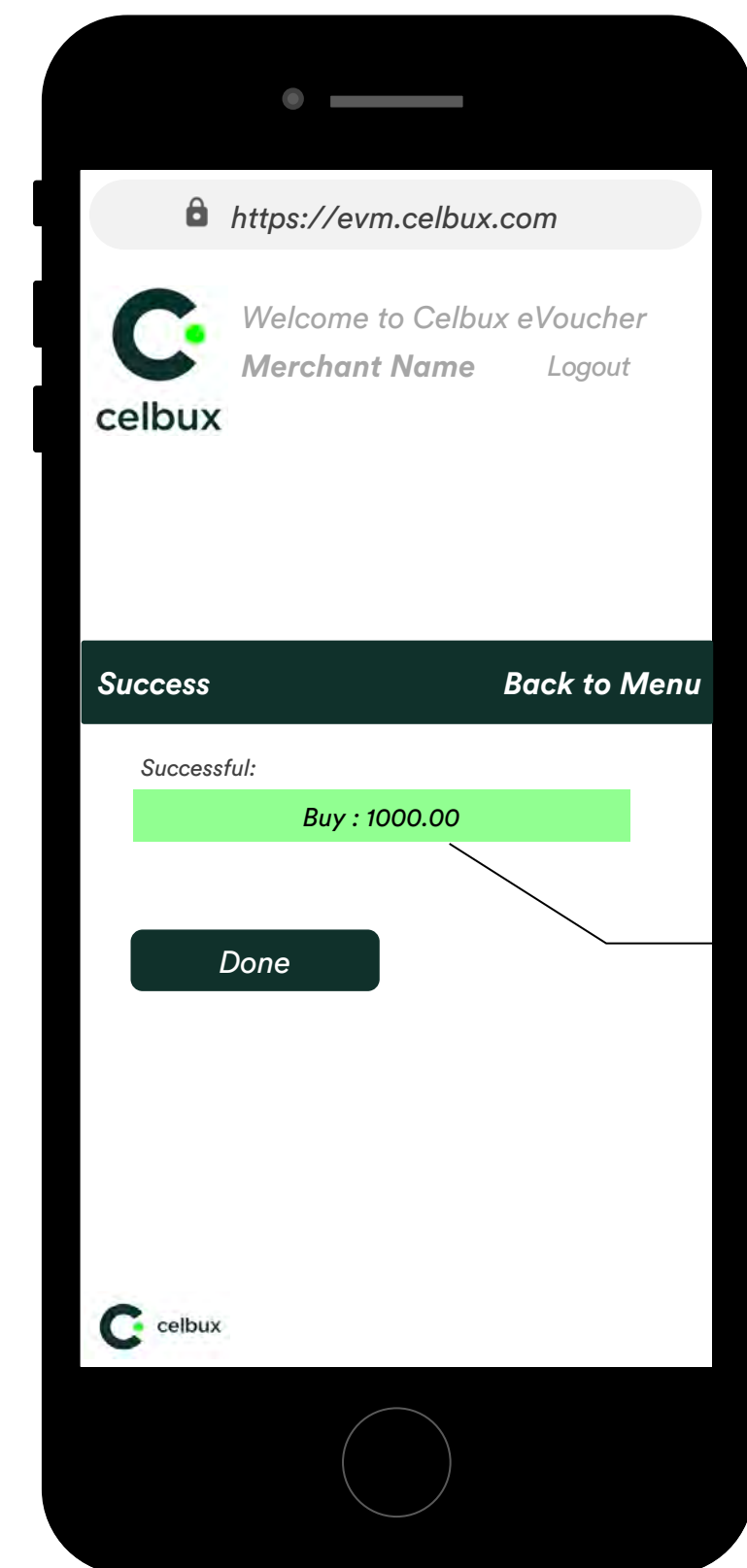


2 Select Done

Enter the voucher amount

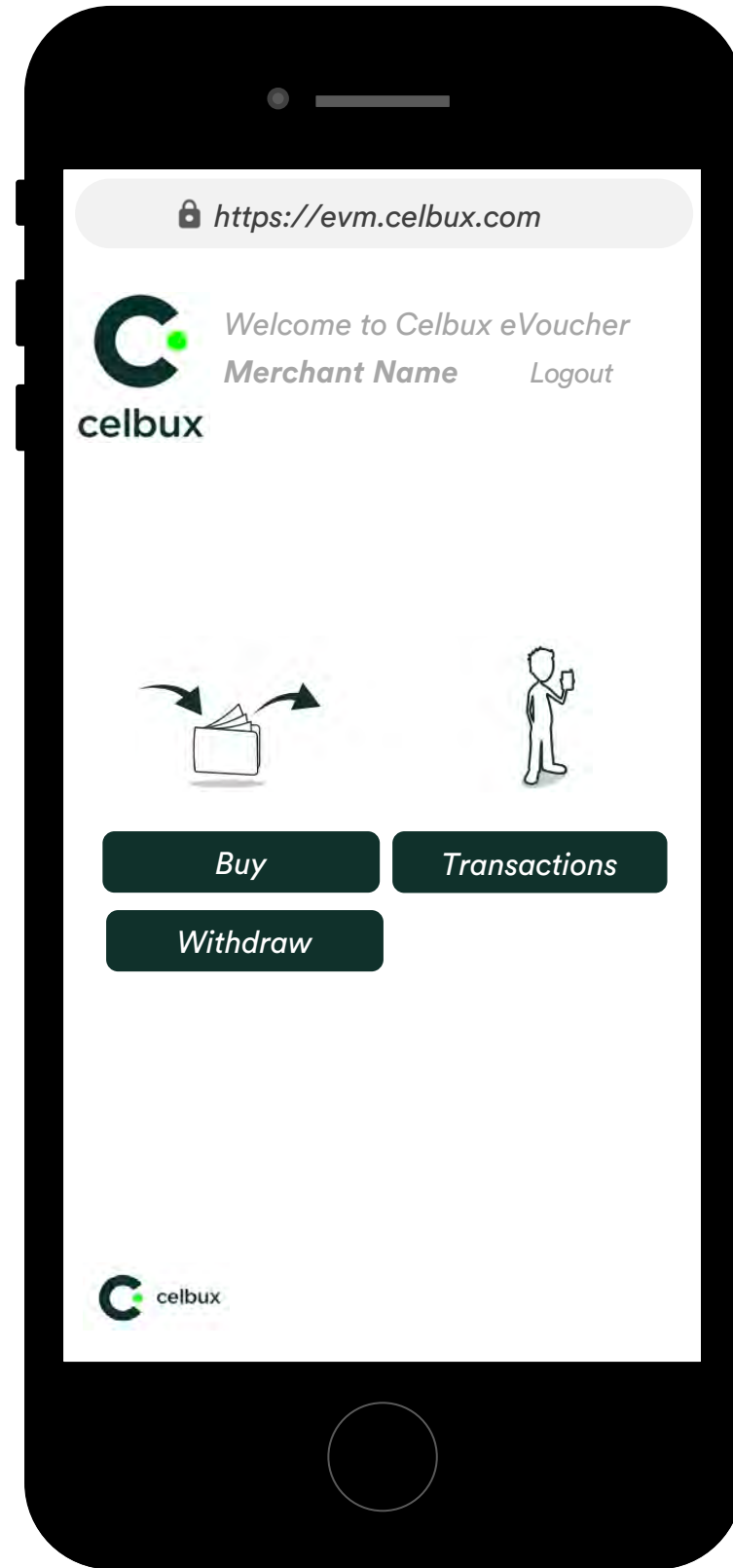
Enter the 13-digit voucher number generated by the customer

Enter a reference number if required

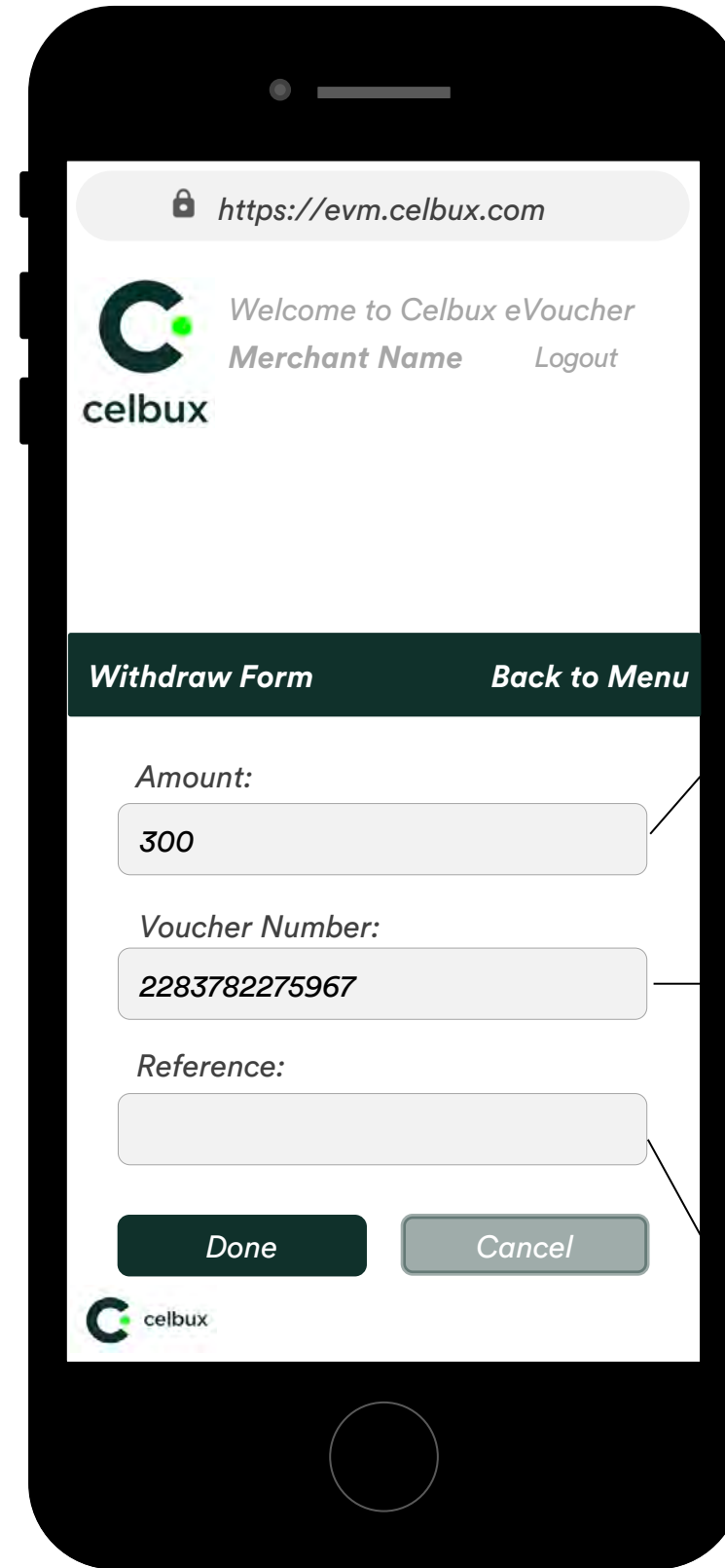


3 Select Done

Your cash balance will increase by the amount specified less commission



1 Select Withdraw

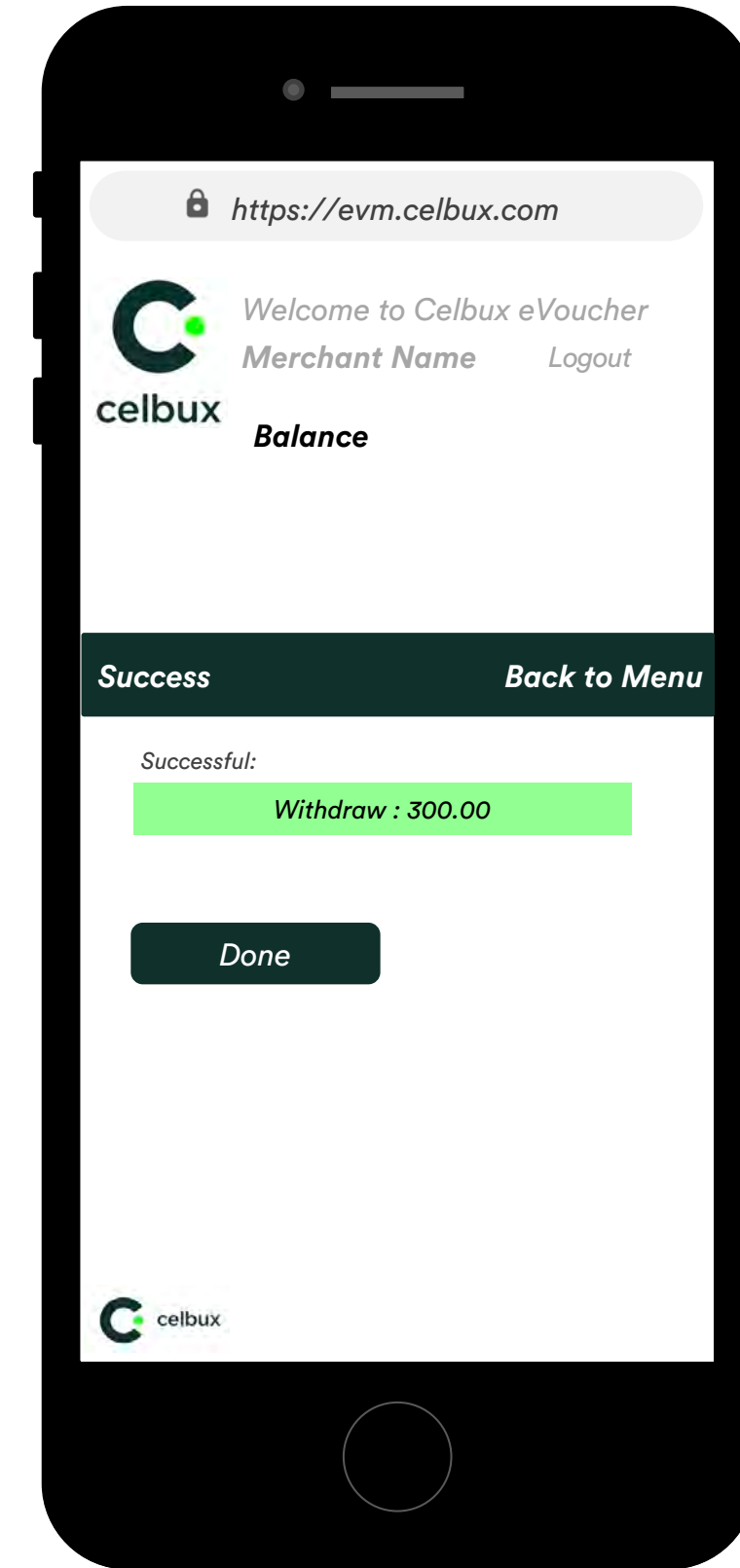


2 Select Done

Enter the voucher amount

Enter the 13-digit voucher number generated by the customer

Enter a reference number if required



3 Select Done

Important Note:
A R9 withdrawal fee applies for every amount withdrawn.

If a customer asks for a R300.00 withdrawal on a R300.00 voucher, the transaction will fail because of insufficient funds.

The customer must ensure they have sufficient funds to account for the withdrawal fee



How to Guide
Supervisor
User



Enter the URL in your browser
or click on the link in your
welcome email sent by Celbux



Use the same
Username as the
Admin user

Use the Supervisor
password
provided by your
Admin user

If you are unable to Login, please
contact Celbux support
0860 235 289



Web Merchant

I have logged in as a Supervisor User

Indicates your **cash balance** in ZAR

Transactions

Displays all transactions for the current date

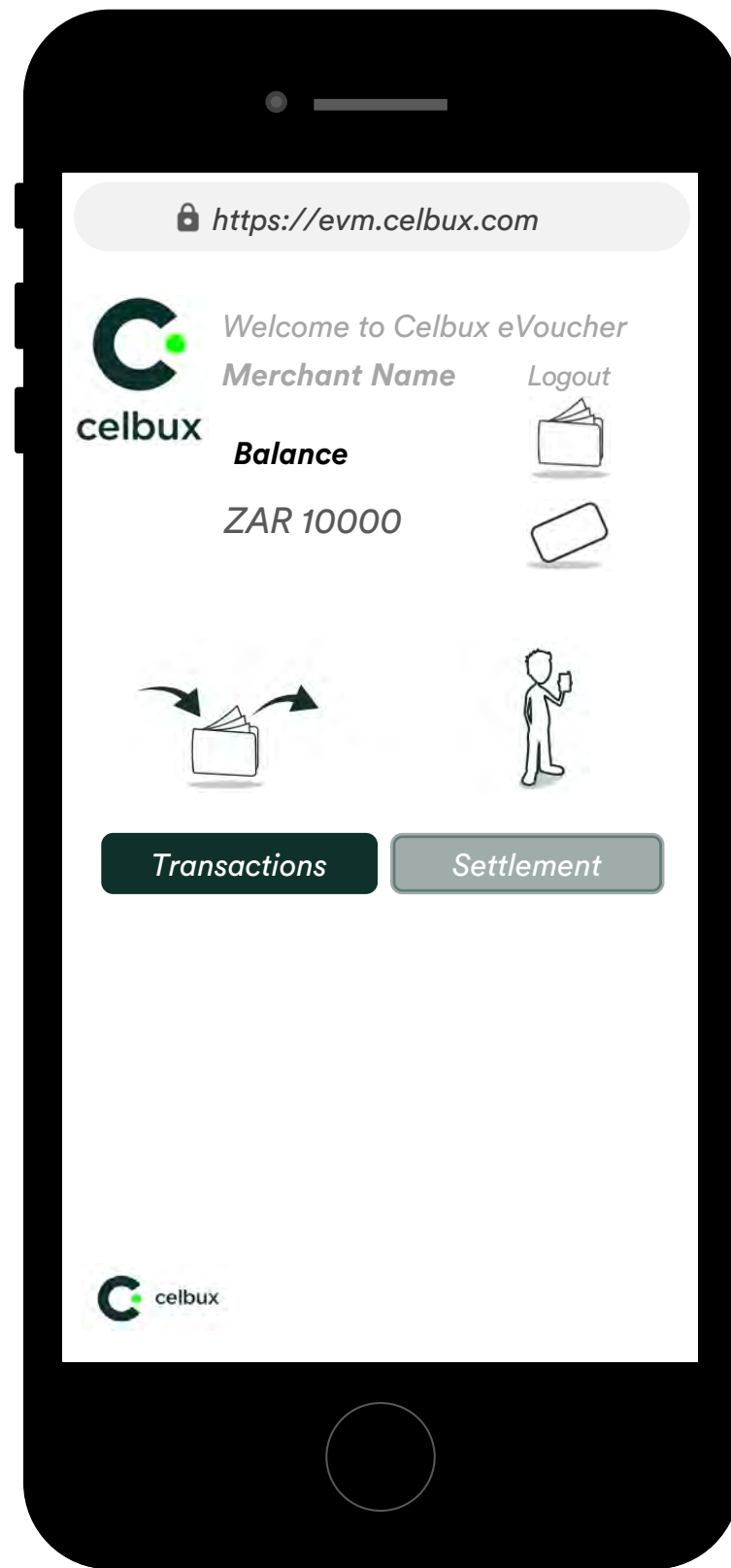
Wallet icon

Displays all transactions up to a specified Date

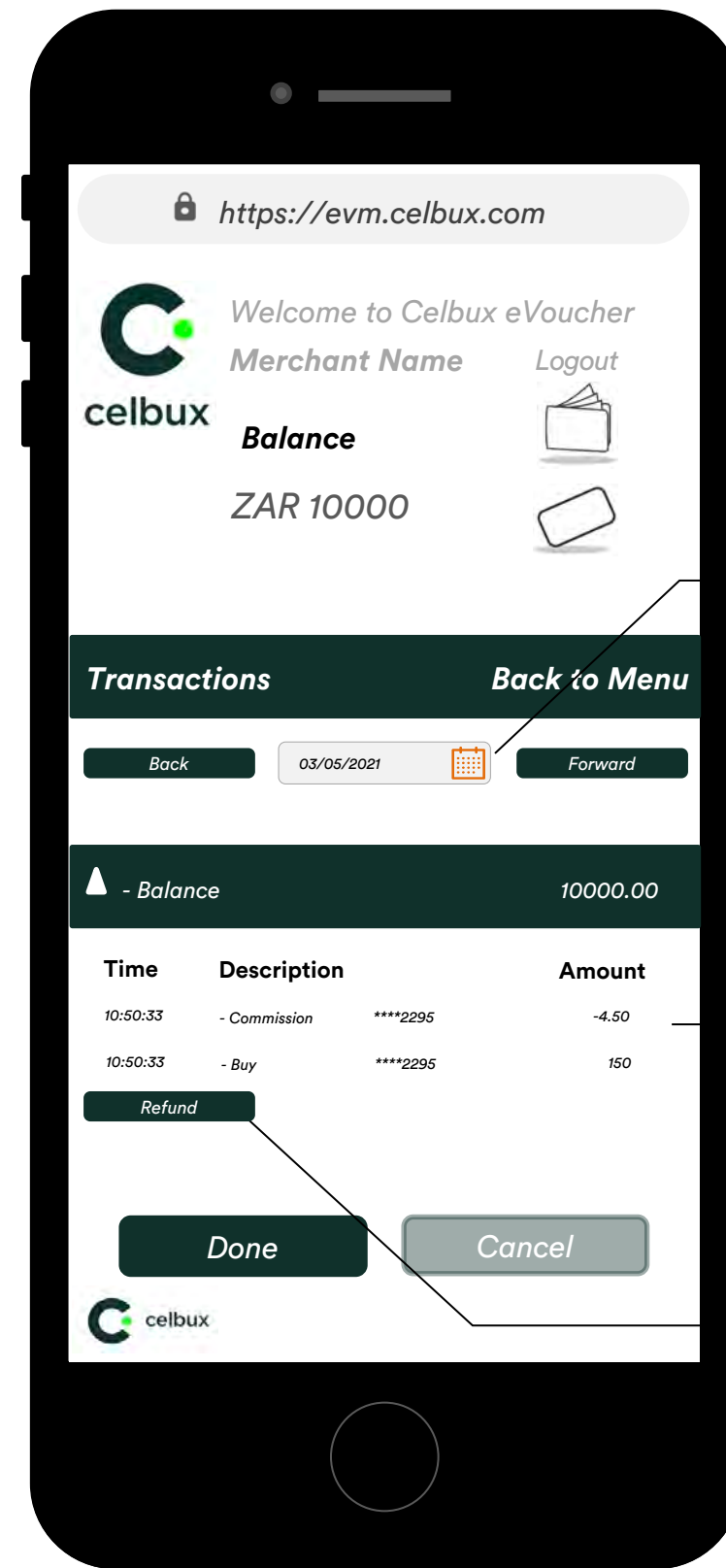
Voucher icon

Displays all active vouchers

Welcome to Celbux eVoucher page



1 Select Transactions

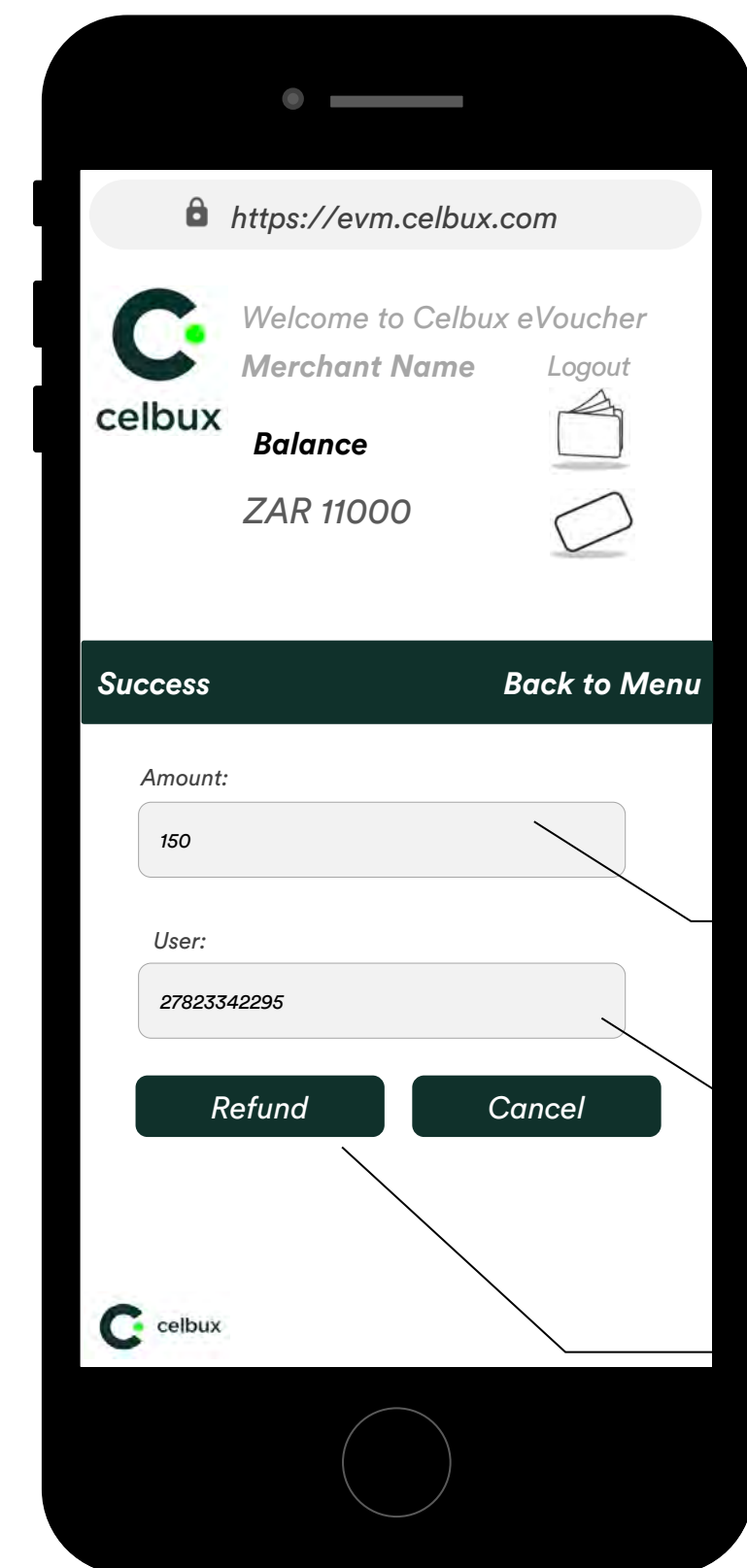


Select Date

Select the relevant transaction

Select Refund

- 2
- Select Date
- Identify the transaction
- Select Refund button

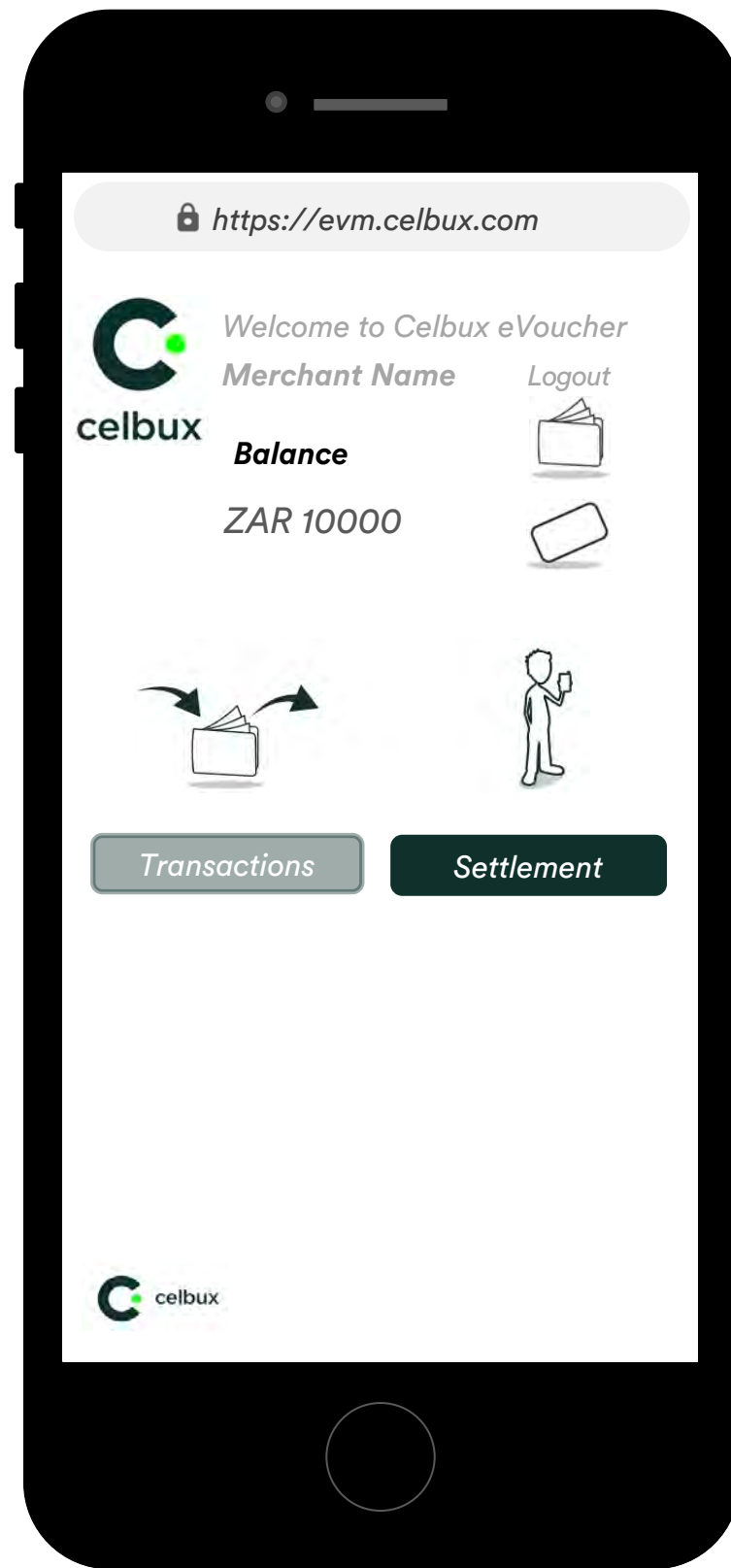


Enter the amount

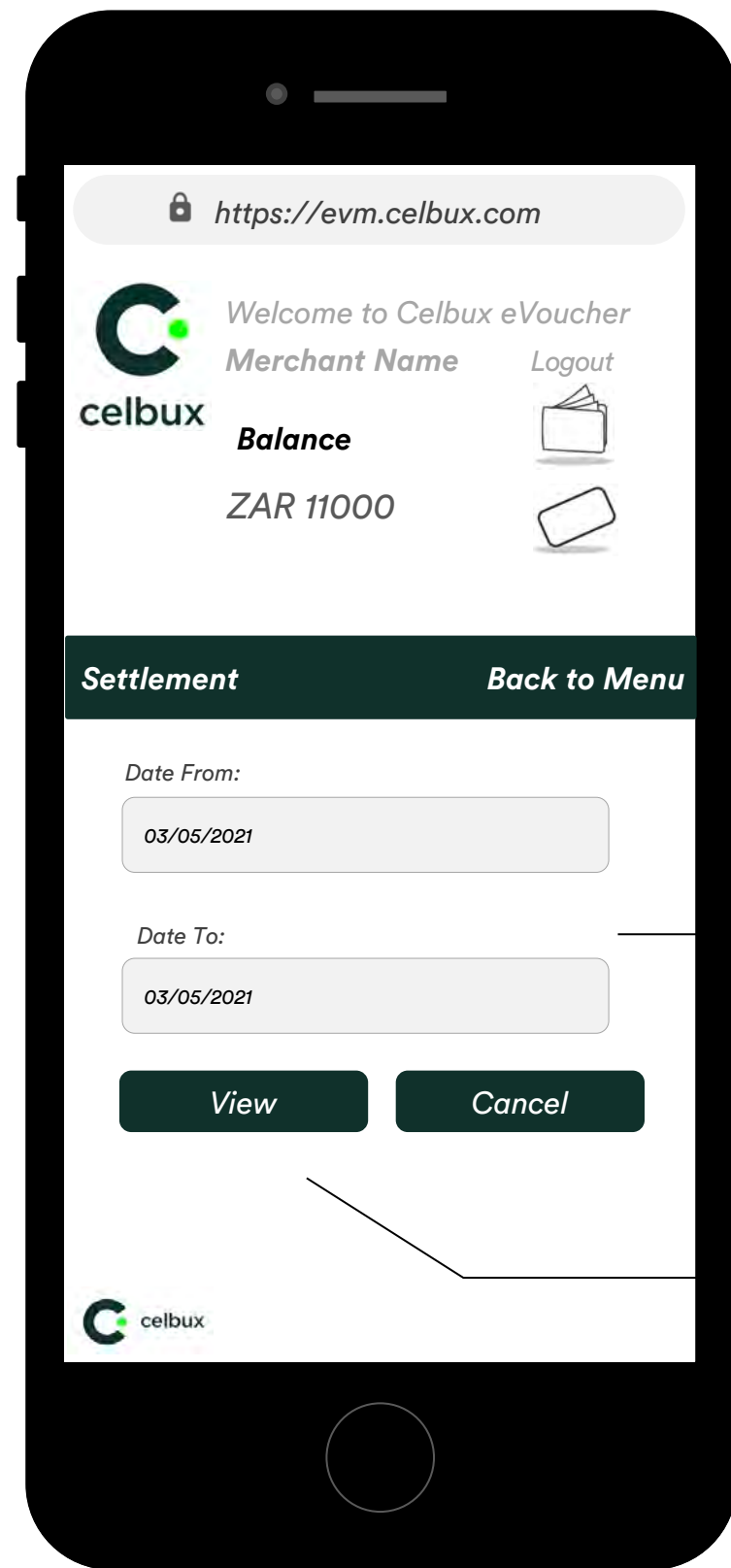
Automatically populated

Select refund

- 3
- Enter amount
- Enter cell number
- Select Refund Button



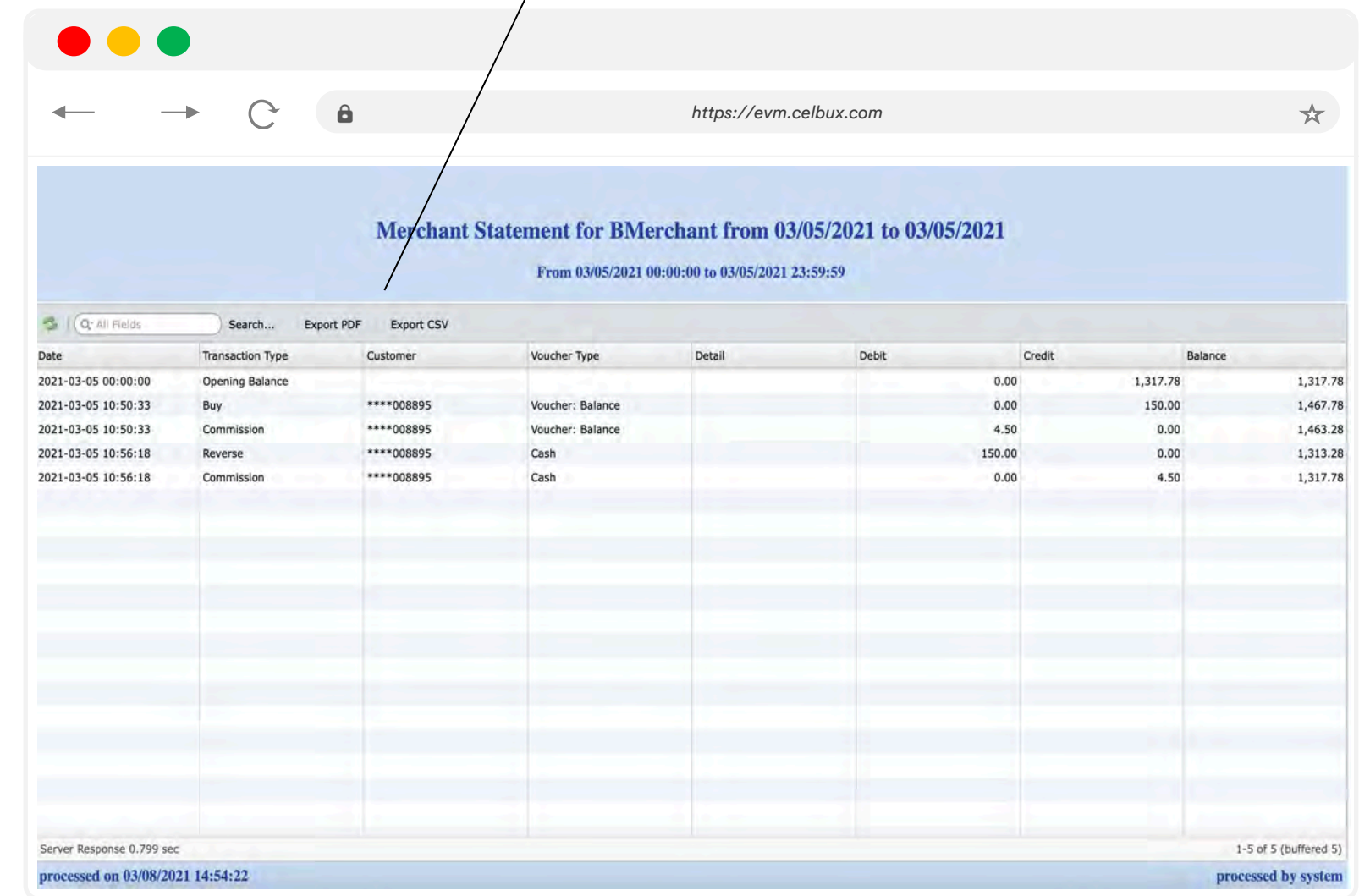
1 Select Settlement



Select the date range

Select view

2 • Select Date Range
• Select View



4 Can be exported as a PDF or CSV

3 Settlement report is generated