



Merchant Manual  
(Spanish)

# Tabla de Contenido

- 3. [¿Cómo registrarse como merchant?](#)
- 12. [¿Cómo crear una cuenta gratuita de Stripe?](#)
- 22. [¿Cómo terminar de editar tu perfil del Merchant?](#)
- 31. [¿Cómo ver tu código QR del Merchant?](#)
- 34. [¿Cómo crear una oferta?](#)
- 40. [¿Cómo subir un artículo?](#)

¿Cómo registrarse como merchant?

Welcome!  
Are you a member or a merchant?

**Member**



Earn and redeem NGCash  
for things you love.

**Merchant**



Sell through our app and  
benefit from our rewards  
program.

- 1) Select Merchant
- 2) Next

Next

- 1) Seleccionar *Merchant*
- 2) *Next*



USA ▾



## Merchant Login

Merchant Number

Password



LOG IN

Forgot password?

OR

Don't have a merchant account yet?

Sign Up

By tapping Log In you agree to our [Terms of service.](#) & [Privacy Policy](#)

1) Sign Up

1) Seleccionar *Sign Up*



## Merchant Sign up

Enter your email

By registering you agree to our [Terms of service](#).

NEXT

1. Enter email
2. Accept Terms
3. NEXT

- 1) Ingrese correo electrónico del negocio
- 2) Aceptar los terminos
- 3) *Next*



Now let's create a password!

Minimum 6 characters



NEXT

- 1) Enter password
- 2) NEXT

- 1) Crear *password* para el negocio
- 2) *Next*



Great!

Whats your name?

Your first name and last name

NEXT

- 1) First and Last name
- 2) NEXT

- 1) Ingrese el nombre del propietario
- 2) *Next*





1) Business picture or logo

### Business Details

Legal Business Name 2) Business name

Business Phone Number 3) Phone number

Business Category 3) Business Category

### Business Address

Street Address 4) Business Address

Street Address 2 (optional)

Zip/Postal Code 5) Zip Code

NEXT

6) NEXT

1) Subir imagen de negocio. Formato jpg or png

2) Next



**Awesome!**

Whats percantage do you want to reward  
NG members?

A horizontal slider control with a white circular knob positioned at the 10% mark. Below the slider is a red rounded rectangular button with the text "NEXT" in white capital letters.

- 1) Set Rewards Percentage
- 2) NEXT

- 1) Una vez que se establece el *porcentaje de recompensas*, **NO SE PUEDE** modificar más tarde



Lastly, who invited you to NG Rewards?  
(Optional)

Username

**DONE**

- 1) Enter referral username
- 2) DONE

- 1) Asegúrese de que el *nombre de usuario* esté seleccionado correctamente. Esta sección **NO** es editable después de completar el registro de merchant.

¿Cómo crear una cuenta gratuita de Stripe?



Q Search NG Rewards

Cancel

1) Select Profile Picture



Home



Stats



Messages



Sell



example

Merchant No  
gl89311

 Profile

 Offers

 Reviews

 Tutorials

 Settings

 Rate Us

 Logout



Cancel


1) Select Settings

 Sell



## Settings

Connect With Stripe

 Add Merchant Account >

GENERAL

About NG Rewards >

1) Select Add Merchant Account



## Stripe Express



### Set up payments

🔒 PAYMENTS POWERED BY STRIPE

#### Set up payments

You'll now create a free account with Stripe, a trusted payments partner. Fill out a few quick details so you can start getting paid.

#### Type of entity

Individual  Company 1) Select option

#### Mobile number

(555) 678-1212 2) Mobile number

We'll text this number to verify your account.

#### Email

me@example.com 3) email

We'll email you with important updates.

Next →

4) Next

1) ¿Tipo de entidad?  
Individuo o Negocio

2) Ingrese el número de teléfono móvil. Se enviará un mensaje de texto a este número.

3) *Next*





Stripe Express



## Set up payments

🔒 PAYMENTS POWERED BY STRIPE

Enter the verification code we sent to your phone



1) Enter code sent to your phone

Input field for verification code, highlighted with a red oval. The field contains a blue cursor and is divided into four segments by vertical lines.

[↻ Resend code](#)

[← Use a different mobile number](#)

**stripe**

Powering online business for millions of companies around the world.

[Privacy](#) [Contact](#) [English \(United States\)](#) ▾

1) Ingrese el código de verificación enviado a su teléfono.



Stripe Express



## Set up payments

🔒 PAYMENTS POWERED BY STRIPE

### Personal details

Tell us a few details about yourself.

#### Legal name

1. First name

2. Last name

#### Email address

#### Date of birth

3. Date of birth

#### Home address

4. Home  
address



## Stripe Express

MM / DD / YYYY

### Home address

Address line 1

Address line 2

City

5. City

State



6. State

ZIP

7. Zip code

### Last 4 digits of Social Security number

••• - ••• - 8888

8. Last 4 SSN digits

By clicking Next, you confirm that you have the authority to agree to the [Stripe Services Agreement](#) and [Connected Account Agreement](#), to receive autodialed text messages from Stripe, and you certify that the information you have provided to Stripe is complete and correct.

Stripe, Inc. is a registered ISO of Wells Fargo Bank, N.A., Concord, CA

9. Next

Next →

1) Últimos 4 dígitos del Número de Seguridad Social.

2) Next



## Stripe Express

### Payout details

Tell us where you'd like to receive your payouts.



Bank account



Debit card

### 1. Select Bank or Card

MEMO

111000000 000123456789 1234

ROUTING

ACCOUNT

Routing number

110000000

2. Routing #

Account number

000123456789

3. Account #

Your bank account must be a checking account.

Confirm account number

000123456789

4. Confirm  
Account #

### 5. Save

Save

1) ¿Dónde le gustaría recibir sus pagos?  
Cuenta bancaria o tarjeta de débito

2) Save




## Set up payments

🔒 PAYMENTS POWERED BY STRIPE

### Payout details

Tell us where you'd like to receive your payouts.

 Bank account

 Debit card

1. Choose Debit

Card number

1234 1234 1234 1234

2. Card number

Expiration date

MM / YY

3. Expiration date

4. Save

Save

¿Cómo terminar de editar tu perfil del Merchant?



Q Search NG Rewards

Cancel



Home



Stats



Messages




Sell




NG Merchant

Merchant No  
rv53654

 Profile

 Offers

 Reviews

 Tutorials

 Settings

 Rate Us

 Logout



Cancel

 Sell





Edit Profile

Update



### Business Details

NG Merchant

18003334444

ngmerchant@example.com

### Business Address

9400 Fredericksburg Rd, San Antonio, TX  
78240, USA

Address Line 2 (Optional)

78240

### Business Description



### Opening Hours

1) La información *Business Details* y *Business Address* se establece desde el registro.

2) Crea una breve descripción para tu negocio.

← Edit Profile Update

Opening Hours

Sunday	24 Hr	Closed	Start	End
Monday	24 Hr	Closed	Start	End
Tuesday	24 Hr	Closed	Start	End
Wednesday	24 Hr	Closed	Start	End
Thursday	24 Hr	Closed	Start	End
Friday	24 Hr	Closed	Start	End
Saturday	24 Hr	Closed	Start	End

**Business Website**

myngrewards.com

**Facebook Page Link**

Facebook.com/ngrewardsllc

**Twitter Page Link**

twitter.com/ngrewardsllc

**LinkedIn Page Link**

linkedin.com/ngrewardsllc

**Google Plus Page Link**

- 1) Establezca su horario comercial para todos los días de la semana.
- 2) Si su negocio está cerrado en un día determinado, deje el día en la opción *Closed*.
- 3) Si su negocio está abierto las 24 horas, seleccione la opción de *24 Hr* para cada día.

Cancel

Select Time

Save

5:30

5:35

5:40

5:45

5:50

5:55

6:00

8:40

9:35

9:40

9:45

9:50

9:55

6:00

TO

10:00

AM

PM

6:25

6:30

6:35

6:40

6:45

6:50

6:55

7:00

10:25

10:30

10:35

10:40

10:45

10:50

10:55

11:00

← Edit Profile Update

**Business Website**  
myngrewards.com

**Facebook Page Link**  
facebook.com/ngrewardsllc

**Twitter Page Link**  
twitter.com/ngrewardsllc

**LinkedIn Page Link**  
linkedin.com/ngrewardsllc

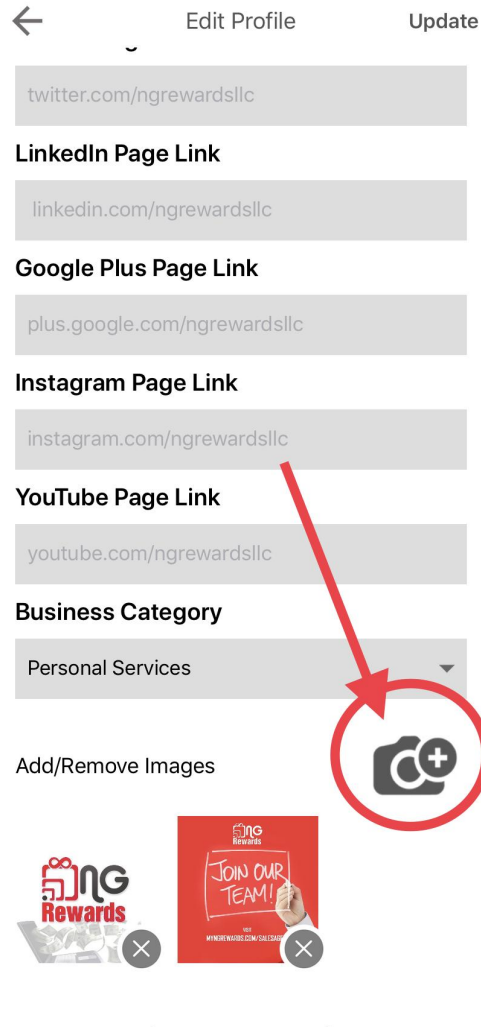
**Google Plus Page Link**  
plus.google.com/ngrewardsllc

**Instagram Page Link**  
instagram.com/ngrewardsllc

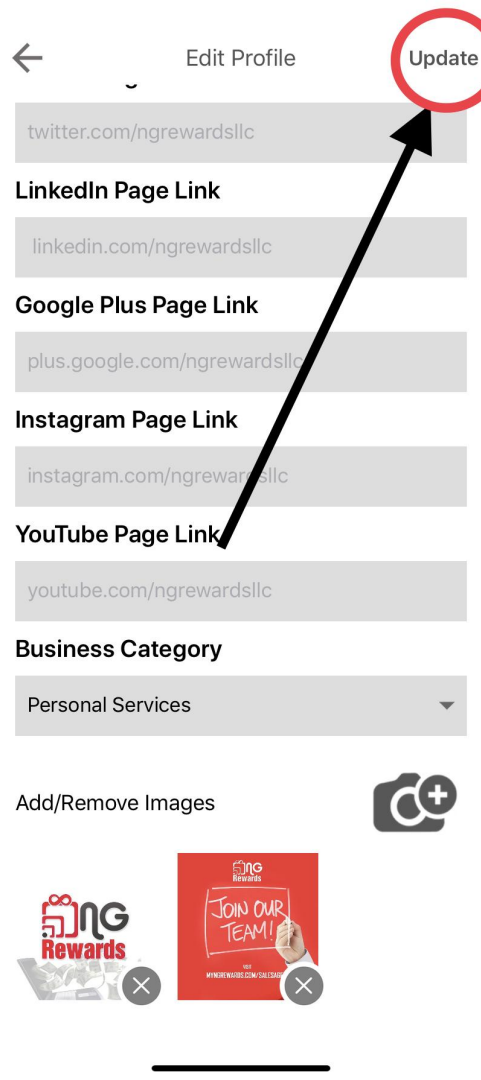
**YouTube Page Link**  
youtube.com/ngrewardsllc

**Business Category**  
Personal Services

- 1) Insertar URL de sitios web y redes sociales en secciones
- 2) Si no tiene uno o más de estos, deje la sección en blanco



- 1) Agregue hasta 7 imágenes
- 2) Los miembros podrán verlas y darles un *Like*



- 1) Seleccione el botón *Update* para guardar su proceso

¿Cómo ver tu  
Código QR del Merchant?



Q Search NG Rewards

Cancel



Home



Stats



Messages



Sell






Merchant Code




NG Merchant

Merchant No  
rv53654



 Share my code

 Save to gallery



Home



Stats



Messages



Sell

- 1) Tomar captura de pantalla
- 2) Imprimir captura de pantalla

¿Cómo crear una oferta?



Q Search NG Rewards Cancel

+ Juan Reyes Pelcastre \$10.00  
PB11  
2019-07-26 16:47:42

+ Juan Reyes Pelcastre \$10.00  
PB3  
2019-07-23 11:21:11

+ Ocho \$12.00  
PB2  
2019-07-23 13:01:17



Home



Stats



Messages



Sell




Noras Cleaning Se...

Merchant No  
om16639

 Profile

 Offers

 Reviews

 Tutorials

 Settings

 Rate Us

 Logout



Cancel

\$10.00

\$10.00

\$12.00



Sell



Offers



**FREE ESTIMATES**

Description :

Contact us today and schedule your appointment to receive a free estima...




**\$50.00 (100.0% off)**

← Add New Offer


Offer Title  
Title

Description  
Description


Business Category  
Select

Main Image  


Original Price  
\$0.00

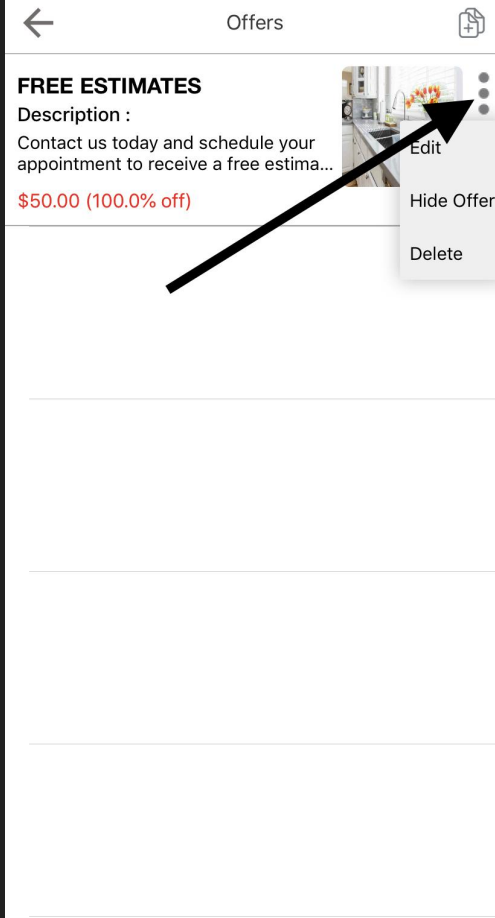
Discount Percentage  
  
10%

Offer Price  
\$0.00



1) El *precio de oferta* se modifica por el *porcentaje de descuento*

2) Las ofertas se publican automáticamente después de seleccionar el botón *Publish*



- 1) Los Merchants pueden *Editar*, *Ocultar oferta* o *Eliminar* una oferta seleccionando el botón de *opciones* al lado de la oferta.

¿Cómo subir un artículo?





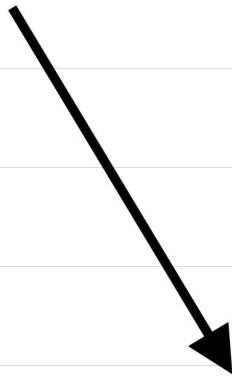
Search NG Rewards

Cancel

+ Juan Reyes Pelcastre \$10.00  
PB11  
2019-07-26 16:47:42

+ Juan Reyes Pelcastre \$10.00  
PB3  
2019-07-23 13:21:11

+ Ocho \$12.00  
PB2  
2019-07-23 13:01:17



Home



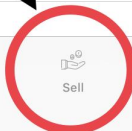
Stats



Messages



Sell








List an item

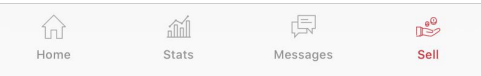
\$0.00

60 days Total

0	0
Active	Sold

### How it works?

-  List in minutes  
Snap some photos and write a great description
-  Get paid quickly and safety  
When your items sells,we make the payment process easy for you and the buyer.
-  Ship it to its new home  
Box it up,print a label and ship it



1) Los Merchants pueden subir un artículo uno por uno

**Photos**

You can upload up to 10 photos.

**Title**

Title name

**Category**

Select

**Description**

Please provide a description of your item

**Stock Quantity**

Please provide stock quantity of item

**Sizes (Optional)**

Please provide your item size.

**Colours (Optional)**

Please provide your item colours



Home



Stats



Messages



Sell

1) Tamaños separados con una coma.  
Ej: Pequeño, Mediano, Grande

1:38

← Start Your Listing

**Sizes (Optional)**  
Please provide your item size.

**Colours (Optional)**  
Please provide your item colours.

**Pricing (USD)**  
\$0.00

**Shipping**  
USPS first class package Delivery time

**Shipping price**  
\$0.00

By tapping "List your item," you agree to pay all applicable fees.

**List your item**

Home Stats Messages Sell

1) Tamaños separados con una coma.

Ej: Pequeño, Mediano, Grande

2) Separa los colores con una coma.

Ej: Rojo, Azul, Verde

3) Los artículos se pueden enviar a través de cualquier compañía de envío.

Ej: UPS, USPS, FedEx, etc.



List an item




\$0.00

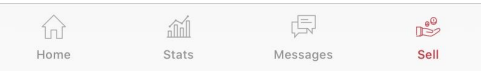
60 days Total

1  
Active

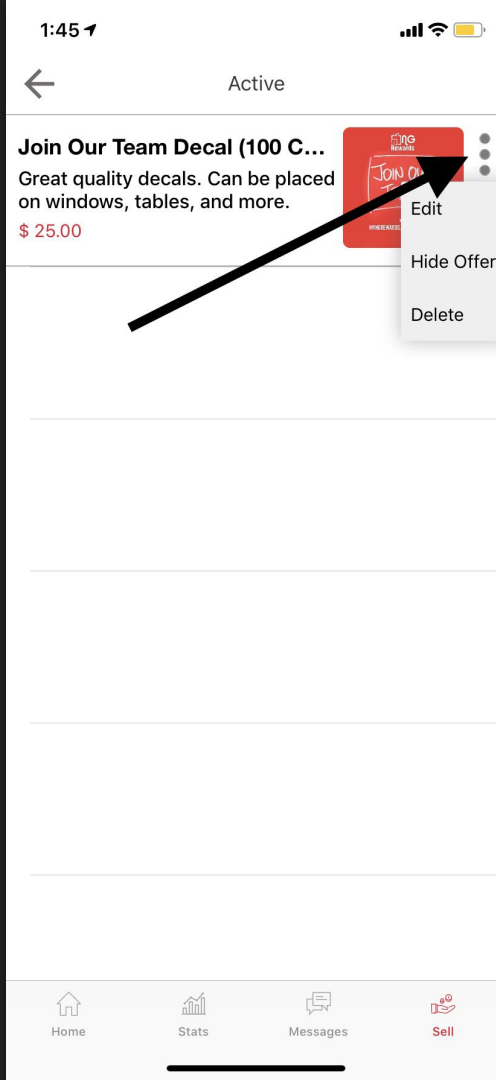
5  
Sold

### How it works

-  List in minutes  
Snap some photos and write a great description
-  Get paid quickly and safely  
When your items sells,we make the payment process easy for you and the buyer.
-  Ship it to its new home  
Box it up,print a label and ship it



1) Mire todos sus artículos cargados en la función *Active*



- 1) Puede *Editar*, *Ocultar artículo* y *Eliminar* un artículo existente cuando selecciona el botón *Opciones* al lado del artículo.