



Merchant Manual

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How to sign up as a 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



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



Merchant Sign up

Enter your email

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

NEXT

1. Enter email
2. Accept Terms
3. NEXT





Now let's create a password!

Minimum 6 characters



NEXT

- 1) Enter password
- 2) NEXT



Great!

Whats your name?

Your first name and last name

NEXT

1) First and Last name

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



Awesome!

Whats percentage do you want to reward
NG members?



10%

NEXT

- 1) Set Rewards Percentage
- 2) NEXT

- 1) Once *rewards percentage* is set, it **CAN'T** be modified later



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

Username

DONE

- 1) Enter referral username
- 2) DONE

- 1) Make sure *username* is correctly selected. This section is **NOT** editable after completing merchant registration.

How to create a free Stripe account?



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

2) Mobile number

We'll text this number to verify your account.

Email

3) email

We'll email you with important updates.

Next →

4) 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 in the first digit position.

[↻ Resend code](#)

[← Use a different mobile number](#)

stripe

Powering online business for millions of companies around the world.

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



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 →



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



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

How to finish editing your
Merchant profile?



Q Search NG Rewards

Cancel



Home



Stats



Messages




Sell




NG Merchant

Merchant No
rv53654

 Profile

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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) Top information is set from the *sign up process*.

2) Create a short description for your business.

← 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) Set your business hours for everyday of the week.
- 2) If your business is closed on a certain day, leave day in *Closed* option.
- 3) If your business is open 24 hours, select *24 Hr* option for each day.

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

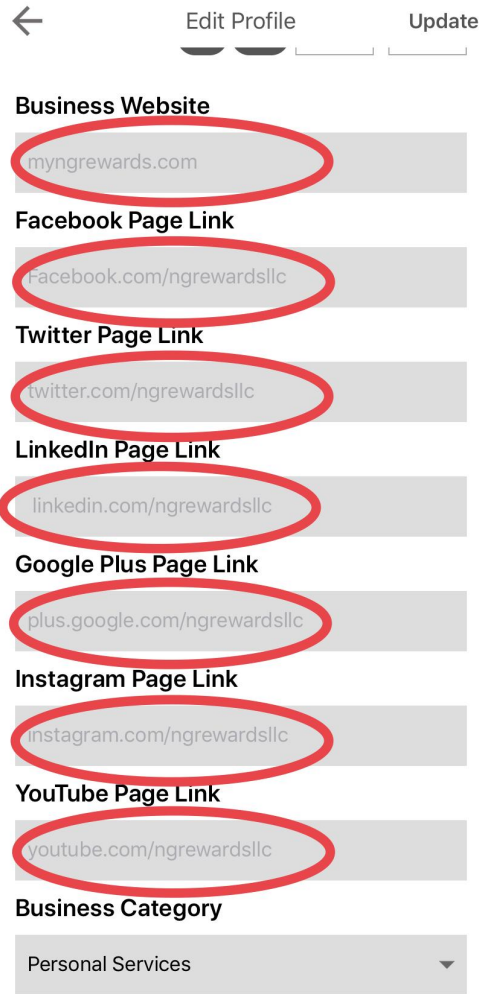
10:40

10:45

10:50

10:55

11:00



- 1) Insert website and social media urls in sections
- 2) If you don't have one or more of these, leave section blank

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

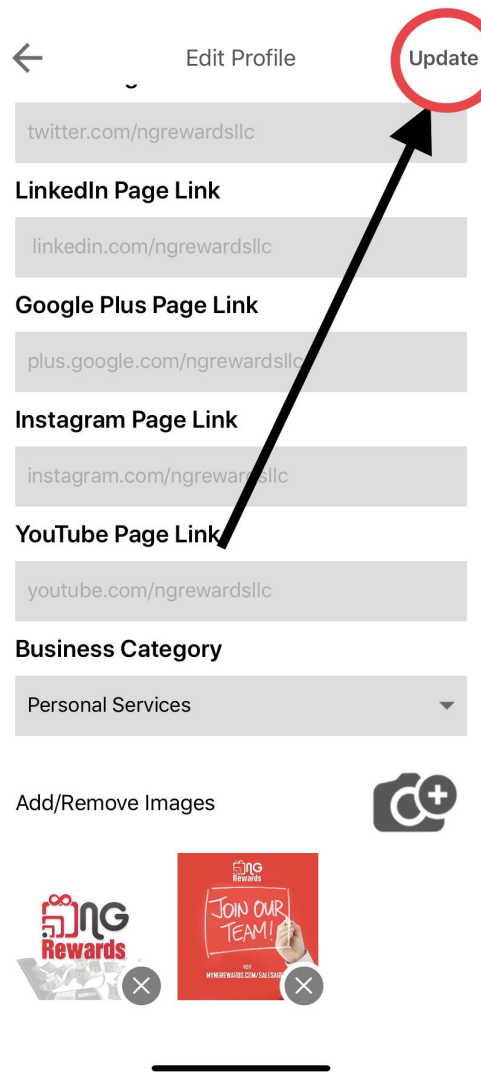
Business Category

Personal Services

Add/Remove Images



- 1) Add up to 7 images
- 2) Members will be able to view them and give them a *Like*



- 1) Select the *Update* button to save your process

How to view your
Merchant QR code?



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) Take Screenshot of screen
- 2) Print out Screenshot

How to create an offer?



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

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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


Offer Price
\$0.00

Publish

1) *Offer Price* is modified by the *Discount Percentage*

2) Offers are automatically published after selecting *Publish* button



Offers

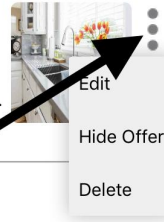


FREE ESTIMATES

Description :

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

\$50.00 (100.0% off)



- 1) Merchants can *Edit*, *Hide Offer*, or *Delete* an offer by selecting the *options* button next to the offer.

How to upload an item?



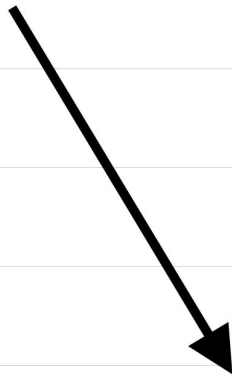
Search NG Rewards

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
Active

0
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) Merchants can upload an item one by one

**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) Separate sizes with a comma.
Ex: Small, Medium, Large

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) Separate sizes with a comma.

Ex: Small, Medium, Large

2) Separate colours with a comma.

Ex: Red, Blue, Green

3) Items can be shipped through any shipping company.

Ex: 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



Home



Stats

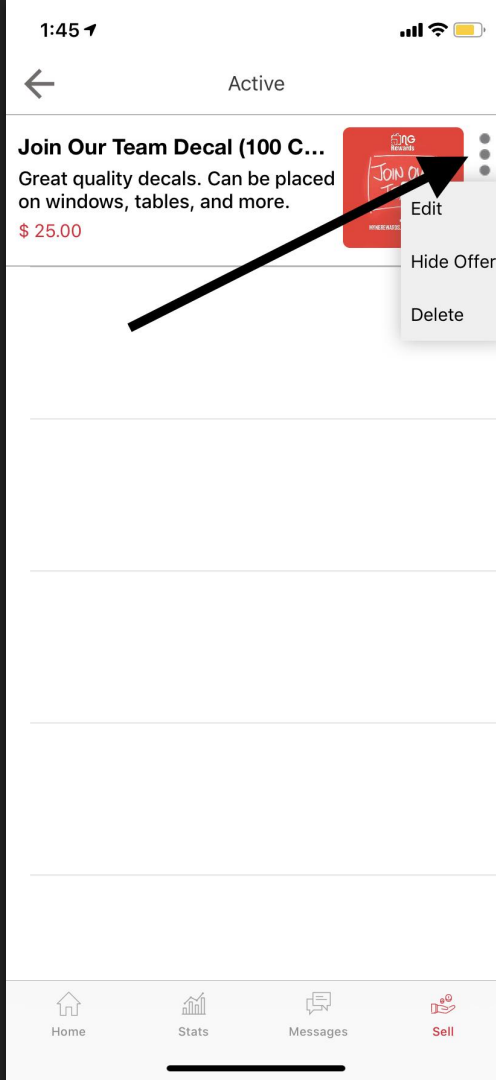


Messages



Sell

1) Look at all of your uploaded items in the *Active* feature



- 1) You can *Edit*, *Hide Item*, and *Delete* an existing item when you select the *Options* button next to the item.