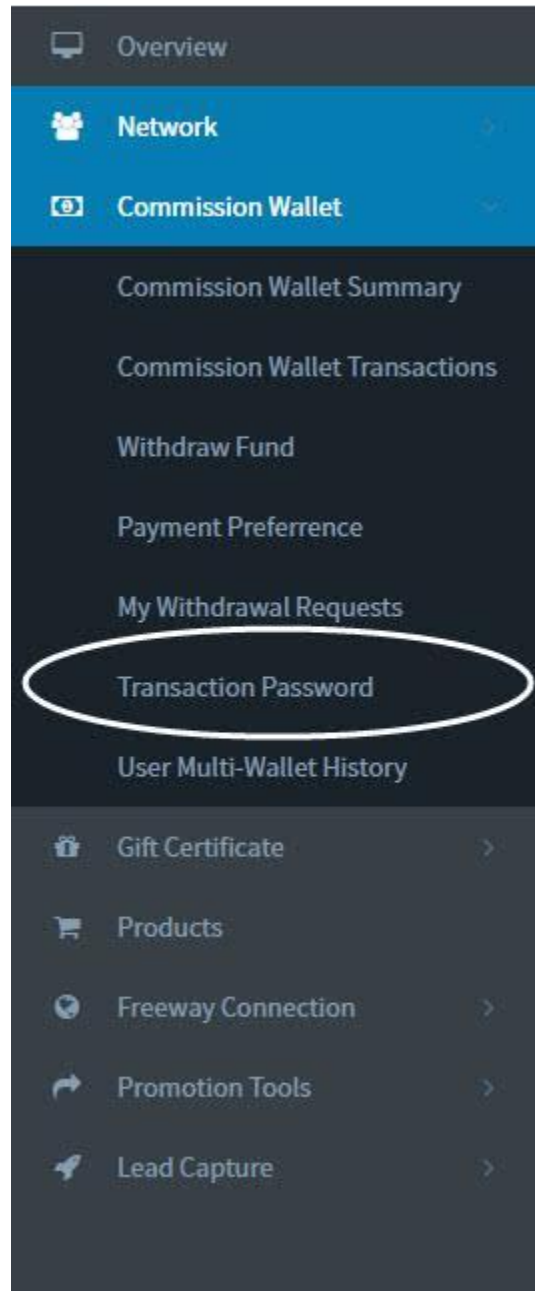


Below are instructions on how to set up or change your Transaction Password or TP. You may also see the term “OTP” as well.

1. Log into back office.
2. Under Commissions - Click on Transactional Password.



3. Click on Forgot Password.

Transaction Authorization **To Change Your Transaction/Secret Password**

Configure Authorization Password

Existing Password
Type in your existing transaction/secret password

New Password
Type in new transaction/secret password

Confirm Password
Re-Type new transaction/secret password

Save Configurations **Forgot Password** **Click "Save Configurations"**

-Or -

Transaction Authorization **If you forgot your transaction/secret password, then just click
Forgot Password.**

Configure Authorization Password

Existing Password

New Password

Confirm Password

Save Configurations **Forgot Password**

4. Enter the password you use to log into your back office.

Transaction Authorization Password Verification

Configure Authorization Password

Enter Your User Password
Enter the password you used to log into your Back Office - NOT A TRANSACTION PASSWORD

Save Configurations

5. You will receive an email with your OTP Password.
6. Copy it and paste it in the “Enter OTP” window below. Now Click Save Configuration

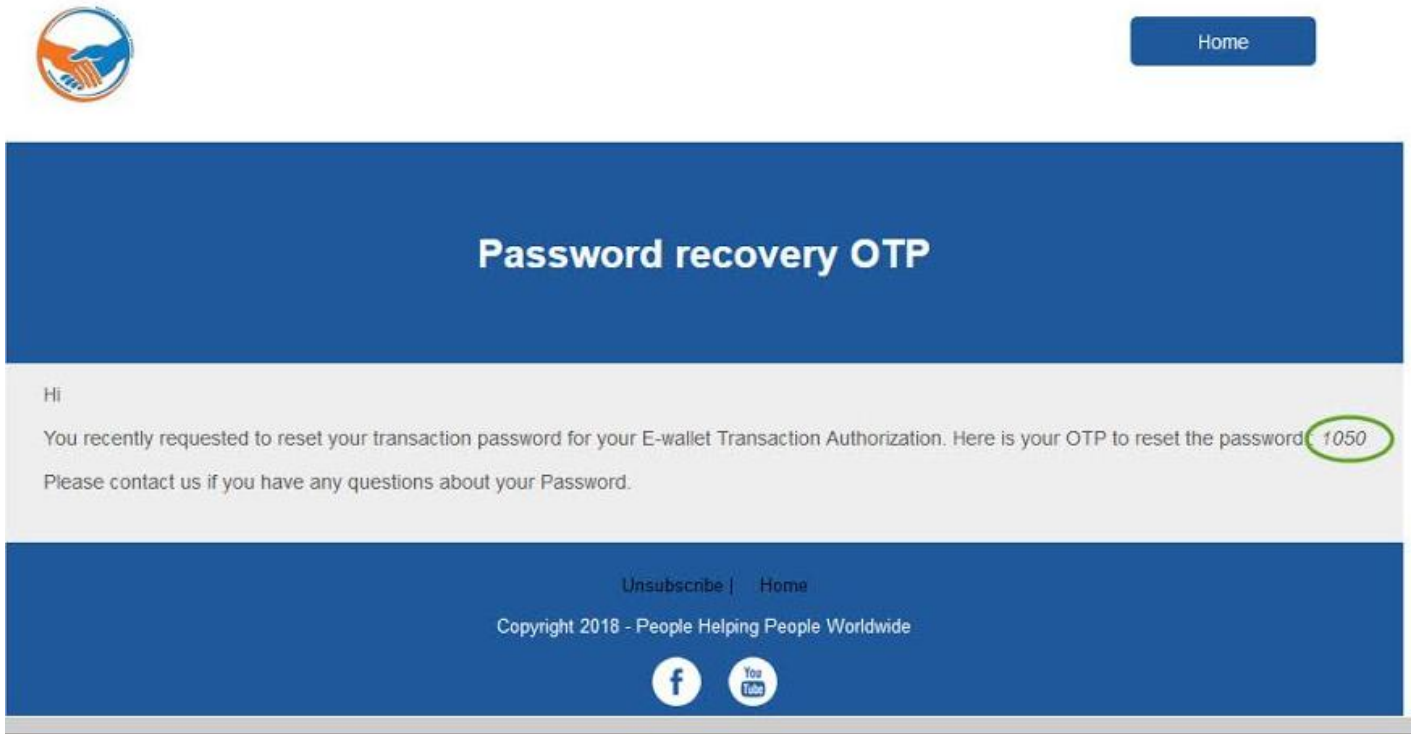
Transaction Authorization OTP Verification **You will receive an email with an OTP, copy and paste**

Configure Authorization Password

Enter OTP

Save Configurations

7. The Email that will be sent with an OTP number will look like this. See green circled number below. That is your temporary reset number or OTP you must use.



8. The “OPT” must be entered in the “OTP” window within your PHP tab in your browser.

Transaction Authorization OTP Verification **Type in the code and Save Configurations**

Configure Authorization Password

Enter OTP

1050

Save Configurations

9. Type in the window below your new TP Password of your choice and then confirm it by retyping it in the confirm password window. Click Save Configurations

Transaction Authorization

Type a New Transactional Password and then Confirm by Retyping Password, then Save Configurations.

Configure Authorization Password

New Password

Confirm Password

Save Configurations Forgot Password

10. Create a New Transactional Password.

11. Retype the same New Transactional Password.

Transaction Authorization

Configure Authorization Password


Existing Password

New Password

Confirm Password

Save Configurations Forgot Password

Your password changed successfully ✕



Make sure to receive confirmation at the top right-hand side verifying that it was successful.

Now go to Withdrawal Request and input the Transactional Password where it is requested and fill in the amount you want to withdraw.