uab bank Limited

uabpay+ User Manual Guide

25th June 2020

Prepared by

Lai Yee Maung

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Designation Date:

Approved/Reviewed by

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Date:
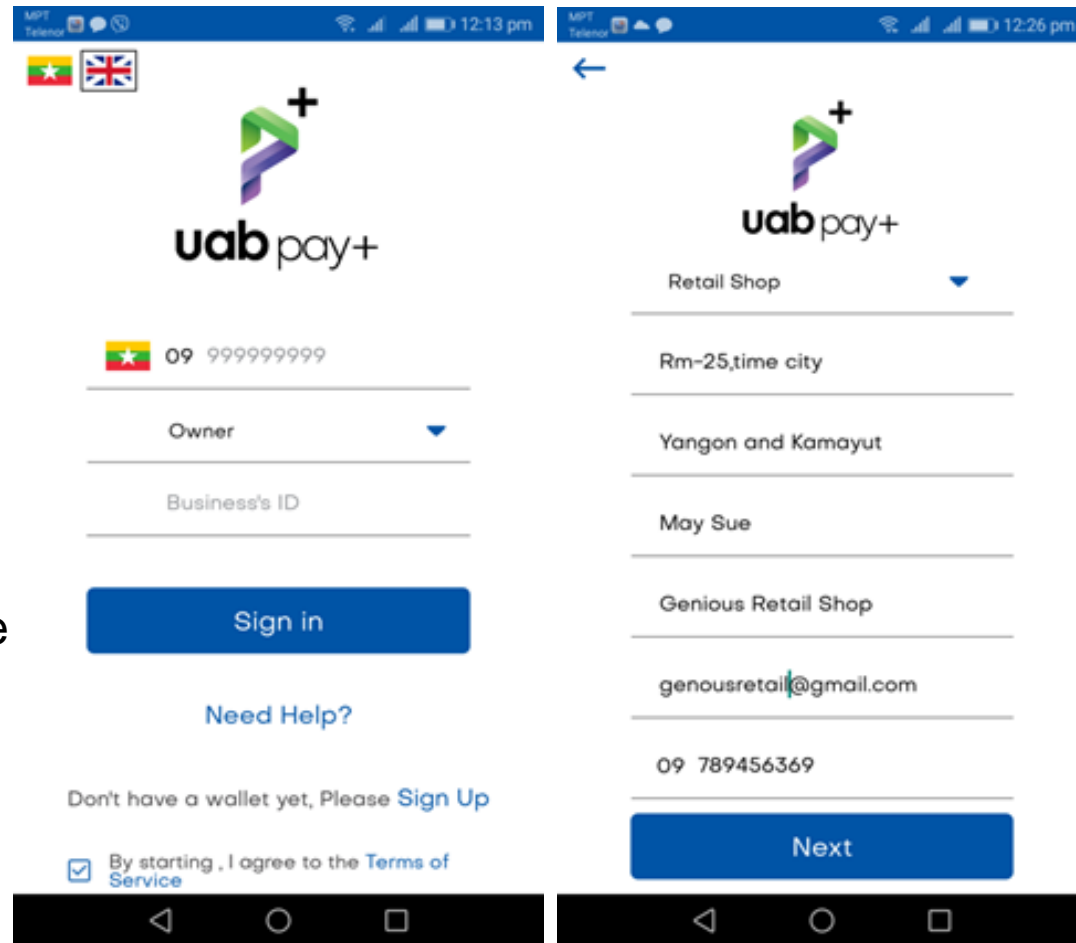
Contents

How to register as uabpay+ (owner)

- Click on "Sign up".

- There will be business registration form.

- See the Business Category in the dropped down list.

- And then fill up the address of your business, city and township.

- Owner name, Business email and phone numbers must be included.

- After that, click on "Next".

Choosing Security Question

- Choose a question in the drop down list for the security matter.

- And put your answer.

- Choose your own custom question at the next bar. And put your answer. Please do not forget those simple questions and answers.

- And click on "Next".

OTP Stage

- Fill up the OTP that was sent to you via sms.

- If by any reasons, the OTP is not sent to you, please try clicking on "Resend OTP"

Setting Passcode Stage
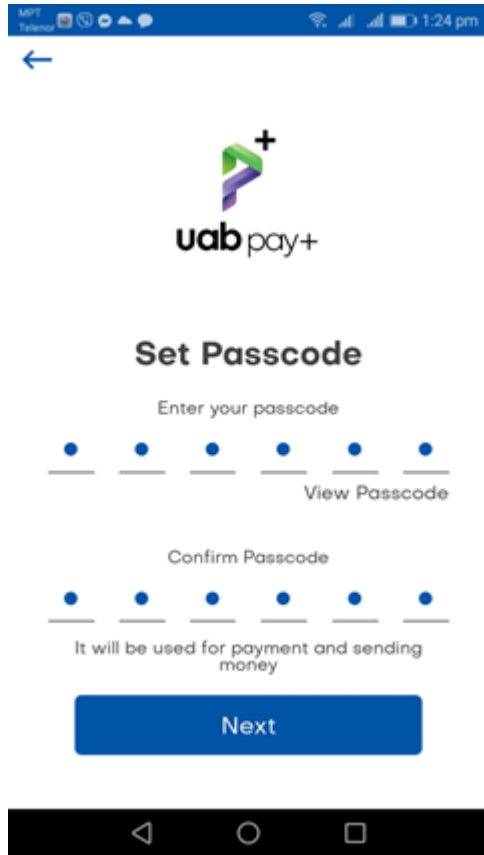
- After putting OTP, there will be "Set Passcode Screen".

- The user can set anything as the passcode and put it twice as confirmed passcode.

- (In setting passcode, there should not be the same number twice or not to be in the numerical order.)

- After that, please click on "Next".

Information collecting stage for Full KYC

- If the user does not have the full KYC status, the personal information screen will appear.
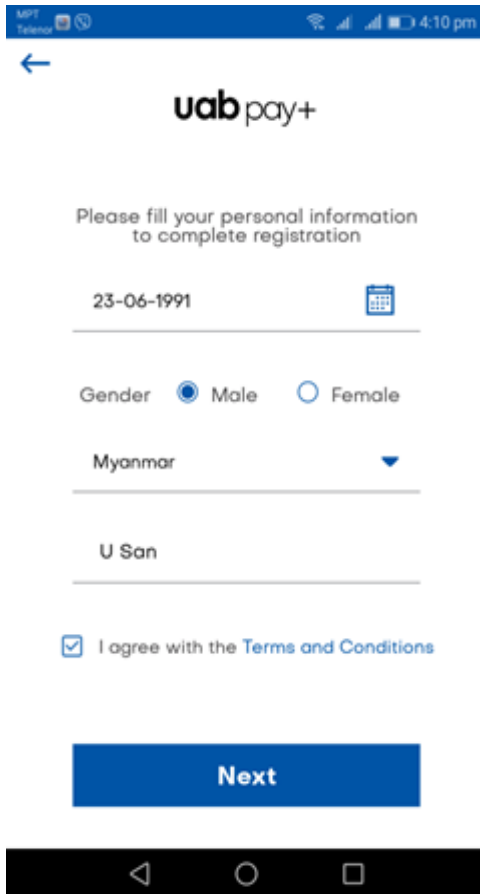
- And then the user must fill in – Date of birth, Gender, Nationality and Father's name, and end it by clicking on "I agree with Terms and Conditions". After that , click on "Next".

- Identity detail form will appear and the user must fill NRC number. The user also need to take a photo of front and back of NRC and submit them.

- uabpay+ owner registration process is finished after all the above steps.

- The user must wait for uab bank's KYC approval and after the bank has approved, the account will be active.

KYC Approval Stage

- If the user's KYC status is pending or approved, the status will be shown to user, and if it is approved, the account is successfully created.

- If by any odds, the bank rejected the KYC, user can login again to update the KYC update.

- If the user has already fill full KYC on Sai Sai Pay, the user can immediately use the app.

- But if the KYC status is pending, the user needs to wait for uab bank's approval. And after the approcal, the user can use the account.
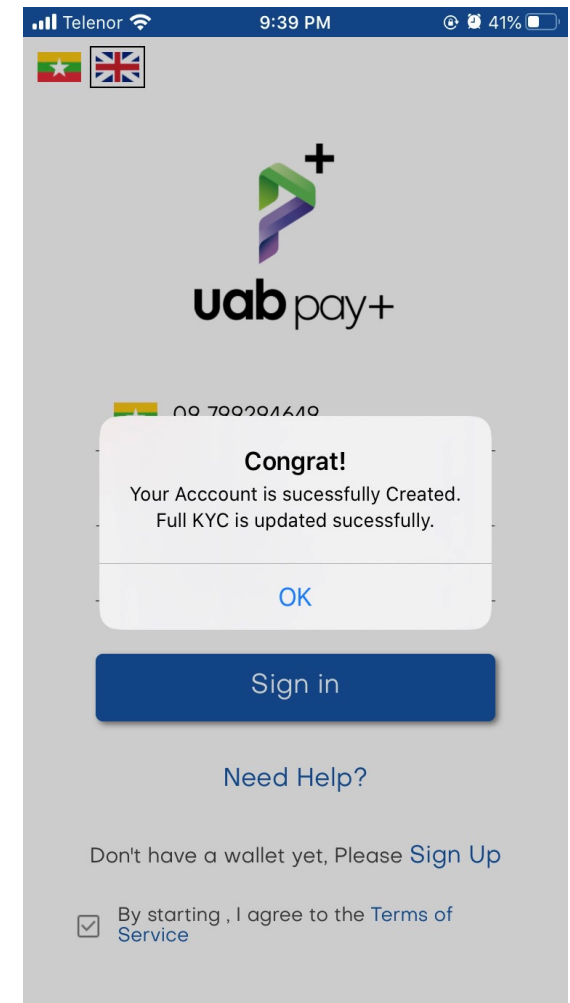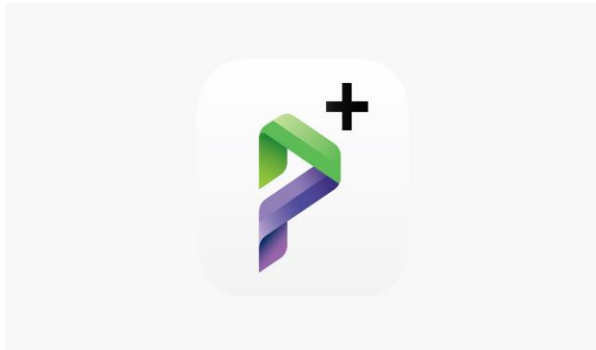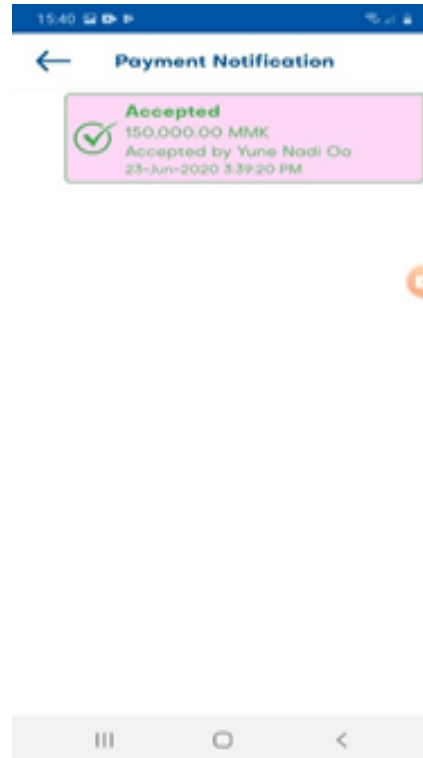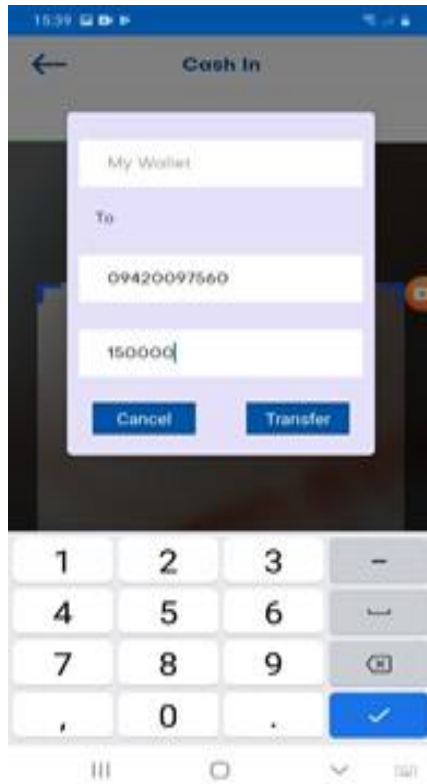
Cash In Stage by QR Scan
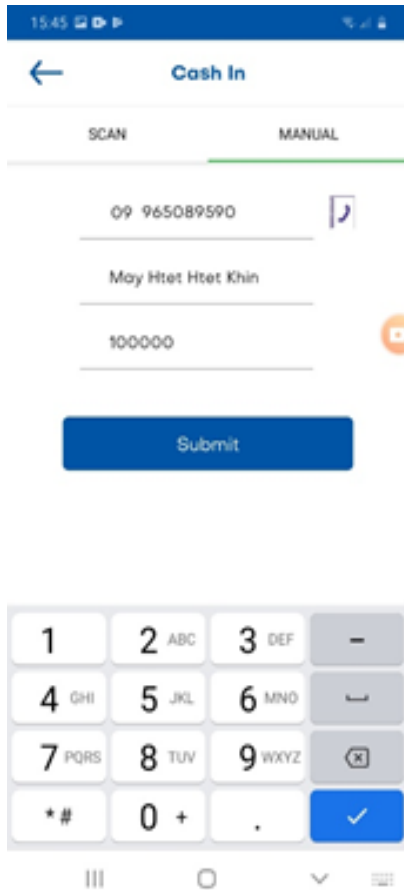
- First, the user needs to choose "Cash in Function"

- After that, the "Scan and manual Screen" will be shown.

- After using the Scan function, the user can do "Cash in" process by an easy QR scan.

Checking in the notification

- The user can also check the transaction that has been done in the notification bar.

"Cash in" manual process
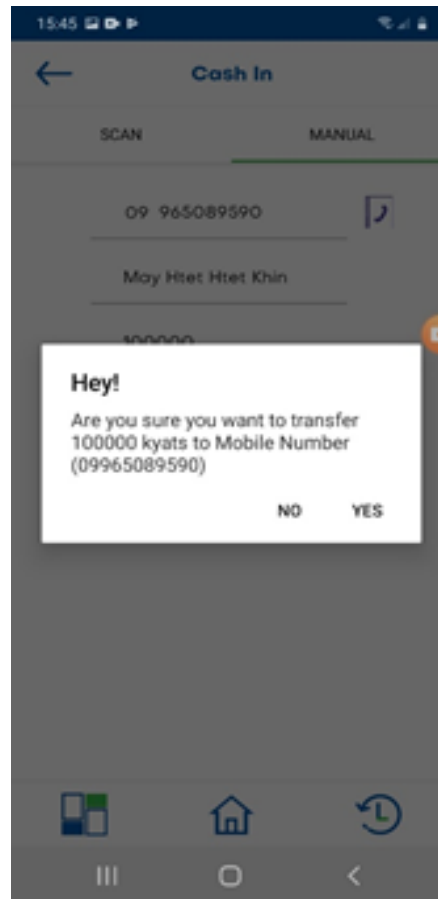
- If the user prefers the manual process, they can do the "Cash in" process by completely filling in the Full name, phone number and the cash amount manually as well.

Cash Out Process

Cash out process by QR Scan

- The process of taking out the cash from uabpay+ can be done by QR Scan through Sai Sai Pay application, and also by sharing the QR to the uabpay+ user.

Cash in Process

- The customer can save the QR in the mobile gallery, and receive the cash with that QR.

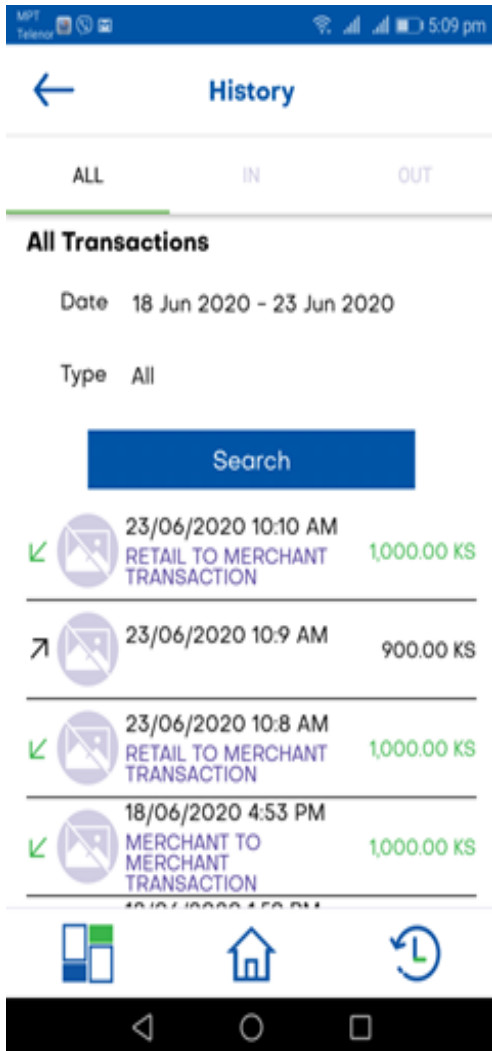- And also, the customer can click on share QR, and receive the cash by sharing the QR on their social media such as Viber or Facebook messenger.

Transaction History

- The user can click on the "transaction history" icon on the main menu to check the business transactions that had been done.

- Transactions will be shown as default in "All" section.

- Clicking on "IN" section will show the user the inflow transactions to the mobile wallet and clicking on "OUT" section will show the outflow transactions from the mobile wallet.

- User can also click on "Search" with "From date", "To date" and select and click to see the transaction types and see the details as well.

Forgot Passcode Stage
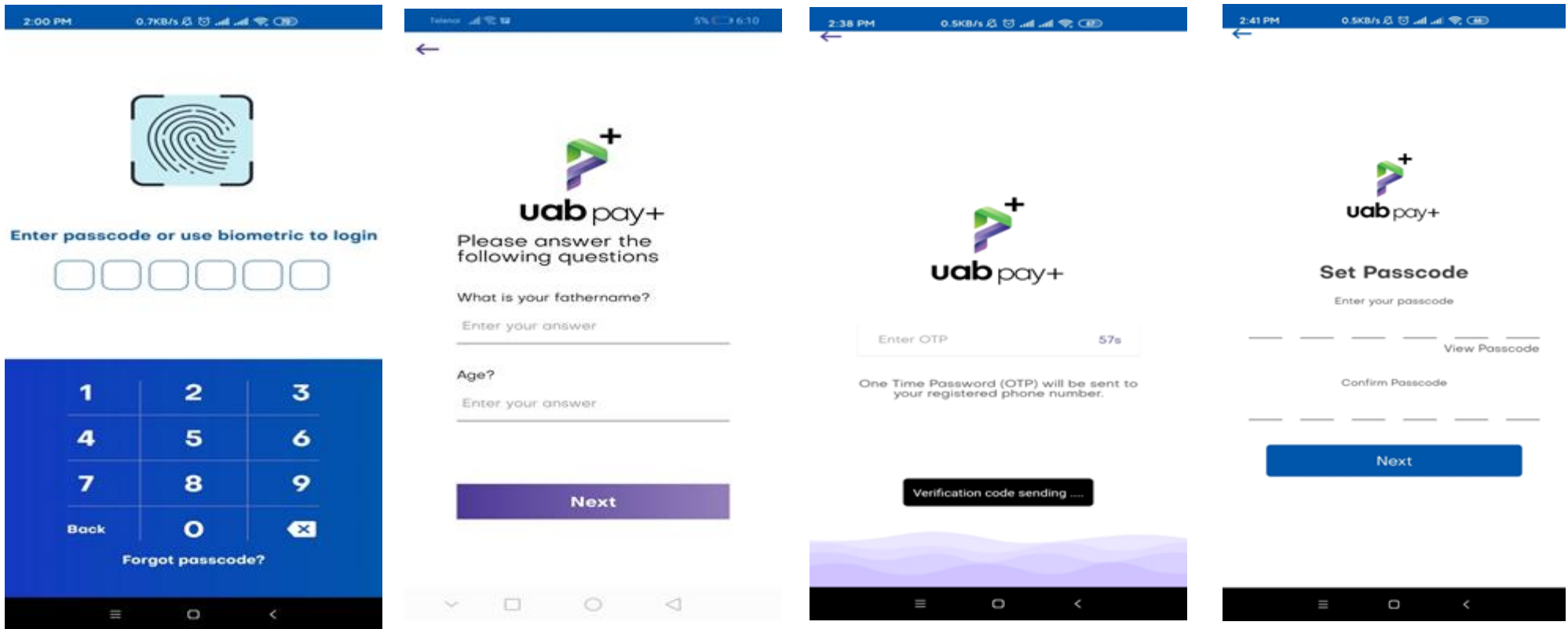
- User must click on "Forgot Password". And the security question screen will appear. And user must fill up the answers that had already been recorded while the registration process was being processed. And after that, click on "Next".

- OTP screen will appear and user must fill up the OTP that is sent via SMS. After the OTP is typed in, the user will see the "Set Passcode Screen". And then the user can type the new passcode and click on "Next" button.

Forgot Passcode

- After the changing passcode stage is done, the user can login to the account with the new passcode.

- And then, the user will receive the successful passcode changing message.
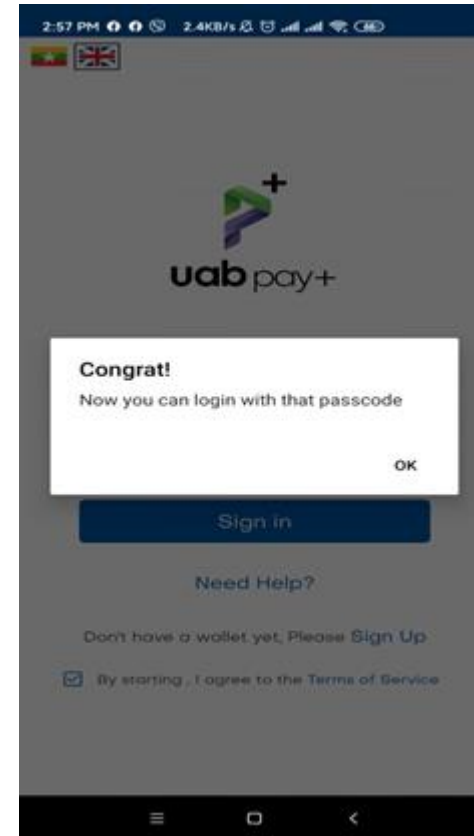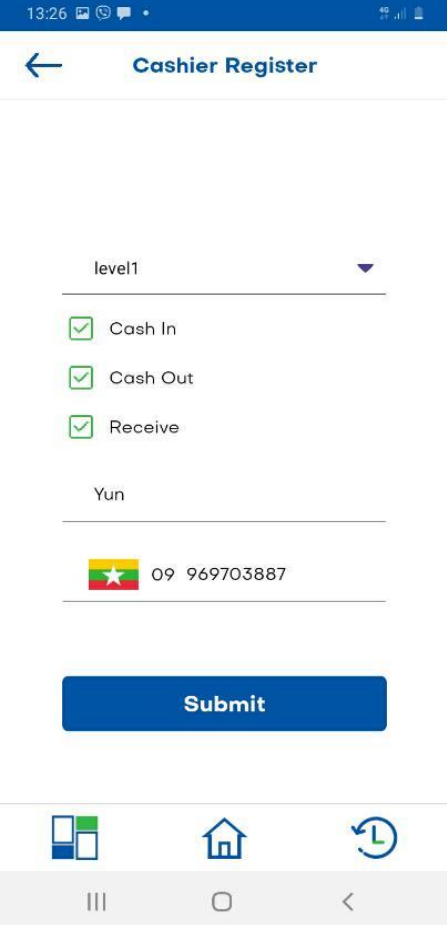
Adding Cashiers
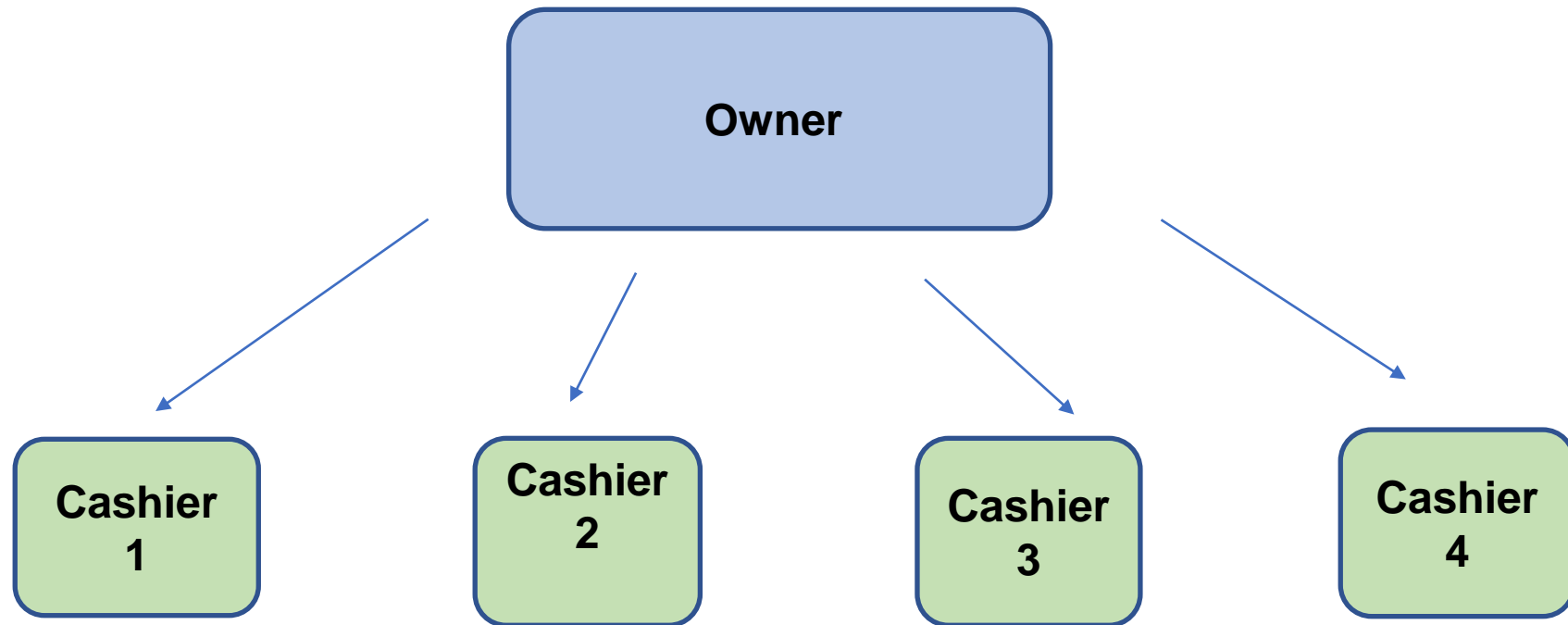
- The uabpay+ user (owner) can add more than one cashiers as shown in the figure.

Add Cashier

- By using uabpay+, the user (owner) can also assign different cashiers in different shop branches and do the cashless, cardless payment systems very easily with the higher technology.

13:26

← **Cashier Register**

level1 ▼

☑ Cash In

☑ Cash Out

☑ Receive

Yun

🇲🇲 09 969703887

Submit

Wallet Topup Process

- The user top up the uabpay+ wallet by using MPU Cards, through 123 Services, or through bank accounts, or Over the counter which is with the help of the uab bank.

Transfer to Bank Account

- The user can also transfer out the cash from the uabpay+ wallet to the bank account.

THANK YOU!