

Your New Payment Account

PayQuicker Training Guide

PAY  **QUICKER**

About PayQuicker



- Leading payout provider supporting over 300 Direct Selling companies since 2007
- Direct Selling Association Partner of the Year Award Winner in US & Canada
- Used by PM International, doTERRA, Tupperware, SeneGence, Nature's Sunshine, Younique, Modere, OmniLife
- Corporate office and customer service located in Rochester, New York
- The only solution with plastic and virtual cards supported by Apple Pay and Google Pay!

Your Payment Account

from PayQuicker



- Account owned by you
- Receive instant and secure commission payments
- Spend earnings immediately with flexible options
- Use a branded Plastic or Virtual Debit Card for in store purchases

Your Prepaid Debit Card

- ✓ 2 Cards - Virtual & Plastic CHIP Card
- ✓ Use anywhere Visa or Mastercard is accepted in person or online
- ✓ Get cash at the ATM
- ✓ No need to load card before spending
- ✓ Use your debit cards with:

 **Pay**  **Pay**  **PayPal**  **venmo**





Comprehensive Support

	English
	Português (Brasil)
	Português (Europa)
	Français
	Italiano
	Deutsch
	한국어
	中文 (简体)
	中文 (繁體)
	English (Great Britain)
	Français (Canada)
	日本語
	Español (España)
	Español (México)
	Polski
	čeština
	Nederlands
	Русский

- 24-hour online card support for lost or stolen cards
- Email & Live Chat Support is available in any language
- Dedicated, multi-lingual support via phone is available in 6 languages
- Available 8:00 am to 7:00 pm EST Mon – Fri
- Located in Rochester, New York

How to Register

For your PayQuicker Payment Account

Step 1



Welcome!

PayQuicker invites you to register for a new payment account using the following link.

[Click here to create your account.](#)

Customer Support

Support Hours: 8:00am - 7:00pm ET Mon - Fri

United States, Canada, and Puerto Rico: [1 \(866\) 400 2712](#)

United Kingdom: [+ 44 12 2445 9238](#)

France: [+ 33 3 60 85 00 81](#)

Australia: + 61 870 708 064

Mexico: [+ 52 55 5350 7204](#)

Spain: + 34 8818 00000

Hong Kong: [+ 852 5808 4046](#)

Italy: [+ 39 06 94804009](#)

Outside of the United States: 011 [\(585\) 507-4604](#)

Support Email: [Send Email](#)

*Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, please refer to the Support Contact information above.

[Deutsch](#) | [English](#) | [English \(British\)](#) | [Español \(España\)](#) | [Español \(América Latina\)](#) | [Français](#) | [Français \(Canada\)](#) | [Italiano](#) | [日本語](#) | [한국어](#) | [Português \(Brasil\)](#) | [中文 \(簡\)](#)



Registration Invitation Email

- Open email from no-reply@mypayquicker.com
- Subject line: "An invitation from PayQuicker"
- Click **"Click here to create your account"** link to start registration
- Email contains Customer Support contact information
- View email in alternate languages with footer links

Step 2

PAYQUICKER

New User Registration

Welcome to PayQuicker!

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens a Account. What this means for you: When you open a Account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Create New User Account

First Name	
Last Name	
Email Address	test.email@gmail.com
Presenter	test.email@gmail.com
Desired User Name	
Password	
Confirm Password	

Password must be a minimum of 8 characters, consisting of lowercase letters, uppercase letters, numerals, and/or non-alphanumeric characters (eg. @, #, \$) and must include at least 1 character from each of the following:

- A lowercase letter
- An uppercase letter
- A non-alphanumeric character (eg. @, #, \$)

Next

Create New User Account Form

- You must register as an individual for identity verification purposes
- Enter legal First Name and Last Name
 - Must match name on your ID
 - **Do not use a company name**
 - Company information can be added once registered
- Create a unique Username and Password, do not use existing login credentials
- Email Address and ID are automatically filled

Step 3

PAYQUICKER

Important - You Need to Verify Your Email Address

Notice: For your security, before you can login to your account the email address you registered your account with must be verified.

Please go to your email and open the email from **no-reply@mypayquicker.com** with the subject line **"New Account Creation: Verify Email Address"**. Follow the instructions in the email to verify your email address.

If you do not see the email from **no-reply@mypayquicker.com** in your inbox, please check your Junk and Spam folders. Gmail, Hotmail and other email providers may send the email to a "Promotions" folder located above your email messages.

Resend Email

CONTACT SUPPORT

Powered By PayQuicker™

Version 2.39.0.0

PAYQUICKER

Hello,

The registration process for (Mle4321) will not be complete until you verify your email address.

[Click here to verify your email address](#)

If you've received this in error or you did not initiate an account registration, you can [cancel](#) this process.



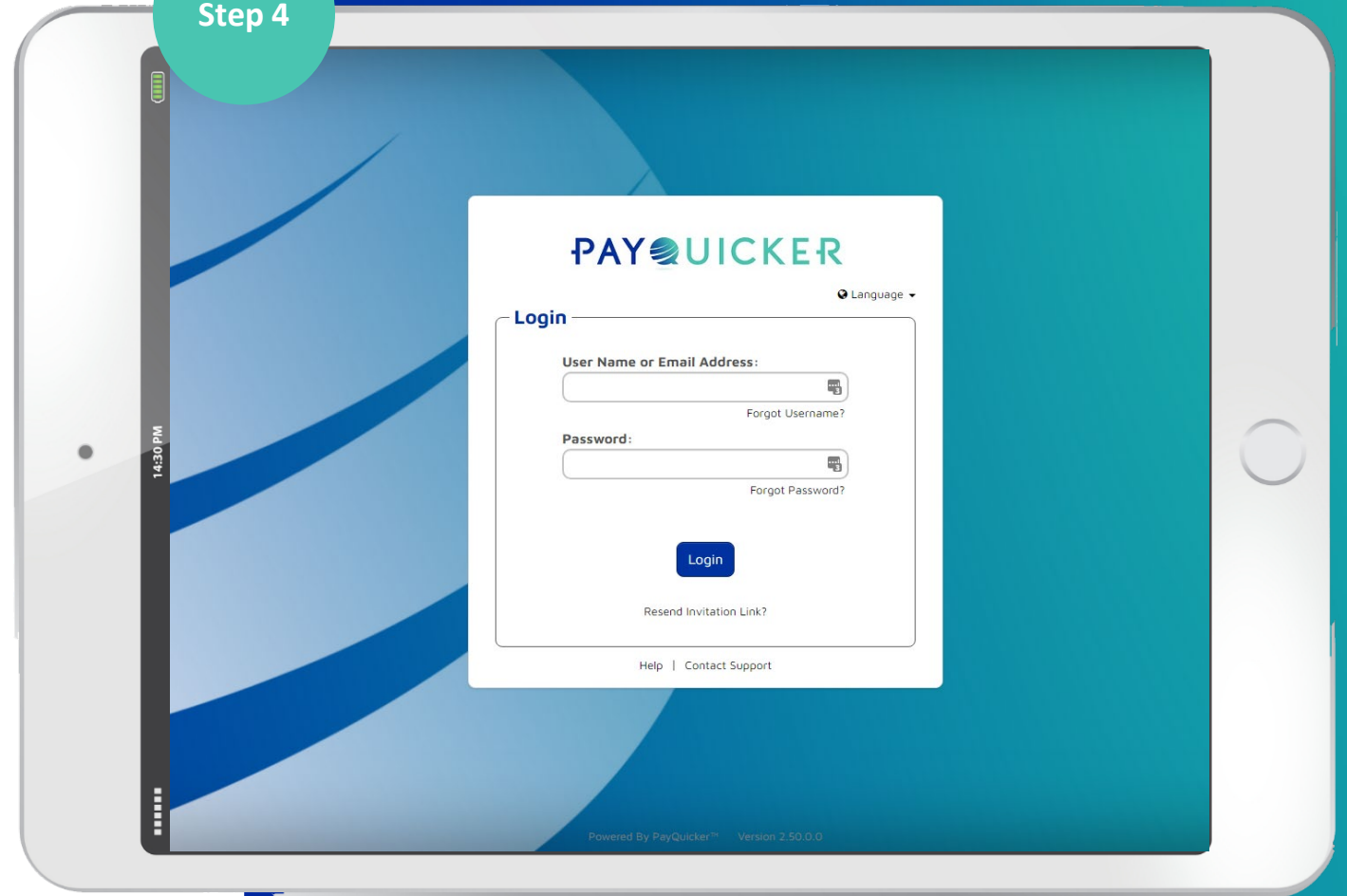
Verify Email Address

- Email address must be verified before completing registration
- Open email from no-reply@mypayquicker.com
 - Subject line: "New Account Creation: Verify Email Address"
- Click **Resend Email** button if you do not see the email in your inbox
- Click on **Click here to verify your email address** link
 - * You are opening a prepaid card account in your name through a bank network

Verify Email Address

- Enter Username (or Email Address) and Password
- Click **Login** button
- Complete registration steps
- Login Page:
yourcompanyname.mypayquicker.com

Step 4



Step 5

PAYQUICKER

New User Registration

Step 2

Profile Information

Date of Birth

Time Zone

Phone Numbers

Users must have at least one phone number on record

Primary Phone

Mobile

Addresses

Residential Address

Country

Address Line 1

Address Line 2

City

State

Postal Code

Mailing Address **IMPORTANT! Your Debit Card is mailed here!**

☒ Same As My Residential Address

Next

Profile Information & Addresses Form

- Enter Date of Birth
- Select Time Zone
- Enter Phone Number(s)
- Enter Residential Address
- Enter Mailing Address (if different from Residential Address)
**Debit card is mailed to this address*
- Identity verification may be required

Step 6

PAYQUICKER

New User Registration

Step 3

Terms & Conditions

In order to finalize your enrollment, you must view and consent to each Agreement below prior to opening your Account. Simply click the Agreement to view.

- ☐ I agree to PayQuicker's Privacy Policy and the collection, use and disclosure of my personal information
- ☐ I have read the Electronic Communications Disclosure and Consent to receive electronic communications
- ☐ I agree to the latest Terms of Use
- ☐ I agree to the latest Privacy Policy Addendum
- ☐ I agree to the latest Cardholder Agreement

Important: Your Company may be paying the cost of some fees listed in this Cardholder Agreement for you. The fees your Company is paying for you will be listed in your Company's Terms and Conditions.
[Fees](#)

I Agree

Terms and Conditions

- Click each agreement to view
- Check each box to agree to Terms & Conditions
- Click **I Agree** button



 Language ▾

Thank You!

Your registration is now complete. You can now login.

Login

CONTACT SUPPORT 

Powered By PayQuicker™

Version 2.39.0.0



Hello,

You have successfully verified your email address for your account. Your username is *Mle4321*.

To log into your account, <http://yourcompany.mypayquicker.com/>.

Customer Support

Support Hours: 8:00am - 7:00pm ET Mon - Fri

United States, Canada, and Puerto Rico: [1 \(866\) 400 2712](tel:18664002712)

United Kingdom: [+ 44 12 2445 9238](tel:+441224459238)

France: [+ 33 3 60 85 00 81](tel:+33360850081)

Australia: [+ 61 870 708 064](tel:+61870708064)

Mexico: [+ 52 55 5350 7204](tel:+525553507204)

Spain: [+ 34 8818 00000](tel:+34881800000)

Hong Kong: [+ 852 5808 4046](tel:+85258084046)

Italy: [+ 39 06 94804009](tel:+390694804009)

Outside of the United States: 011 [\(585\) 507-4604](tel:15855074604)

Support Email: [Send Email](#)

*Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, please refer to the Support Contact information above.

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Registration Success Email

- Email contains:
 - Link to login to new account
 - Customer Support contact information
 - Link to communication preferences

KYC Identity Verification

- Canada regulations require identity verification when your account earnings reach **\$1000**.
- You will be unable to access funds beyond **\$1000** until the verification is complete.
- You will receive a notification that KYC is required at a threshold of **\$864**.
- This could occur on your first payout if it surpasses this threshold.
- All prompts, notifications and help documents will be through your PayQuicker Payment Account.

Secure Account with Two-Step Verification

Keep your account secure by adding an additional layer of security!

At login, you have the option to activate this feature, which requires both a password and a verification code. You have two ways to use Two-Step Verification:

1. **Authy App** or
2. **SMS Text**

PAYQUICKER

Language ▾

Setup Two-Step Verification

Secure Your Account with Two-Step Verification

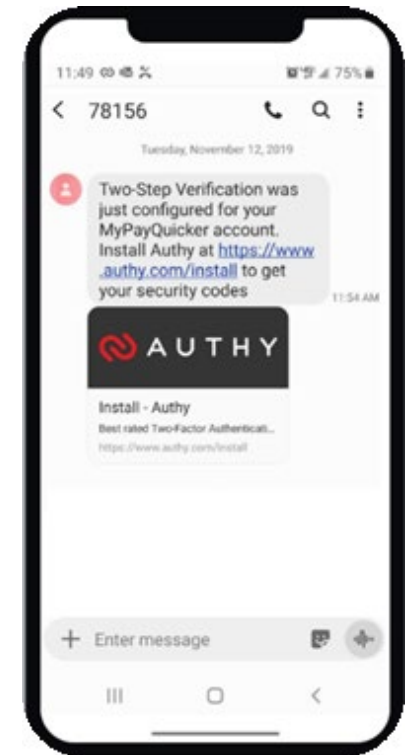
Two-Step Verification adds an extra level of security to your account by requiring both your password and a verification code to sign in.



☐ Don't show this to me again

Option 1: Authy App

1. Login to payment account
2. Click **Setup Two-Step Verification** button
3. Enter mobile-phone number and click **Continue**
4. Open text message sent to mobile-phone with link to download Authy authentication app
5. Click link, install Authy mobile device app, open Authy app on mobile-phone
6. Enter mobile-phone number and email address in Authy app when prompted and click **OK**
7. Choose from push notification, phone call, or SMS methods to receive verification code needed to login to payment account
8. Click pending "Two-Step Verification Registration" request in Authy app
9. Verify information and click **APPROVE**
10. Go to payment account and click Continue to my account
11. You can also set up Two-Step Verification on your **Desktop** or **Laptop** by going to your account login page at yourcompanyname.mypayquicker.com.



Option 2: SMS Text

1. Login to payment account
2. Click **Setup Two-Step Verification** button
3. Enter mobile-phone number and click **Continue**
4. Click **Use text messaging (SMS) for Authentication** or select **Use SMS for Authentication** from the “Having trouble, or want other options?” drop-down menu
5. Open text message sent to mobile-phone with security code
6. Enter security code in the “Your Security Code” field
7. Click **Verify** button.
Two-step verification is complete!
8. Go to payment account and click **Continue to my account**



Authy is a free authentication mobile app that can be used on Apple or Android devices. Authy generates unique verification codes which users enter as a second step when logging in to their account.

A text message was sent to XXX - XXX - XXXX with instructions to download free Authy authentication app to mobile device. Click the link in the text message to download Authy app. Open Authy app on mobile device. Enter mobile number and email address when prompted. Select desired verification method. Click and accept the pending Two-Step Verification registration request in Authy app to proceed.

⌚ **Waiting for response to authorization request**

Didn't receive the request? [Send authorization request again](#)

Don't have a smartphone? [Use text messaging \(SMS\) for Authentication](#)

Cancel

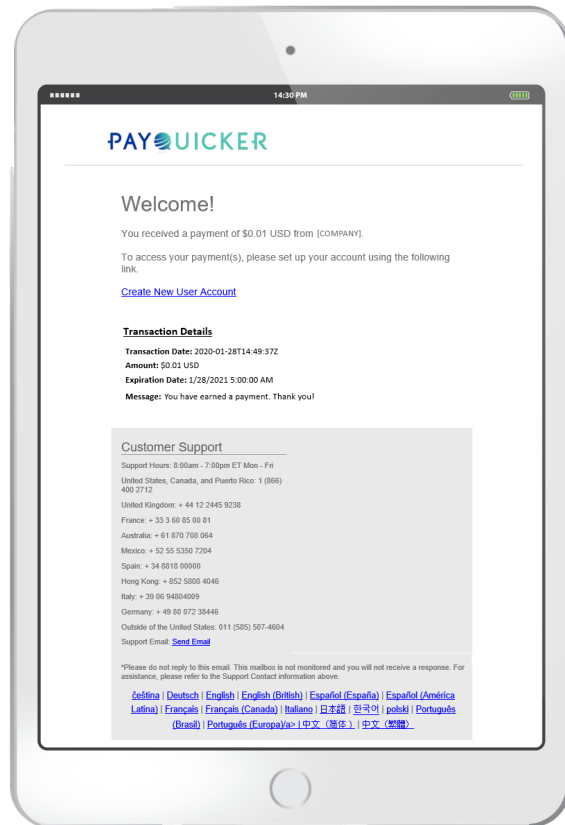
Finish this later

Having trouble, or want other options? ▼

Your Payment Account& Cards

Instant Pay!

Virtual Card is
ready to spend
immediately
after registration!



Payment notification email



Funds are instantly available
in account and on card



Instantly Spend
with your Plastic
Card once it's
received and
activated!

Overview

MetaBank USD

Balance: \$955.59 USD

Pending Transactions

Date	Amount	Status	Description
10/2/2017	(\$0.01) USD		75552c94-64ad-4ad5-a6d9-a50f1267f50f - Transferred To Vicky Ho
10/2/2017	(\$0.01) USD		33d0a288-6c63-4d84-a99f-11493784cfad - Transferred To Shiny Black Box Account
10/2/2017	(\$0.01) USD		6d193041-4aaf-43d3-9e80-25d7fdb721bc - Transferred To Vicky Ho
10/2/2017	(\$0.01) USD		924b7d62-1c35-42a6-a469-8803486ac1cc - Transferred To Shiny Black Box Account
9/27/2017	\$0.01 USD		07468a0d-75e4-4d6e-9aa7-9fcc1a01c1bc - Transferred From Shiny Black Box Account

Show All Activity

Show All Pending Transactions

Recent Transactions

Date	Amount	Status	Description

Show All Activity

Overview
Help
Logout

Privacy Policy
E-Sign & Consent
Site User Agreement
Cardholder Agreement
Fees

CONTACT SUPPORT 

Download on the
App Store

GET IT ON
Google Play

Account
Homepage

Edit Profile

Account Information

Profile Information [Request Name Change](#)

User Name

First Name

Last Name

Business Information (Optional)

Business Name

Time Zone

Time Zone

Email Address

Email Address

Phone Numbers

Primary Phone

Mobile

Addresses

Country

Residential Address

Address Line 1

Address Line 2

City

State

Postal Code

Mailing Address

IMPORTANT! Your Prepaid Card is mailed here!

☒ Same As My Residential Address

Security

[Change Password](#)
[View Security Settings](#)

[Cancel](#) [Save Changes](#)

How to Enter Business Information

- After registration, add Business Name
- Click **Edit Profile** in the dropdown menu next to your name on the top right of the screen
- Enter Business Name in the Business Information section of the Account Information form
- Click **Save Changes** button

Card Tab

PAYQUICKER

HOME

CARD ▾

ACCOUNT ▾

REWARDS & OFFERS

HELP ▾

USE MY VIRTUAL CARD

Use My Virtual Card

Change Card PIN

Report Lost/Stolen Card

Overview

Pending Transactions

Date	Amount	Description
⏮	⏪ 0 ⏩ ⏭	5 ▾ Transactions

Show All Activity

Recent Transactions

Date	Amount	Description
------	--------	-------------

Account Tab

The screenshot displays the PAYQUICKER website's 'ACCOUNT' tab. The navigation bar at the top includes links for HOME, CARD, ACCOUNT (selected), REWARDS & OFFERS, and HELP, along with a 'USE MY VIRTUAL CARD' button. The main content area is titled 'Overview' and features a 'Pending Transactions' section with a table showing transaction dates and descriptions. A 'Show All Activity' link is present. Below this is the 'Recent Transactions' section, also with a table. A dropdown menu is open from the 'ACCOUNT' tab, listing options: Overview, All Account Activity, Statements, Account Settings, Change Password, Transfer Money (highlighted), Outstanding Fees, and Link To Mobile App. A secondary dropdown menu is open from 'Transfer Money', listing: Add a Bank Account, Send Instant Payment, Transfer to Your Bank, and Send Paper Check.

PAYQUICKER

HOME CARD **ACCOUNT** REWARDS & OFFERS HELP [USE MY VIRTUAL CARD](#)

Overview

Pending Transactions

Date	Description
◀ ◀ 0 ▶ ▶	

[Show All Activity](#)

Recent Transactions

Date	Amount	Description
------	--------	-------------

- Overview
- All Account Activity
- Statements
- Account Settings
- Change Password
- Transfer Money**
- Outstanding Fees
- Link To Mobile App

- Add a Bank Account
- Send Instant Payment
- Transfer to Your Bank
- Send Paper Check

Add Bank Account

(With option to enable auto bank transfers)



Add a Bank Account



Transfer funds from your PayQuicker account into a personal bank account.

Destination Currency:

USD

Change

Country

United States

Change

Account Nickname

Name on Account

Bank Name

Routing Number

Account Number

Bank Account Type

Choose Bank Account Type

Bank Account Purpose

Choose Bank Account Purpose

Automatic Bank Transfer Enabled

No

Yes

No

Cancel

Add Bank

Transfer Money to Your Bank

PAYQUICKER

Language ▾



HOME

CARD ▾

ACCOUNT ▾

REWARDS & OFFERS

HELP ▾

USE MY VIRTUAL CARD

LOGOUT

Transfer Money To Bank

MetaBank USD

Balance: \$955.59 USD



Transfer money from your PayQuicker account to a bank account of your choice. Transfers can take anywhere from 1-5 business days to complete depending on banking holidays.

Transfer Money To Bank

From

MetaBank USD

To



Transfer Money to Bank

Fee

Bank Name

Name on Account

Country

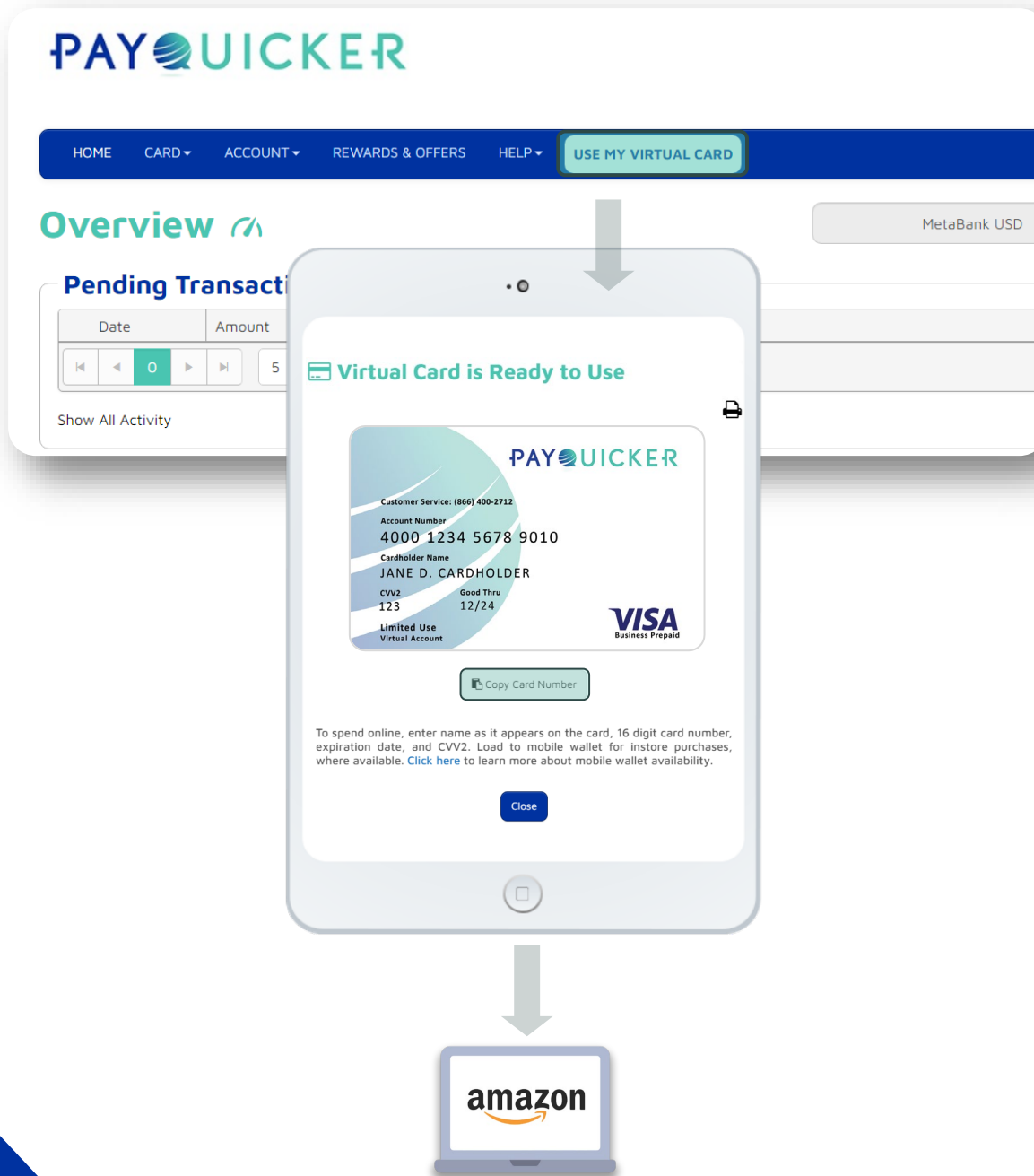
Manage Bank Accounts

Amount

USD

Clear

Transfer



Virtual Debit Card

- Click **USE MY VIRTUAL CARD** Button
- View 16-digit virtual card number
- Click **Copy Card Number** for easy online use

Plastic Card Activation

- Plastic card arrives in 10-14 days
- Card activation instructions
 - Click **ACTIVATE PLASTIC CARD** button on account homepage once received
- Card use tips
- Support contact information

400 Linden Oaks, Suite 320
Rochester, NY 14625

Congratulations!

Here is your new Prepaid Visa® Card
From:

PAYQUICKER

✓ Use everywhere Visa debit cards are accepted
✓ Access cash at any ATM with Visa Plus

Log in to your account to review your Cardholder Agreement, check your balance, and monitor your activity.



CARD WILL NOT WORK
Until You Activate it ...

**TO ACTIVATE YOUR CARD
AND CREATE YOUR PIN**

Log in to your account at:
payquicker.mypayquicker.com



For assistance call (866) 400-2712 (M-F 7:00am-7:00pm EST)
Or email support@payquicker.com. Cards cannot be activated
by calling this number or sending an email

Prepaid Visa Card Tips

- For additional assistance email support@payquicker.com
- Login to your card account to check your balance and monitor your activity
- Don't forget to sign the back of your card
- Select "Credit" to swipe and sign for purchases
- Select "Debit" and use your PIN to get cash back with a purchase
- Use the mobile app for easy access to account information¹

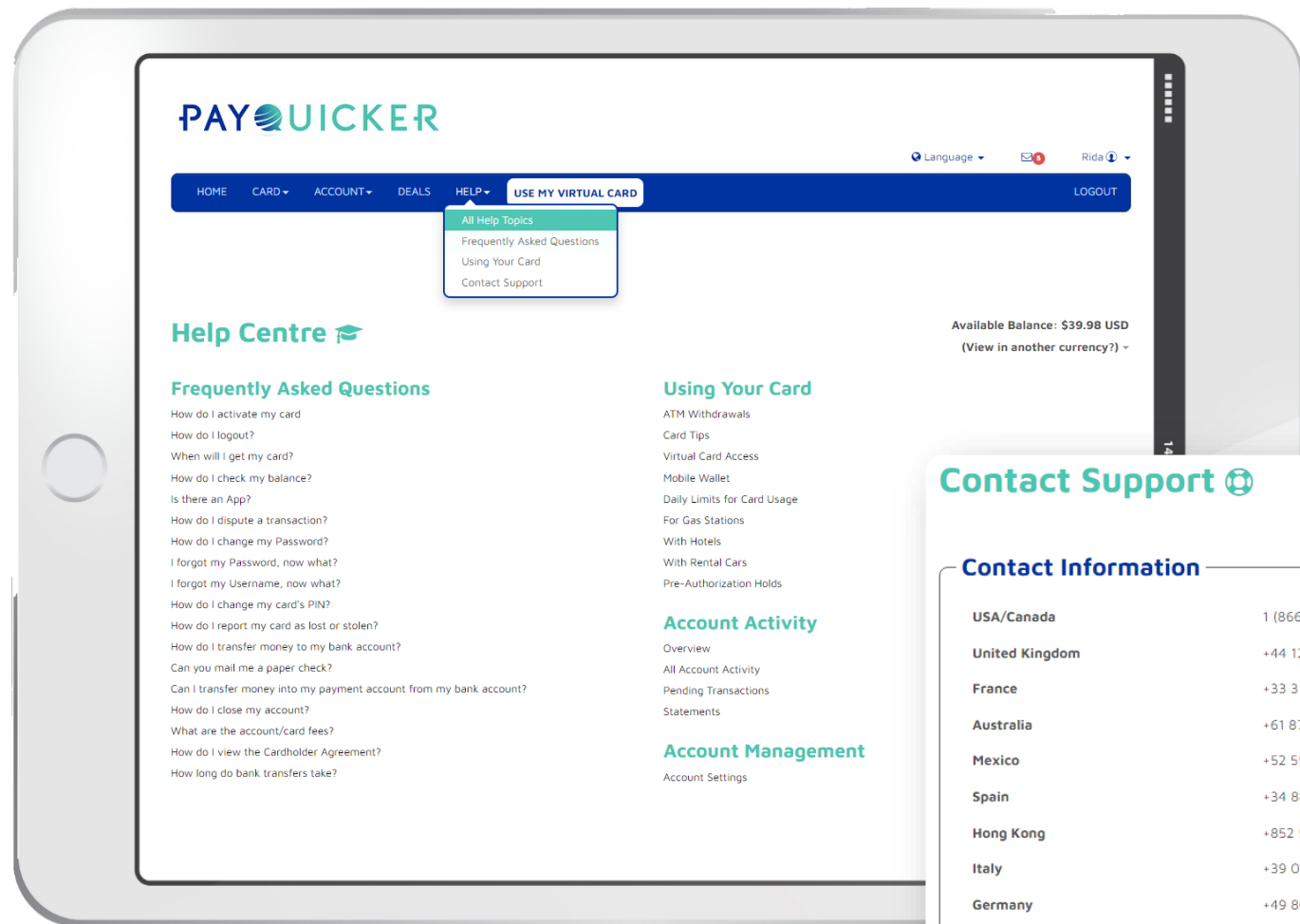
Purchasing Gas:

When purchasing gas with your card you will need to prepay with the cashier inside the station.

PAYQUICKER
www.payquicker.com

Card is issued by MetaBank®, N.A., Member FDIC, pursuant to a license from Visa U.S.A. Inc. Use of this card is subject to the terms of the Cardholder Agreement, as amended, furnished and agreed to in connection with this issuance. Fees may apply. For cardholder services call PayQuicker at +1(866) 400-2712 or +1(585) 507-4604. www.payquicker.com

Questions about your PayQuicker Account?



Contact Support

Contact Information

USA/Canada	1 (866) 400-2712
United Kingdom	+44 12 2445 9238
France	+33 3 60 85 00 81
Australia	+61 870 708 064
Mexico	+52 55 5350 7204
Spain	+34 8818 00000
Hong Kong	+852 5808 4046
Italy	+39 06 94804009
Germany	+49 80 072 38446
Phone - Internationally	+1 (585) 507-4604
Fax	+1 (585) 445-3488
Contact Form	https://payquicker.com/support/
Email Address	support@payquicker.com
Mailing Address	PayQuicker LLC 400 Linden Oaks Suite 320 Rochester, New York 14625 USA

Thank You!

PAYQUICKER