

LifeWave Pay Portal – Getting Started Guide www.lifewavecashcard.com

LifeWave Pay Portal - Getting Started Guide

What is the LifeWave Pay Portal?

LifeWave Pay Portal (<u>www.lifewavecashcard.com</u>) is an easy-to-use, secure and global online pay portal exclusively for LifeWave and its distributors.

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LifeWave Pay Portal - www.lifewavecashcard.com

LifeWave Pay Portal comes complete with the fully integrated LifeWave Prepaid Visa Card, giving you the convenience of instant access to your earnings via the card while offering the flexibility to transfer a portion of your funds to one or more bank accounts of your choice.

Getting Started

Once you have earned your first commission, please submit a photo ID (Passport, National ID, Driving License) to <u>commissions@lifewave.com</u> to have a LifeWave Pay Portal account set up for you.

Once your account has been created, you will receive a welcome email notifying you that your Pay Portal is ready for activation. Follow the instructions in this email to activate your account.

Please have your LifeWave Distributor ID on hand when activating your Pay Portal.

- A secure and convenient way to receive commission payments – electronically!
- Faster access to your earnings!
- Transfer earnings to any bank account in your country!
- Instant electronic notifications of commission payments!
- Review payment history & download into Microsoft Excel!

Customer Support

Live Telephone Support is available Monday – Friday, from 8:00 AM to 5:00 PM Pacific.

Phone:

North America: 1-855-LIFE-444(1-855-543-3444)

Worldwide: 1-778-410-2235

Email Support: Email:

support@lifewavecashcard.com

FAQs

For answers to frequently asked questions about the LifeWave Pay Portal, click the 'FAQs' button on the menu bar of the LifeWave Pay Portal website or visit www.lifewavecashcard.com/faq <u>s.jsp</u>



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Receiving Payments

Your commissions will automatically be credited to your LifeWave Pay Portal account. Each time funds are credited to your account, you will receive an email notification from **notifications@lifewavecashcard.com**.

After funds have been credited to your account, you can easily transfer them to any financial institution in your country by following the steps outlined in the section 'Using Cashout' below.

Below is an example of the payment notification email you would receive:

Dear [your name],

LifeWave has loaded USD \$500.00 to your LifeWave Pay Portal account on February 10, 2014.

Message from the sender is:

February 10, 2014 Commission Payment

Please log in to your LifeWave Pay Portal account at your earliest convenience and use the Cashout tool to transfer the funds to your bank account.

Thank you for using LifeWave Pay Portal. <u>https://www.lifewavecashcard.com</u>

Using Cashout

1. Click Cashout.

2. Select whether you would like to make a one-time Cashout or set up an automated Cashout, then click **Continue**.

3. If you are transferring to a new account, enter the required account information. Please carefully verify that your banking information is correct, as incorrect information may cause significant delays to your transfer. 4. If you are performing a onetime Cashout, enter the **Amount** to transfer. Enter any personal notes you would like to store on your receipt (for your records only) and click **Continue**.

5. If currency conversion is required to complete the transaction, currency conversion details will be displayed.

 Verify the information and click **Confirm**.
Funds will be transferred to your bank account within 2-3 business days.

Set up 'Auto Cashout'

The easiest way to manage your payments is to set up an Auto Cashout. Just click '**Cashout** in' your account menu, then select '**Add Auto Cashouts**' under Option 2.

Auto Cashout lets you transfer a percentageof your incoming funds to up to three saved cashout destinations automatically. For example, you could have 60% of your funds transferred to Bank Account A, 20% to Bank Account B, and 20% to Bank Account C. You can also choose between a daily or a monthly frequency for your Auto Cashouts.

It's really that simple -- just set it and forget it!