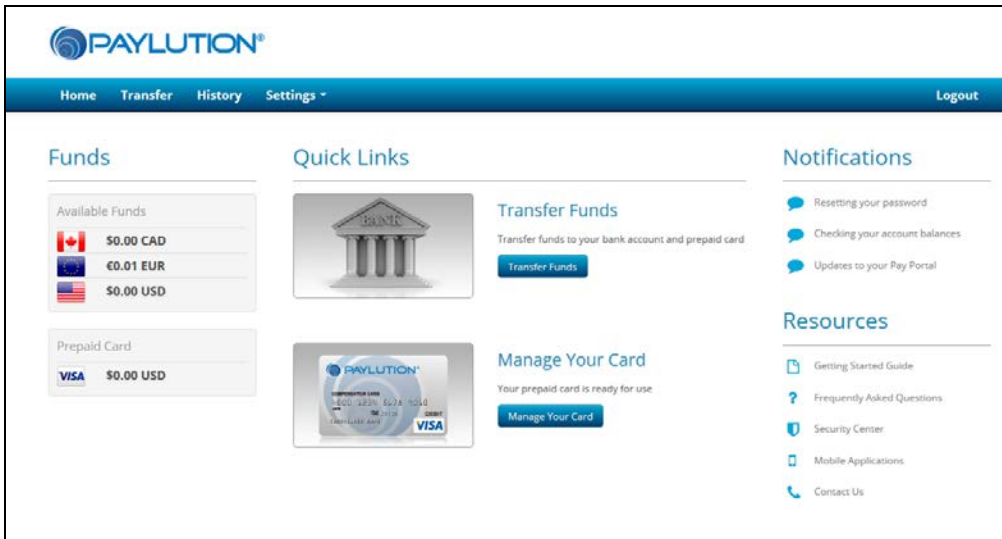


## What is the Paylution Pay Portal?

Paylution Pay Portal ([www.paylution.com](http://www.paylution.com)) is an easy-to-use, secure and global online pay portal exclusively for your organization and its distributors.



[www.paylution.com](http://www.paylution.com)

Paylution Pay Portal comes complete with the fully integrated Paylution Commission 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

Your organization will automatically create your Paylution Pay Portal account on your behalf when you first enroll as a distributor.

If you are an existing distributor who has received payments by other means in the past, your Paylution Pay Portal will be created automatically prior to the next commission payout.

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

Please have your organization distributor ID on hand when activating your Paylution Pay Portal account.

- 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 Customer Support** is available Monday - Friday from 6:00am - 5:00pm PST, Saturday & Sunday from: 8:00am – 5:00pm PST.

### Phone:

North America: 1-877-546-8220  
Worldwide: 1-604-638-6657

### Email Support:

Email: [support@paylution.com](mailto:support@paylution.com)

## FAQs

For answers to frequently asked questions about Paylution Pay Portal, click the 'FAQs' button on the menu bar of the Paylution website or visit [www.paylution.com/faqs.jsp](http://www.paylution.com/faqs.jsp)

## Receiving Payments

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

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

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

Dear [your name],

Your organization has loaded USD \$500.00 to your Paylution account on February 10, 2016.

Message from the sender is:

-----  
February 10, 2016 Commission Payment  
-----

Please log in to your Paylution account at your earliest convenience and use the Transfer tool to transfer the funds to your bank account.

Thank you for using Paylution.  
<https://www.paylution.com>

## Using 'Transfer'

1. Click **Transfer Funds**.
2. If you are transferring to a new account, then you will need to **+ Add New Transfer Method**.
3. Select your **country** (and **currency** if required) and **Transfer Method** from the drop down menus.
4. Click **Continue**.
5. **Enter your banking information**. Please carefully verify that your banking information is correct, as incorrect information may cause delays to your transfer.
6. Verify the information and click **Continue**.
7. Follow the onscreen instructions and enter the **amount** you wish to transfer.
8. Click **Continue** and then **Confirm**.
9. Funds will be transferred to your bank account within 1-3 business days.

## Set up 'Auto Transfer'

Once you have saved a Transfer Method the easiest way to manage your payments is to set up an **Auto Transfer**.

1. Click **Transfer**
2. In the Transfer Center, click **Actions** for the account you wish to auto transfer to.
3. Select **Create Auto Transfer**
4. Click **Confirm** and you are done. It's really that simple-- just set it and forget it!

The **Advanced** options let you transfer a percentage of your incoming funds to up to three saved accounts automatically. For example, you could have 60% of your funds transferred to Bank Account A, 20% to Bank Account B, and 20% to a Prepaid Card.

You can also choose between a daily or a monthly frequency for your auto transfer.

The Paylution Visa® Prepaid Card

## Introducing the Paylution Visa® Prepaid Card

The Paylution Visa Prepaid Card is a stylish prepaid Visa card that makes for a great conversation starter.

Once activated, your earnings can be made instantly available on your card and can be used wherever Visa debit cards are accepted.



## Features & Benefits

- **Rapid access to your funds:** Credits to your Paylution Visa Prepaid Card are immediately available once activated, giving you quick, convenient access to your funds.
- **Paylution branded card:** Show your Paylution pride and start a conversation whenever you use your card.
- **Use everywhere Visa debit cards are accepted:** You can use your Paylution Visa Prepaid Card to make purchases everywhere Visa debit cards are accepted – in-store, online or over the phone – worldwide. You can also use your card to withdraw funds at any of the millions of ATMs around the world bearing the Visa®, Plus® or STAR® Acceptance Marks (note: bank fees may apply).
- **Manage from your Paylution account:** Your Paylution Visa Prepaid Card is fully integrated with your Paylution Pay Portal account ([www.paylution.com](http://www.paylution.com)), from which you can view your card transactions, change your PIN and manage the Auto Transfer settings that determine how much of your earnings are automatically loaded to your card each month.

## Obtaining Your Card

You may request a card by logging into your Paylution account ([www.paylution.com](http://www.paylution.com)) and clicking the “Request a Prepaid Card” quick links button.

Answer the questions and then ensure that your Profile information is complete and accurate, then submit and confirm your request.

Please allow 7-10 business days to receive your card if you live in the USA.

| Description                         | Card Fee (USD)         |
|-------------------------------------|------------------------|
| Activation Fee                      | \$ 1.95 (one-time fee) |
| Service Fee                         | \$ 3.00                |
| ATM Transaction Fee                 | \$1.50                 |
| ATM Transaction Fee (International) | \$3.50                 |
| ATM Decline Transaction Fee         | \$0.25                 |
| ATM Balance Inquiry Fee             | \$0.25                 |
| Transfer to Bank Account Fee        | \$1.50                 |
| Replacement Card Fee                | \$6.95                 |
| Expedited Shipping (Domestic)       | \$25.00                |
| Expedited Shipping (International)  | \$50.00                |
| Balance Refund Fee                  | \$15.00                |
| Foreign Transaction Fee             | 3%                     |
| Over the Counter Cash Withdrawal    | \$5.00                 |

ATM Fees: When you use an ATM, you may be charged a fee by the ATM operator or any network used to complete the transaction (and you may be charged a fee for a balance inquiry even if you do not complete a fund transfer).

Although your Card may have an expiration date, the funds on your Card do not expire. Upon expiration, you must call customer service at 1-877-546-8220 or 1-604-638-6657 and obtain a new card to access the remaining balance on your Card.

The Paylution Visa<sup>®</sup> Prepaid Card

## Activating Your Card

After receiving your card, call **1-877-546-8220** (North America), **1-604-638-6657** (Worldwide) or visit [www.paylution.com](http://www.paylution.com) to activate it.

## Managing Your Card

By activating and logging into your Paylution account ([www.paylution.com](http://www.paylution.com)), you'll be able to review your card balance and transaction history, change your card PIN and manage the Auto Transfer settings that determine how much of your earnings are transferred onto your card.

## Cardholder Support

**Live Customer Support** is available Monday - Friday from 6:00am - 5:00pm PST, Saturday & Sunday from: 8:00am – 5:00pm PST.

- Call toll-free within the USA and Canada: **1-877-546-8220**
- Worldwide: **1-604-638-6657**
- Email: [support@paylution.com](mailto:support@paylution.com)

**The following telephone services are available 24 hours/day:**

- Activate your card
- Check your card balance
- Report a lost or stolen card
- Dispute a transaction
- Change your card PIN

## Where can I learn more about the Paylution Visa Prepaid Card?

To find out more about the Paylution Visa Prepaid Card, please visit <https://www.paylution.com/faqs.jsp> and review the frequently asked questions.



*This Card is issued by MetaBank<sup>®</sup>, Member FDIC, pursuant to a license from Visa U.S.A Inc.*