

netcashⁿ

Quick Start Guide

Netcash Shop

PAYMENTS. DELIVERED.

www.netcash.co.za

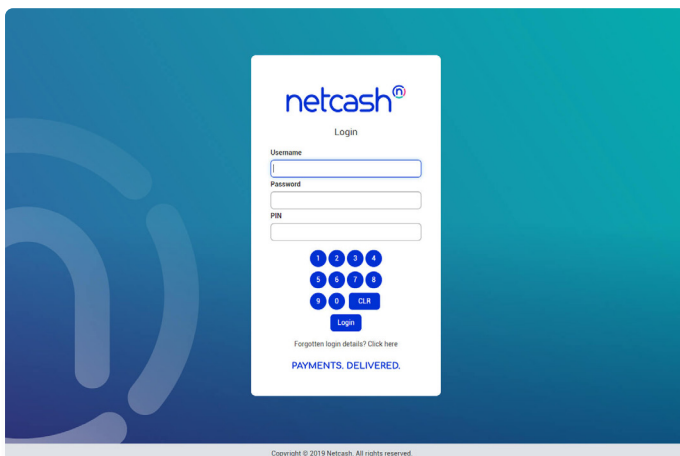


We can get your Netcash Shop up and running in no time!

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Log into Netcash



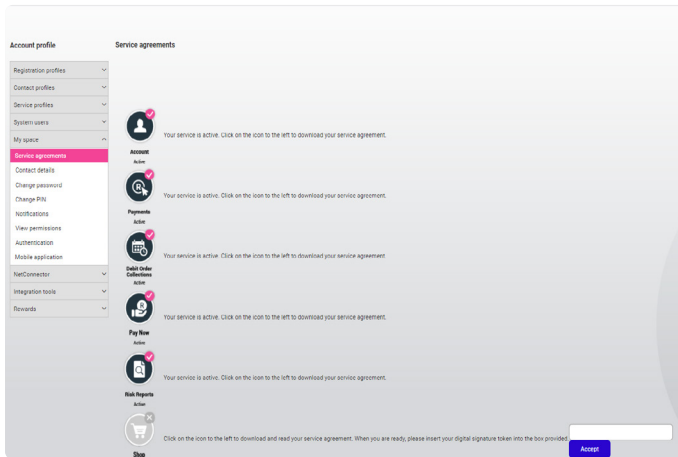
1. Navigate to <https://merchant.netcash.co.za>
2. Insert your username, password & pin. Press the **Login** button.
3. These credentials would have been emailed to you when your account was activated.

Note:

Should you not have your login details, please contact your system superuser to reset your password or contact the Netcash help desk on 0861 338 338.



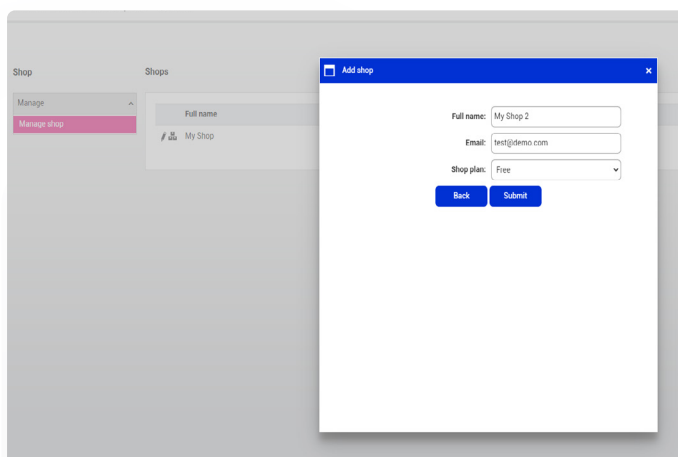
Netcash Shop Service Agreement



1. Select **Account profile > My Space > Service Agreements**
2. Under the Shop product, **click on the cart icon** to download and read your Service Agreement.
3. Once you have read your agreement, click on the **Send Signature Token button**.
4. Your digital signature token will be emailed to the Super User email address linked to your account.
5. **Insert your digital signature token** into the box provided.
6. Click **Submit**.

Note: Please ensure the Netcash account super user has granted system user permissions to the person responsible for setting up and editing your Netcash Shop.

Netcash Shop Initial Setup



1. Select **Services > Shop > Manage > Manage my shop**
2. In the top right corner, click on the **Add button**.
3. You will be presented with a pop up to input your Shop information. **Insert your shop's full name, the email address and select your plan**.
4. Click **Submit**.

Note:

- You can deactivate your store by using the active tick box.
- You can edit your shop plan by clicking on the pencil icon.
- You can access your store control panel by clicking on the control icon.

netcash shop[®]

Need more assistance?

Contact your Relationship Consultant on 0861 338 338
or email us on support@netcash.co.za