

DNT Prepaid Front End User Manual

Version 1.0

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INTRODUCTION

The ePrepaid Integrated Payment Solution (DNT Prepaid) is an online payment system provided by Dagang Net (DNT), that is integrated to Dagang Net's various service and agency portals, allowing its registered customers to make all relevant payments on a single platform using the prepaid method.

This document serves as a step-by-step user guide for the use of each functions / services available in the system. This document caters to the DNT Prepaid (front-end) user type, and focuses on the functionalities specific to front-end users, including top up, transfer balance, payment and transaction activities.



1.0 Prepaid User Login

Prepaid FE URL:

https://prepaid.dagangnet.com.my



Figure 1.0: FE Prepaid Login Page



1.1 Registration

- 1.1.1 New applicants without login access must be registered with system. Click on Registration link provided at the top of the page to proceed with registration (see Figure 2.0 below).
- 1.1.2 Applicant will be navigated to the Registration Form page.



Figure 2.0: FE Prepaid registration link button

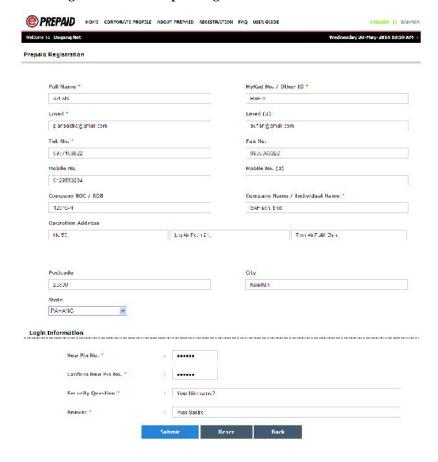


Figure 3.0: FE Prepaid registration form



- 1.1.3. Enter Prepaid registration information and login information. All mandatory fields (with *) must be filled in (see Figure 3.0 above).
- 1.1.4 Click Submit button to submit registration.
- 1.1.5 Click **Reset** button to clear data entry on form.
- 1.1.6 Click Back button to go back to FE login (main) page.
- 1.1.7 Upon submission, system will prompt message that registration submission is successful (see Figure 4.0 below).



Figure 4.0: FE Prepaid registration successful message

1.1.8 You will be requested to check your email to proceed with account activation.



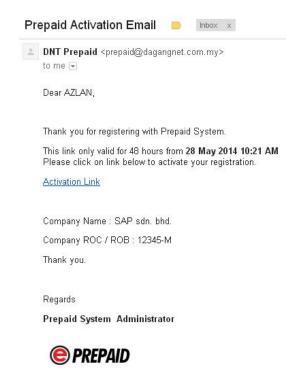


Figure 5.0: FE Prepaid registration Activation Email



1.1.9 Click on the activation link provided in the email to activate your prepaid account (see Figure 5.0 above).



Figure 6.0: FE Prepaid registration activation successful message

1.1.10 The user will be navigated to the registration activation successful page (see Figure 6.0 above). You will receive an email with your Prepaid account details (Prepaid ID and Pin No.) for you to login to system (see Figure 7.0 below).



Figure 7.0: FE Prepaid registration Activated Email



1.2 Login to Prepaid System

1.2.1Navigate to the Prepaid user Login page and enter valid Prepaid ID and Pin No. to access the system (see Figure 8.0 below).

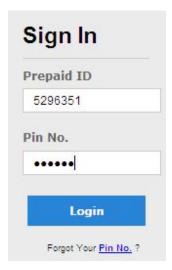


Figure 8.0 : Prepaid User Login

1.2.2 Upon successful login, prepaid user will be navigated to the Profile Page.



1.3 Forgot Pin No. (Password)

1.3.1 Click Forgot Your Pin No.? at FE Login Page (see Figure 9.0 below).

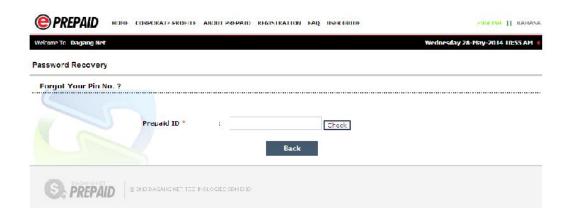


Figure 9.0: Pin No / Password Recovery Page

1.3.2 The user will be navigated to the Password Recovery Page. Enter Prepaid ID at Password and click 'Check' (see Figure 10.0 below).



Figure 10.0: Enter Prepaid ID No

1.3.3 Enter answer to security question as saved during registration (see Figure 11.0 below).



Figure 11.0: Security Question



1.3.4 Click 'Submit'. If security answer validation is successful, you will receive an email with instructions for Pin No. recovery (see Figure 12.0 below).

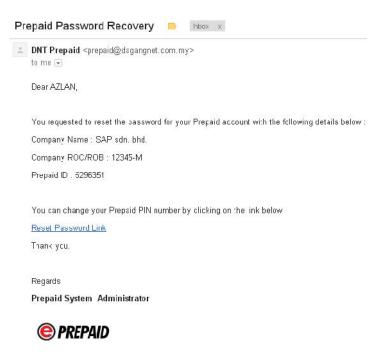


Figure 12.0: Pin No. (Password) Recovery Email

1.3.5 Click on 'Reset Password Link' link provided in the email and you will be navigated to the Change Password page (see Figure 13.0 below).



Figure 13.0: Prepaid Account Change Pin No (Password)



- 1.3.6 Enter current existing password in 'Current Pin No.' textbox provided (mandatory).
- 1.3.7 Enter new password in 'New Pin No.' texbox provided (mandatory).
- 1.3.8 Re-enter new password in 'Confirm New Pin No.' textbox provided (mandatory).
- 1.3.9 Click Save to proceed to change Pin No..
- 1.3.10 You will receive an email that Pin No. was successfully changed (see Figure 14.0 below).



Figure 14.0: Prepaid User Pin No. successfully updated Email

1.3.11 Click **Reset** to clear data entry on form.



2.0 User Profile

This page displays the prepaid and login information as entered during registration.

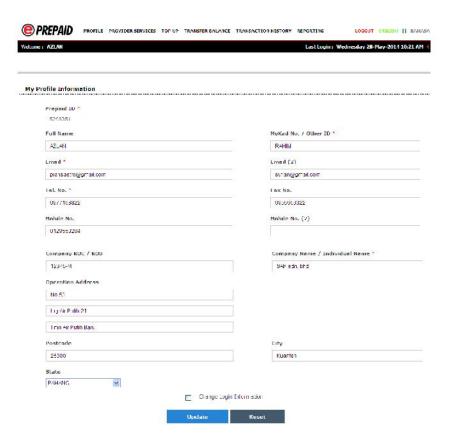


Figure 15.0: My Profile Information

2.1 View & Update Prepaid User Profile Information

- 2.1.1 Enter / edit prepaid user information and click Update to save changes.
- 2.1.2 Click **Reset** button to reset and clear data entry form.



2.2 Change Pin No. (Password)

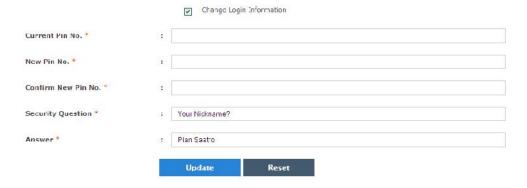


Figure 16.0: My Profile Information – Change Login Information

- 2.2.1 Check on 'Change Login Information' checkbox (see Figure 16.0 above).
- 2.2.2 Enter current existing password in 'Current Pin No.' textbox provided (mandatory).
- 2.2.2 Enter new password in 'New Pin No.' texbox provided (mandatory).
- 2.2.3 Re-enter new password in 'Confirm New Pin No.' textbox provided (mandatory).
- 2.2.4 Update Security Question and Answer (if required).
- 2.2.5 Click Update to proceed to change Pin No.
- 2.2.6 You will receive an email that Pin No. was successfully changed.
- 2.2.7 Click Reset to clear data entry on form.



3.0 Provider Services

3.1 Service Provider List

This page displays list of service providers that are available for prepaid services. Prepaid User must register a service provider before they can use the prepaid services provided by system (see Figure 17.0 below).



Figure 17.0 : Service Provider List

- 3.1.1 Click on provider service to view service provider information.
- 3.1.2 System will display Service Provider Information section.



3.2 Service Provider Information

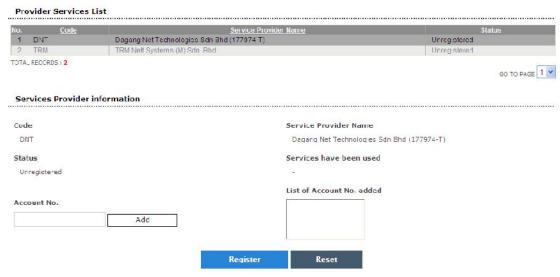


Figure 18.0: Provider Services - Service Provider Information

- 3.2.1 At service provider information page, enter account no. to be registered with the service provider (see Figure 18.0 above).
- 3.2.2 Click Register to register service provider with Prepaid User account.
- 3.2.4 Upon registration, the status of the registered service provider will be updated as 'Registered'.



Figure 19.0: Provider Services - Service Provider successfully registered with Prepaid User

3.2.5 Click **Reset** to clear data entry in form.



4.0 Prepaid Top Up

After registering a service provider, Prepaid User can proceed to user Top Up and other prepaid services associated with this registered service providers only (see Figure 20.0 below).



Figure 20.0: Prepaid Add New Top up

The methods of payment depend on the payment modes accepted by the Service Provider. This document will describe 3 types of payment method, which are ePayment, Credit Card Online, and Manual Payment.



Figure 21.0: Prepaid Add New Top up Payment Methods



4.1 Add New Top Up – ePayment

4.1.1 At Add New Top up screen, select Service Provider, select ePayment as payment method and select Amount (see Figure 21.0 above).



Figure 22.0: Prepaid Top up - ePayment

- 4.1.2 Click **Proceed** and system will display the ePayment poup screen. (see Figure 22.0 above).
- 4.1.3 Click '*Proceed to ePayment*' and follow the guided instructions on screen, to complete the ePayment process.



4.2 Add New Top Up - Credit Card Online

4.2.1 At Add New Top up screen, select Service Provider, select Credit Card Online as payment method, select Credit Card Type, and select Amount (see Figure 23.0 below).

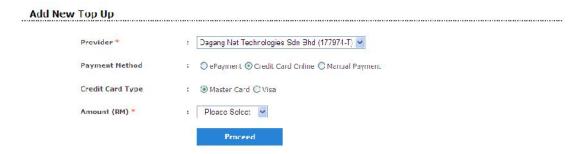


Figure 23.0: Prepaid Top up - Credit Card Online

4.2.2 Click Proceed and system will display the Credit Card popup screen (see Figure 24.0 below).

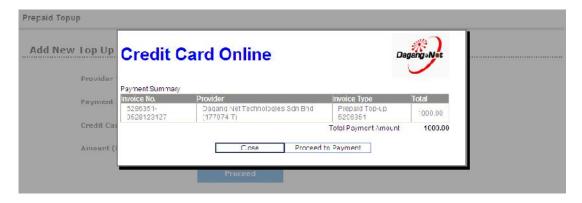


Figure 24.0 : Prepaid Top up - Credit Card Online

4.2.3 Click '*Proceed to Payment*' and follow the guided instructions on screen, to complete the online credit card payment process.



4.3 Add New Top Up - Manual Payment

4.3.1 At Add New Top up screen, select Service Provider, and select Manual Payment as payment method (see Figure 25.0 below).



Figure 25.0: Prepaid Top up - Manual Payment

4.3.2 Click 'Add New Top Up' and system will display the Manual Payment screen (see Figure 26.0 below).

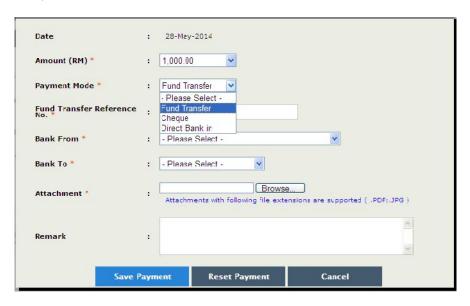


Figure 26.0: Prepaid Top up - Manual Payment

- 4.3.3 Select amount and payment mode (3 types Fund Transfer, Cheque or Direct Bank In).
- 4.3.4 Enter fund transfer reference no. and select bank transaction from and bank transaction to.
- 4.3.5 Click 'Browse' and attach any relevant document.



4.3.6 Enter remarks and click on Save Payment to proceed with manual payment. You will receive 2 emails from Prepaid system (see Figure 27.0 below).

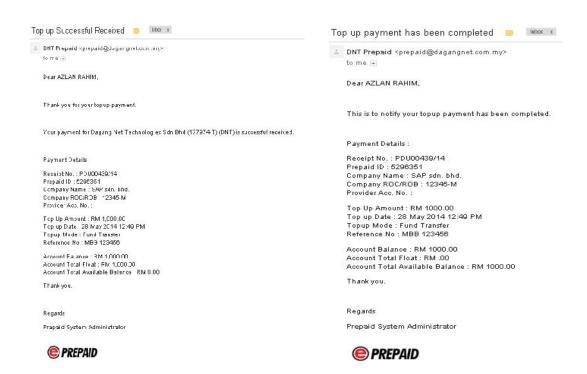


Figure 27.0: Prepaid Top up – Manual Payment Email Notifications

- 4.3.7 Click **Reset Payment** to clear payment data entry on form.
- 4.3.8 Click Cancel to cancel payment transaction.



5.0 Transfer Balance

At Menu Bar, go to Balance Transfer Screen to transfer amount from one prepaid account to another, both using the same service provider (see Figure 28.0 below).



Figure 28.0: Transfer Balance

5.0.1 At Menu Bar, select Service Provider and Prepaid User's Account Information is displayed on screen (see Figure 29.0 below).

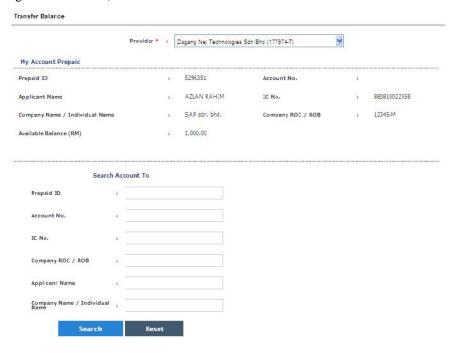


Figure 29.0: Transfer Balance - Search Account To



5.0.2 Under 'Search Account To', enter search criteria in textbox provided and click search to retrieve account to information (see Figure 29.0 above).

User can search by Prepaid ID, Account No., IC No., Applicant Name, Company ROC / ROB, Company / Individual Name

5.0.3 Searched result for *account to* is displayed on screen (see Figure 30.0 below).

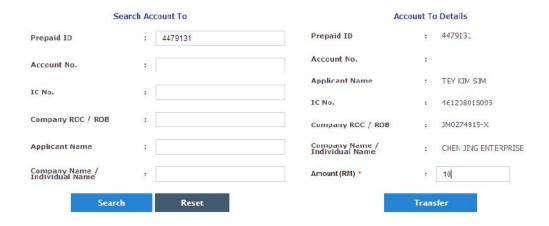


Figure 30.0: Transfer Balance – Search Result of Account To for Balance Transfer

- 5.0.4 Click **Reset** to clear search data entry on form.
- 5.0.5 Enter amount to transfer balance between the 2 prepaid accounts displayed on screen.
- 5.0.6 Click **Transfer** to proceed with balance transfer.
- 5.0.7 System will prompt message requesting confirmation for balance transfer (see Figure 31.0 below).



Figure 31.0: Confirmation for Balance Transfer

- 5.0.8 Click 'Yes' to confirm balance transfer action. Click 'No' to cancel decision/action.
- 5.0.9 If confirmed, system will prompt message confirming that balance transfer transaction from one prepaid account to another has succeeded.



5.0.10 Both prepaid account holders will receive an email from system notifying that transfer prepaid balance was successful (see Figure 32.0 and Figure 33.0 below).



Figure 32.0 : Transfer Balance – Successfully Transfer Email (Account From)



Figure 33.0: Transfer Balance – Successfully Transfer Email (Account To)



- 5.0.11 Rules for balance transfer are defined below :
 - a. Amount (RM) entered for Balance Transfer must be less OR same with available balance (account from) (see Figure 34.0 below).



Figure 34.0 : Balance Transfer error message



6.0 Transaction History

Transaction History Screen to view all transactions (see Figure 35.0 below).

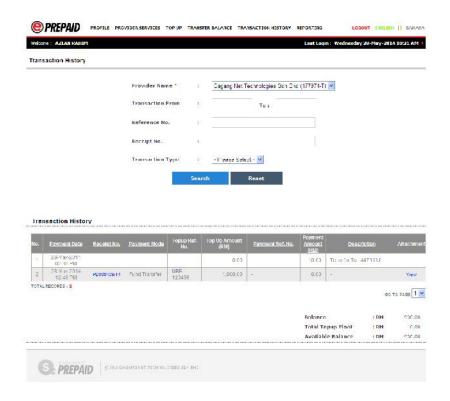


Figure 35.0: Transaction History

6.0.1 Enter search criteria and click Search button (see Figure 35.0 above).

User can search by Provider Name, Transaction Date, Reference No., Receipt No., and

Transaction Type

- 6.0.2 Search result will be displayed on screen.
- 6.0.3 Click Reset to clear search data entry on form



7.0 Reporting

This page provides search functions to generate statistics and reports based on specific information as based on search criteria queried (see Figure 36.0 below).

Prepaid Transaction List

- Payment Transaction Report
- > Top Up Transaction Report
- Statement of Account

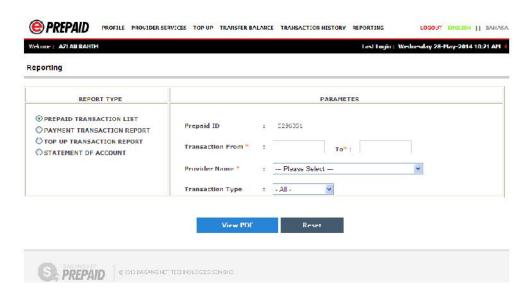


Figure 36.0: Reporting

7.1 Search & Generate Report

7.1.1 Enter search criteria at texbox provided and click Search (see Figure 37.0 below).

Admin can search by Report Type, Prepaid ID, Transaction Date, Provider Name, Transaction Type

- 7.1.2 Search result will display the searched transaction information on screen.
- 7.1.3 Click **View PDF** to generate search result as report in PDF format (see Figure 37.0 below).
- 7.1.4 Click **Reset** to clear search data entry on form.



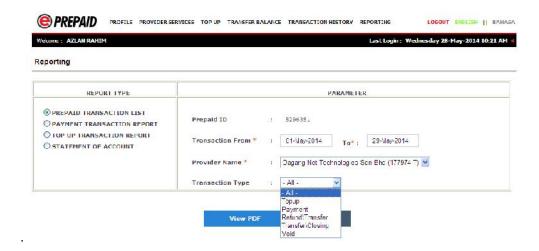


Figure 37.0: Reporting – Searching Report by parameter

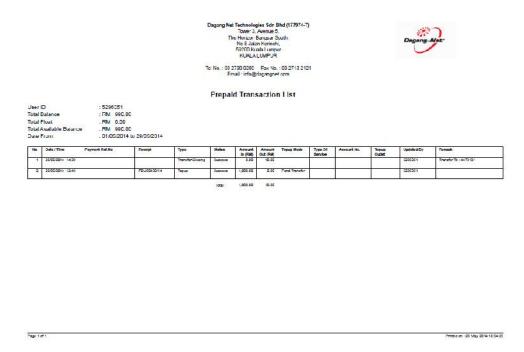


Figure 38.0: Reporting – Example Report view in PDF

- 7.1.5 Click **View PDF** button to view report.
- 7.1.6 Click **Reset** to clear data entry on form.



8.0 Payment Initiation



Figure 39.0 : Payment Initiation - FAMA 3P

8.1Payments can be initiated from FAMA 3P



Figure 40.0 : Payment Initiation – Registered Service Provider





Figure 41.0: FAMA 3P Login



Figure 42.0: Payment Initiation in FAMA 3P - Step 1

8.4 Go to Menu *Permohonan* then select *Bayaran*.





Figure 43.0: Payment Initiation in FAMA 3P - Step 2

8.5 Select the invoices to be paid

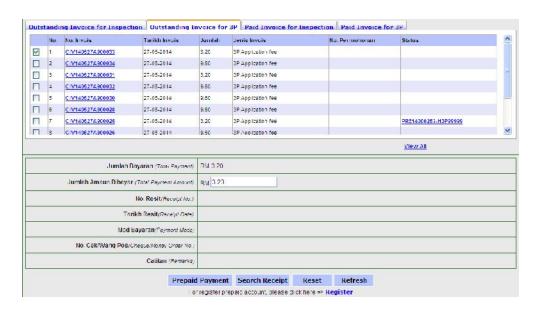


Figure 44.0: Payment Using Service – Payment Flow in FAMA 3P – Step 3



8.7 Click on **Prepaid Payment** button to initiate the payment.

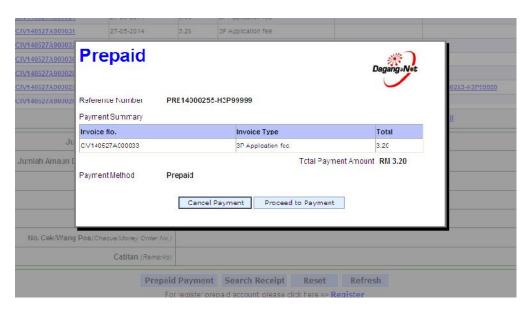


Figure 45.0: Payment Using Service - Payment Flow in FAMA 3P - Step 4

- 8.8 Click Cancel Payment button to cancel payment.
- 8.9 Click Proceed to Payment button to continue and proceed with the payment.



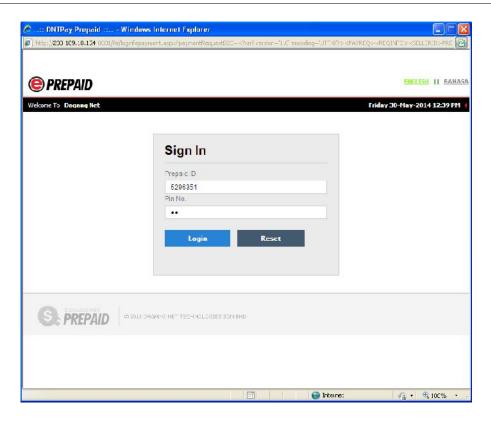


Figure 46.0 : PrePaid Login – Step 5

- 8.10 Click Login button.
- 8.11 Click **Reset** button to reset login form.



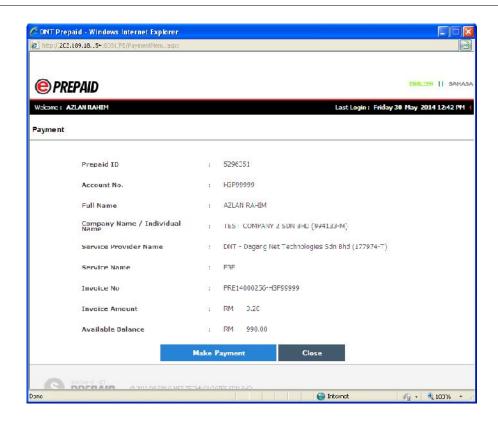


Figure 47.0: Payment Using Service – Payment Flow in FAMA 3P – Step 6

8.12 Payment details displayed.

8.13 Click Make Payment

8.14 Click Close to cancel payment process.



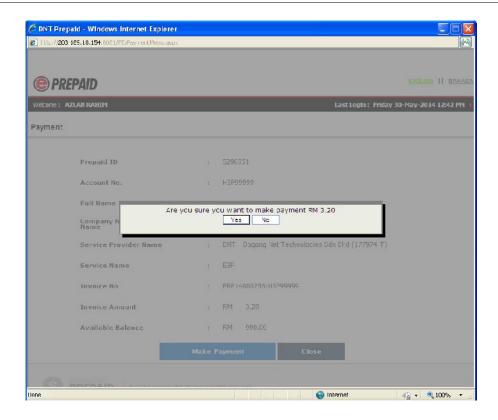


Figure 48.0: Payment Using Service – Payment Flow in FAMA 3P – Step 7

8.15 Confirmation Message, Click Yes to proceed.



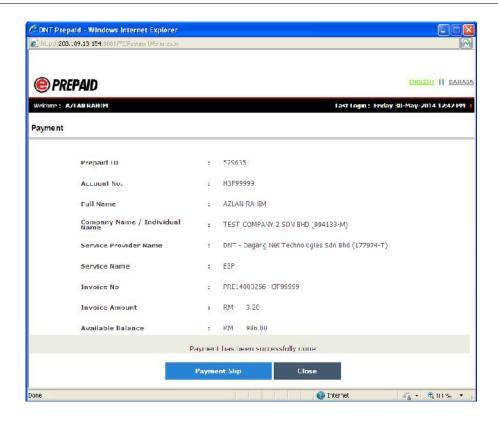


Figure 49.0: Payment Using Service – Payment Flow in FAMA 3P – Step 8

- 8.16 Payment successfully updated.
- 8.17 Click Payment Slip button to view transaction slip.
- 8.18 Click Close button to end transaction.



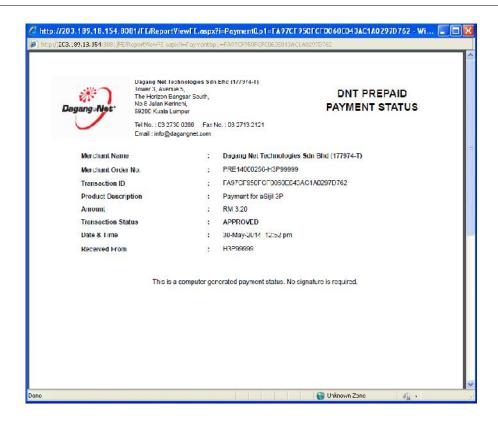


Figure 50.0: Payment Slip.

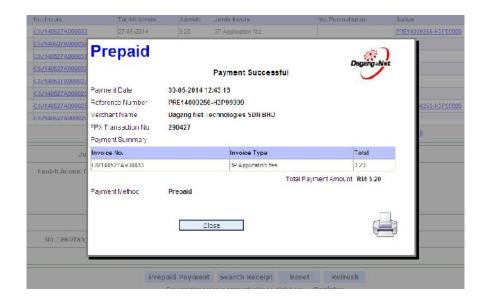


Figure 51.0: Payment Confirmation – Step 9



8.19 Click icon to print payment receipt.

8.20 Click Close button to end payment process.

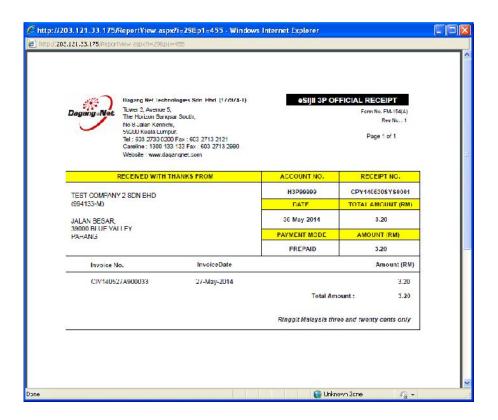


Figure 52.0 : FAMA 3P Receipt