

## USING EBIZ UPNORTH WEBSITE

### WEBSITE URL

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

### “GETTING STARTED” PAGE

The banners at the top portion of the “Getting Started” page give you a glimpse of the public pages of the eBiz Upnorth website. Clicking “Explore eBiz Upnorth” banner directs you to our “About Us” page. “eBiz Upnorth Solutions” banner showcases our product features, gateway numbers, product information link, how to’s section, and instruction on how to load yourself even without airtime balance.

“eBiz Upnorth Services” banner leads you to “Our Services” page.

“eBiz Upnorth Community” banner is a link to eBiz Upnorth Facebook page.

The sidebar links at the right side of the “Getting Started” page provides important links to available pages. Click “Get Manuals and Forms” link to download available forms and manuals. “Engage With Community” is a link to our Facebook page. “Attend Conferences” link points to “Conferences and Events” page.

### OTHER PUBLIC PAGES

“Home” page gives you a brief overview about eBiz Upnorth Communications Co. The sidebar links provide links to products information, conferences and events schedule, about us, and our services. Just click on the link to go to those pages.

“Our Services” page showcases our services, namely, All-in-one Retailer Activation, Business Associate Activation, GCash and Smart Money Padala Center and PLDT Authorized Dealer.

The “Our System” page discusses our system design, how we designed and maintain our system, what hardware we used, the scalability of our system and what kind of network we have.

Meet the eBiz Upnorth Team on our “About Us” page and know the people behind the success of eBiz Upnorth. Our contact information is located at the bottom portion of this page.

Go to our “News” page to know the latest news about what’s happening within our company.

The “Products Information” page gives you a list of links to different loading products we offer. Just click on a particular product link to view the different product descriptions, product codes, and prices. The “Products Information” link is found at the sidebar links of our “Home” page.

Our “Conferences and Events” page displays our calendar of activities. Go to this page if you want to know upcoming events near your area. The “Conferences and Events” link is found at the sidebar links of our “Home” page.

## **RESTRICTED PAGES**

Our website contains restricted pages that can be viewed by our authenticated members. These pages are your account information, genealogy, transactions page, your retailers page, and pairing bonus page. You have to login to view these pages.

## **HOW TO LOGIN**

To login to our website, click on the “Login” link located at the top right portion of any page you are currently viewing, just below the search bar. This will prompt you to enter your username and password. Use your registered mobile number as your username and your MPIN as your password.

On successful login, the menu for the restricted pages will be visible at the top menu. Just click on these menu items to view these pages.

## **“MY ACCOUNT” PAGE**

This page displays your account details, your last transaction date, how much credit balance and B.A. wallet left, and how many retailer activation left (for business associates).

## **“GENEALOGY” PAGE (FOR BUSINESS ASSOCIATES ONLY)**

The “Genealogy” page displays your genealogy tree. Get to know your downlines with this page. Also, the tree displays how many downlines you have on your left and on your right. Use this data to strategically position your recruits to maximize your bonuses.

To view the genealogy tree of any of your downlines, just click on their names to view them as the head of the tree. To return to its default view being you as the head of the tree, just click on the “YOU” link or your name link just above the genealogy tree.

Below the genealogy tree is a list of your left and right downlines. You can also click on their names from this list to view them as the head of the tree.

The search downlines bar provides an easy way to search a particular downline. Search key can be their names or their B.A. IDs.

You can also change the icon of your own “leaf” of your genealogy tree with your own picture. Go to “How to Change Your Profile Photo” section of this document to know how to upload your own picture.

### **“TRANSACTIONS” PAGE**

“Transactions” page displays by default your own transaction for the current date. Use this page to track how your credits are added and consumed, and what mobile number and product code you loaded.

To view your past transactions, change the “Start Date” or “End Date” field then click the “Refresh” button.

### **“RETAILERS” PAGE (FOR BUSINESS ASSOCIATES ONLY)**

The “Retailers” page displays your retailers list and their transactions. The retailers list at the top portion of the page contains an “Action” column for the “View Transactions” link. Click this link to view your particular retailer’s transaction.

You can change the values of the “Start Date” or “End Date” fields then click the “Refresh” button to view your retailer’s previous transactions.

### **“PAIRING BONUS” PAGE (FOR BUSINESS ASSOCIATES ONLY)**

The “Pairing Bonus” page displays by default your previous week pairing bonus. The list shows how much bonus you are entitled to receive, and whether your bonus has been paid or not.

You can view a list of your previous bonus by changing the values of the “Start Date” or “End Date” fields. Click the “Refresh” button to refresh the list. “Start Date” is automatically adjusted to the nearest previous Monday and the “End Date” is automatically adjusted to the nearest next Sunday to help you set your date range on a weekly basis, starting from Monday to Sunday.

## **HOW TO CHANGE YOUR PROFILE PHOTO**

When you are logged in to our website, your display name is displayed as a link at the top right portion of any page within eBiz website, just beside the “Logout” link. Click your display name link to go to your profile page.

On your profile page, click the “Edit Profile” button to manage your profile. Then click “Manage Profile” tab. Scroll halfway down the page to view the “Photo” field. Click the “Upload File” link to upload your photo from your local file system. When you have selected your image file, click the “Save File” link. The uploaded file will be added to the dropdown list. Select this file from the dropdown list then scroll down to the bottom of the page. Click the “Update” button to save changes to your profile.

The currently selected photo will be used as your profile image in your genealogy tree.

End of document.

Last Updated: March 31, 2012