



Staff-Pay

USER GUIDE



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GETTING STARTED



You can add beneficiaries (other My-iMali wallet holders) and send them funds IMMEDIATELY at NO COST.

DEPOSITING FUNDS INTO YOUR MY-iMALI WALLET

Funds must be deposited into your My-iMali 'StaffPay' wallet. (This is the wallet you as a company choose to pay staff from). It must be linked to a valid KYC profile. E.g. the CFO's details are used for KYC. Funds can be deposited at an ABSA ATM or by means of EFT IN by using the following information found in your 'StaffPay' wallet:

My-iMali Deposit Information:

Bank	: ABSA ATM/EFT IN*
Bank Account #	: 409 401 9835
Account type	: Cheque
Beneficiary	: My-iMali/NetUp Trading
Beneficiary Ref	: MLxxxxxxxx *

***ATM: Within 1 hour**

***ETF IN: up to 2 working days/ Immediate payment within 1 hour**



EXAMPLE ONLY

Deposit Information

Deposit money into your My-iMali wallet at any ABSA ATM or in branch using the following:

Your Deposit reference #: **MT1179142888**

Deposit account #: 409 4019 835

For EFT use same reference & ABSA Acc #
Beneficiary: My-iMali
Account Type: Cheque/Current

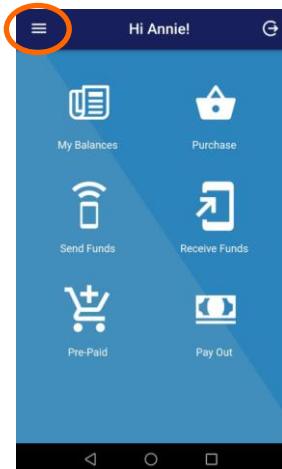


*Each My-iMali customer has a unique 10-digit wallet reference number.

NAVIGATION

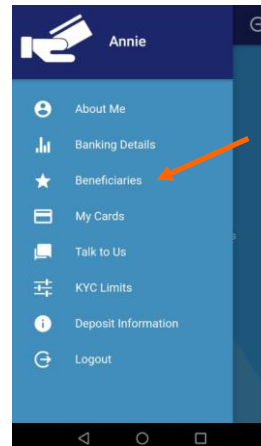
Step 1

Select the **side menu** on the My-iMali APP home page



Step 2

Select the **Beneficiaries** menu option from the side menu



You will be navigated to the **My Beneficiaries** page



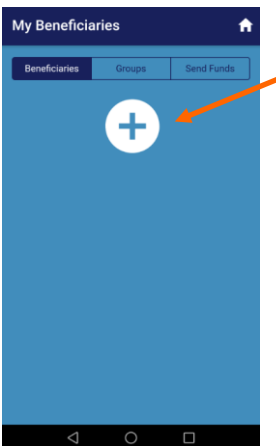
ADDING A BENEFICIARY IN-APP



Pre-condition: The beneficiary is signed up on the My-iMali wallet and successfully completed the KYC process

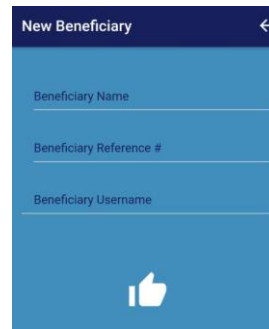
Step 1

Select the **ADD** icon on the My Beneficiaries page

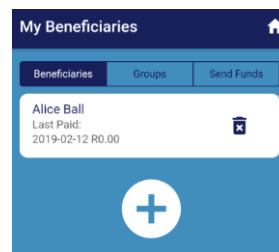


Step 2

Enter the **beneficiary's information** and save by selecting the **OK (hand)** icon



You can now see the **added beneficiary's** information

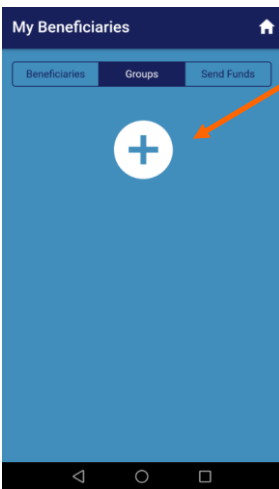


As you continue adding new beneficiaries, they will appear in this list

ADDING GROUP(S)

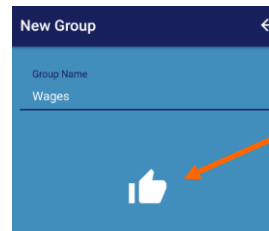
Step 1

Click the **Groups** tab and select the **ADD** icon.

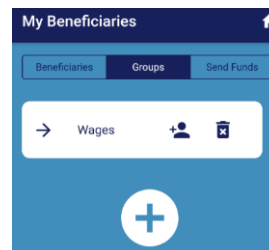


Step 2

Enter the **group name** and save by selecting the **OK** icon



You can now see the **group name**



As you continue adding new groups, they will appear in this list

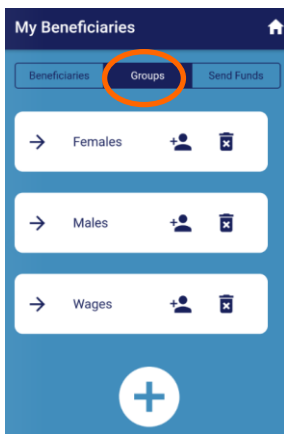
LINKING BENEFICIARIES TO GROUP(S)



Beneficiaries can be added to multiple groups

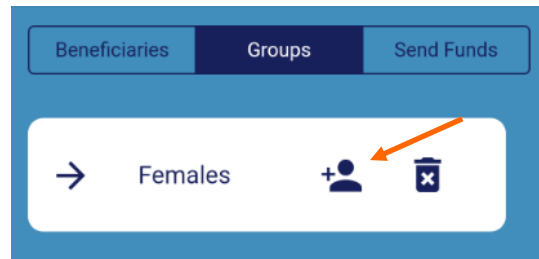
Step 1

Click the **Groups** tab. You will see a list of all groups



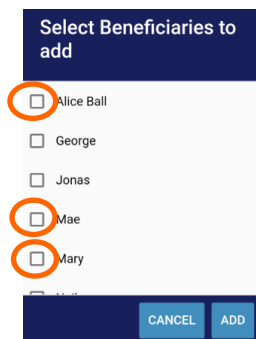
Step 2

Select the **ADD** beneficiary icon

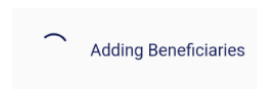


Step 3

Select the beneficiaries you want to add and click the **ADD** button



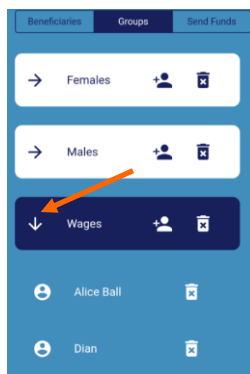
You will see the **Adding Beneficiaries** message and be navigated back to the My Beneficiaries page once the action is successful



VIEWING BENEFICIARIES LINKED TO A GROUP

Step 1

Select the **down arrow** on a beneficiaries group name to see a list of beneficiaries linked to a specific group



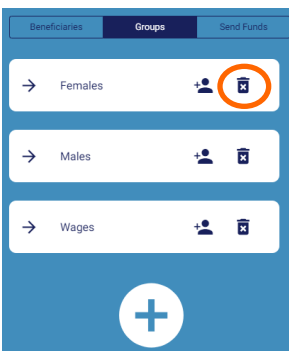
DELETING A GROUP



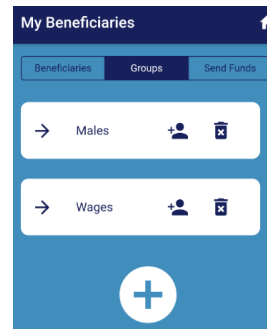
Beneficiaries are only deleted from a group selected for deletion and not the beneficiary list

Step 1

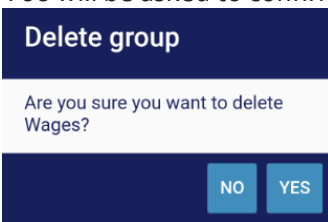
Click on the **DELETE** icon next to the group you want to delete



The selected group will no longer appear on the **Groups** tab



You will be asked to confirm the action



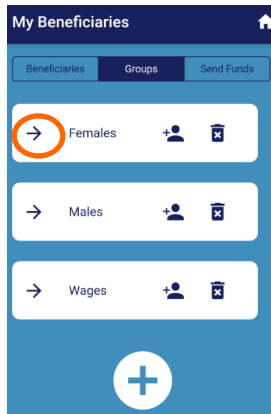
DELETING A BENEFICIARY FROM A GROUP



Beneficiaries are only deleted from a group selected for deletion and not the beneficiary list

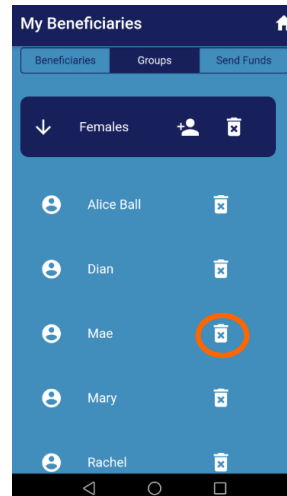
Step 1

Click the **View Group Members** icon to see a list of beneficiaries linked to a specific group

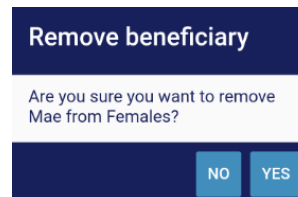


Step 2

Select the **DELETE** button next to the beneficiary you want to delete



You will be asked to confirm the action



SENDING BULK FUNDS IN-APP



You can send funds to individual beneficiaries, make **bulk payments** for the same amount to a group or different amounts to members of a group

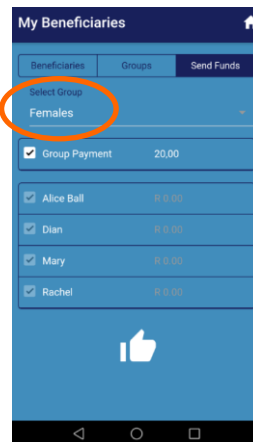
Step 1

Select the **Send Funds** tab. You will see a list of all your beneficiaries

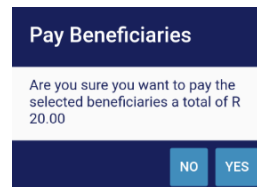


Step 2

Select the **Group** (or Beneficiary from ALL option) you want to pay



You will be asked to confirm the action

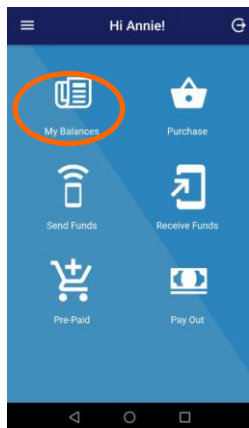


VIEWING FUNDS SENT / RECEIVED

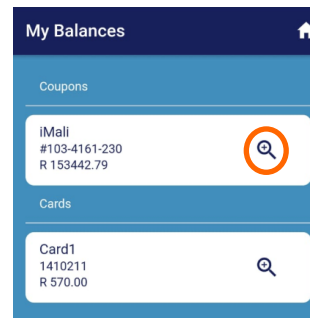


You can add beneficiaries (other My-iMali wallet holders) and send them funds IMMEDIATELY at NO COST.

Step 1: Select the **My Balances** icon on your Home page



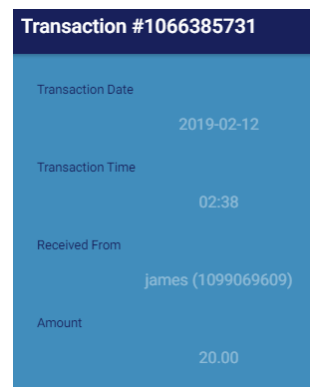
Step 2: You can see your iMali coupon and card balances. Select the **VIEW** icon on the Statement page



Step 3: Select the **VIEW** icon on the Statement page



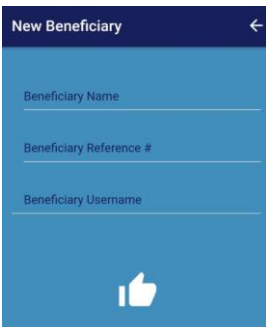
You will see the following information. Note that your iMali coupon value will increase with the amount received



FAQ's

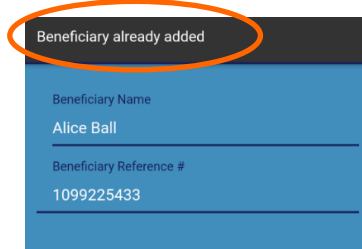
USER DOES NOT EXIST

When adding a beneficiary, any information can be added in the **Beneficiary Name** field. For example; nicknames, ID numbers or employee numbers. **Beneficiary Reference #** and **Beneficiary Username** details must be valid wallet information of the person you are adding as a beneficiary.

A screenshot of a mobile application form titled "New Beneficiary". The form has a dark blue header with a back arrow. Below the header are three input fields: "Beneficiary Name", "Beneficiary Reference #", and "Beneficiary Username". At the bottom of the form is a white thumbs-up icon on a blue background.

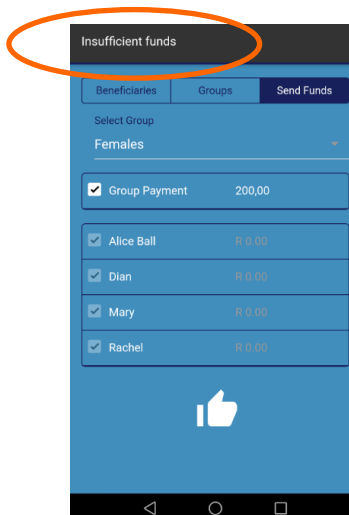
BENEFICIARY ALREADY EXISTS

This message will pop-up if you try to add a beneficiary that has already been successfully created.

A screenshot of a mobile application form showing an error message. The message "Beneficiary already added" is displayed in a black box at the top, circled in orange. Below the message, the form fields are visible: "Beneficiary Name" with the value "Alice Ball", and "Beneficiary Reference #" with the value "1099225433".

INSUFFICIENT FUNDS

This message will pop-up if you try to send funds greater than the amount you have in your iMali coupon



PLEASE SELECT BENEFICIARIES TO PAY

This message will pop-up if you have entered the amount you wish to send but **not** checked the beneficiary name



PLEASE ENTER AMOUNTS FOR ALL CHECKED BENEFICIARIES

This message will pop-up if you have selected the beneficiary you wish to send funds to but **not** entered the amount

