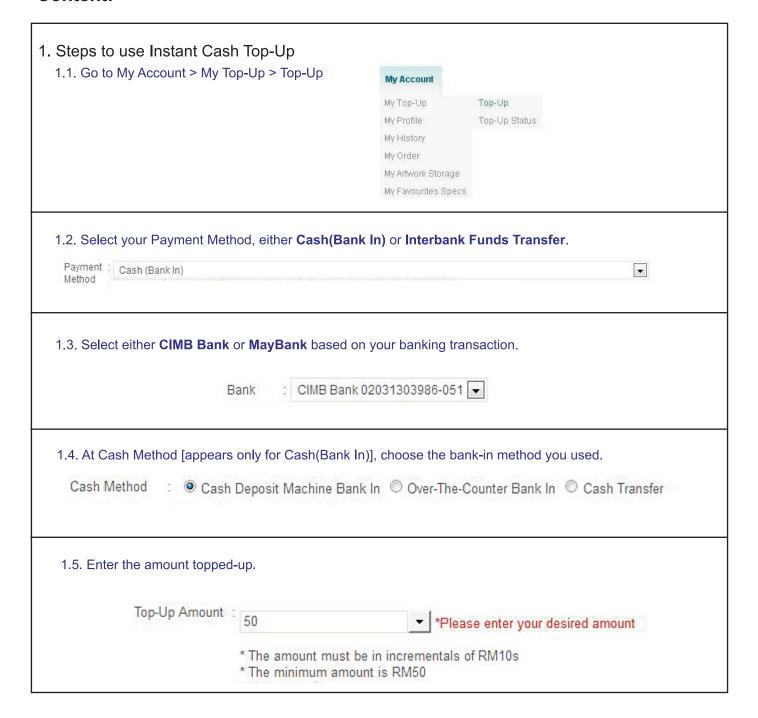
Introduction:

This tutorial guides you on the following:

- 1. Steps to use Instant Cash Top-Up.
- 2. How to read the newly added Instant Cash Top-Up details under "Account Overview"

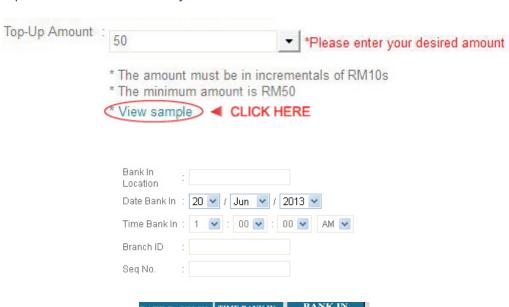
P/S: Instant Cash Top-Up is only available for Cash (Bank In) or Interbank Funds Transfer **Note:** T & C apply to Instant Cash Top-Up, please refer to My Account > My Top-Up > Top-Up

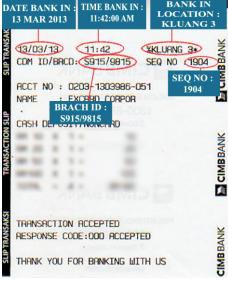
Content:





1.6. Enter the relevant details into these mandatory fields to make your instant cash top-up work. Every payment method has different mandatory fields (e.g. Date Bank In, Time Bank In, Bank In Location, Branch ID, Seq No. and Ref No.). Click <u>view sample</u> to see where to get the details from your Payment Slip to enter into the mandatory fields.





1.7. Click Browse Files to upload your Payment Slip(s).

Payment : Slip

Browse Files



1.8. Click the "Next" button to confirm your top-up.



1.9. When your top-up is successful, the Top-Up Transaction Details will be shown.

2. How to read the newly added Instant Cash Top-Up details in your Account Overview Box.

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- 2.1. Log in to your EXCARD Account
- 2.2. You will see this at the top right corner of your screen:

Payment Slip

Top-Up Transaction Details



- 2.2.1. Balance = Validated Balance (You may click on the Amount to see your Transaction History and check your account balance in detail.)
- 2.2.2. Instant Top-Up = Top-Up amount before validation. You may use this amount first to place order.
- 2.2.3. Balance Upon Validation = Instant Top-Up (Awaiting Validation) + "Balance"
- 2.2.4. No. of Slips = Number of top-up Payment Slips with Amount Allowed to placeorder in advance with Instant Top-Up (Awaiting Validation). (You may click on the highlighted link to check your top-up status and where the Amount Allowed comes from.)

