

## 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. Steps to use Instant Cash Top-Up

#### 1.1. Go to My Account > My Top-Up > Top-Up

##### My Account

My Top-Up

My Profile

My History

My Order

My Artwork Storage

My Favourites Specs

Top-Up

Top-Up Status

#### 1.2. Select your Payment Method, either **Cash(Bank In)** or **Interbank Funds Transfer**.

Payment Method :

#### 1.3. Select either **CIMB Bank** or **MayBank** based on your banking transaction.

Bank :

#### 1.4. At Cash Method [appears only for Cash(Bank In)], choose the bank-in method you used.

Cash Method : ☒ Cash Deposit Machine Bank In ☐ Over-The-Counter Bank In ☐ Cash Transfer

#### 1.5. Enter the amount topped-up.

Top-Up Amount :  \*Please enter your desired amount

\* The amount must be in incrementals of RM10s

\* The minimum amount is RM50

- 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 [view sample](#) to see where to get the details from your Payment Slip to enter into the mandatory fields.

Top-Up Amount :  \*Please enter your desired amount

\* The amount must be in incrementals of RM10s

\* The minimum amount is RM50

[\\* View sample](#) ◀ CLICK HERE

Bank In :   
Location :

Date Bank In :  /  /

Time Bank In :  :  :  AM

Branch ID :

Seq No. :

DATE BANK IN :	TIME BANK IN :	BANK IN LOCATION :
13 MAR 2013	11:42:00 AM	KLUANG 3
13/03/13	11:42	%KLUANG 3%
CDM ID/BACD: S915/9815	SEQ NO 1904	SEQ NO : 1904
ACCT NO : 0203-1303986-051		
NAME : EXCESS CORPORA		
BRANCH ID : S915/9815		
CASH DEPOSIT SLIP		
TRANSACTION ACCEPTED		
RESPONSE CODE:000 ACCEPTED		
THANK YOU FOR BANKING WITH US		


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

Payment :   
Slip

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

Payment Slip : [Browse Files](#)

Note :  
Instant Cash Top-Up - [Terms & Conditions](#) apply

[Next](#) 

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




#### Top-Up Transaction Details

Member Code	:	EX000001
Name	:	EA Admin
Reload Bank	:	CIMB Bank
Top-Up Amount	:	RM 300.00
Reload Date	:	31-05-2013
Payment Slip	:	<a href="#">31052013_094807.jpg</a>

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

2.1. Log in to your EXCARD Account

2.2. You will see this at the top right corner of your screen :

 <a href="#">EXCARD</a> (0)		 <a href="#">Shopping Cart</a> (62)	 <a href="#">Log Out</a>
<a href="#">Pending Job</a>	:	0	<a href="#">Balance</a> : RM 41.00
Sales Term	:	10 Jun 13 - 09 Jul 13	Instant Top-Up : RM 300.00 (Awaiting Validation)
Sales	:	RM 248.00	Balance Upon Validation : RM 341.00
<a href="#">My Message Board</a> :33		No. of Slips	: 2 ( RM 300.00 Amount Allowed)

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 place order 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.)