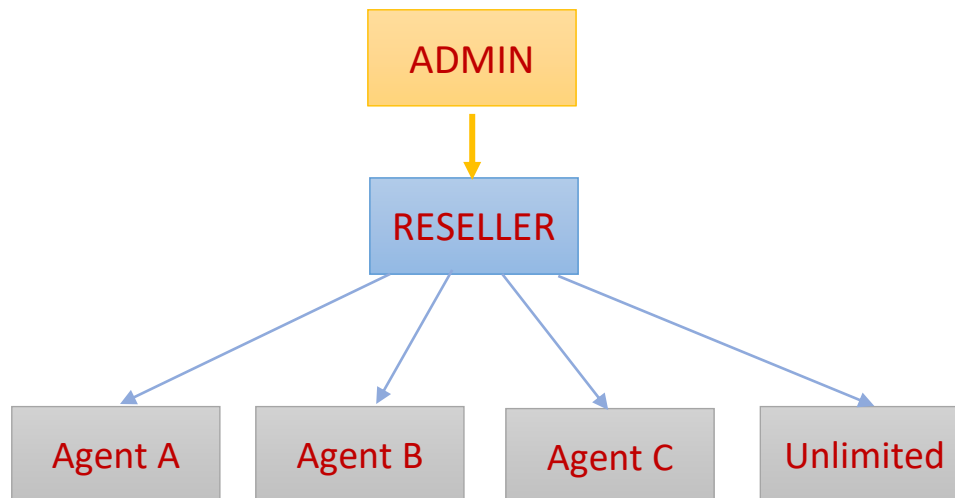


ePrabhu Manual

Any interested Company/Forms with valid documents and interested to build **own network & generate income** via providing **Digital Financial Services** can associate with us.




✓ Who Can Be a Reseller?

- Registered Company with VAT/PAN documents
- Able to make multiple clients/agents and generate volume via providing **Digital Financial Services**

✓ Who Can Be an Agent/Client?



- Registered Company with VAT/PAN documents
- Able to provide **Digital Financial Services** via internet/mobile

✓ How to Create Reseller/Agent?




- Click in *User Management*
- Click in Agent List
- Click in the Icon 
- Type and choose the details
- Click in *Create*

Note: Form is self-explanatory

✓ How to Create User under Reseller/Agent ?

- Click in *User Management*
- Click in Agent List
- Click in the Icon  of respective Reseller/Agent
- Click in the Icon 
- Type and choose the details
- Click in *Create*

✓ How to Create Category?

- Click in *Setup*
- Click in *Commission Category*
- Click in Category Icon 
- Write the name of Category
- Click in *Create*
- Click in configure Icon  of respective category
- Update the Agent Commission and click in *update* 

✓ How to Assign Category to Agent/Reseller?

- ✓ Click in *Setup*
- ✓ Click in *Assign Comm Category*
- ✓ Choose respective category name *from New Category* dropdown of respective agent
- ✓ Click in *Update*

✓ How to TopUp Balance?

- Click in *User Management*
- Click in *Balance TopUp*
- Choose the *Agent Name*, Type the *TopUp amount*, choose *date*, write *remarks*
- Click in *Save*

✓ How to load fund into the Account?

Procedure 1

- Click in *Add Balance*
- Choose respective *Payment Method*
- Click in respective *Payment Gateway*
- Type *Amount* to be loaded into the Account
- Click in *Submit [It shall redirect to respective eCommerce Gateway]*
- Fulfil the requirements of respective *eCommerce Gateway*
- Once you view successful response from respective *eCommerce Gateway*
- Amount shall be updated into your account

Procedure 2

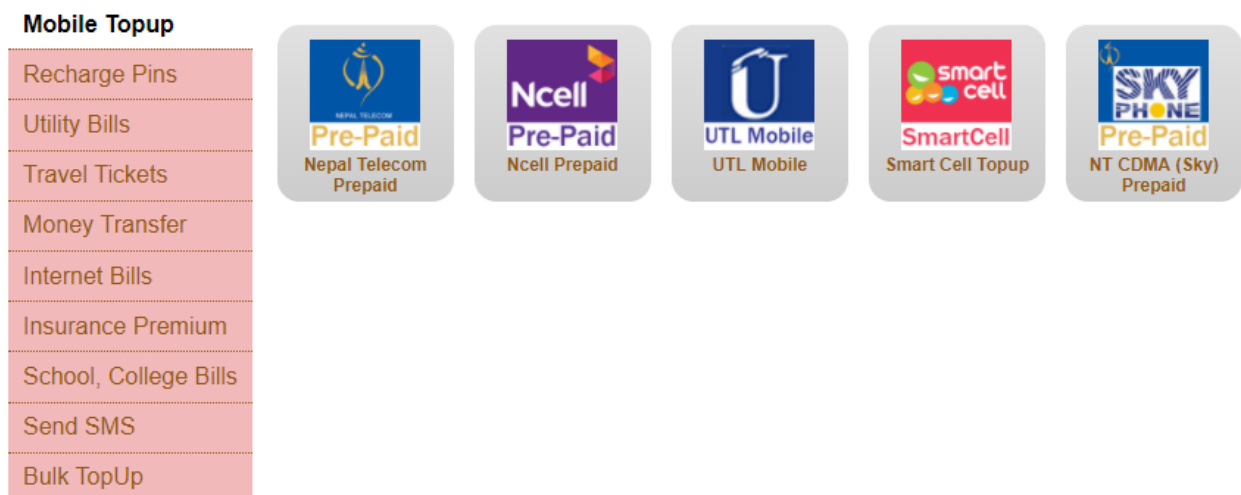
- Go the **Red Kiosk** available in the market (*Shopping Mall, Hospital, Public Places etc*)
- Click in **Wallet Topup**
- Click in **ePrabhu**
- Type User Name
- Click in *Next*
- Verified the Actual User Name
- Click in *Next*
- Feed the amount into the Kiosk
- Verified the amount
- Click in *Next*
- Click in *Next (Amount Shall be topup into your account)*

Procedure 3

- Go the any cooperatives of Nepal that is using Prabhu System
- Provide the *User Name* and *Amount*
- Respective Cooperative shall topup into the ePrabhu account

✓ How to do Transactions?

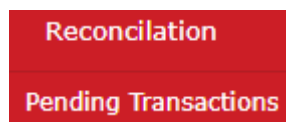
- User Should be Client/Agent
- Open the ePrabhu System
- Choose the category & Item
- Below screen is self-explanatory



✓ How to view Reports/Reconciliation ?

- Below menu and screen are self-explanatory

- Menu *Reconciliation*



- Menu Reports

