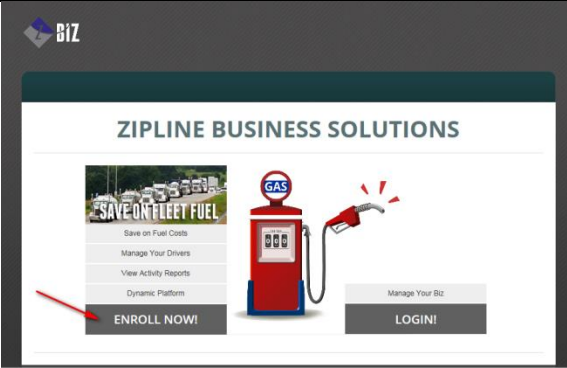
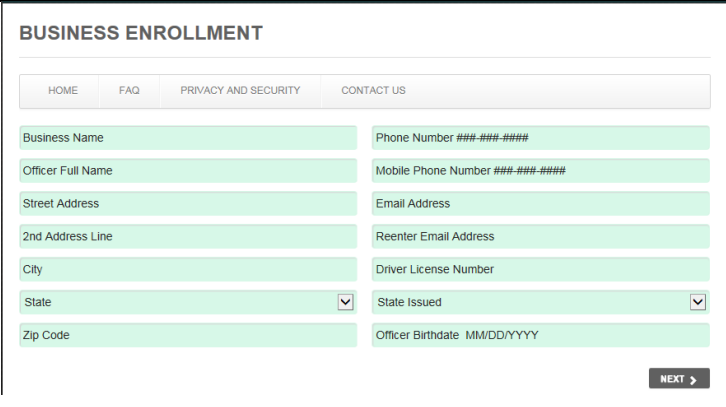
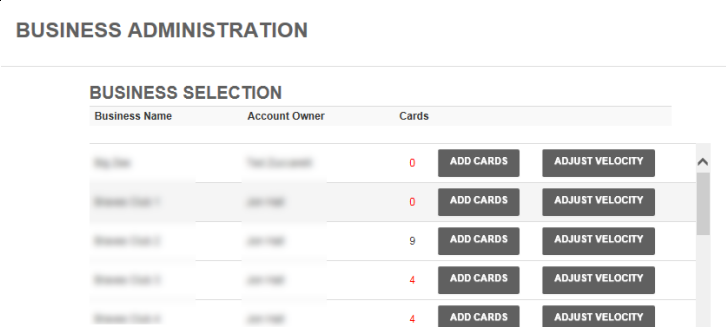




Business Portals Guide

The ZipLine (NPCA) Business Portals are three web sites that allow a merchant to launch a payment card program to local businesses. The businesses can save on each transaction by their drivers, when set by the merchant as a configurable price rollback at the pumps (when the driver pays with an active card). The business links their bank account to all the cards, and each transaction is paid using one of the business' ACH cards, whereby the transaction is ACH debited.

The businesses can enroll online, then they can control their own driver's cards and set spending limits on each card (within the overall account limits set by the merchant). The merchant has control of each business' overall account spending limits, and control of the cards that are assigned to each business.

<p>1. Business applies for Business account:</p> <ul style="list-style-type: none"> The business contacts the merchant, and goes through a merchant-specific application and approval process. 	<p>2. If Business is approved by the merchant, then they are given information for Enrollment:</p> <ul style="list-style-type: none"> Web-site for enrolling: www.ZipBusiness.biz Merchant sends the business the login & password for enrollment
<p>3a. Business Enrollment:</p> <ul style="list-style-type: none"> Go to: www.ZipBusiness.biz Click on "Enroll Now" The first of three Enrollment screens are then displayed. 	
<p>3b. Business Enrollment: (continued)</p> <ul style="list-style-type: none"> Enter all required information about the business, on the 3 screens. This includes the business name & owner's name, address & phone info, email, bank account info, PIN#, etc. Once enrollment is submitted, a Welcome email will be sent to the business, as well as an email notification sent to the merchant. 	
<p>4a. Merchant Administration:</p> <ul style="list-style-type: none"> The merchant logs into the Admin web-site, using a login & password provided by ZipLine. The businesses are listed alphabetically, and the current number of cards is displayed for each business. For each business, you can Add Cards or Adjust Velocity (the overall account spending limits). 	

4b. Merchant Administration: (continued)

- To "Add Cards", click that link to display the screen to the right.
- Any cards currently assigned to that business are displayed on the right side.
- Click "Generate" to generate a list of cards, based on a quantity and a starting card number, then "Save".
- Click the Plus ("+") to add one card at a time.
- All cards assigned to a business should be sent or delivered to that business.

BUSINESS ADMINISTRATION

Add fleet cards for Braves Club 2.

Number of Cards to Add:

0

Starting card number

GENERATE

CANCEL

+

Cards issued: 9

Not assigned: 9

639471330002002

639471330002010

639471330002028

639471330002036

639471330002044

639471330002051

639471330003414

639471330003422

639471330003612

4c. Merchant Administration: (continued)

- To "Adjust Velocity", click that link to display the screen to the right. This screen is for setting/adjusting the overall spending limits for a business.
- Modify any of the 5 settings for that business, either quantities of transactions or \$amounts of transactions.
- Business rules are enforced so that the settings are logical (ex. "Max. Transaction Limit \$" cannot be higher than "Daily Amount Limit \$")
- If any business rules are broken, an error message will display. Then the limits will need to be corrected.

BUSINESS ADMINISTRATION

- Adjust limits below.

Daily Amount Limit \$

200

Daily Transaction Count Limit

15

Weekly Amount Limit \$

2500

Weekly Transaction Count Limit

95

Max Transaction Limit \$

160

CANCEL

SAVE

5. Business Owner Portal:

- The business owner will need to activate the account initially, before going further in the Business Owner portal.
- This means checking the bank account for a test deposit & withdrawal from ZipLine/NPCA, and entering those 2 amounts in a screen that is initially displayed.
- If the 2 amounts are entered correctly, the account becomes Active.
- Then, the main screen of the Business Owner Portal is displayed, as shown below.
- The business owner can then assign cards to drivers, request additional cards, change daily limits for any card, monitor transactions, and change other account settings.

BUSINESS OWNER PORTAL

Business Name: Braves Club 5
Unassigned Cards: 6

Request Additional Cards: **SUBMIT**

Request Additional Cards

ACH Billing: Std

Account Limits	
Daily	Weekly
Amount: \$275	Amount: \$850
Transactions: 35	Transactions: 125
Max Transaction Amount: \$121	
REQUEST LIMIT INCREASE	

Request credit limit changes

DRIVER CARDS

= Driver limits match business limits

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
Jon Hall	Account Master	****				
Danny	6394713300002069	****	VIEW			<input checked="" type="checkbox"/>
Ted	6394713300002077	****	VIEW			<input checked="" type="checkbox"/>
Jim	6394713300002085	****	VIEW			<input checked="" type="checkbox"/>
Bob	6394713300002101	****	VIEW			<input checked="" type="checkbox"/>

Enable or disable Cards (To change, use Edit button)

ASSIGN CARD

VIEW ALL ACTIVITY

CANCEL

SAVE

View All or Individual Account Activity

Edit driver Card attributes.

Manage individual Card limits. Daily and Weekly Dollars and transaction counts.

LOG-IN

- Log in using the email address and PIN number (*established during the enrollment*) to enter the Business Owner Portal.
- The business owner is then forced to select a password for use in all subsequent logins.

Forgot your Master PIN? Call ZipLine at 800-211-1242.

IDENTIFICATION CODE

- When logging into a new computer (or web browser), you may be asked to verify that you are the correct user of the account. You will see this screen.
- You will then receive an email with an ID code. **Do not close the current tab, open a new tab to access your email.**
- Enter the ID code and Master PIN. You will then be able to log in.

BUSINESS OWNER PORTAL

Email Address

(First time users enter PIN)

Forgot password

SIGN IN

BUSINESS OWNER PORTAL

Protecting your account and personal information is our utmost priority. We are sorry but we do not recognize this computer or browser. For your protection, we have sent a unique identification code to the email address in your account. Please check your email, and then in the fields below, please enter the identification code and other information requested.

Do Not close this current web browser window. Open a separate web browser window, to check your email and get the 6-digit security code.

Then go back to this browser window and enter the identification code and other information requested.

Identification Code

PIN - Account Master

This is a public computer

If you have trouble accessing your account, please contact our Customer Service department.

CANCEL SUBMIT

SET UP & ADDITIONAL CARDS

- To request additional cards, simply type in the number of cards you'd like to receive and click the submit button. You'll receive a confirmation message and the cards will arrive in the mail in 7 to 10 business days.
- "ACH Billing: Std" indicates Standard ACH billing each day, for previous day's transactions.

BUSINESS OWNER PORTAL

Business Name: Braves Club 5

Unassigned Cards: 6

Request Additional Cards: 0 SUBMIT

ACH Billing: Std

- The Account Limits section of the dashboard summarizes your daily, weekly and transaction limits.
- To request higher limits, the business owner clicks on "Request Limit Increase", and an email is sent to the merchant.

Account Limits	
Daily	Weekly
Amount: \$275	Amount: \$850
Transactions: 35	Transactions: 125
Max Transaction Amount: \$121	

REQUEST LIMIT INCREASE

ADDING A DRIVER TO YOUR ACCOUNT

- To add a driver and assign them a card, click on "Assign Card" button.
- Enter the driver's name, select a card number from the drop-down list, enter a 4-digit PIN, and then "Save".
Note: **None of the drivers should have the same PIN as the Account Master PIN (from the enrollment).**
- A checkmark in the "Enabled" box means the card is Active. (at any time, you can remove the checkmark to instantly disable the card)

DRIVER CARDS

🔥 = Driver limits match business limits

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
Jon Hall	Account Master	****				
Driver 3	6394713300002069	****				✓
Driver 1	6394713300002077	****				✓
Driver 4	6394713300002085	****				✓
Driver 2	6394713300002101	****				✓

ASSIGN CARD VIEW ALL ACTIVITY CANCEL SAVE

- To modify a current Driver's information (name, PIN, Enabled checkbox), click the icon under the "Edit" column for that driver/card.
- Make any changes to those fields and click "Save".
- Note: The main "Account Master" PIN can also be changed, on the first line above driver's cards (click "Edit" link).
- Note: If a driver's card is disabled due to invalid PIN entries, "Edit" that driver's card - then enter a 4-digit PIN and "Enable" the card.

DRIVER CARDS

🔥 = Driver limits match business limits

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
Jon Hall	Account Master	****				
Driver 3	6394713300002069	****				✓
Driver 1	6394713300002077	****				✓
Driver 4	6394713300002085	****				✓
Driver 2	6394713300002101	****				✓

ASSIGN CARD VIEW ALL ACTIVITY CANCEL SAVE

MODIFY SPENDING LIMITS

- To modify a current Driver/Card spending limits (velocities), click the icon under the "Limits" column for that driver/card.
- A pop-up screen will display the current spending limits (velocities) for that card & driver. It will also display the Account spending limits that are set by the merchant.
- Modify any of the amounts, keeping in mind that business rules will force the quantities & \$amounts to make logical sense (ex. daily numbers are no higher than weekly numbers).
- Click "Save" to save the changes.

DRIVER CARDS

🔥 = Driver limits match business limits

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
Jon Hall	Account Master	****				
Driver 3	6394713300002069	****				✓
Driver 1	6394713300002077	****				✓
Driver 4	6394713300002085	****				✓
Driver 2	6394713300002101	****				✓

ASSIGN CARD VIEW ALL ACTIVITY CANCEL SAVE

ADJUST DRIVER'S LIMITS:

	Account Limits	
Max Transaction Limit \$	100	\$121
Daily Amount Limit \$	275	\$275
Daily Transaction Count Limit	35	35
Weekly Amount Limit \$	850	\$850
Weekly Transaction Count Limit	125	125

CANCEL SAVE

TO VIEW ACCOUNT ACTIVITY

- To view transactions for all cards, click on "View All Activity".
- To view transactions for an individual card, click on "View" button for that card.

DRIVER CARDS

🔥 = Driver limits match business limits

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
Jon Hall	Account Master	****				
Driver 3	639471330002069	****	VIEW			✓
Driver 1	639471330002077	****	VIEW			✓
Driver 4	639471330002085	****	VIEW			✓
Driver 2	639471330002101	****	VIEW			✓

ASSIGN CARD VIEW ALL ACTIVITY CANCEL SAVE

- A list of transactions is displayed, for either one card or all cards.
- The transactions can be downloaded into Excel. Click on the "Download" button.
- You also have the option of selecting a specific month or a yearly summary of All Drivers Activity.

BUSINESS OWNER PORTAL

ALL DRIVERS ACTIVITY

Last Year Summa ▾

Driver Name	Date	Time	Store	Odometer	Desc.	Gallons	Amount (U = Unpaid)
DOWNLOAD BACK							

- The business owner can also contact ZipLine's Customer Service department via an email message, by clicking on the "Contact Us" button.

Welcome Jon Hall Contact Us LOGOUT

BUSINESS OWNER PORTAL

Business Name: NPCA F L Roberts Testing

Unassigned Cards: 0

Request Additional Cards: 0

Account Limits	
Daily	Weekly
Amount: \$157	Amount: \$500
Transactions: 5	Transactions: 12
Max Transaction Amount: \$100	
<input type="button" value="REQUEST LIMIT INCREASE"/>	

DRIVER CARDS

🔥 = Driver limits match business limits

Driver Name	Card Number	PIN	Activity	Limits	Edit	Enabled
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- A pop-up window allows entry of information identifying the business, as well as entry of a Subject and a Question for consideration by Customer Service.

CONTACT CUSTOMER SERVICE:

Full Name

Email Address

Phone Number ### ### ##### Best Time to Call

Subject

Please enter your question here...

- To reset the Password for logging into the Biz Owner Portal, click on the "Forgot Password" link on the login screen.

BUSINESS OWNER PORTAL

Forgot password

SIGN IN (Cookies must be enabled to sign in to this site)

- The Reset Password screen is displayed.
- The rules for selecting a new password are displayed at the top of the screen.
- Enter the required information, including the new password (two times).
- Then click on "Submit".
- Subsequent logins into the Biz Owner portal must use the new password.

Protecting your account and personal information is our utmost priority. For your protection, a new password must be created. This password will be used for Business Owner Portal access only, your PINs will not change and will still be used for all transactions. Your new password must meet our new security standards.

- must be 8 - 12 characters
- must contain at least 1 upper and 1 lower case letter
- must contain 1 or more numbers
- cannot contain symbols or punctuation (@ # % ! ? * , +)

Please also provide the account information requested below so we can verify your identity.

Re-enter Password

CANCEL **SUBMIT**