



Plexus Wallet

Getting Started Guide

plexus™

The Plexus Wallet has been designed to provide you with fast, convenient, and reliable access to your funds. Now you can get paid your way thanks to a multitude of self-serve tools, easy on-the-go access, and automated payment transfer methods.

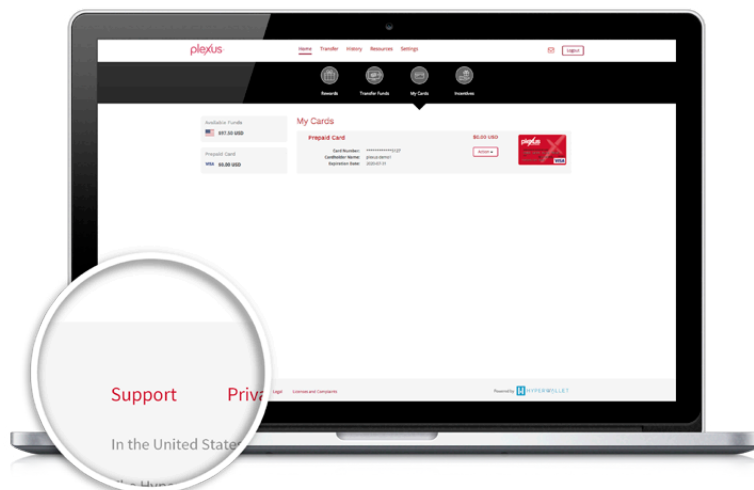
From desktop to laptop, tablet to smartphone, your Plexus Wallet makes accessing your funds easy—wherever you are.

10 Reasons Why You'll Love Your Pay Portal

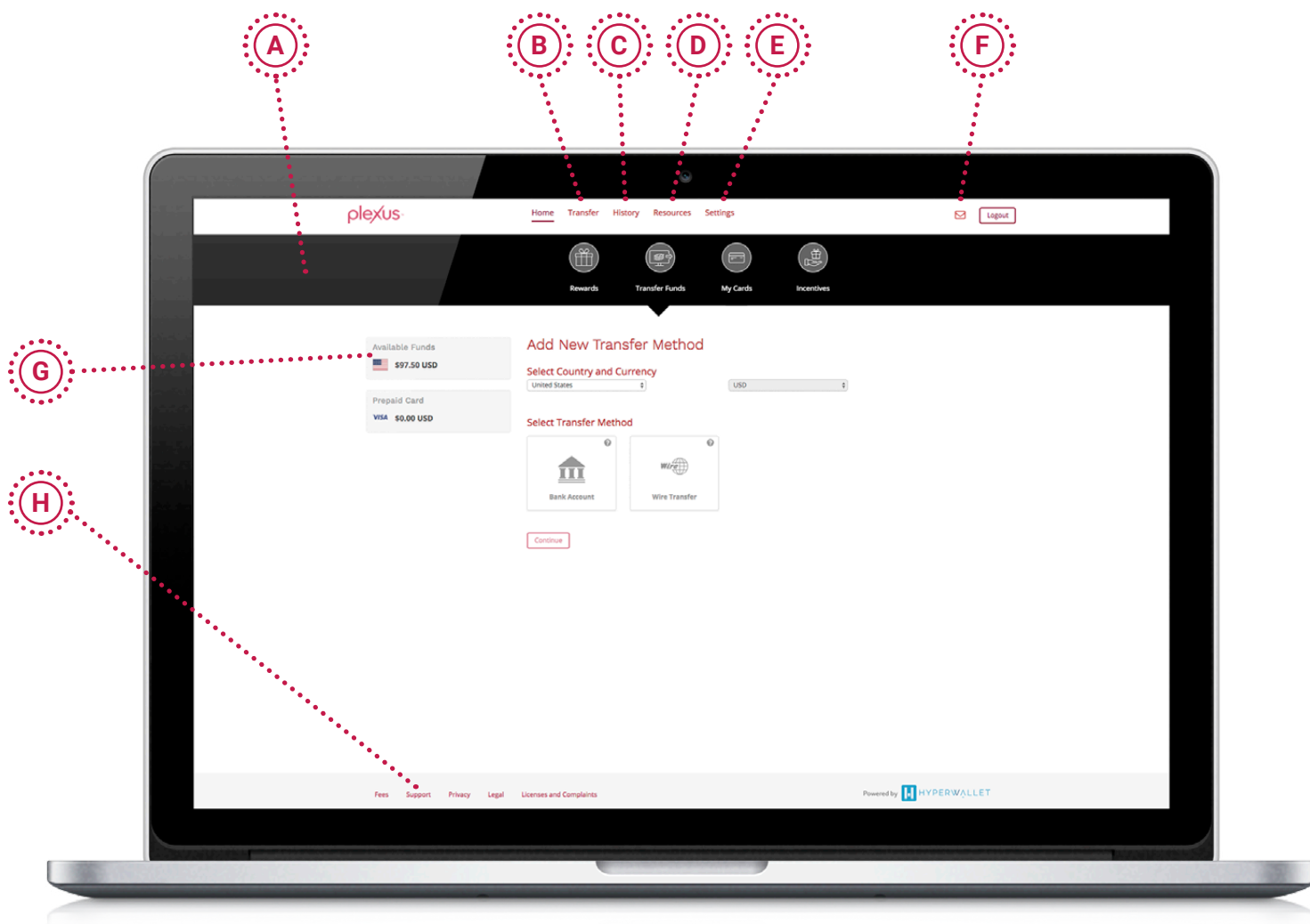
1. Fully-responsive web and mobile interface gives you access from any device.
2. Self-service capabilities put you in control of your payout preferences.
3. Intuitive dashboard enables easy navigation and quick-look funds visibility.
4. Dynamic Action Bar provides fast and efficient access to important features.
5. Crystal-clear transaction history helps simplify funds management.
6. Apple and Android apps enable on-the-go access.
7. Multilingual interface ensures nothing gets lost in translation.
8. Prompt multilingual customer service is available by chat, email, and phone.
9. Email and in-portal notifications make sure you're always informed.
10. Safe, secure funds access at your fingertips, wherever and whenever you need it!

How to Use this Guide

The Plexus Wallet features an intuitive user interface and centralized account management capabilities. This guide is designed to provide you with a high-level overview of important Pay Portal features. For additional insight and assistance, please refer to the Pay Portal's [Support](#) area.



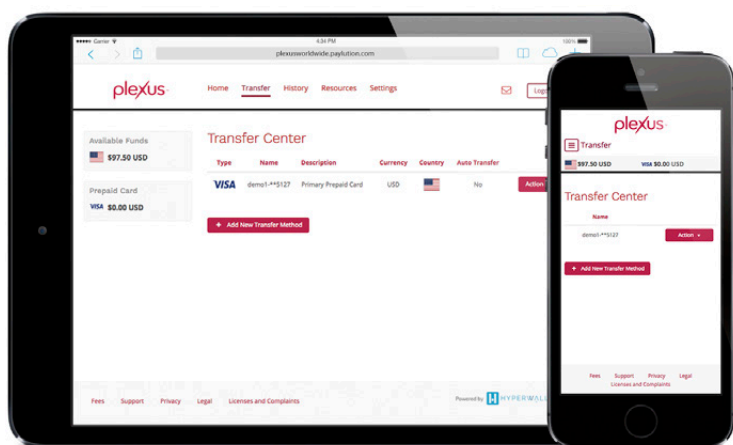
YOUR PAY PORTAL DASHBOARD AT A GLANCE



- A. Action Bar:** This dynamic bar auto-populates important items based on Pay Portal account usage. It provides quick and easy one-click access to key areas of your Pay Portal account. A red indicator will appear whenever an item requires your immediate attention.
- B. Transfer:** Quickly and easily move available funds from your Pay Portal using your preferred payout method.
- C. History:** Track your transactions—received payments, transferred funds, and fees charged—for as long as your Pay Portal account has been active.
- D. Resources:** Click here to discover quick tips, important security information, and a handful of other resources that are designed to help improve your Pay Portal user experience.
- E. Settings:** This is where you can update personal information, reset your password, and change a number of different Pay Portal preferences (e.g., language, time zone, etc.).
- F. Notifications:** To access notifications, simply click on the envelope icon. Notifications keep you well-informed of special service announcements, as well as any new updates to your Pay Portal account or environment.
- G. Available Funds:** This area provides you with a quick overview of the funds available for transfer.
- H. Support:** Have a question about a feature or functionality within your Pay Portal? The Support section provides answers to a number of frequently asked questions, as well as instructions on how to call, email, or chat with a multilingual customer service representative.

Apple and Android apps

Our mobile apps for Apple and Android devices provide you with a truly native mobile experience. The Plexus Wallet mobile apps make it easier for you to view your account balance, load your card(s), and view your transaction history on-the-fly! The improved navigation will ensure you can effortlessly find what you need.



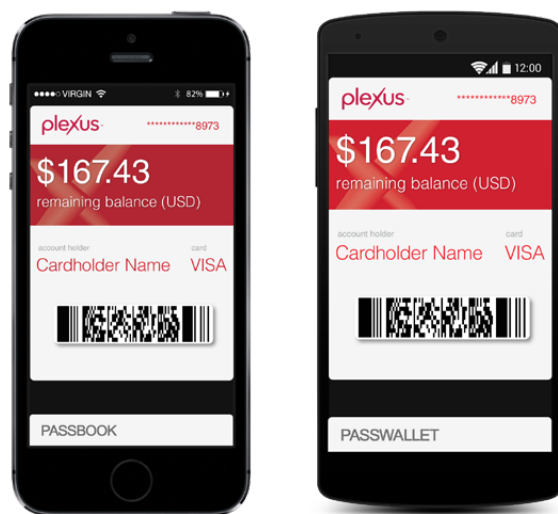
Mobile Friendly Design

Mobile users have come to expect a more tailored and streamlined experience when it comes to viewing a website on a smartphone or tablet device.

Plexus Wallet's mobile-friendly website design provides a simplified payments experience on any device to ensure you can view, manage, or make payments on the go.

Apple Passbook & Android Passwallet Integrations

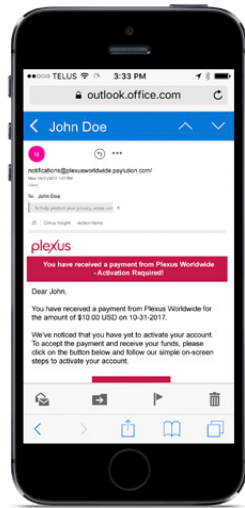
Apple Passbook and Android Passwallet applications allow you to conveniently access your Plexus Wallet prepaid card balance without needing to log into your Plexus Wallet mobile app or online account.



Note: Both Apple Passbook and Android Passwallet require the latest operating system for their respective devices.

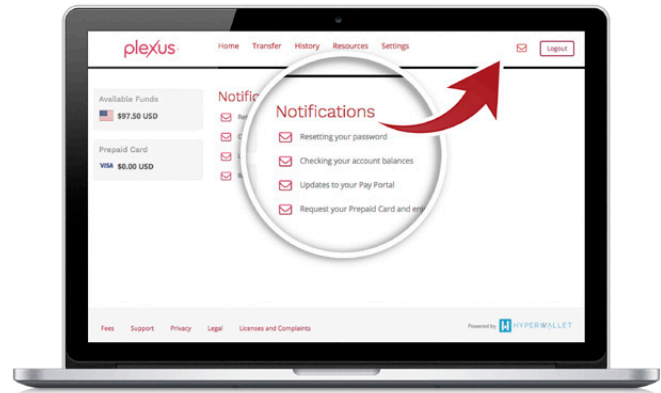
NOTIFICATIONS

HTML E-mail Notifications



Visually appealing email notifications can be viewed with ease on any device.

Notification Center



Notifications keep you well-informed of special service announcements, as well as any new updates to your account.

FREQUENTLY ASKED QUESTIONS

How do I activate my account?

Plexus Worldwide will automatically create your Plexus Wallet on your behalf. Once your account has been created, a new activation e-mail will be sent containing instructions on how to activate your account.

How do I know when I've been paid?

When you receive a payment, it will automatically be credited to your Plexus Wallet. Each time funds are credited to your Plexus Wallet, you will receive a notification via email.

Can I transfer funds from my Plexus Wallet to my bank account?

Yes. Depending on your program setup, Plexus Wallet allows you to transfer funds to your bank account, prepaid card, or buy additional product from your sponsoring organization.

Can I transfer funds automatically to my accounts?

Yes. The easiest way to manage your payments is to setup an "Auto Transfer". Once setup, each time you receive a payment your funds will automatically be transferred to your registered bank account, prepaid card or other available payment options. You can split the transfer among multiple accounts (ie. 60% of your to your prepaid card and 40% to your bank account).

Can I review my transaction history?

Yes. From the Transfer Center you can review all your transactions organized in chronological order and see the details of each transaction. Simply click any account balance to view your transactions, set filters to refine your search, or download and save your transactions.

*** Additional information can be found under the "Resources" menu located in the top navigation area.**