

SmartLink45[®]

it JUST makes SENSE



User Manual for Registering Cash Payments

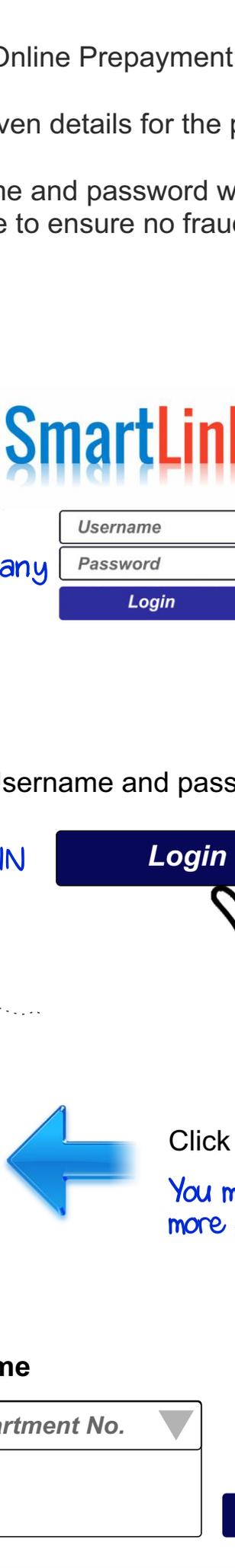
ON COMPUTER

INSTRUCTIONS

1. Welcome to Online Prepayment for utilities paying with cash.

You will be given details for the payment website, dedicated to your company.

Your username and password will be specific to your business and it is important to keep it secure to ensure no fraud takes place.



SmartLink⁴⁵®

Username

Password

Login

SmartLink⁴⁵®

Username

Password

Login

Login Page can reflect your company logo

A laptop is shown with the SmartLink⁴⁵ login page displayed on its screen. The page includes fields for Username and Password, and a Login button. A blue arrow points from the text 'Login Page can reflect your company logo' to the SmartLink⁴⁵ logo.

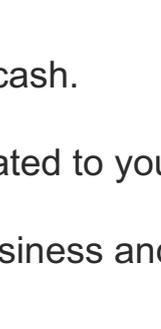
2. Enter in the Username and password which has been issued to you.

Click on LOGIN



(Optional)

Each resident is issued with a Card detailing their Address & meter number.



Property

A blue circular icon with a white highlight, representing a property. Below it is the word 'Property'.



Click on relevant button

You may have two or more properties



4. Property Name

Apartment No. ▼
1
2
3

Back

From the drop down select the apartment number

HELP LINE 01524 555 929

5.



Enter the amount PAID to you by the tenant

ie 20.00 or 32.50

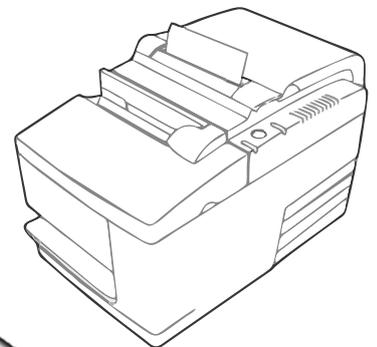
Shop or initials of person who took the cash followed by the receipt #

6.



SHOP 253684

You need to tie up the payments from your till to the payments made on the system.



Once you have entered in the reference number click on TOP UP which will then send info to the server to load money onto meter.



As soon as you click on the button, the following message will display...



7.  *Thank you for your payment
The meter will be topped up shortly....*



The message means that the server will now communicate with the meter and top it up with the money paid.

8. Once the meter has been credited with the paid amount, the transaction will be added onto the list at the bottom of the page.

Completed TopUps

<i>Date</i>	<i>Time</i>	<i>Authorisation No.</i>	<i>Amount Paid</i>	<i>Address</i>	<i>No.</i>
10/2/20	15:25	JH 0824567	10.00	Rovers Road	34
08/2/20	12:14	SC0145842	30.00	Rovers Road	75

9. **Transaction listing by date**

From Date

To Date

MM/DD/YYYY

MM/DD/YYYY

View



Should you need to check a meter transaction on a specific date or time period, enter the dates and then click VIEW.

All transactions made for that specific date/date range will show on screen.



Should you need any help - please contact us
on **01524 555 929**

