netcash®

Quick Start Guide System Permissions

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Our easy to use guide will get you up and running in no time!

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Login



- 1. Navigate to https://merchant.netcash.co.za
- 2. Insert your username, password & pin. Click on the **Login** button.



3. These credentials would have been emailed to you when your account was activated.

Note:

Should you not have your login details, please contact your system superuser to reset your password or contact the Netcash help desk on 0861 338 338.



How to personalise your Netcash login



- Click on the activation link in the email you received from Netcash Support and insert the username and registered email address, click on continue.
- 2. You will receive a second email from Netcash support which includes your One Time Pin. Insert your One Time Pin along with your username, click on continue.

Step 3 Please select a secret question and answer, these details will be stored and requested when resetting user details in future, then select continue. Tou will be requested to provide the answer to this secret question each time your reset your password or PNL. Please keep the answer in a secure place. Secret question: What was your childhood nicknam y Answer: Control Control	Step 4 Please enter and confirm a new password and PIN number. Password Rules: Your password Rules: Pin Rules: Your FIN must contain only numbers and must be 6 characters long. New password:
	Confirm new password:
3. To reset your Password or Pin in future, you will need to	4. Type in a password as well as PIN. Try not to use any

- To reset your Password or Pin in future, you will need to answer a security question. Select a question from the list and type in an answer you will easily remember.
- Type in a password as well as PIN. Try not to use any password you have ever used before. Include uppercase, lowercase as well as numeric characters for optimum security.

Create a contact

			Demo Netcash (5121953267
Payments	Empl	oyee master file - 01TEST	Back to master fil
Creditors	*		
Salaries	^ A:	ccount details	*
Employee list	в	ank account details	*
Once off payment Salary batches	A	ccount grouping	
Groups	N	otifications	
Salary batch reports			
Audit report	N	otification nistory	•
Unpaid codes	Tr	ansaction history	*
Authorisations	C	ontact details	• I
Search by transaction id	A	dditional details	•
	Đ	nployee notes	

- 1. Select Account profile.
- 2. Click on **Contact profiles > Contacts**.
- 3. Click on Add account contact button.
- 4. Complete the required fields. To delete a contact, click on the **waste bin** to the left and then click **Submit**.
- 5. Your contact will now be added to the system. Note that certain fields are mandatory. ID numbers are validated and Passport numbers need to be between 10 and 13 characters in length.
- 6. Edit the contact by clicking on the **pencil** to the left.
- 7. Tick the **system user** tick box.

Create system users

Each Netcash account has one system super user. This user has full rights and controls all aspects of the Netcash account. By default the super user is a principal of the legal entity (director, member, partner etc.)

Account profile	Edit evetam usar - Rannia Rastar	Netcash BP Account (51815001
Account prome	Luc system user - Dennie Dester	Nequest super user status Manage permissions Manage
My space	~	
Registration profiles	~	
Contact profiles	~	Username:
Service profiles	~	
System users	~	Login: Generate
Manage system users		
Copy permissions	_	
Notifications		
Sage connect	~	
Integration tools	~	
Rewards	¥	

System users can only be selected from the contact users list. You need to add a contact before you can add a system user.

- 1. Select Account profile.
- Click on System users > Manage system users. A list of all contacts/users will be displayed.
- 3. Edit the user entry by clicking on the pencil icon.
- 4. Click on Manage login.
- 5. Choose a username for the new profile and click on **Generate.**
- Once the log in details have been generated, click on the Back button.

Setting up service permissions

Accounts Services Account g	profile Quick links						
						Demo Netca	ash (51219532679)
Payments	Salary bate	hes				Dow	nload Add salary batch
Creditors	~						
Salaries	^			1	2		
Employee list		Action date	Service type	Volume	Amount	Status	Authorisation
Once off payment	/1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Salary batches	/1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Groups	/1	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Salary batch reports	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Payment returns	11	02 Oct 2019	Dated	2	R 0.02	Date expired	
Unpaid codes	12	02 Oct 2019	Dated	0	R 0.00	Date expired	
Authorisations	/ 1	02 Oct 2019	Same day	1	B 0.01	Date expired	
Search by transaction id	11	01 Oct 2019	Same day	1	B 0.01	Date expired	
	/ 1	01 Oct 2019	Same day	0	B 0.00	Date expired	
	/1	01 Oct 2019	Same day	0	R 0.00	Date expired	
	11	01 Oct 2019	Same day	8	R 31 016.24	Date expired	
	/1	01 Oct 2019	Same day	2	B 1.01	Date expired	
	/1	30 Sep 2019	Dated	57	R 956 958.09	Date expired	
	11	30 Sep 2019	Dated	0	R 0.00	Date expired	
	/1	30 Sep 2019	Dated	60	R 476 340.44	Date expired	

- 1. Select Account Profile.
- 2. Click on System users > Manage system users.
- 3. Edit the users by clicking on the pencil to the left.
- 4. Click the Manage permissions button.



- 5. Select the account/accounts that you would grant access to.
- 6. Click on the **Select accounts** button.
- 7. Click on OK.
- 8. Click on the **Services** tab.
- 9. Choose a Section and Sub section.
- 10. Allocate permissions for each sub section using the down arrows.
- 11. Click on Save changes.

Setting up account profile permissions

Accounts Services Account pr	ofile Quick links						
						Demo Neto	ash (51219532679)
Payments	Salary bate	ches				Dow	nload Add salary batch
Creditors	~						
Salaries	^			1	2	10000	
Employee list		Action date	Service type	Volume	Amount	Status	Authorisation
Once off payment	/1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Salary batches	/1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Groups	/1	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Salary batch reports	11	02 Oct 2019	Dated	0	R 0.00	Date expired	
Audit report		02.042.2019	Dated	2	80.02	Date expired	
Payment returns	/*	02 041 2019	Daved		H 0.04	Date expired	
Authorisations	/1	02 Oct 2019	Dated	0	H 0.00	Date expired	
Search by transaction id	/1	02 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	01 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	01 Oct 2019	Same day	0	R 0.00	Date expired	
	11	01 Oct 2019	Same day	0	R 0.00	Date expired	
	/1	01 Oct 2019	Same day	8	R 31 016.24	Date expired	
	11	01 Oct 2019	Same day	2	R 1.01	Date expired	
	/1	30 Sep 2019	Dated	57	R 956 958.09	Date expired	
	/1	30 Sep 2019	Dated	0	R 0.00	Date expired	
	/1	30 Sep 2019	Dated	60	R 476 340.44	Date expired	
		30 Sep 2019	Dated	71	R 139 01	Date expired	

- 1. Click on the **Account profile** tab within the permissions setup.
- 2. Select the required **Section** and **Sub section**.
- 3. Allocate permissions for each sub section using the down arrows.
- 4. Click on Save changes.

Copy permissions

Permissions relate to Services that you have activated on the Netcash system and allow you to control the levels of access that each of your Netcash system users have.

netcasiii					Begost Adams
Accounts Services Account pr	rofile Quick links				
				Demo Net	cash (51219532679)
Payments	Salary batch f	or 18 Nov 2019	Add group Filte	r by group Search Add sele	cted to batch View batch
Creditors	~				
Salaries	^		1	2 3 4 5 Last	
Employee list	Account re	ference Account name	Statement reference	Account number	Payment amount
Once off payment	OITEST	OITEST	OITEST	123456789	0.01
Salary batches	MR THOM ZENZILE	IS MR THOMAS	SALARY	123456789	0.01
Groups	MAKHUBE	A MAKHUBELA			
Salary batch reports	MR M NDL	DVU NDLOVU	SALARY	123456789	0.01
Audit report	MR EMMA	VUEL MR EMMANUEL			
Payment returns	MTHULISE	A MTHULISENI	SALARY	123456789	0.01
Unpaid codes	MR POMPI	MIREIOWA	SALARY	123456789	0.01
Search by transaction id	MRALFEU	MR ALFEUS	SALARY	123456789	0.01
	MR LANGT	ON MR LANGTON	SALARY	123456789	0.01
	MR THEME	MR THEMBA			
	VINCENT N	YAMBI VINCENT NYAMBI	SALAHY	123456789	0.01
	MR VUSI SHABANGI	J SHABANGU	SALARY	123456789	0.01
	MR ABRAN	MR ABRAM	(011 10W	100455700	0.01
	SEBAPU	SEBAPU	SALAHY	123456789	0.01
	MR BOIKIE RAMPAU	LEVY MR BOIKIE LEVY BAMPALI	SALARY	123456789	0.01
	MR BONGI	MR BONGI	CALADY	102455700	0.01
	NKALANG	NKALANGA	ONLONT	120106/89	0.01
	MR DANIEI	MR DANIEL	SALARY	123456789	0.01

- 1. Select Account Profile.
- 2. Click on System users > Copy permissions.
- 3. Select user from which it will be copied.
- 4. Select the user to which permissions will be applied to.
- 5. Click on Apply permissions.



Manage notification permissions

Accounts Services Account	profile Quick links						
						Demo Netcash (51	219532679
Payments	Salary bat	ches				Download	Add salary batch
Creditors	~						
Salaries	^				1 2		
Employee list		Action date	Service type	Volume	Amount	Status A	uthorisation
Once off payment	/1	18 Nov 2019	Dated	0	R 0.00	Transactions required	
Salary batches	/1	03 Oct 2019	Dated	0	R 0.00	Date expired	
Groups	/1	03 Oct 2019	Dated	113	R 203 400.00	Date expired	
Salary batch reports	11	03 Oct 2019	Dated	94	R 169 200.00	Date expired	
Audit report		02 Oct 2019	Dated	0	B0.00	Date expired	
Unpaid codes		02.0++ 2010	Dated	2	80.02	Data approved	
Authorisations	/1	02 001 2019	Dated	-	N 0.02	Date expired	
Search by transaction id	/1	02 Oct 2019	Dated	0	R 0.00	Date expired	
	/1	02 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	01 Oct 2019	Same day	1	R 0.01	Date expired	
	/1	01 Oct 2019	Same day	0	R 0.00	Date expired	
	/1	01 Oct 2019	Same day	0	R 0.00	Date expired	
	14	01 Oct 2019	Same day	8	R 31 016.24	Date expired	
	11	01 Oct 2019	Same day	2	81.01	Date expired	
		20 Cap 2010	Dated	67	B 055 059 00	Data anticed	
	/1	ou oep 2019	Dated	01	n 506 908.09	Date expired	
	/1	30 Sep 2019	Dated	0	R 0.00	Date expired	

- 1. Select Account Profile.
- 2. Click on System users > Notifications.
- 3. Click on the pencil icon to the left of the user that you wish to edit.
- 4. Click on the service to edit the user permissions.

Notes:

There are both email and SMS notification tabs.

How to reset your password or PIN

By now you probably have quite a number of online accounts. Forgetting your password happens to the best of us.



1. Navigate to https://merchant.netcash.co.za and click on the 'Forgotten login details'.

step 1	
lease enter your username and your registered email address, then select continue	а.
Use	rname:
	Email:
	Continue

- 2. Enter the username that was emailed to you from Netcash Support as well as the registered email address.
- You will receive an email with a One Time Pin. Enter your Username and One Time Pin.

P below and then click on continue.	Step 4 Please enter and confirm a new password and PNN number. Password Rules: Your password must be between 8 and 40 characters long and contain at least one uppercase and one numeric character. Pin Rules: Your PNN must contain only numbers and must be 6 characters long.
	New password:
	Confirm new password:
	New PIN:
	Confirm new PIN:
in third grade?	Continue

4. You will then be prompted to answer a predefined security question.

Step 3

- 5. Insert your new password and PIN and click confirm.
- 6. Select continue and login to the system via the homepage.



Need more assistance?

Contact your Relationship Consultant on 0861 338 338 or email us on support@netcash.co.za