# Commonly Asked Questions



## Log in and Check Your Account Balance

## Login with Your Registration Invite Email

Based on your company's preference, you will either receive an invite to register for your account *before payment or* when your *first payment has been sent*.

#### **Account Registration Invite**

#### **PAYQUICKER**

#### Welcome!

PayQuicker invites you to register for a new payment account using the following link.

#### Click here to create your account

#### **Customer Support**

Support Hours: 8:00am - 7:00pm ET Mon - Fri

United States, Canada, and Puerto Rico: 1(866) 400 2712

United Kingdom: + 44 12 2445 9238

France: + 33 3 60 85 00 81

Australia: + 61 870 708 064

Mexico: + 52 55 5350 7204 Spain: + 34 8818 00000

Hong Kong: + 852 5808 4046

Italy: + 39 06 94804009

Outside of the United States: 011 (585) 507-4604

Support Email: Send Email

\*Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, please refer to the Support Contact information above.

<u>Deutsch | English | English (British) | Español (España) | Español (América Latina) |</u> <u>Français | Français (Canada) | Italiano | 日本語 | 한국어 | Português (Brasil) | 中文(简</u>

#### Open email from <u>no-</u> <u>reply@mypayquicker.com</u>

- Subject line: "An invitation from PayQuicker"
- Click "Click here to create your account" link to start registration
- Email contains Customer Support contact information
- View email in alternate languages with footer links

#### Account Registration Invite At First Payment

#### PAYQUICKER

#### Welcome!

You received a payment of \$1.00 USD from PayQuicker.

To access your payment(s), please set up your account using the following link.

#### Create New User Account

#### Transaction Details

Transaction Date: 2020-01-28T14:49:37Z Amount: \$1.00 USD

Expiration Date: 1/28/2021 5:00:00AM

Message: You have earned a payment. Thank you!

#### Customer Support

 
 Support Hours: 8:00am - 7:00pm ET Mon - Fri

 United States, Canada, and Puerto Ricc: 1(868) 400 2712

 United States: + 4412 2445 9238

 France: + 33 360 85 00 81

 Australia: + 61 870 708 064

 Mexico: + 52 55 530 7204

 Spain: + 34 8818 00000

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 Outside of the United States: 011 (585) 507-4604

 Support Email: Send Email

 \*Please and mergly to this email. This mailbox is not monitored and you will not receive a response. For asistance, please refer to the Support Contact Information above.

- Open email from <u>no-</u> <u>reply@mypayquicker.com</u>
- Subject line: "Payment Received from PayQuicker"
- Click "Create New User Account" link to start registration
- Email contains Transaction Details and Customer Support contact information
- View email in alternate languages with footer links

## Logging into Your Account

On Your Company Login Page

- Navigate to your company login page: yourcompanyname.mypayquicker.com
- Enter your Username (or Email Address) and Password
- Click Login button
  - **Tip:** Add your Company Login page to your desktop **Bookmarks** for quick and easy access by clicking the star located at the far right, see below.





## **Checking Your Account Balance**

On the Payment Account Overview Page

• Your overall balance and different currencies can be viewed on the top right of your Payment Account Overview Page.

MetaBank USD Balance: \$955.59 USD

Date         Amount           10/2/2017         (\$0.01) US	Status	Description
Date Amount 10/2/2017 (\$0.01) US	Status	Description
10/2/2017 (\$0.01) US		
	50	75552c94-64ad-4ad5-a6d9-a50f1267f50f - Transferred To Vicky Ho
10/2/2017 (\$0.01) US	5D	33d0a288-6c63-4d84-a99f-11493784cfad - Transferred To Shiny Black Box Account
10/2/2017 (\$0.01) US	SD	6d193041-4aaf-43d3-9e80-25d7fdb721bc - Transferred To Vicky Ho
10/2/2017 (\$0.01) US	SD	924b7d62-1c35-42a6-a469-8803486ac1cc - Transferred To Shiny Black Box Account
9/27/2017 \$0.01 USD	):	07468a0d-75e4-4d6e-9aa7-9fcc1a01c1bc - Transferred From Shiny Black Box Account
1 2 3 4 5	6 7 8 9 10	5 Transactions 11-15 from 69 Transaction
Date Amount	Status	Description
0 5	Transactions	No Dat
ow All Activity		
ow All Activity		
ow All Activity Dverview Help Logout	Privacy Policy E-Sign & Consent Site User Agreement	CONTACT SUPPORT

## **Plastic Debit Card**

Activate and use your plastic debit card

## Plastic Debit Card Activation

400 Linden Oaks, Suite 320 Rochester, NY 14625

#### **Congratulations!**

Here is your new Prepaid Visa<sup>®</sup> Card From:

#### **PAYQ**UICKER

√ Use everywhere Visa debit cards are accepted

√ Access cash at any ATM with Visa Plus

Log in to your account to review your Cardholder Agreement, check your balance, and monitor your activity.

- Your Plastic debit card will arrive in 10-14 days
- Card activation instructions
  - Click ACTIVATE PLASTIC CARD button on account homepage once received
- Card use tips
- Support contact information



TO ACTIVATE YOUR CARD AND CREATE YOUR PIN Log in to your account at:

payquickermypayquicker.com



For assistance call (866) 400-2712 (M-F 7:00am-7:00pm EST) Or email support@payquicker.com. Cards cannot be activated by calling this number or sending an email

#### **Prepaid Visa Card Tips**

- For additional assistance email support@payquicker.com
- · Login to your card account to check your balance and monitor your activity
- Don't forget to sign the back of your card
- Select "Credit" to swipe and sign for purchases
- · Select "Debit" and use your PIN to get cash back with a purchase
- Use the mobile app for easy access to account information<sup>1</sup>

#### Purchasing Gas:

When purchasing gas with your card you will need to prepay with the cashier inside the station.

> Card is issued by MetaBank\*, N.A., Member FDIC, pursuant to a license from Visa U.S.A. Inc. Use of this card is subject to the terms of the Card holder Agreement, as amended, furnished and agreed to in connection with this issuance. Fees may apply. For cardholder services call PayQuicker at +1(866) 400-2712 or +1(585) 507-4604. www.payquicker.com

#### **PAY**QUICKER

www.payquicker.com

## Virtual Debit Card

Find, activate, and easily use your virtual debit card

### **Virtual Debit Card Activation**

Click the **USE MY VIRTUAL CARD** button on the **Overview** page menu bar, view **16-digit virtual** card number, then **copy the card information** for easy online use.





### **Add Virtual Debit Card to Wallet**

Once you have *copied your virtual debit card information*, you can *Enter Card Details Manually* in your *Apple Pay* or *Google Pay e-wallet(s)* for easy and automatic access.

## **Bank Transfers**

### How to connect your bank and complete a transfer



## **Connect Your Bank Account**

- Access your bank account by going to the *Account* dropdown > hover over *Transfer Money* > then click on *Add a Bank Account*
- Fill in your bank account information to transfer funds from your PayQuicker account into your personal bank account.

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t	Overview All Account Activity Statements Account Settings	
	<ul> <li>Change Password</li> <li>Transfer Money</li> <li>Outstanding Fees</li> <li>Link To Mobile App</li> <li>Description</li> <li>Add a Bank Account</li> <li>Send Instant Payment</li> <li>Transfer to Your Bank</li> </ul>	
Add a Bank Account	sonal bank account.	
Country	United States	🖋 Cha
Account Nickname		
Name on Account Bank Name		
Routing Number	Example : 012345678	
Account Number	Example : 01234567890	
Bank Account Type	Choose Bank Account Type	

## Transfer Funds to Your Bank Account

- Transfer to your bank account by going to the *Account* dropdown > hover over *Transfer Money* > then click on *Transfer to Your Bank*
- Transfer funds from your PayQuicker account into a bank account of your choice.
- Transfers can take anywhere from 1-5 business days to complete depending on banking days.

	<b>&gt;</b> ≁		RDS & OFFERS HELP <del>-</del>	USE M
	w	Overview All Account Activity Statements Account Settings		
	>	Change Password Transfer Money Outstanding Fees Link To Mobile App	Description Add a Bank Account Send Instant Payment Transfer to Your Bank	
HOME CARD+ ACCOUNT+ REWARDS (	x offers	HELP + USE MY VIRTUAL CARD	MetaBank USD Balance: \$955.59 USD	LOGOL
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		From MetaBank USD		

Transfer Mone	y To Bank
From	MetaBank USD
То	~
	Transfer Money to Bank Fee
	Bank Name
	Name on Account
	Country
	Manage Bank Accounts
Amount	USD
	Clear Transfer



Login on your company login pay or you will receive a payment notification email

Your funds are instantly available in your account, and can be accessed on your physical and virtual card Card once it's

received and

activated!

Questions about your PayQuicker Account?

#### 

#### Frequently Asked Questions

How do I activate my card How do I logout? When will I get my card? How do I check my balance? Is there an App? How do I dispute a transaction? How do I change my Password? I forgot my Password, now what? I forgot my Username, now what? How do I change my card's PIN? How do I report my card as lost or stolen? How do I transfer money to my bank account? Can you mail me a paper check? Can I transfer money into my payment account from my bank account? How do I close my account? What are the account/card fees? How do I view the Cardholder Agreement? How long do bank transfers take?

#### Using Your Card

ATM Withdrawals Card Tips Virtual Card Access Mobile Wallet Daily Limits for Card Usage For Gas Stations With Hotels With Hotels Pre-Authorization Holds

#### Account Activity

Overview All Account Activity Pending Transactions Statements

Account Settings

#### Account Management

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#### Contact Support Ø

#### ─ Contact Information

USA/Canada	1 (866) 400-2712
United Kingdom	+44 12 2445 9238
France	+33 3 60 85 00 81
Australia	+61 870 708 064
Mexico	+52 55 5350 7204
Spain	+34 8818 00000
Hong Kong	+852 5808 4046
Italy	+39 06 94804009
Germany	+49 80 072 38446
Phone - Internationally	+1 (585) 507-4604
Fax	+1 (585) 445-3488
Contact Form	https://payquicker.com/support/
Email Address	support@payquicker.com
Mailing Address	PayQuicker LLC 400 Linden Oaks Suite 320 Rochester, New York 14625 USA

## **Thank You!**

**PAY②**UICKER