



Save Your Money - Save Your Time



**USER
MANUAL**

Welcome to G7N Pay!

G7N Pay was created to allow G7N members to instantly exchange payments and save thousands on bank fees.

This guide will provide details on the enrollment process and also provide information about each page of the G7N Pay website.

For easy member-member payment processing, visit www.g7payonline.com.

Getting Started

Follow the below steps to get started with G7N Pay by enrolling and creating your G7N Pay account.

How To Enroll

Send a message to cs@g7payonline.com to express your interest. Alternatively locate or find the application form in the Downloads section in the G7N Member Area of the website and send the completed form to cs@g7payonline.com.

Completing Enrollment Form

All fields must be completed. Failure to complete a field will delay the processing of your request.

Accessing The Website

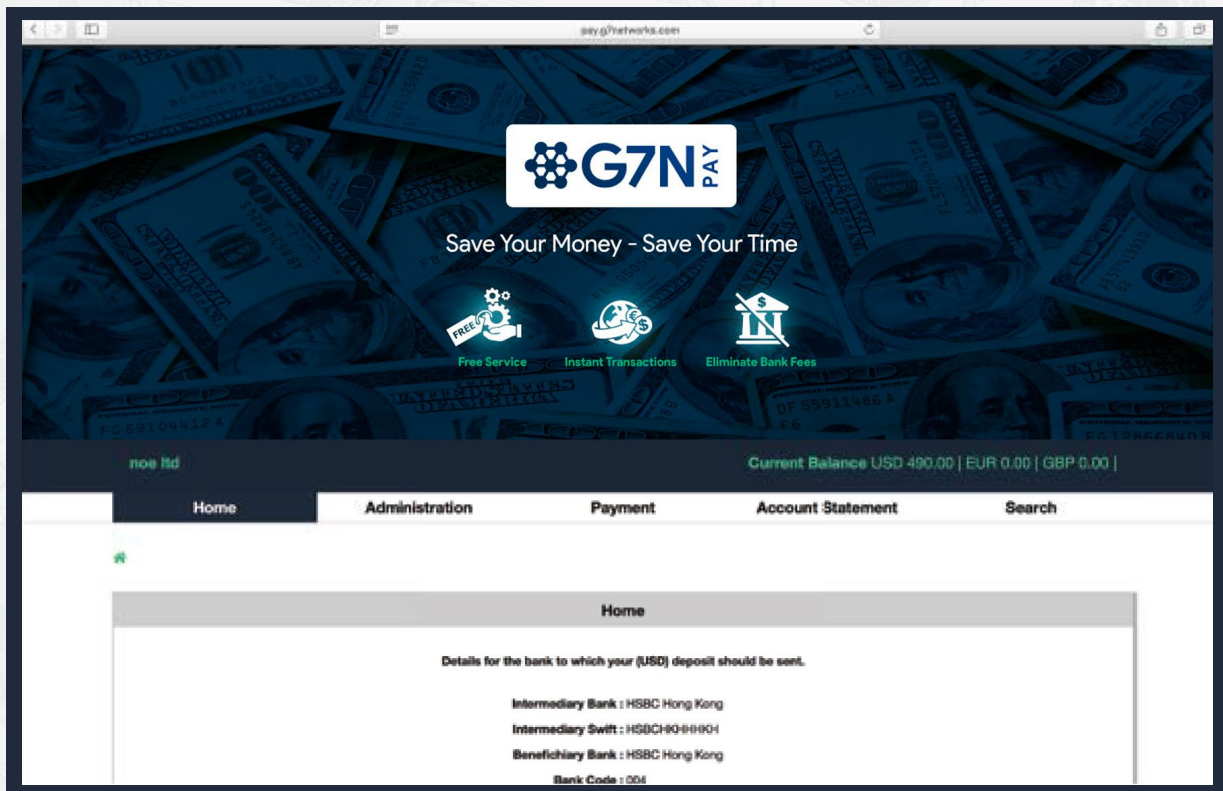
Accessing your newly created G7N Pay account is easy. Simply point your browser to <http://www.g7payonline.com> after receiving your login credentials then enter the Username and Password that was provided to you by email from G7N Pay Customer Service.

The Basics

No matter what page you access, the header of the G7N Pay site will show your company name on the left and your account balances for USD, EUR, and GBP on the right side of the page.

In the upper right corner is the “Sign Out” button. Click here when you are ready to leave the G7N Pay website.

The menu bar is a static element and is the primary tool for G7N Pay website navigation.




Home

This is the first page of the website you will see after logging in. This screen also displays the account information required to submit a deposit to your **G7N Pay** account for USD currency.

Administration

The tabs under this menu items allow you to edit your profile, account information, and also add subusers.

Home	Administration	Payment	Account Statement	Search
	Member Profile Change Password Close My Account			

Member Profile

On this page you can create 2 additional user accounts.

All system users will have the ability to send or withdraw funds on the behalf of the member company. Withdrawals will be sent to the bank account set by the Account Administrator.

For Account Administrators/G7N Pay Primary Contact, carefully select who has access to the G7N Pay system.

Please note that a unique bank account is required for each currency you would like to use. The specified account will be used by the system to wire transfer all withdrawals when requested.

Change Password

Here you can change your account password. Be cautious and choose a strong password consisting of numbers, letters, and special characters to safeguard information.

DO NOT share your G7N Pay password with anyone that you do not fully trust.

Close Account

This page is used to terminate your G7N Pay account and withdraw any remaining funds.

The page displays your current bank information. The funds present in the account once the account is closed will be withdrawn and transferred to the account details displayed prior to account closure.

Please ensure that your bank details are up to date and ensure you have closed any outstanding invoices due to other members to ensure a smooth account closure process.

Payment

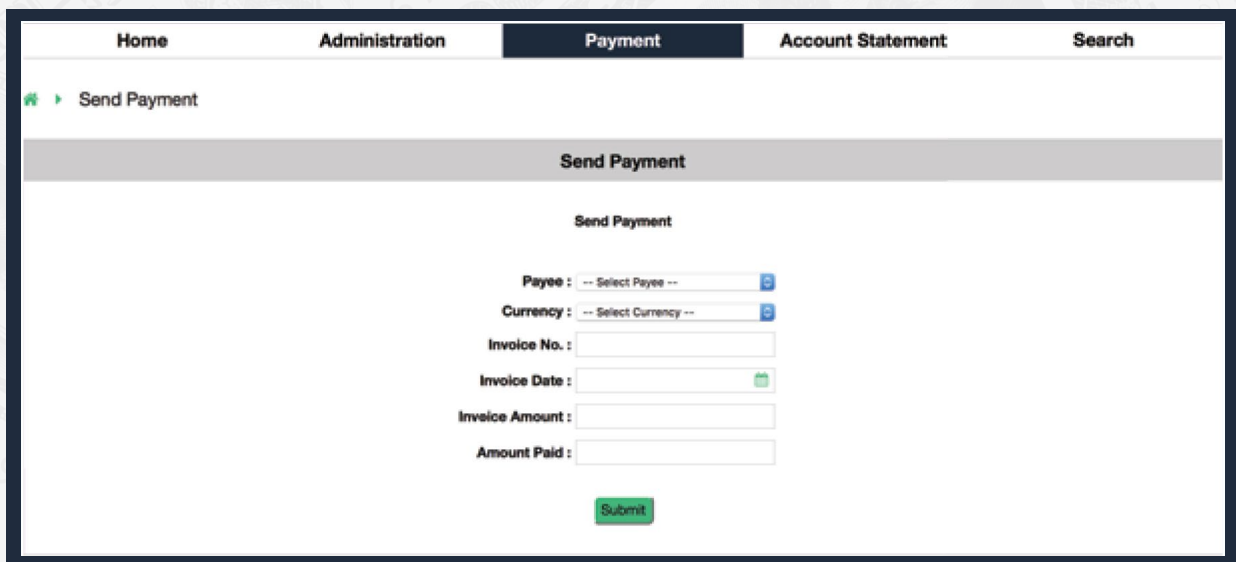
This is the core of G7N Pay, the primary purpose of the system, and no doubt why members enroll.

Here you can send payments to fellow enrolled members, notify G7N of deposits to be made into your account, and withdraw funds from your G7N Pay account to be transferred to your bank account.



Send Payment

Send Payments to members here by completing the following steps:

A screenshot of the G7N Pay 'Send Payment' form. The form is titled 'Send Payment' and is located under the 'Payment' tab. It contains several input fields: 'Payee' (a dropdown menu with a blue arrow), 'Currency' (a dropdown menu with a blue arrow), 'Invoice No.' (a text input field), 'Invoice Date' (a date picker with a green calendar icon), 'Invoice Amount' (a text input field), and 'Amount Paid' (a text input field). A green 'Submit' button is located at the bottom of the form.

1. Select the payee, or to whom you would like to send funds.
2. Select the currency to be transferred.
Note: You MUST have sufficient funds in your G7N Pay balance in order to successfully send payment to another member.

3. Enter the corresponding invoice number so the recipient can associate your payment with the relevant invoice.
4. Enter the date of the invoice to provide further information to the recipient so they can reconcile the payment.
5. Enter the invoice amount to assist the recipient of the payment in reconciling their records and to expedite the clearing of your invoice.
6. In Amount Paid, enter the monetary value you wish to transfer to the recipient.
7. Click Submit to send payment to the recipient.

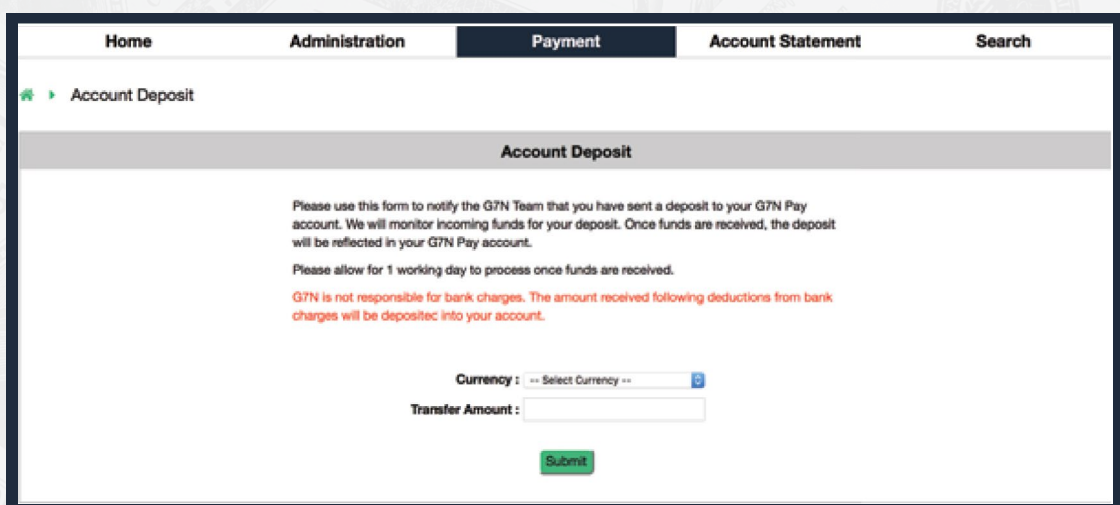
Account Deposit

Please use this form to notify the G7N Team that you have sent a deposit to your G7N Pay account. We will monitor incoming funds for your deposit. Once funds are confirmed as received, the deposit will be reflected in your G7N Pay account.

Please allow for 1 working day to process once funds are received.

G7N is not responsible for bank charges. The amount received following deductions from bank charges will be deposited into your account.

To notify G7N of a deposit:



The screenshot shows a web interface for submitting an account deposit. At the top, there is a navigation menu with tabs for 'Home', 'Administration', 'Payment' (which is active), 'Account Statement', and 'Search'. Below the navigation, the breadcrumb path is 'Account Deposit'. The main heading is 'Account Deposit'. The form contains the following text: 'Please use this form to notify the G7N Team that you have sent a deposit to your G7N Pay account. We will monitor incoming funds for your deposit. Once funds are received, the deposit will be reflected in your G7N Pay account.' Below this, it says 'Please allow for 1 working day to process once funds are received.' A red warning message states: 'G7N is not responsible for bank charges. The amount received following deductions from bank charges will be deposited into your account.' The form includes a 'Currency' dropdown menu set to 'USD', a 'Transfer Amount' input field, and a green 'Submit' button.

1. Use the currency picklist to select a deposit of USD, EUR, or GBP.
2. Input the amount to be transferred to assist G7N Pay Customer Service in recognizing your deposit when it appears in the accounts specified on the G7N Pay Home page.
3. Click Submit.

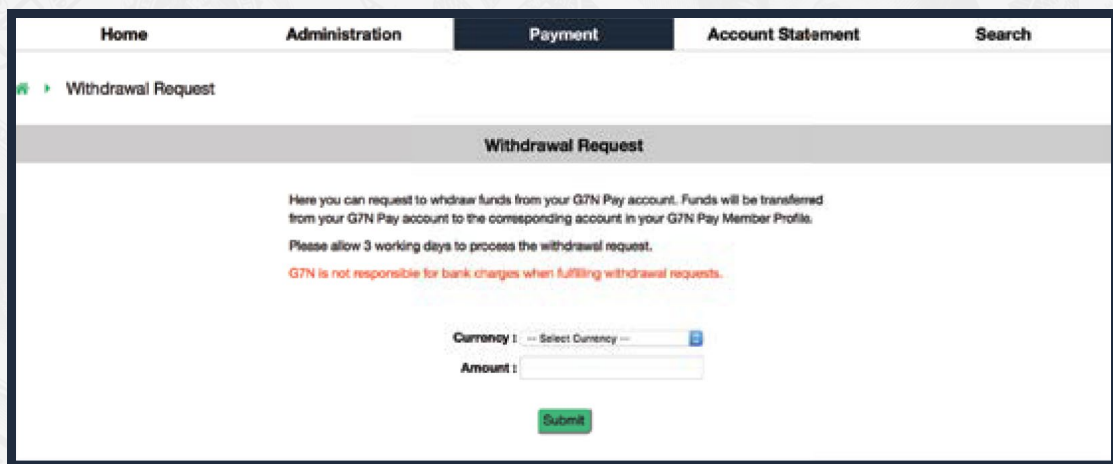
Withdrawal Request

Here you can request to withdraw funds from your G7N Pay account. Funds will be transferred from your G7N Pay account to the corresponding account in your G7N Pay Member Profile.

Please allow 3 working days to process the withdrawal request.

G7N is not responsible for bank charges when fulfilling withdrawal requests.

To withdraw funds:



The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Administration', 'Payment', 'Account Statement', and 'Search'. Below the navigation bar, there is a breadcrumb trail: '# > Withdrawal Request'. The main content area is titled 'Withdrawal Request' and contains the following text: 'Here you can request to withdraw funds from your G7N Pay account. Funds will be transferred from your G7N Pay account to the corresponding account in your G7N Pay Member Profile. Please allow 3 working days to process the withdrawal request. G7N is not responsible for bank charges when fulfilling withdrawal requests.' Below this text, there is a form with two fields: 'Currency' with a dropdown menu and a blue icon, and 'Amount' with a text input field. A green 'Submit' button is located below the form fields.

1. Use the Currency picklist selection to select the type of currency you would like to withdraw.
2. Enter the desired amount to withdraw.

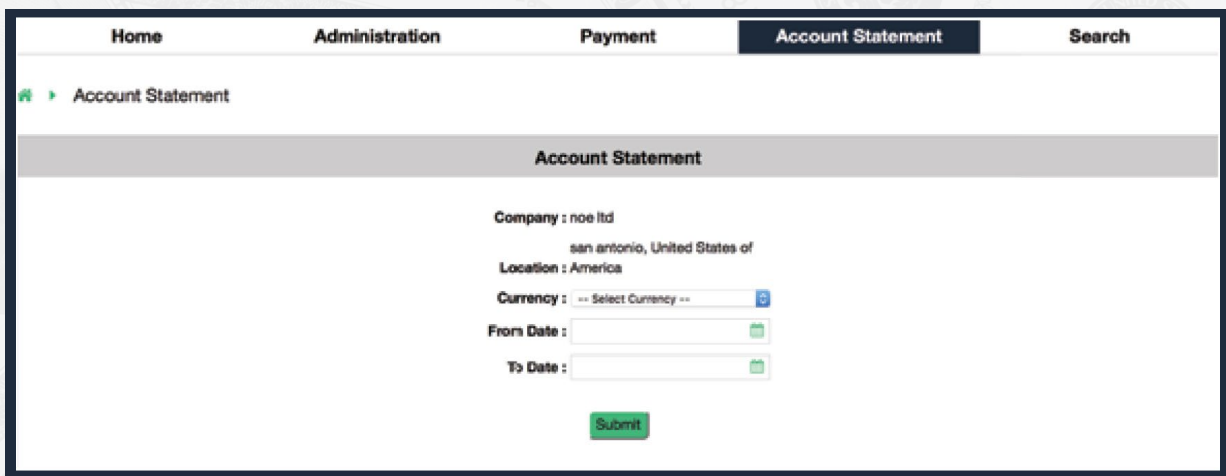
3. Click Submit.

WARNING: Submitting a withdrawal request will suspend all activity on your account until the withdrawal request has been cleared.

This is done for your protection and for those within the group.

Account Statement

Here you can view your G7N Pay Account Statement. To view your account statement:



The screenshot shows a web interface with a navigation bar at the top containing links for Home, Administration, Payment, Account Statement (which is highlighted), and Search. Below the navigation bar, there is a breadcrumb trail: Home > Account Statement. The main content area is titled "Account Statement" and contains the following fields:

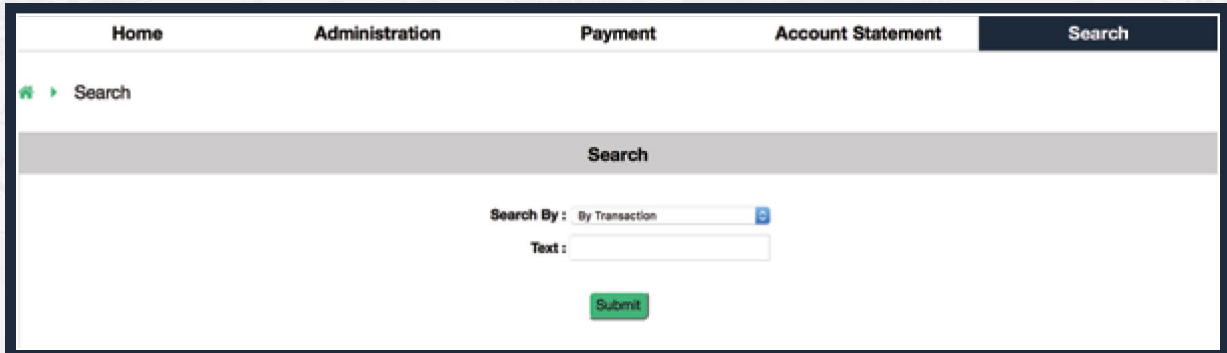
- Company : noe ltd
- Location : san antonio, United States of America
- Location : America
- Currency : -- Select Currency -- (with a dropdown arrow)
- From Date : (with a calendar icon)
- To Date : (with a calendar icon)

At the bottom of the form is a green "Submit" button.

1. Select the currency that you would like to view using the picklist menu next to "Currency":
2. Click the desired calendar date to set the beginning date of the statement.
3. Select the end date of the desired account statement using the calendar.
4. Click Submit to view a list of your account's transactions.
Pending Withdrawals and Deposits will not appear in your Account Statement until approved by G7N.

Search

On this page you can search your transaction history by Transaction Number, Invoice Number, Payee, or Payer.



Home Administration Payment Account Statement Search

Home > Search

Search

Search By : By Transaction

Text :

Submit

1. To search, select the desired search criteria by selecting from the picklist.
2. Enter the term to search for using the text box.
3. Click Submit.

FAQ

Q. What is G7N Pay?

A. G7N Pay is a payment system that is designed to save members on bank transfer fees and in turn increase margins. Use of the system is purely optional and comes at no extra cost to G7N members.

Q. What is the joining fee? Are there any hidden charges for the joining or for each transaction?

A. There is no additional fee to enroll in G7N Pay. Furthermore, there are no additional charges that are incurred by members for each transaction.

Q. My company name is Grasshopper Freight but we always pay through our parent company which name is Piya Re Corp. Is there any problem with this while doing transaction via G7N Pay?

A. There is no problem with this for G7N Pay. Simply place the appropriate information on your G7N Pay Enrollment Form and be sure to maintain the correct information in your Member Profile to facilitate any withdrawal requests you make.

Q. I want to pay to an agent who is not a member of G7N. Can you register them for G7N Pay only so I can enjoy the G7N Pay benefits?

A. No, G7N Pay is only open to G7N. Companies must enroll on their own volition and G7N will not enroll companies unless the request is originated from the member company and they are already a G7N member.

Q. I want to register for G7N Pay. How much refundable security am I required to pay to start using the system?

A. There is no “security deposit”, but the minimum opening deposit is \$1000. These funds can be used immediately upon accessing your account.

Q. I have to pay \$2554 to another G7N Pay member today, but my balance is only \$2510. Can G7N credit my account against my membership renewal of which I will pay later?

A. Sorry, but G7N does not offer credit and G7N will not credit accounts against membership renewal.

Q. I see that you have created our account with our name, but we want to have a different account name. Can we update that from the website?

A. To change the name associated with the account, we must receive a written communication (email is acceptable) requesting this change along with the reasons for the request.

Q. I live in Italy, but I would like for my UAE office to be able to make the transactions on my behalf, but the G7N Pay account decision should be left to me Can you help me with this?

A. You can arrange for this structure by utilizing the G7N Pay sub accounts. G7N Pay allows for a Primary User who has full access to the site and sub accounts that can be created with limited access.

Q. How much time does it take to transfer and realise the money?

A. Payments transferred and received between members are instantaneous.

Q. I have G7N Pay account in USD. Today I have to pay to other members in Euro. What will be the conversation rate and how can I make this transaction?

A. Sorry, but currencies cannot be converted.

Q. PSNG Freight is not paying the amount from last one month. Will G7N Pay transfer the money on their behalf?

A. G7N will not access an account based upon a request from a member stemming from a late payment. This issue should be resolved between members as professionalism is expected within the group.

Q. We don't want to continue the Membership with G7N, but still want to have the benefit of G7N Pay. Is this possible?

A. Unfortunately, if you choose to discontinue your G7N membership, you will forfeit access to G7N Pay and your G7N Pay account will be terminated.

Q. We are closing our G7N Pay account. How much time it will take to get the money back?

A. If there are no outstanding disputes and your membership is in good standing, your request to close your account can be expected to process within 3 business days.

Q. I am attending the next G7N Conference. Can you adjust the conference invoice from my G7N Pay Account? If yes then I can't see G7N account in G7N Pay.

A. It is possible to pay your conference invoice via G7N Pay. Select G7N from the payee picklist, enter the invoice number and relevant amount, and click submit.

Q. I want to operate two different accounts, although we are registered as one company with G7N. Can I do that?

A. This depends on the global presence of your company.

Q. Can I see the payment history or Account statement? Can you email that on the start of each month?

A. Your Account Statement is viewable within the website and can be kept for your records. We do not send monthly statements to members. Tracking of your account is the responsibility of the member.

Q. I can see in the statement that there is a payment that I have never authorized. How can it be possible? How you will refund that?

A. This most likely occurred due to user error by the Primary Account or a Sub Account. We recommend the first and likely best step of action is to contact the company who was the unintended recipient of the funds. As a courtesy we can identify if your account was accessed preceding the transfer.

The background of the page is a collage of various US dollar bills, including \$100, \$50, and \$20 bills, arranged in a pattern that fills the entire page. The bills are slightly faded and overlapping, creating a textured, financial-themed background.

Q. Is my profile in G7N Pay website public? I want to show my bank account details only to the trusted parties. Can I do that?

A. Your bank account information is not public and is not viewable by other members enrolled in G7N Pay.

Q. I have a problem logging in. Who should I contact?

A. Please contact cs@g7payonline.com

Q. Can we make transactions on weekends and/or on public holidays?

A. Yes.



Free Service



Instant Transactions



Eliminate Bank Fees

How having a **G7N Pay** account helps you...

Benefits



No Setup Fees & No Usage Costs



Boost Profit Margins



Eliminate Bank Fees



Eliminate Fraudulent Payment Requests



Preferred Payment Method



Instant Payment Transactions

www.g7payonline.com