

A few simple steps to more cash in your pocket.

Introducing
Payback Incentives



**PAYBACK
INCENTIVES**

The reward program that pays you back.

To show our appreciation, we're pleased to announce **Payback Incentives**, the new rewards program that pays you back for your efforts.

Get started and get earning.

Register:

Online at www.paybackincentives.com.
All channel partner sales people are eligible.

Goals:

Hit your targets.

Enter:

Data/progress.

Get Rewarded:

With **cash** loaded onto your **spend-anywhere** Payback Incentives debit card.

Repeat:

The more you achieve, the more award cash you earn.

How to use Payback Incentives.



Register and log in for access...

- 1 Visit www.paybackincentives.com
- 2 First time users, select "Register New Account"
Enter all your required contact info – which is needed to mail out your award card and process your ongoing awards.
- 3 Return users, log in with your email address and password.

The screenshot shows the "Register New Account" form. It has a title "Register New Account" and a sub-header "Account". Below the title, there are four input fields: "Username*", "Email*", "Password*", and "Confirm Password*". Below these fields, there's a section titled "Contact Information" with two input fields: "First Name*" and "Last Name*". The form is simple and easy to use, with clear labels and required fields indicated by an asterisk.

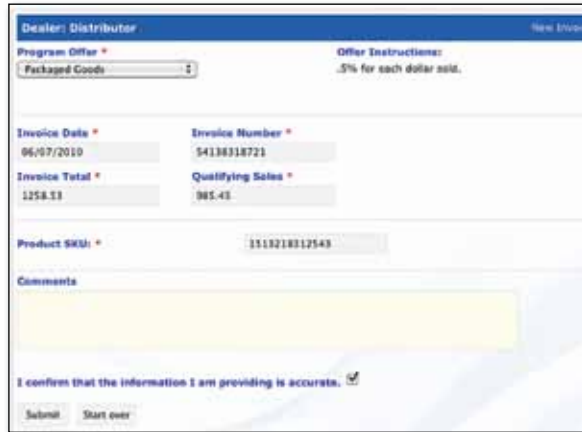
Forgotten password...

- 1 Visit www.paybackincentives.com
- 2 Select "Forgotten Password".
- 3 Enter the email address associated with your Payback account.
- 4 Select "Reset Password".
- 5 You will be asked your password security question that you selected when registering (favorite pet/sports team, etc.).
- 6 Answer correctly and your password will be emailed to you.

The screenshot shows the "Forgotten Password" form. It has a title "Forgotten Password" and a sub-header "Email:". Below the title, there is an input field for "Email:". At the bottom of the form, there are two buttons: "Reset Password" and "Cancel". The form is simple and easy to use, with clear labels and buttons.

Enter progress...

- 1 Log in to the system.
- 2 Click the Enter Data tab.
- 3 Select your program name.
- 4 Select your current program offer from the drop down menu.
- 5 Fill out the related information.
- 6 Enter in any comments, special instructions or notes (optional).
- 7 Upload a PDF copy of the actual documentation or fax the invoice to (716) 433-6772.
- 8 Check the box to confirm that the information you are providing is accurate.
- 9 Submit.



Approval...

- 1 Once you enter your data and submit your documentation (via PDF upload or fax), you are all set.
- 2 Our company's Payback Incentives administrators will review submitted invoices and determine eligibility.
- 3 Your award amounts that have been approved will be viewable in Reports under "Pending Awards".
- 4 Approved results are queued up to have award dollars loaded on to user's cards – typically loaded monthly.
- 5 Spend it, sell more and repeat.

Check the spendable balance available on your awards card...

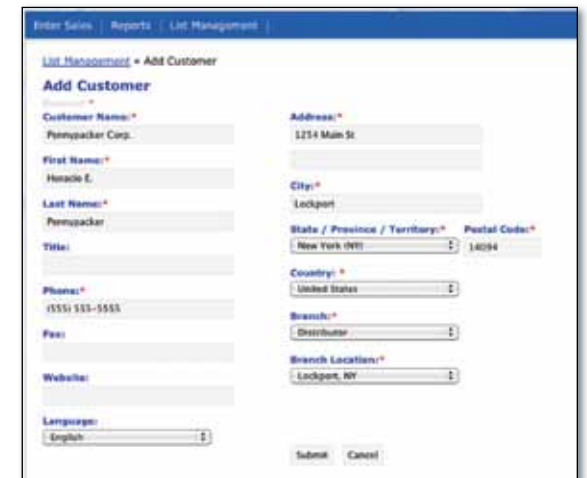


- 1 Log in.
- 2 Click the "Card Status" link, located in the **RIGHT HAND** navigation under your name in the Welcome box.
- 3 This will launch a new browser window, taking you to the Amex website.
- 4 Once on the Amex site, enter your program name and card number.
- 5 View your currently available, real-time card balance, as well as transaction records.

Add a new contact...

In two easy ways:

- 1 Select the List Management tab and then the Add Contact button at the top.
- OR**
- 2 If you are entering a new contact as part of entering a sale, click the Enter Sales tab. Select your program name from the drop down menu. Then add a new contact.



Edit an existing contact already listed in your system...

- 1 Select the List Management tab.
- 2 Your contacts will be listed. Find the contact you want to edit.
- 3 If your contact list is long, you can click Filter to narrow your list down by Company name, City or State.
- 4 Double click the contact you want to edit to bring up the contact's information.
- 5 Make your edit(s) and select Update.

Company	Address	City	State/Prov.	Dealer Name
Vandalay Industries	1254 Main St	Lockport	NY	Distributor
Pennysaver Corp.	1254 Main St	Lockport	NY	Distributor
Vandalay Industries	1254 Main St	Lockport	NY	Distributor
Vandalay Industries	1254 Main St	Lockport	NY	Distributor
Pennysaver Corp.	1254 Main St	Lockport	NY	Distributor

*Note: Addresses highlighted in red are classified as "bad addresses" and will not be used for mailings. If you need help, [contact support](#).

Export your entire contact list...

- 1 Select the List Management tab.
- 2 Click Export.
- 3 A file download box will appear. Select Save.
- 4 Select where on your computer or network you want to save the file. You can also rename the file to anything you want.
- 5 Select Save.

Track your progress report...

- 1 Click the Reports tab.
- 2 Check your dashboard at the top to get a quick overview of:
 - how many achievements you've submitted
 - your total progress, total award dollars
 - any pending award dollars that have been approved by our system administrator – but not yet loaded onto your card
- 3 View the quick read graph that charts your yearly progress by month.
- 4 View recent transactions, search past submissions.



View your past submissions on the system...

- 1 Click the Reports tab.
- 2 You will see a listing of your recent transactions.
- 3 Double click the item you want to view in greater detail.
- 4 **NOTE:** You can't edit a submission once it has been approved by our administrator.

Edit your profile/user information...

- 1 Click the "Edit Profile" link, located in the **RIGHT HAND** navigation right under your name.
- 2 Change whatever you need, including your contact information, system password and more.
- 3 Select Update.

Replacement cards...

If you need a replacement Payback Incentives debit card, please contact our Payback Incentives system administrator.

Other questions...

Get your answers. You have options:

- Log in to the system.
- View the FAQ (Frequently Asked Questions) tab.
- Check the Rules & Regulations tab for details on the program, use of the award cards and more.
- Click Contact Support and drop us a quick email.
- You can also contact our company's Payback Incentives system administrator.



www.paybackincentives.com