



# Online Handbook

Market your business to thousands of cardholders worldwide

0508 BCONLINE | 0508 226 654

mybc.bartercard.com

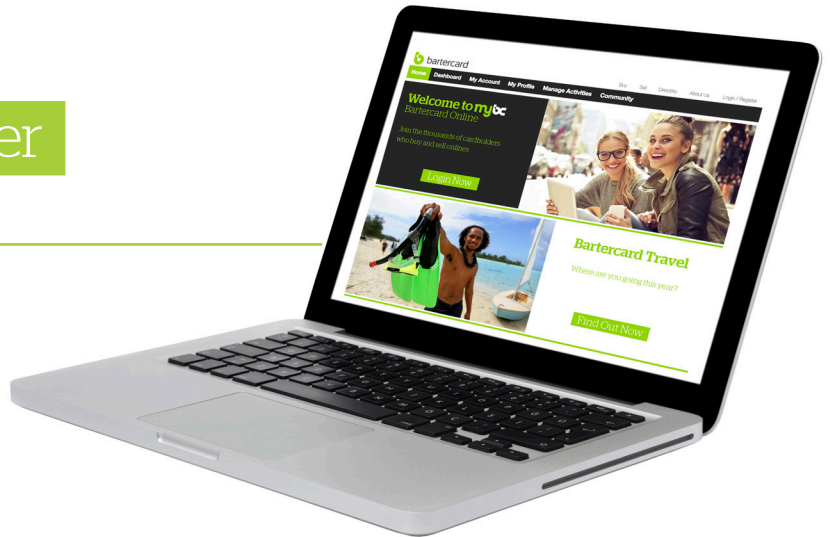
online@bartercard.co.nz

## Step 1 Register

Registration for the member's only website 'mybc' is quick, simple and best of all, it's free - all you need are your Bartercard card details.

### TO REGISTER, SIMPLY:

1. Visit mybc.bartercard.com, click Login / Register at the top of the page
2. There are 4 different login options:
  - Facebook
  - Google
  - Windows
  - Bartercard mybc
3. Read the Terms carefully and tick the box agreeing



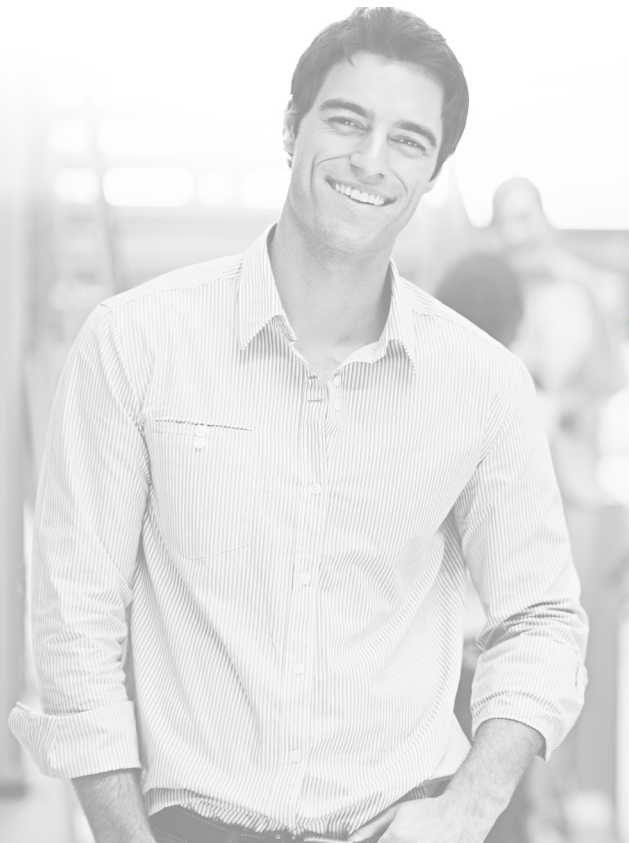
If you previously had a MTP login, you can enter your username and password from the MTP, and migrate those details across, or create a new account.

### TO CREATE A NEW ACCOUNT, YOU WILL NEED:

- Bartercard Card number
- Bartercard Card name (personal name not business name on the card)
- Credit limit
- Provide your personal details, contact details and address details

## Step 2 My Profile

- » Update your contact details anytime through Personal Details located under the *My Profile* Menu.
- » Your Trading Plan can also be updated online at any time either directly, or with the help of your Trade Broker. Keeping this updated helps us to identify the potential spending opportunities that you are looking for.



# Step 3

## My Account



### MY ACCOUNT

- » Access 24 months of statements
- » Transact Online

Statements - The statement page contains your account summary, giving you a current snapshot of your account LIVE! You can also view the previous months statements, print these off to keep on file or export the details to be uploaded to your accounting application.

### MANAGE YOUR ACCOUNT ONLINE

- » View your statements
- » View your account balance

There are many different ways to transact with Bartercard. Discuss the best option for you with your Trade Broker.

### TRANSACTIONS ONLINE

- » Paperwork is a thing of the past
- » Instant payment for merchants
- » No phone call for authorisation
- » No postage for vouchers
- » Quick and simple way to pay your Bartercard Bills

### PAY MEMBER

This allows you, at any time, to pay another Bartercard member i

### PROCESS SALE

This allows you, at any time, to process a sale from another member directly into your account instantly.

If you have obtained an authorisation prior to commencing work, you can even finalise that transaction online by processing the transaction when the job is done.

# Step 4

## Buy & Sell

**Buying and Selling on the Internet has never been easier!**  
**Build your online shop within mybc.**

## buy

### GO SHOPPING

- » Browse thousands of products at any time, and buy them instantly with the click of a button.
- » The site is completely transactional, so when selling online you are paid instantly
- » You can manage all your online purchases and sales through the *Manage Activities* Menu.
- » Subscribe to RSS Feeds and be notified electronically when items of interest to you are uploaded.
- » List items that you are looking for through the *Wanted* section

## sell

**Selling on mybc gives you a great way to advertise your products or services to Bartercard members around the world in 4 easy steps**

1. Click *Sell* to add a listing
2. Select the type of listing, choose your category and follow the prompts
3. Type in a detailed description of the product or service you are listing online
4. Upload up to 4 images for your listing. Review the listing details and select publish listing.



# Step 5

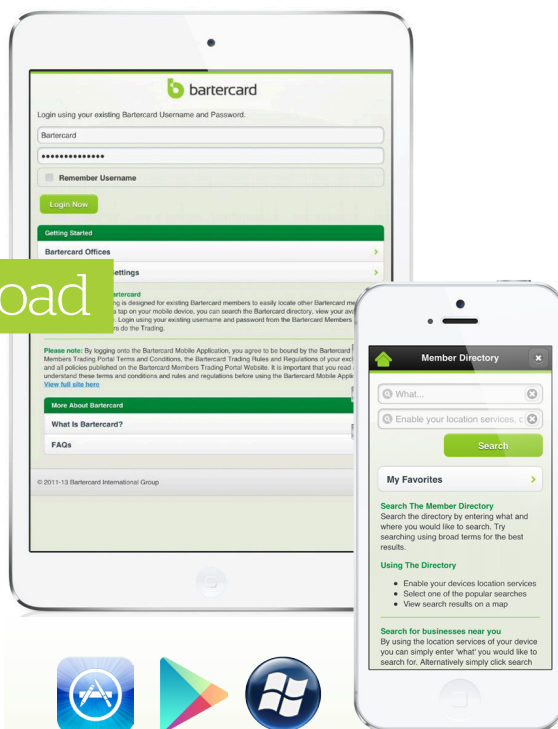
## Download

### Download the Bartercard Mobile Application

You can search for Bartercard Members in your area with a few taps on a mobile device. You can also check account balances, Bartercard offices and also process a sale or pay another member. The Bartercard Mobile Application makes trading easy. Members can trade instantly within the exchange with a few taps on their mobile device.

#### THE BARTERCARD MOBILE APP FEATURES:

- » View funds available
- » Check your details
- » Pay another Member
- » Process a sale
- » Search categories
- » Quicklinks to members in your local area
- » Quick access to members tagged in your 'favourites'
- » Contact details for Bartercard offices New Zealand wide



The application is available as a free download.



Android users open the Google Play store and search 'Bartercard' (most Android devices are supported).



Apple users open the App Store and search 'Bartercard' (all iPad and iPhone devices are supported).



Windows users open the Windows Phone Store and search 'Bartercard' (most Windows devices are supported).

Once the app is downloaded you can use your MYBC username and password to login.

For any help navigating **mybc** refer to the online support centre. Within the Support Centre, you will be able to view our FAQ's and watch some live tutorials on how to buy and sell online.



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