



Splitit User Guide for Business





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About This Guide

The Splitit Ltd. (Splitit) User Guide for Merchants explains how to use Splitit from a Web browser. It includes all the information you need to get started, manage your terminals, review your customers' accounts, generate reports and track activity.

We want to hear your comments and suggestions about this manual and any other documents related to Splitit. Please feel free to contact us at info@splitit.com with your feedback.

You can find more information and documentation about Splitit Ltd. at www.splitit.com

Getting Started

To get started using Splitit, you need to access the Splitit Merchant Portal and manage your account.

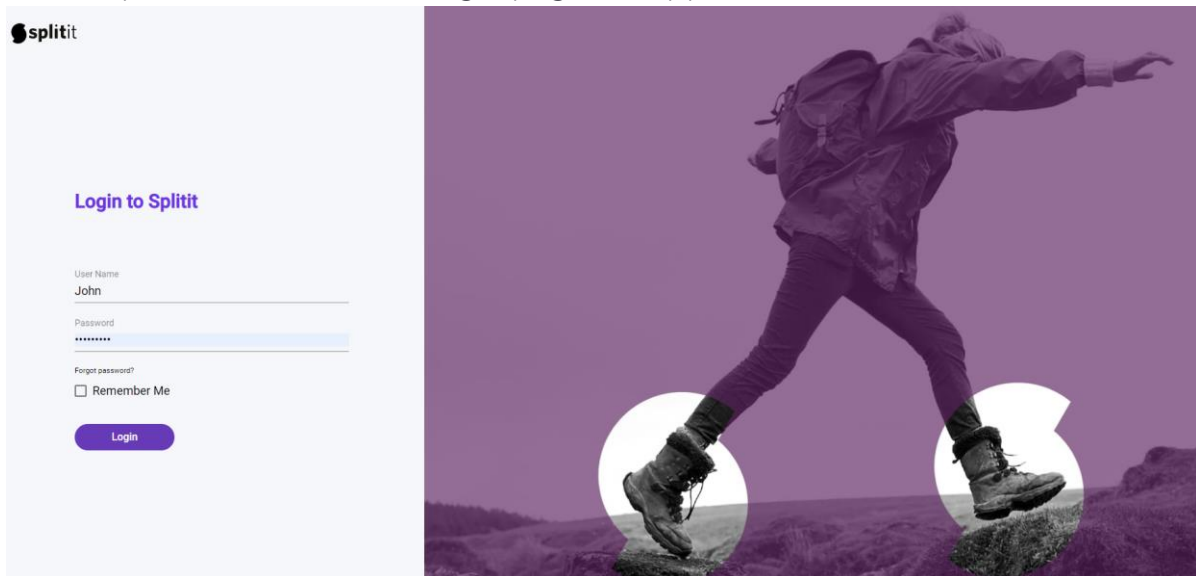
Prerequisite: You should have obtained your username and temporary password from Splitit in order to access the Administration website. If you have not yet received this information, please call 1-844-775-4848.





Login to the Splitit Merchant Portal

Step 1: Open your browser and navigate to: <https://merchant-admin.Splitit.com> The Splitit Merchant Portal login page will appear.



Step 2: Use the username and password you received via email.

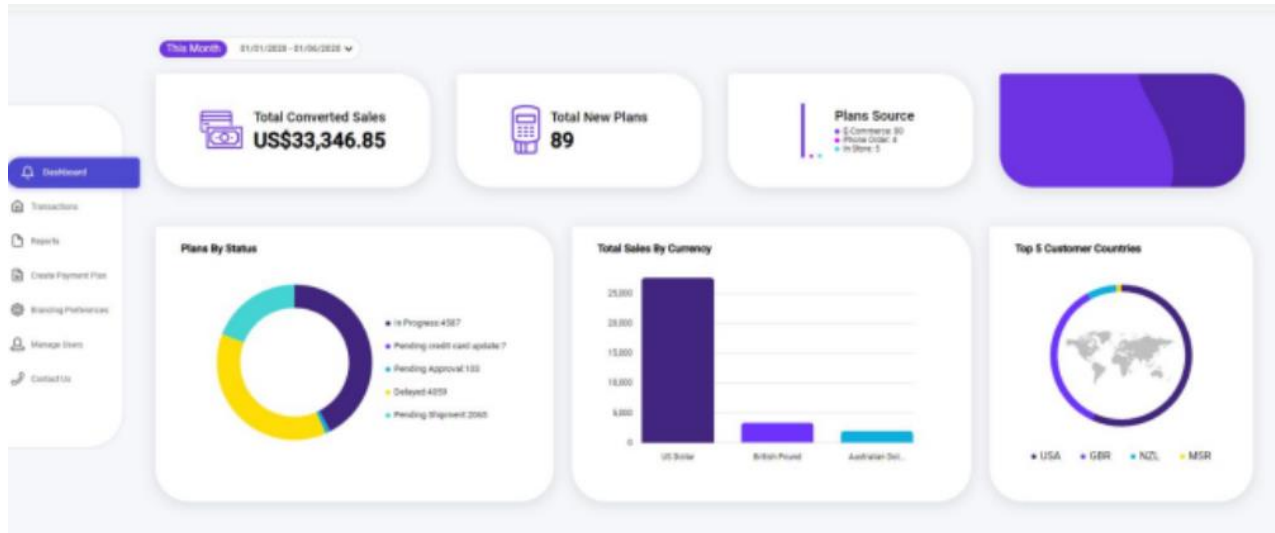
Step 3: Click Login.

Note: if this is the first time you are logging in you will be asked to reset your password. The system will log you into the Splitit Merchant Portal.



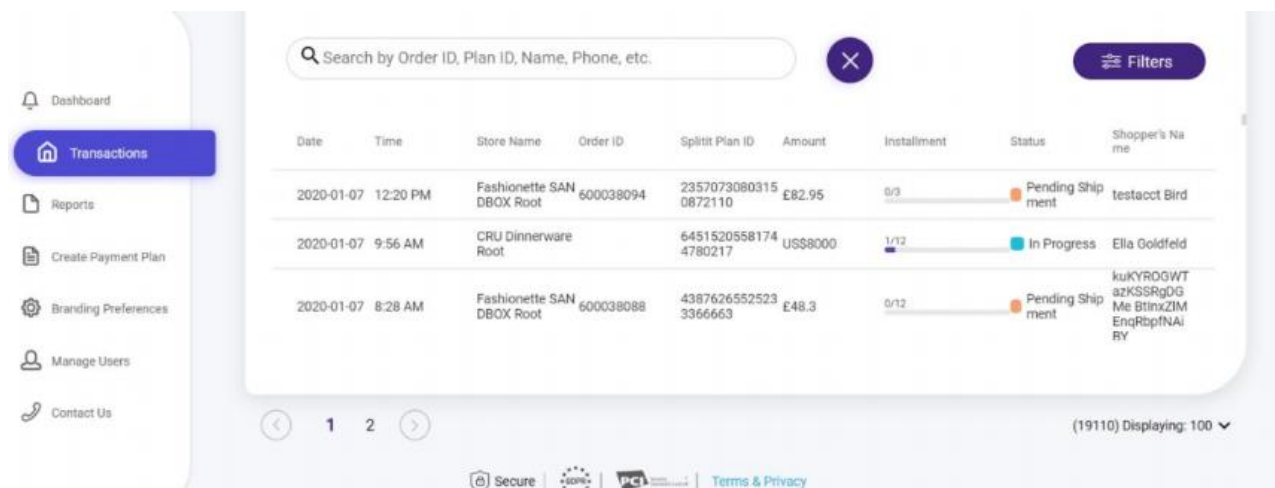
Dashboard

The dashboard provides a general view of your plans. You can use the filter to display different periods.



Transactions

The transaction window shows all transactions in the system. Use the **Search** field to find Plans and Orders.



The transaction window displays a list of transactions. It includes a search bar for Order ID, Plan ID, Name, Phone, etc., and a Filters button. The table below shows the first three transactions:

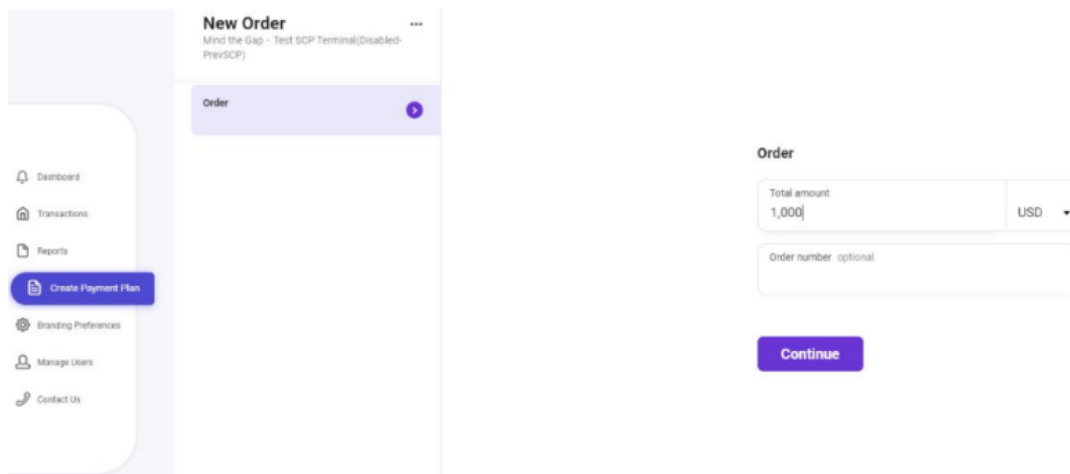
Date	Time	Store Name	Order ID	Splitit Plan ID	Amount	Installment	Status	Shopper's Name
2020-01-07	12:20 PM	Fashionette SAN DBOX Root	600038094	23570730803150872110	£82.95	0/3	Pending Shipment	testacct Bird
2020-01-07	9:56 AM	CRU Dinnerware Root		64515205581744780217	US\$8000	1/12	In Progress	Ella Goldfeld
2020-01-07	8:28 AM	Fashionette SAN DBOX Root	600038088	43876265525233366663	£48.3	0/12	Pending Shipment	kukYROGWT azKSSRqDG Me BtmxZIM EngRbpfNAI BY

At the bottom of the table, there are navigation arrows, page numbers (1, 2), and a display count: (19110) Displaying: 100.

Create Plan

Creating a new payment plan is easy.

Step 1: Fill in total amount and currency. The order number is optional.



New Order
Mind the Gap - Test SCP Terminal(Disabled-PrevSCP)

Order

Total amount
1,000 USD

Order number optional

Continue

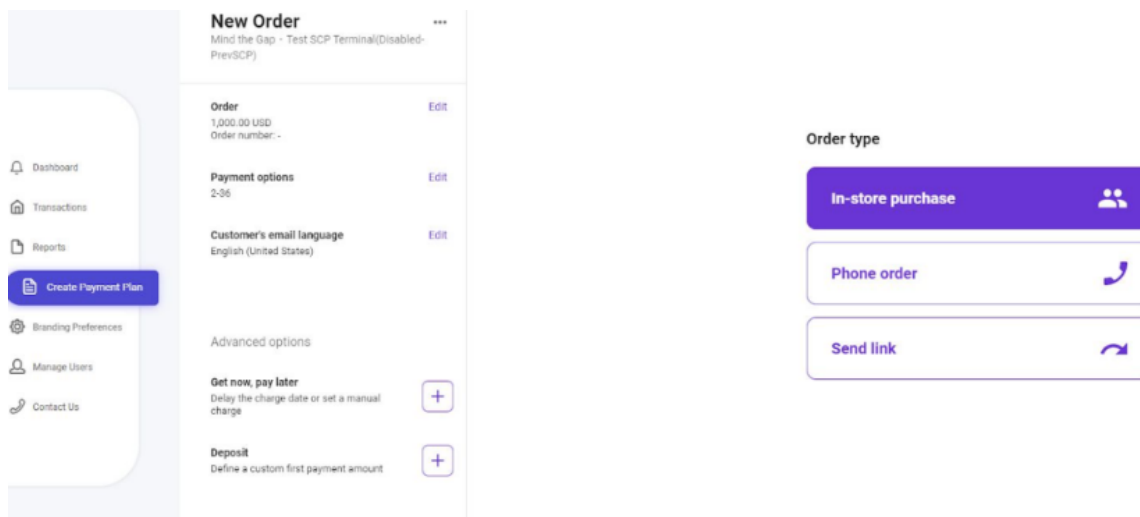
Step 2: Choose payment options.

All Options: Shows all available installments

One payment: Allows shopper to pay one time

Customize: Change the number of installments the shopper can choose

Step 3: Review purchase plan.



New Order
Mind the Gap - Test SCP Terminal(Disabled-PrevSCP)

Order
1,000.00 USD
Order number: -

Payment options
2-36

Customer's email language
English (United States)

Advanced options

Get now, pay later
Delay the charge date or set a manual charge

Deposit
Define a custom first payment amount

Order type

In-store purchase

Phone order

Send link



Step 4: Select the order type:

- In store
- On the phone
- Send link

Phone

For phone purchases, after the payment method has been confirmed the shopper will receive an email with a link to 'Approve Plan'. This link will redirect the shopper to the approval page.

Order confirmation

Two buttons for order confirmation. The top button is purple with white text "Send confirmation link". The bottom button is white with a purple border and purple text "Confirm over phone".

[Send confirmation link](#)

[Confirm over phone](#)

In Store

Results in shopper physically signing the purchasing agreements with a stylus or on a printed copy in store.

A screenshot of the in-store payment interface. It features a large grey area with a fine grid pattern for signing. Above the grid are two links: "Sign and pay" and "Payments schedule". A "Reset" link is located in the bottom right corner of the grid. Below the grid is a line of text: "By placing this order you comply with our Terms and Conditions and Privacy Policy". At the bottom is a purple button with white text "Pay with Splitit".

[Sign and pay](#) [Payments schedule](#)

[Reset](#)

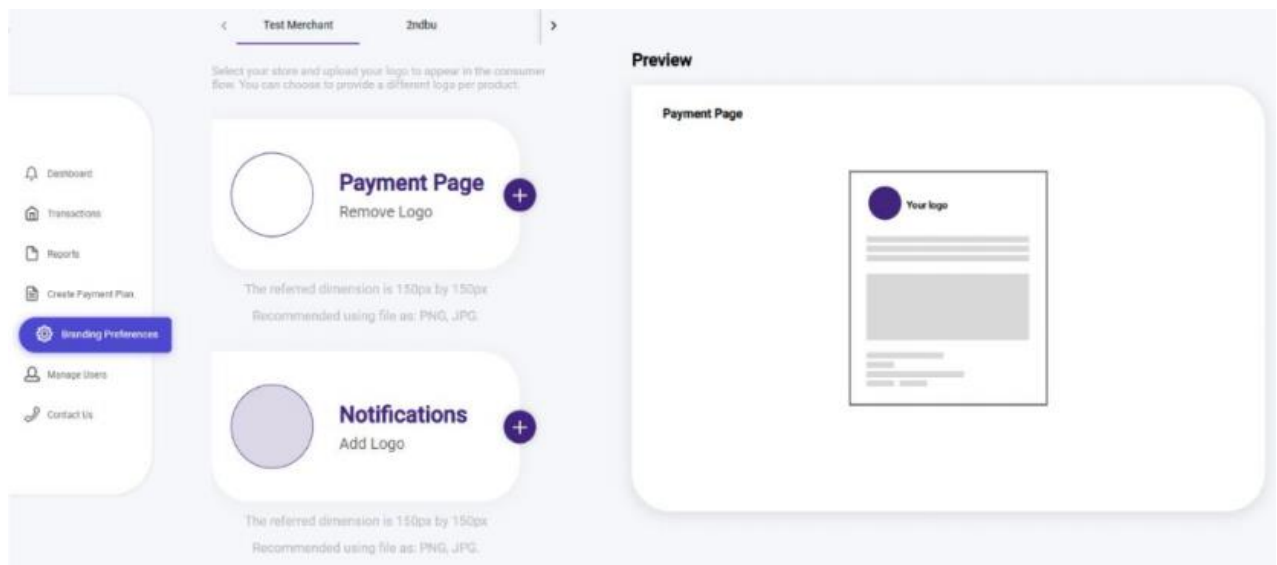
By placing this order you comply with our Terms and Conditions and Privacy Policy

[Pay with Splitit](#)



Branding Preferences

Customize the look and feel of your checkout by adding your logo to your payment page. Add your logo to shopper notifications such as confirmation emails and cart abandonment reminders.



Users

The user's window allows you to find any user assigned to the portal within your organization. You can search by Name, Email or Role. You can also Add, Edit or Delete users.

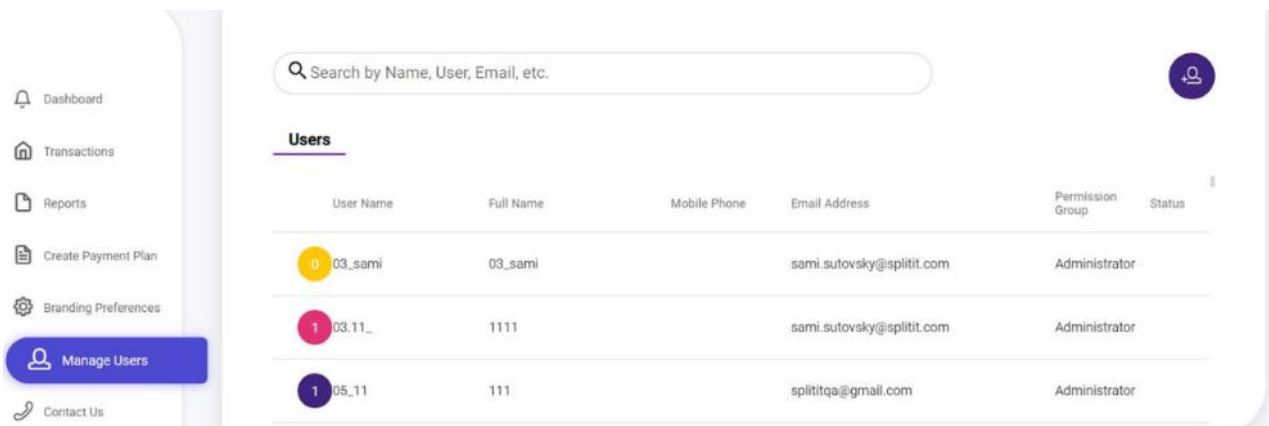
Users can be assigned the role Administrator, Manager or Cashier.

Administrators have full privileges on the system and can perform all action.

Managers are almost the same as Administrators, but they can't add or manage users.

Cashiers can only create plans and see transactions; they can't change Instalment Plans once they are created.





Personal Details

The Personal Details window enables you to change your username, email and password.

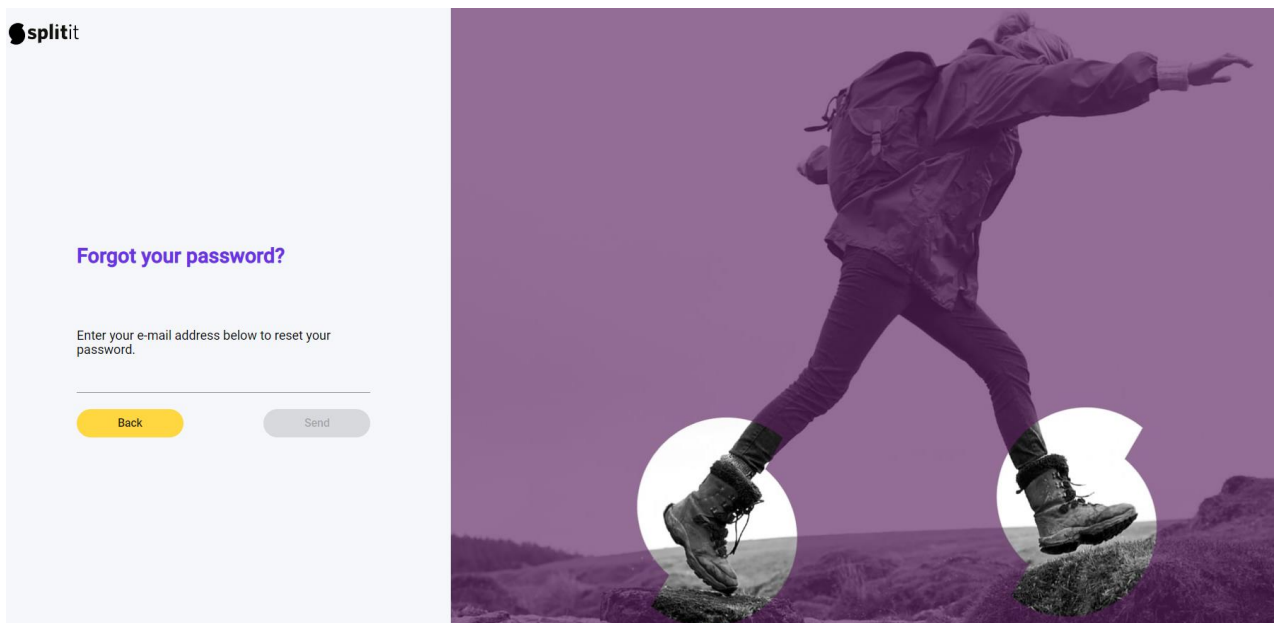
Reset your password

If you forget your username and/or password, follow the steps below:

Step 1: Click the Forgot Password link on the Login window.

Step 2: Enter the email address and click **Submit**.

A new Password will be sent to the e-mail registered to your account.



Step 3: Return to the log-in page and enter your username and the new password you received via email. You will immediately be asked to reset your password.

Contact Us

