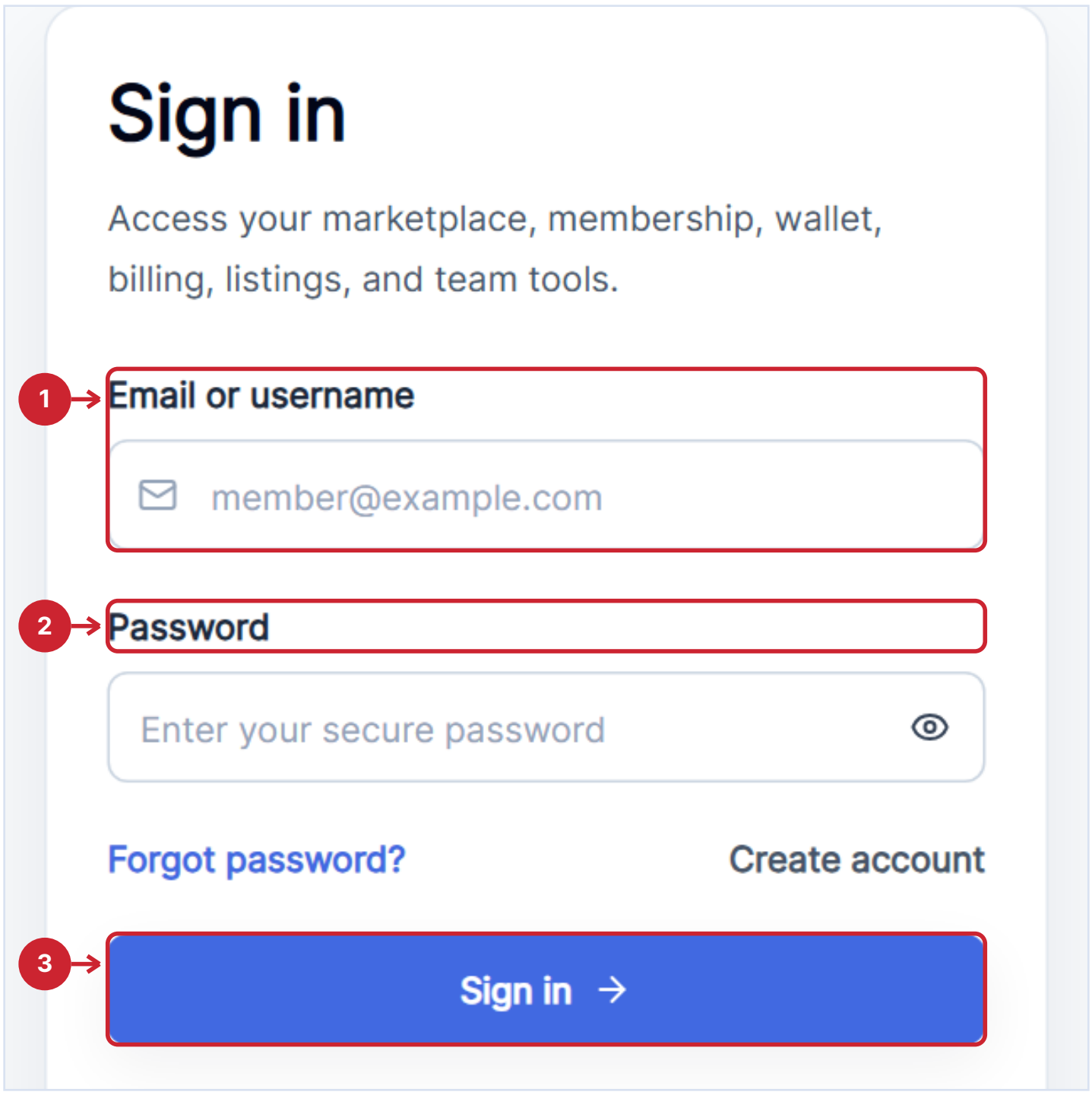
A / Sign in

Open Sign in from the public site.



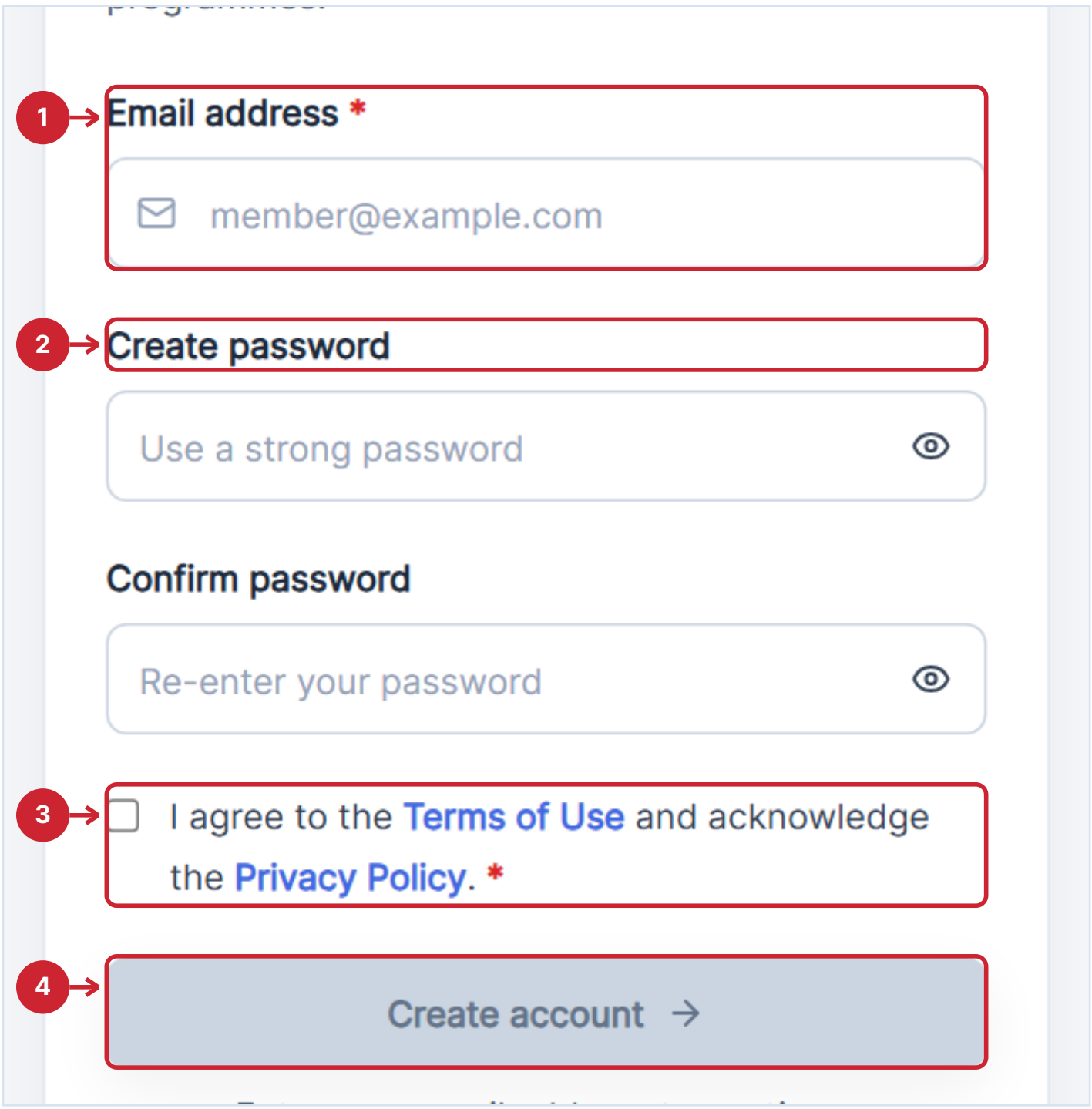
1. Enter your email or username
2. Enter your password
3. Tap Sign in

WHAT HAPPENS NEXT / SAFETY

Your account opens according to its current eligibility. Keep your password private.

A / Create your account

Choose Create account. Check any invite context shown by the app.



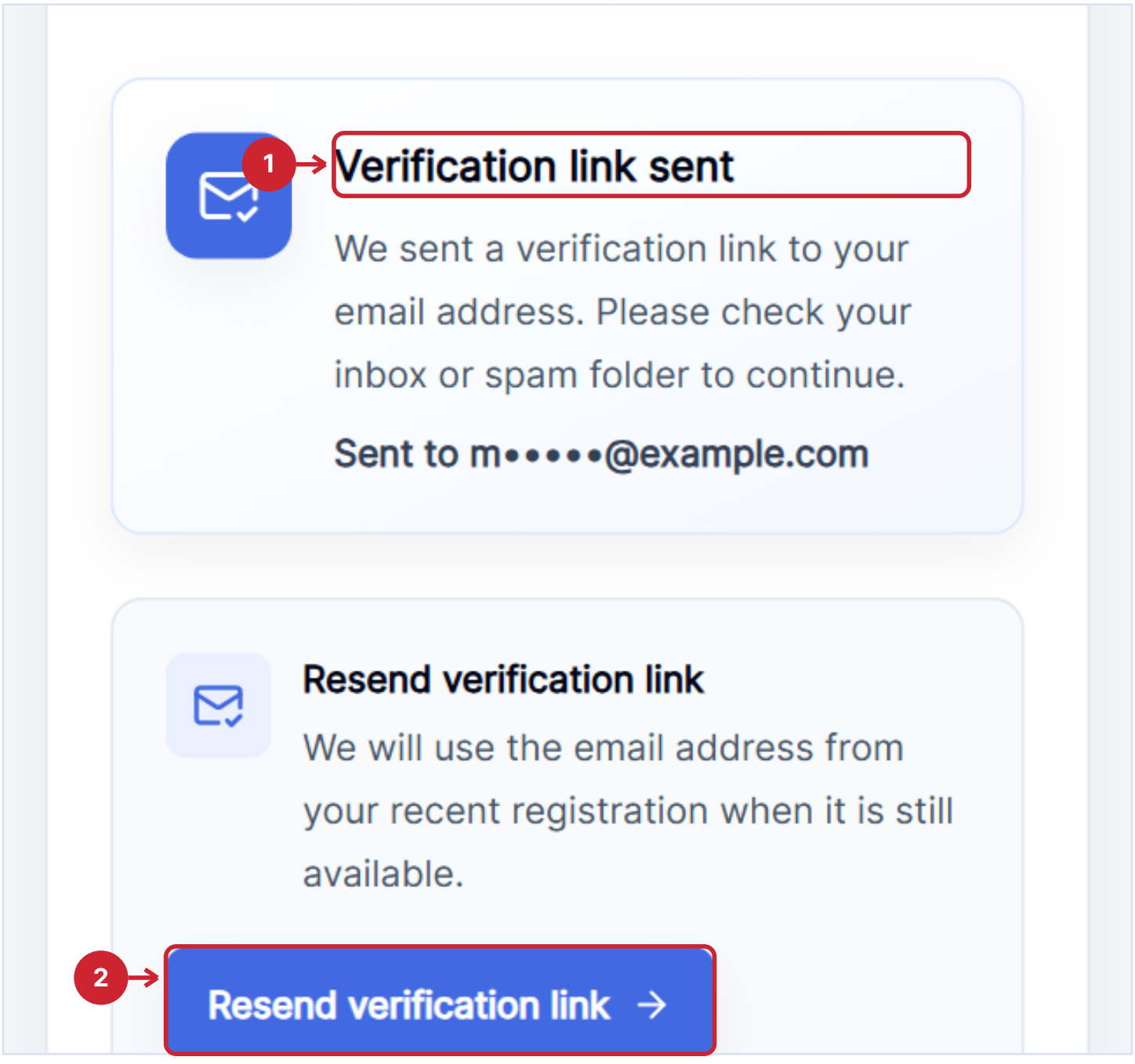
1. Enter your email address
2. Create and confirm a password
3. Accept the terms and privacy notice
4. Tap Create account

WHAT HAPPENS NEXT / SAFETY

Use a strong password. Registration alone does not activate membership.

A / Check your email

After registration, open the verification email when the app asks you to.



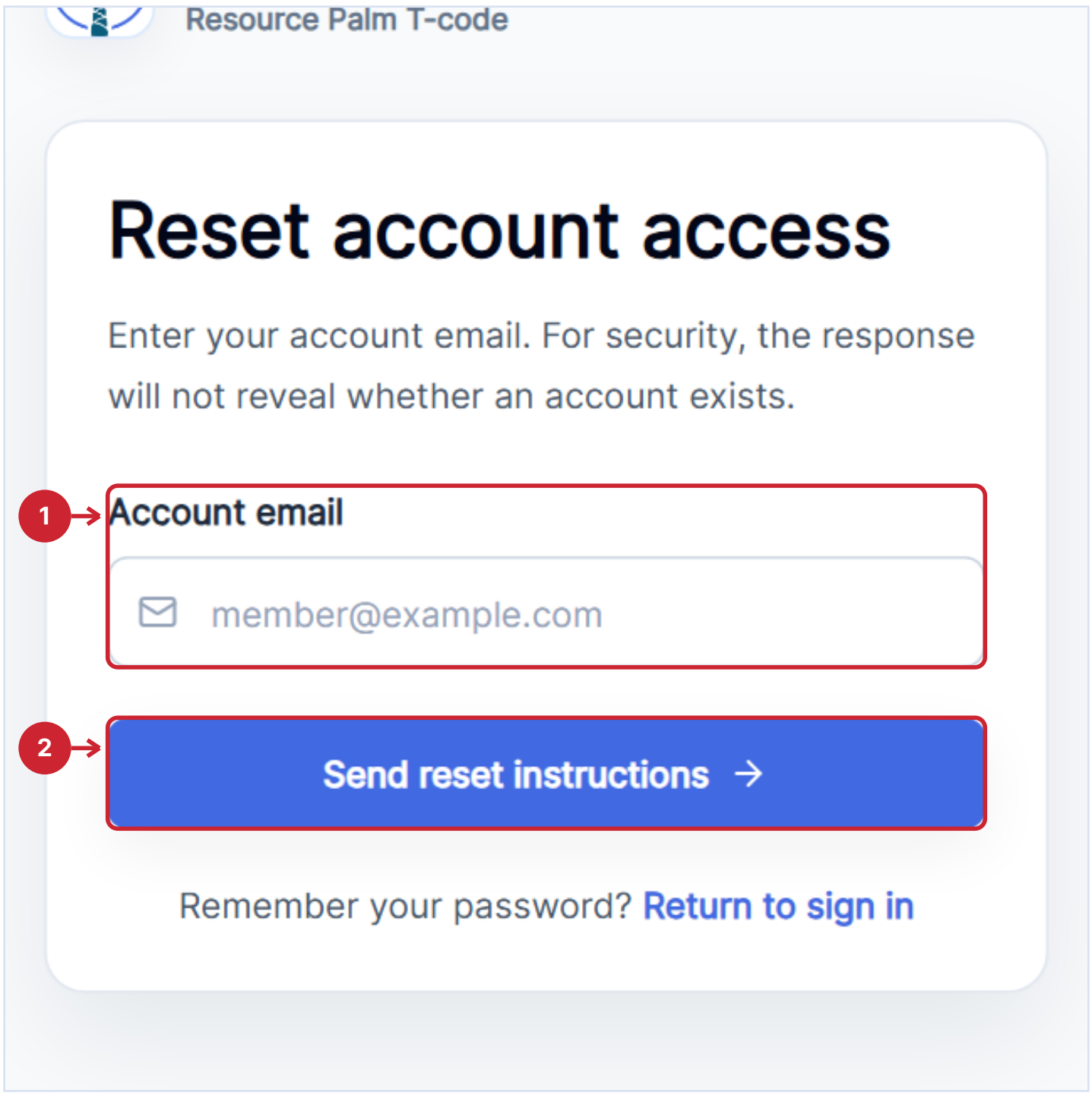
1. Check the inbox and spam folder
2. Use Resend verification link if needed

WHAT HAPPENS NEXT / SAFETY

This example shows a link sent to a masked demonstration address; it does not prove delivery to a real mailbox.

A / Recover account access

Use Forgot password? from Sign in only when you need to reset access.



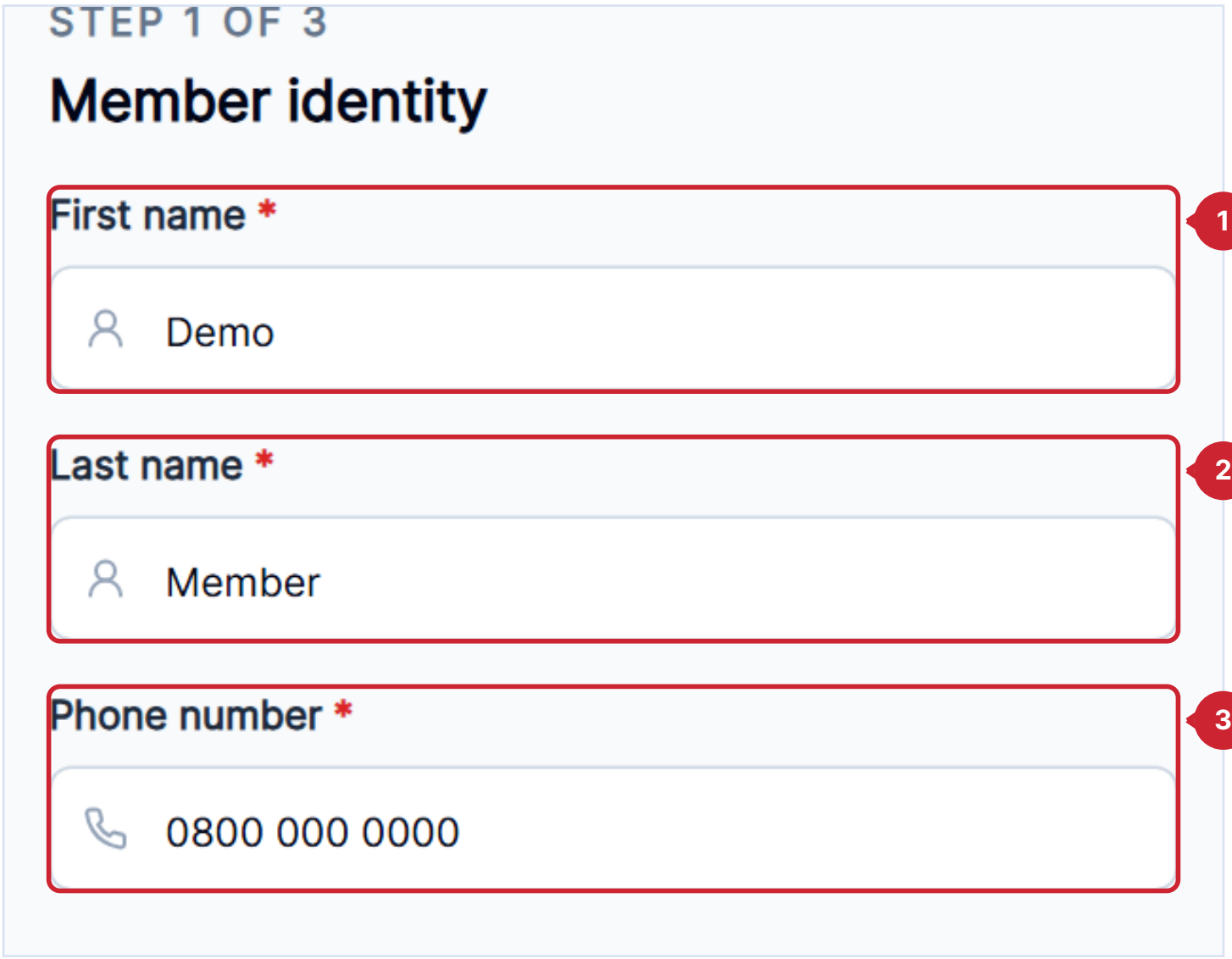
1. Enter the account email
2. Tap Send reset instructions

WHAT HAPPENS NEXT / SAFETY

An expired session returns to sign in with a generic protection message. This is separate from a normal sign-in.

A / Complete your profile: identity

After sign-in, open Complete Profile when prompted.



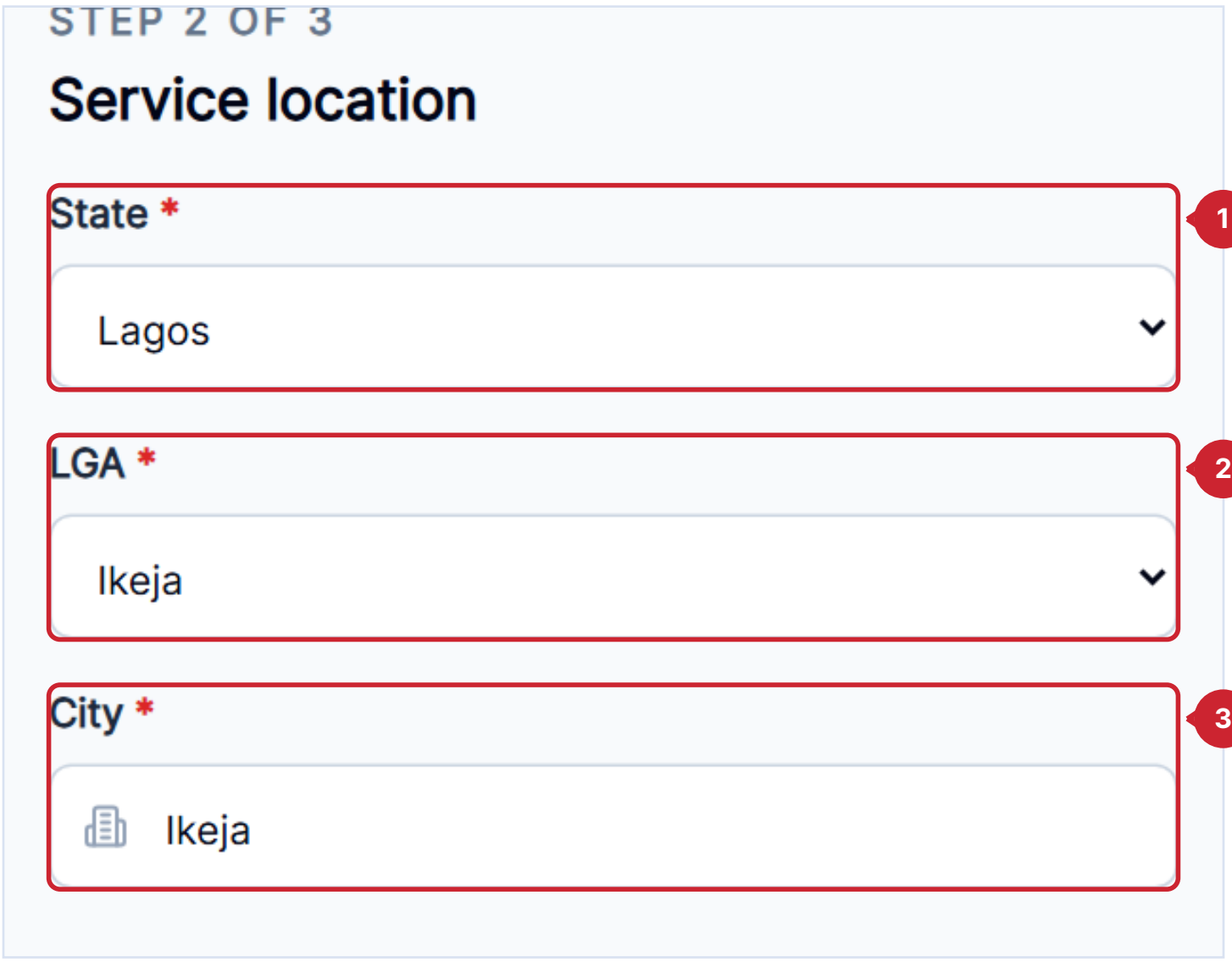
1. Enter your first name
2. Enter your last name
3. Enter your phone number

WHAT HAPPENS NEXT / SAFETY

The name and phone in this image are fictional demonstration data.

A / Complete your profile: location

Continue in Service location.



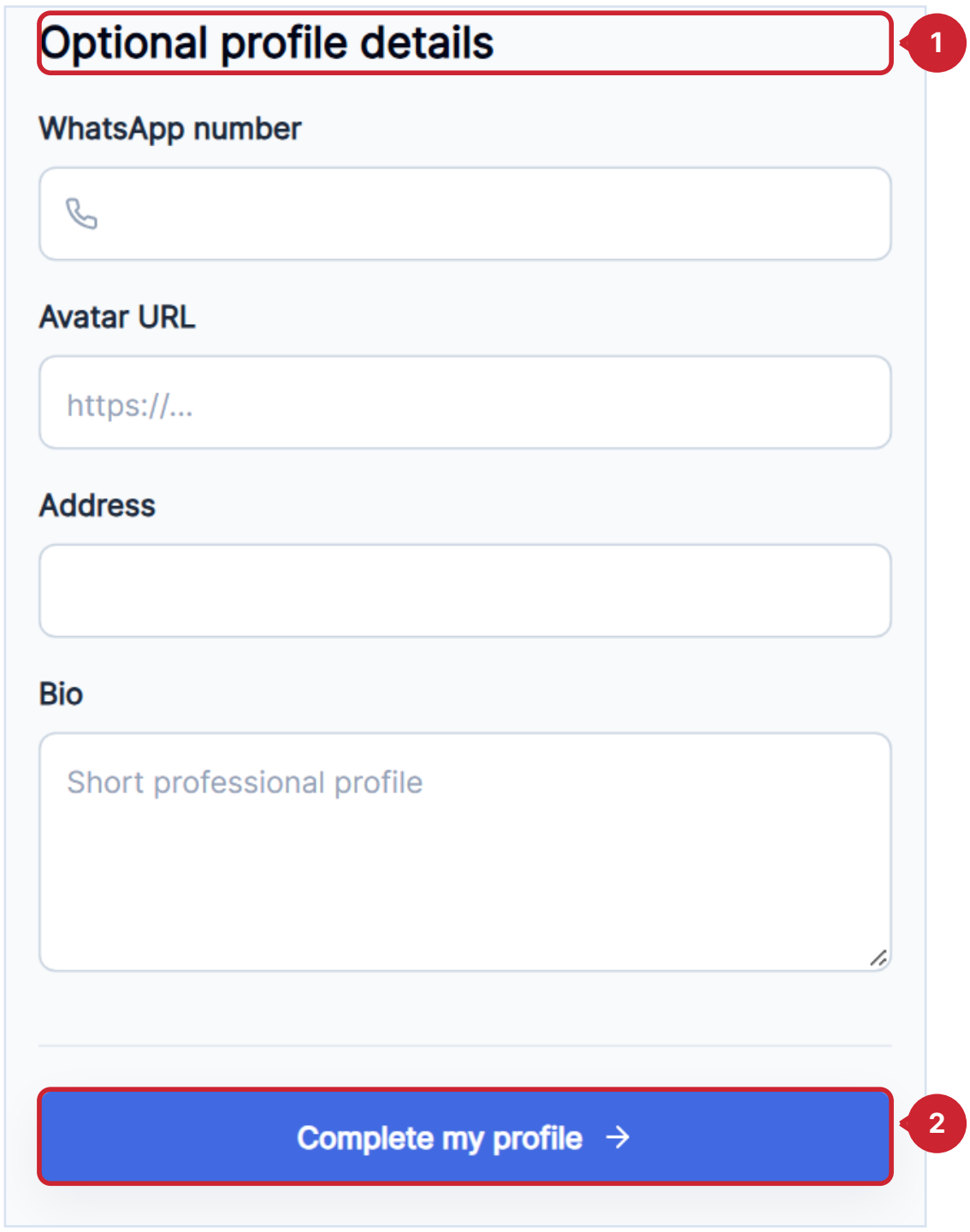
1. Choose State
2. Choose LGA
3. Enter City

WHAT HAPPENS NEXT / SAFETY

Choose State before LGA, then enter City. The available LGA choices follow the selected state.

A / Finish your profile

Optional details follow the required location fields.



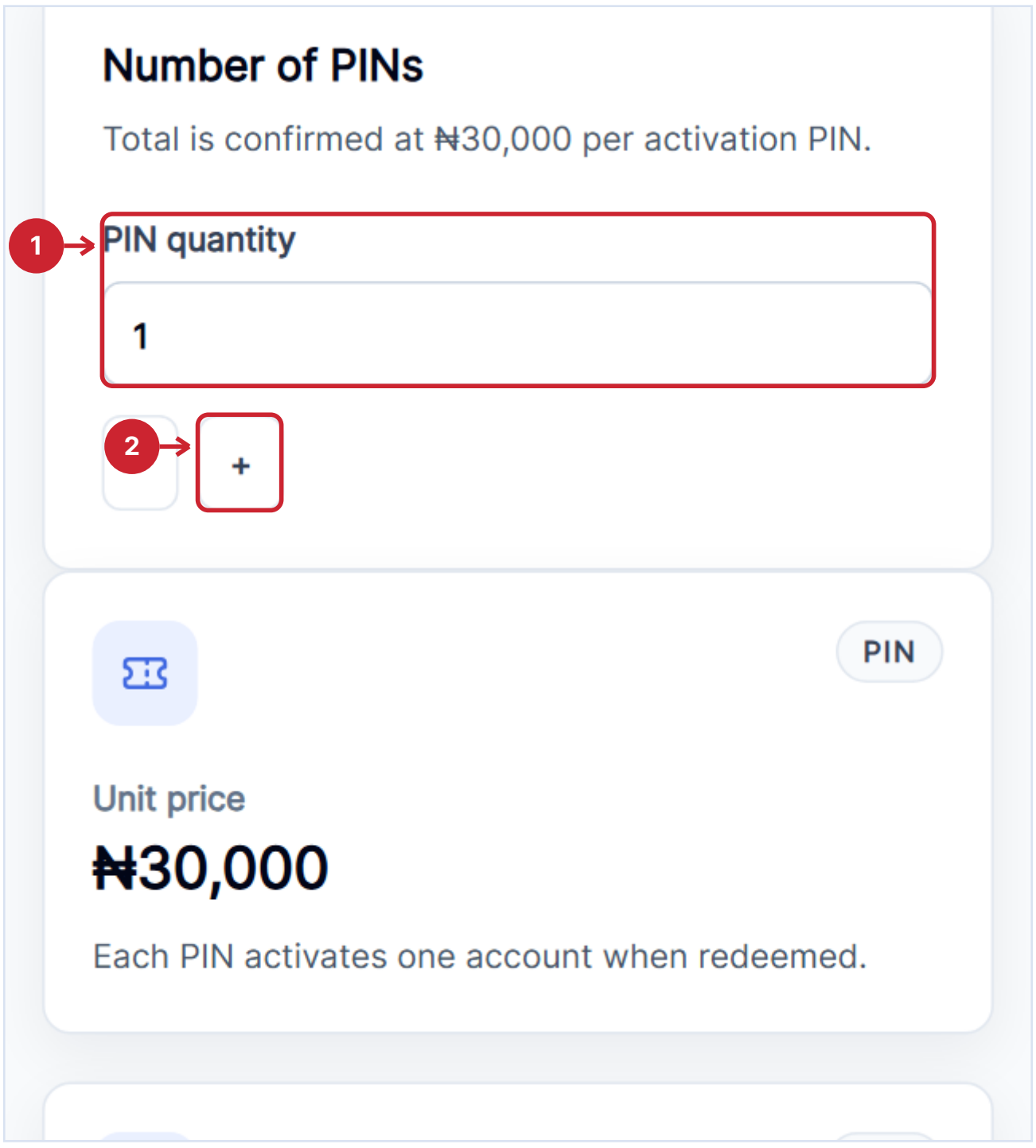
1. Review optional details
2. Tap Complete my profile

WHAT HAPPENS NEXT / SAFETY

Tap Complete my profile after reviewing your entries. No profile submission was made for this guide.

B / Buy activation PINs: quantity

Open Buy PIN from the member menu.



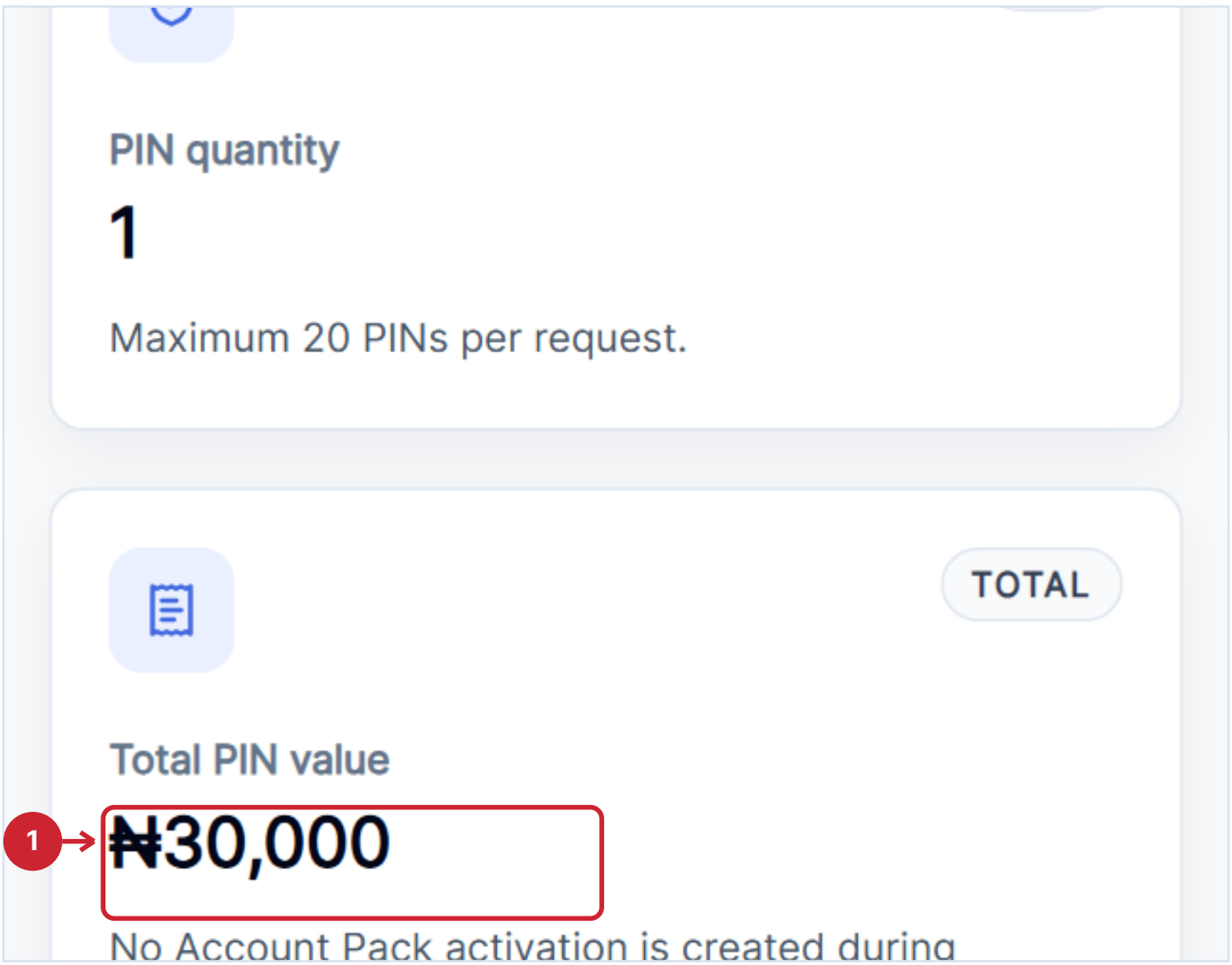
1. Set the PIN quantity
2. Use + or - to adjust

WHAT HAPPENS NEXT / SAFETY

Each PIN activates one account slot. Buying PINs does not activate an account.

B / Review the purchase total

Check the unit price and total before choosing a payment method.



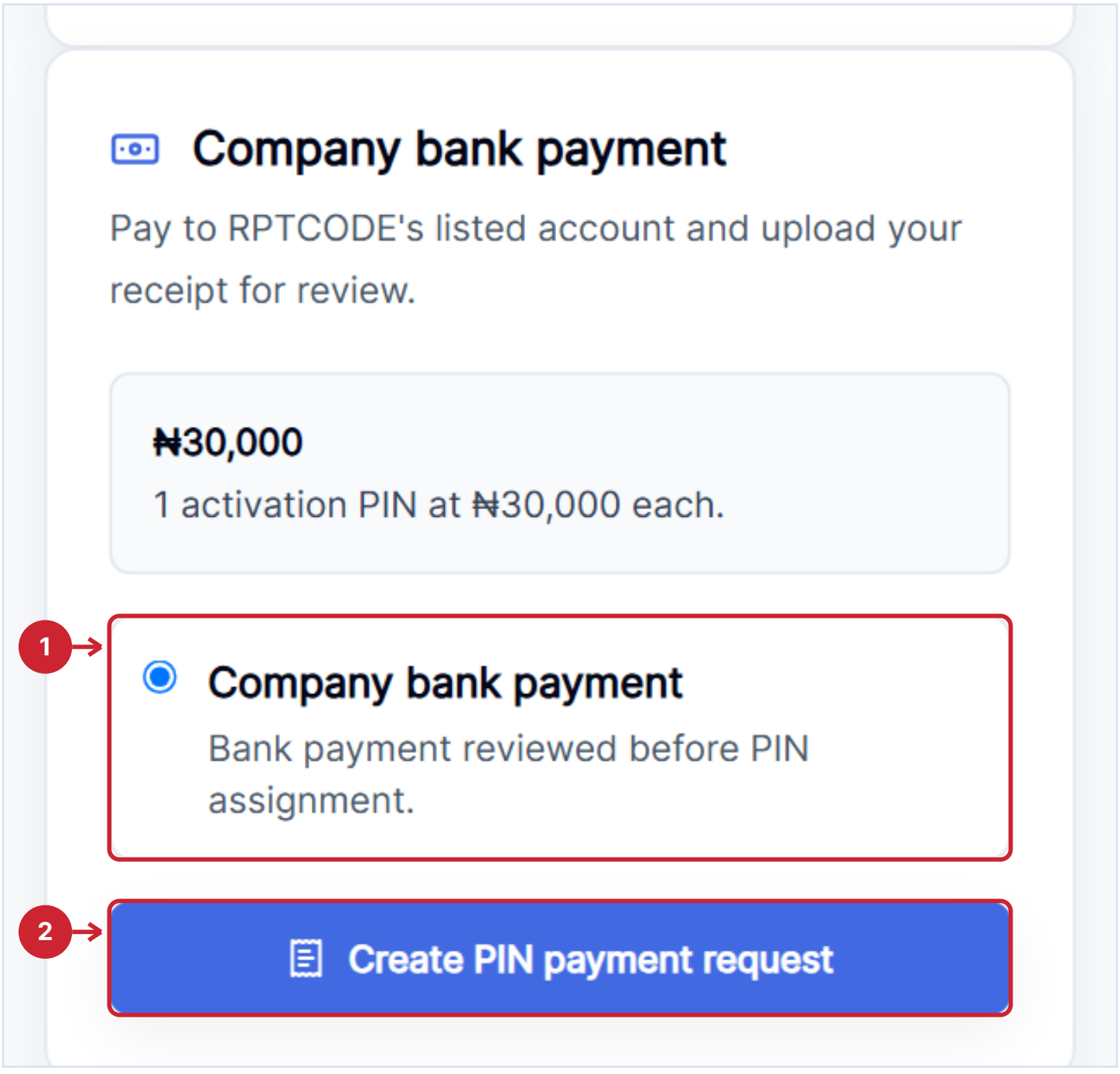
1. Check the total PIN value

WHAT HAPPENS NEXT / SAFETY

The purchase total shown here is a demonstration state for one PIN.

B / Create a bank payment request

Choose the company bank payment option shown in RPTCODE.



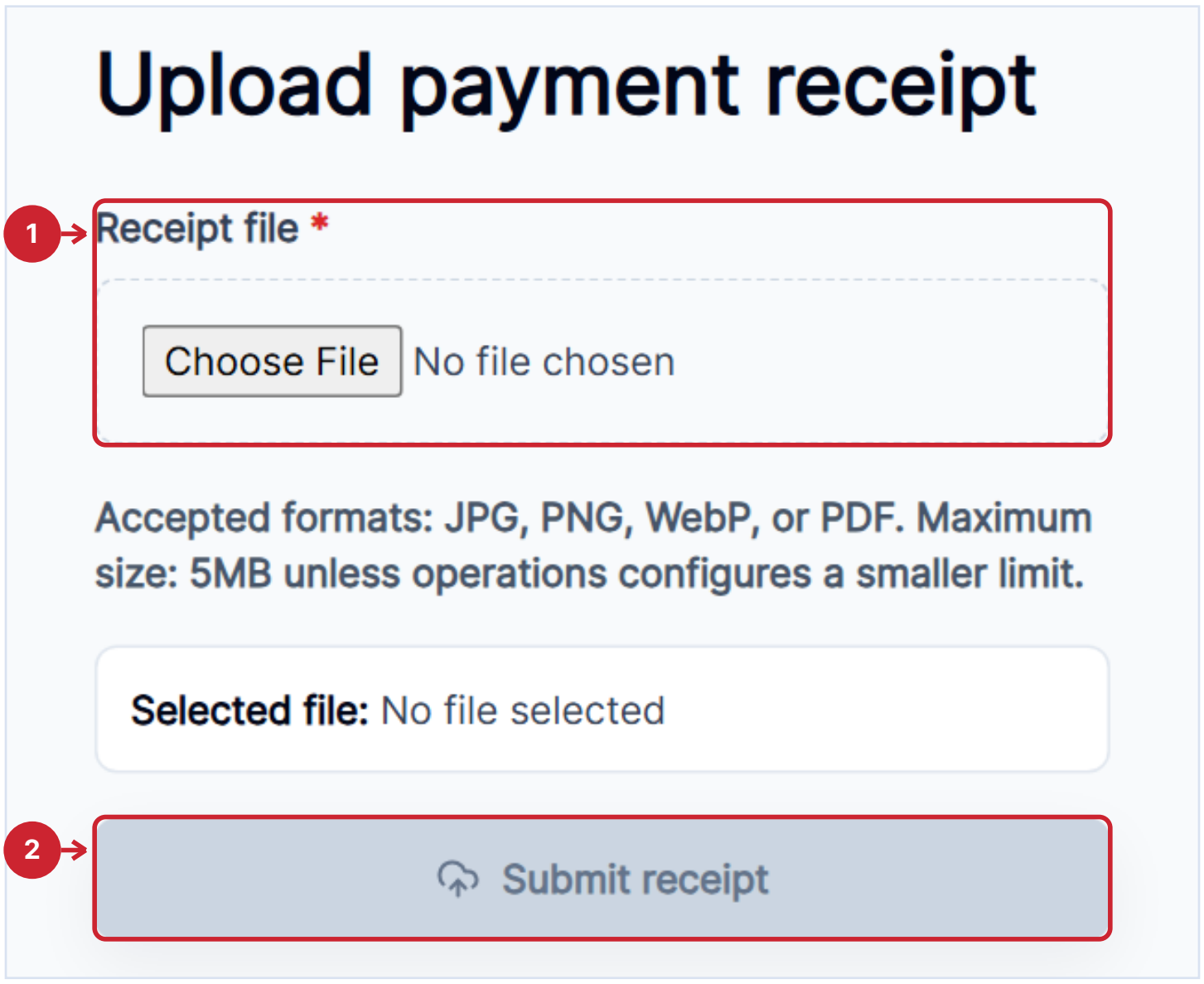
1. Choose company bank payment
2. Tap Create PIN payment request

WHAT HAPPENS NEXT / SAFETY

Use only the company details and reference supplied in the actual payment request.

B / Upload the payment receipt

Open the payment request after making the bank payment.



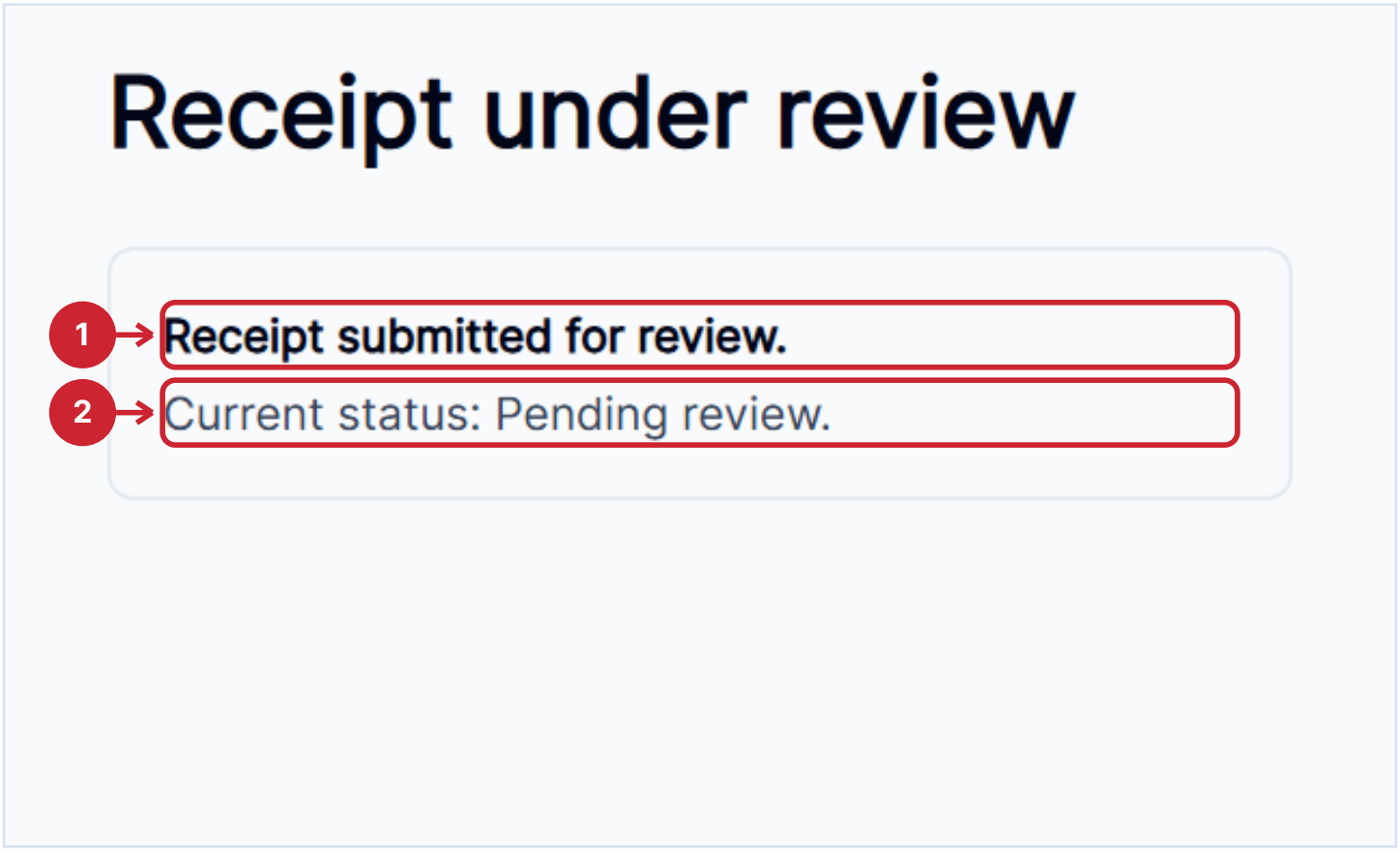
1. Choose a receipt file
2. Tap Submit receipt

WHAT HAPPENS NEXT / SAFETY

Accepted receipt types are JPG, PNG, WebP, or PDF. The button currently says Submit receipt.

B / Watch for review

Return to the request after submitting the receipt.



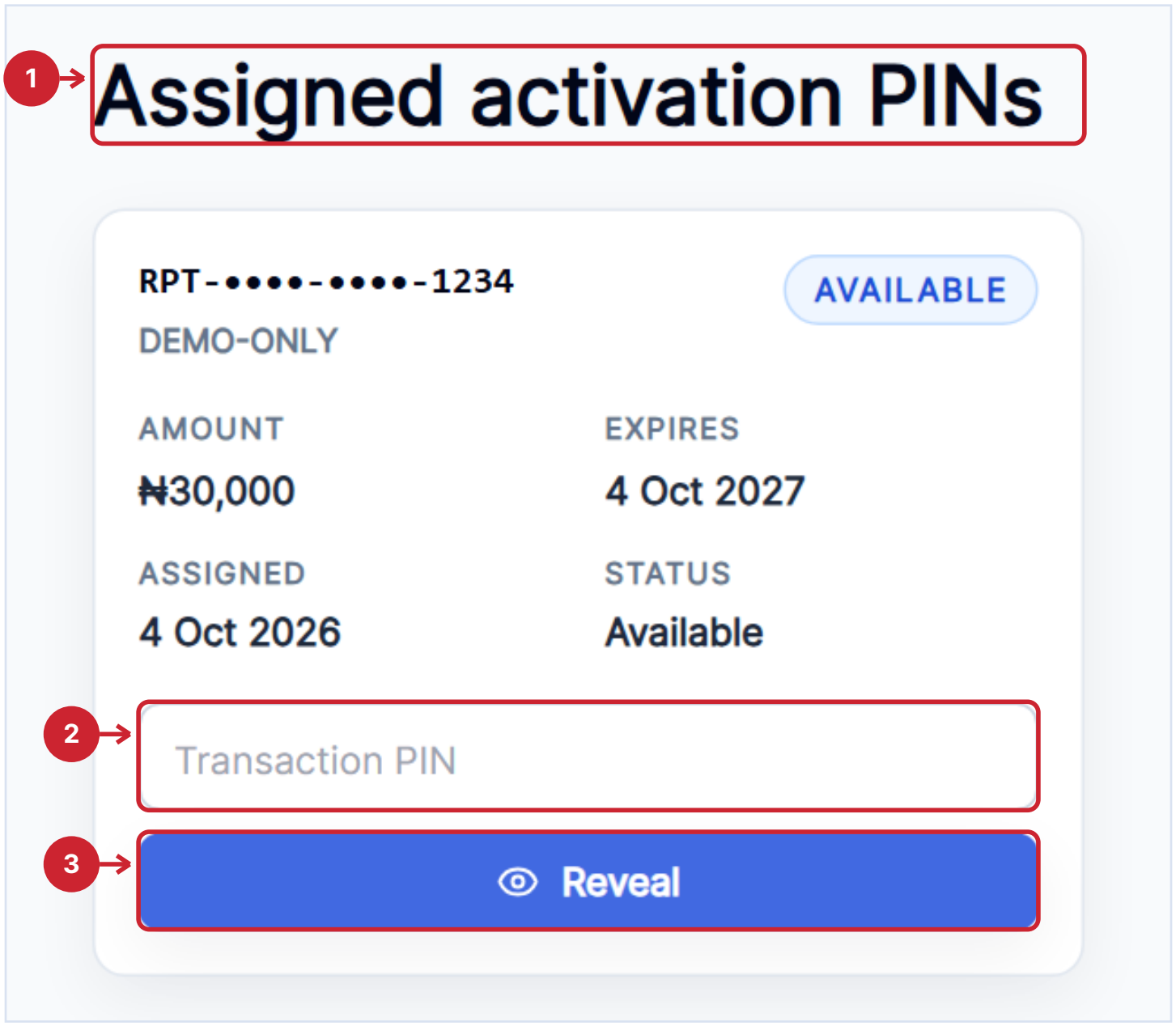
1. Read the submission message
2. Check the current status

WHAT HAPPENS NEXT / SAFETY

Pending review means staff have not yet approved the payment or assigned PINs.

B / Find and reveal assigned PINs

After approval, open Membership and find Assigned activation PINs.



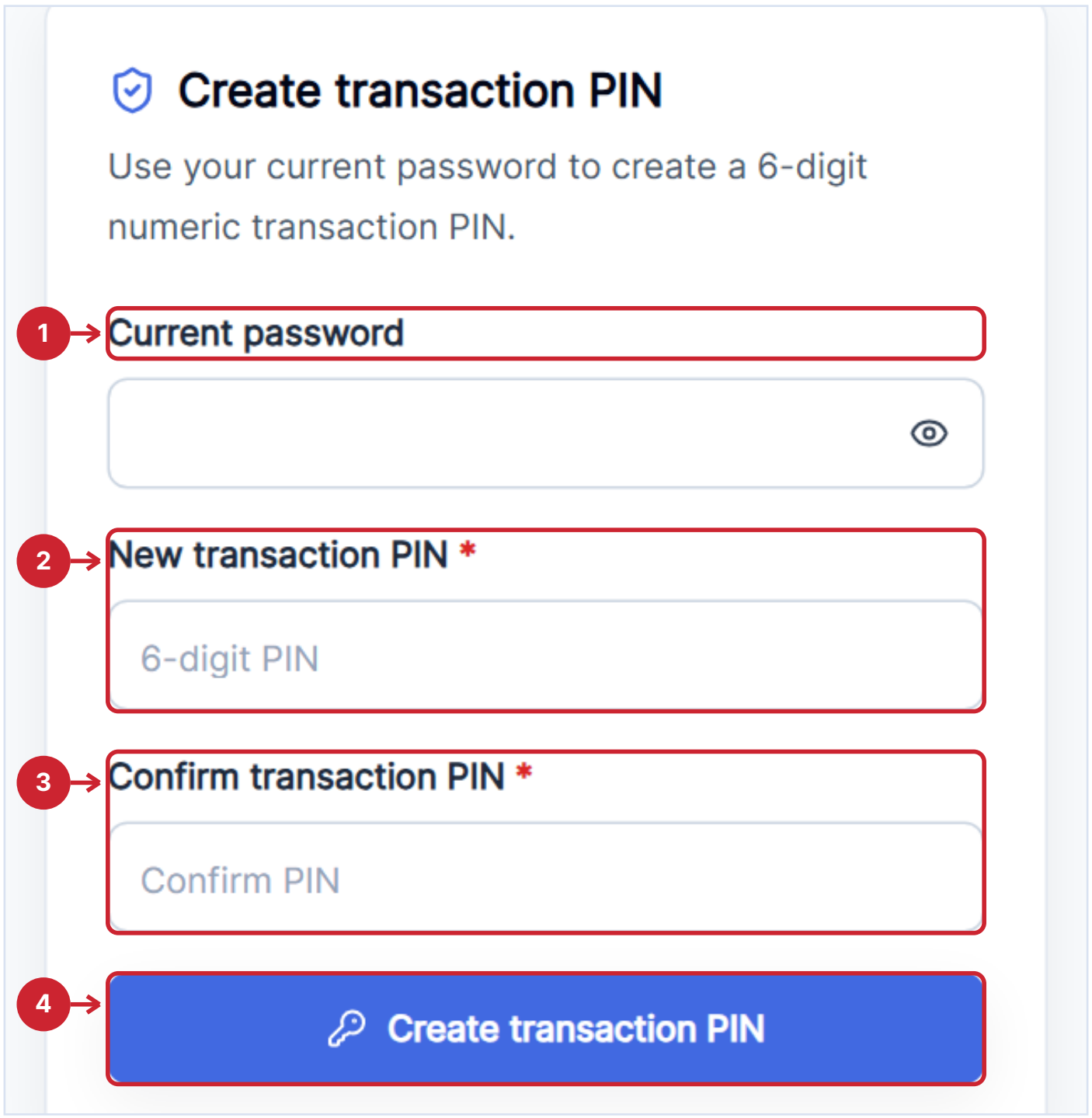
1. Find the assigned PIN
2. Enter your transaction PIN
3. Tap Reveal

WHAT HAPPENS NEXT / SAFETY

The displayed code is masked and unusable. Copy appears only after a valid protected reveal; that live state was not exercised.

C / Create a transaction PIN

Open Security, then Transaction PIN.



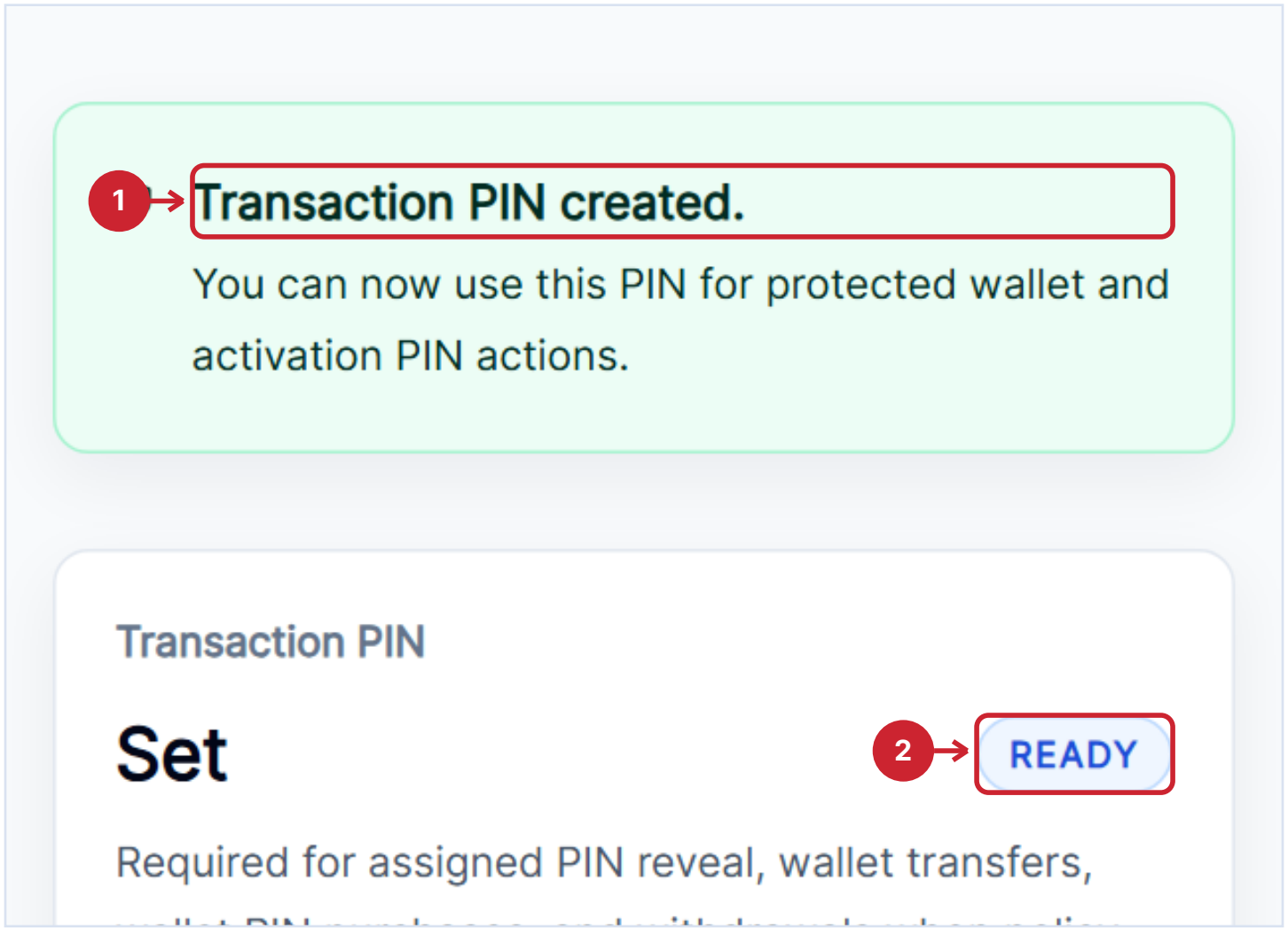
1. Enter your current password
2. Enter a new transaction PIN
3. Confirm the new PIN
4. Tap Create transaction PIN

WHAT HAPPENS NEXT / SAFETY

This 6-digit numeric PIN protects selected actions. It is separate from your password and activation PINs.

C / Confirm your PIN is ready

After successful setup, return to the Transaction PIN status.



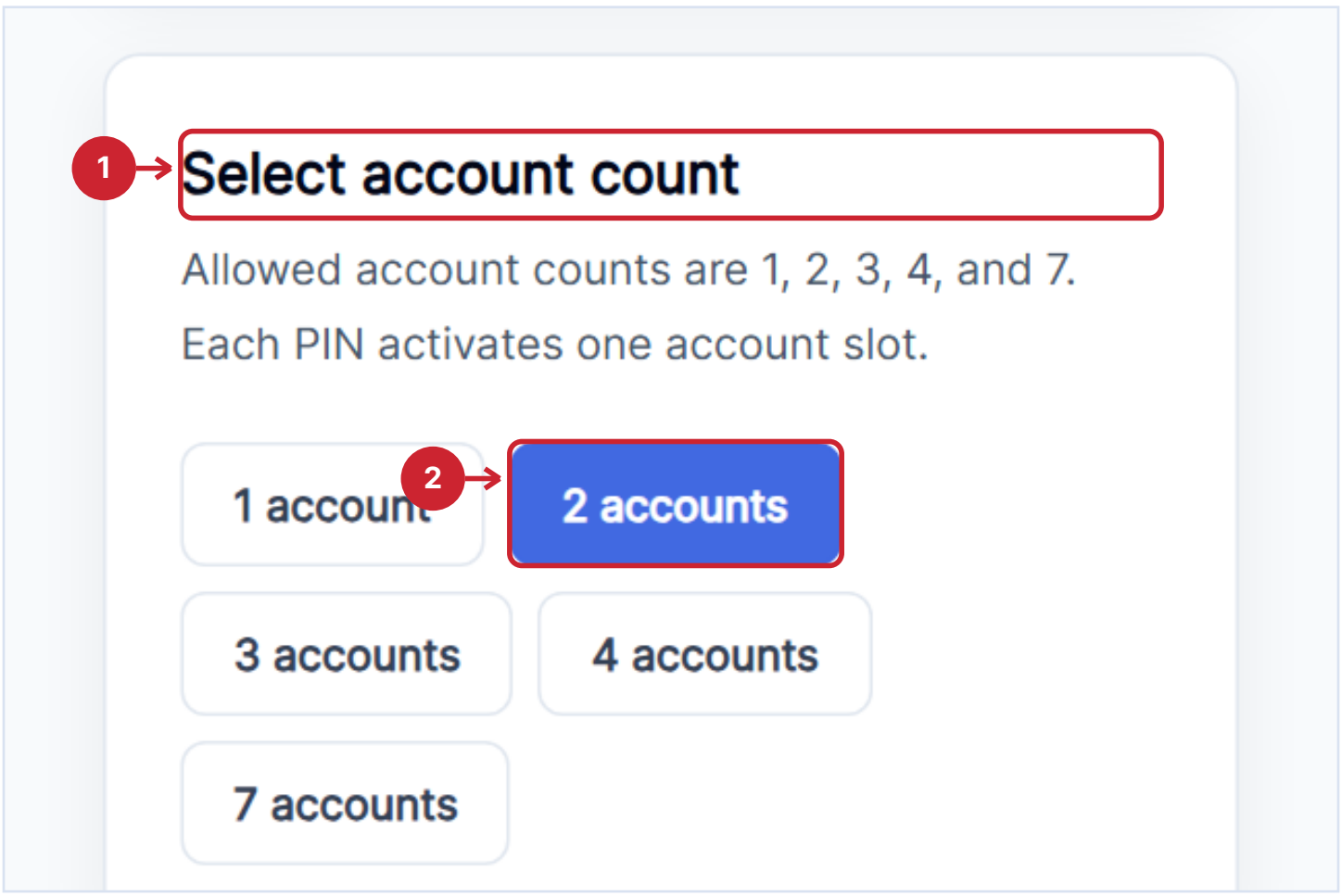
1. Look for the creation message
2. Check the Ready badge

WHAT HAPPENS NEXT / SAFETY

This is a supported success component rendered with fictional state. No real PIN was created.

D / Choose account count

Open Membership and find Activate with PIN.



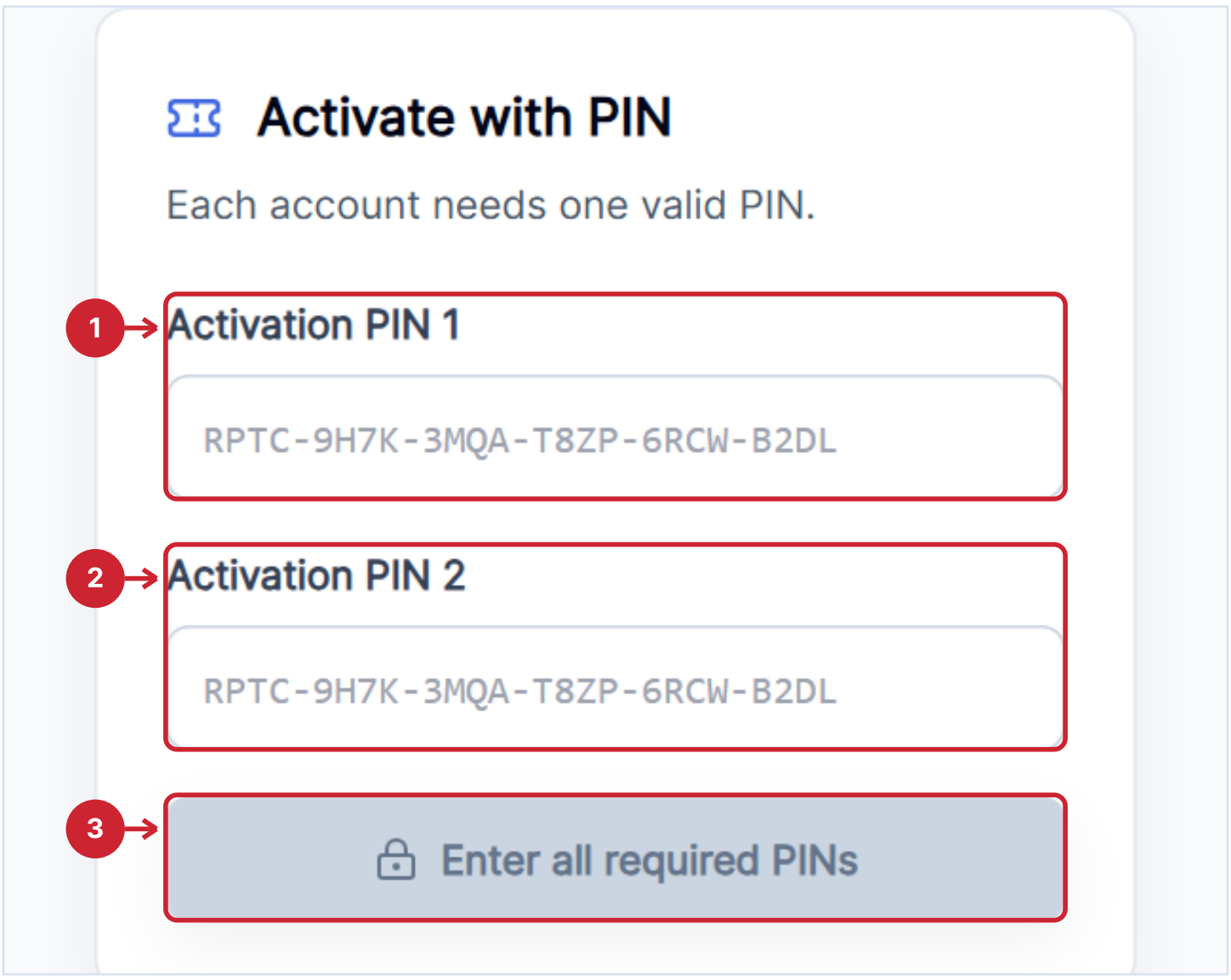
1. Select the account count
2. Review the selected option

WHAT HAPPENS NEXT / SAFETY

Allowed counts are 1, 2, 3, 4, and 7. One unused activation PIN is required per slot.

D / Enter one PIN per account

Continue in the Activate with PIN form.



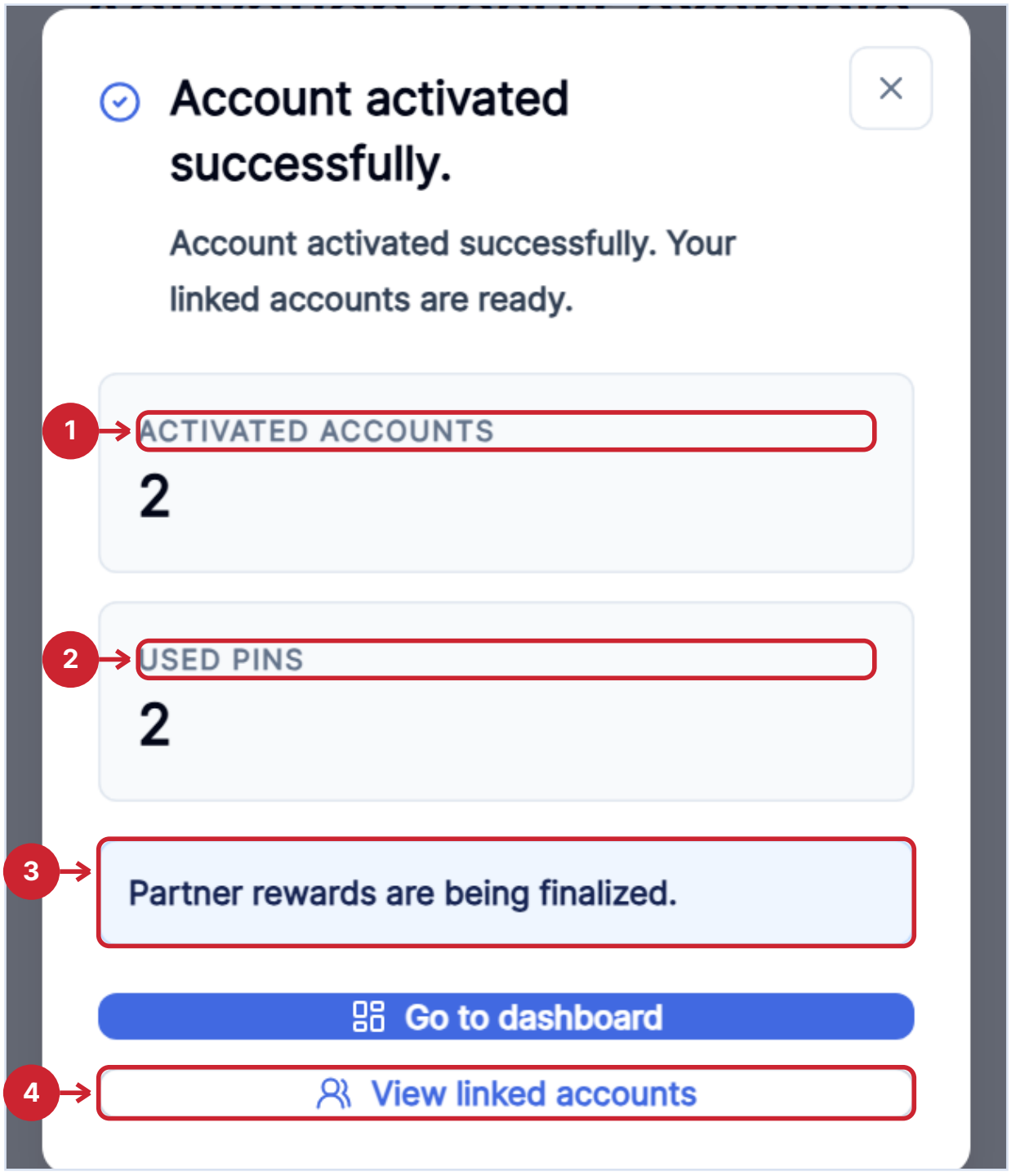
1. Enter Activation PIN 1
2. Enter Activation PIN 2
3. Submit when all required PINs are valid

WHAT HAPPENS NEXT / SAFETY

PIN placeholders are examples only. Never reuse a PIN or share it in a support ticket.

D / Read an activation result

Wait for the app to finish processing, then read the result.



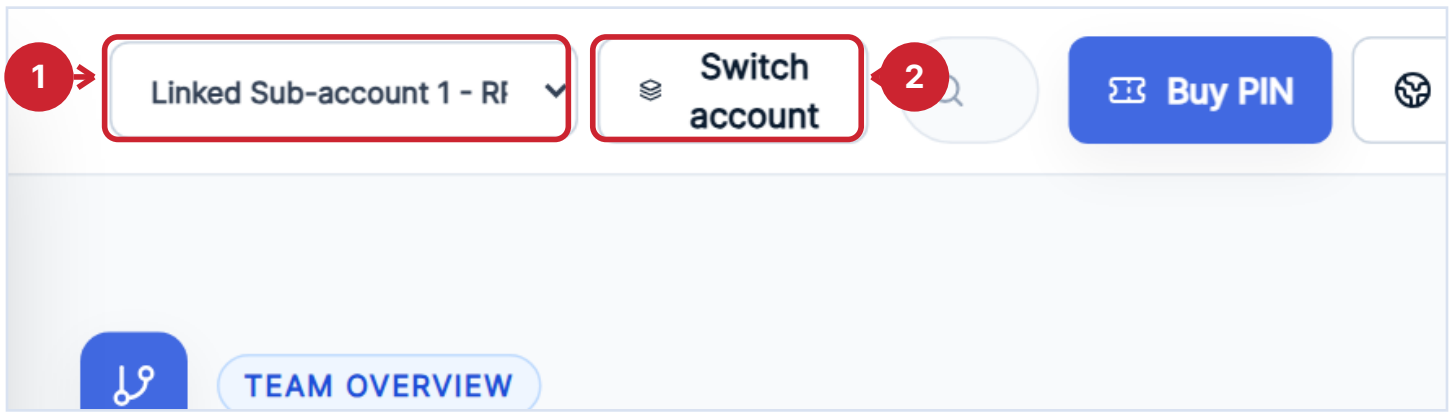
1. Check activated account count
2. Check used PIN count
3. Read reward processing separately
4. Open linked accounts

WHAT HAPPENS NEXT / SAFETY

Illustrative supported result only; no activation occurred. Rewards may continue finalizing after an activation succeeds.

E / Select the active account

Use the account selector before sharing an invite link.



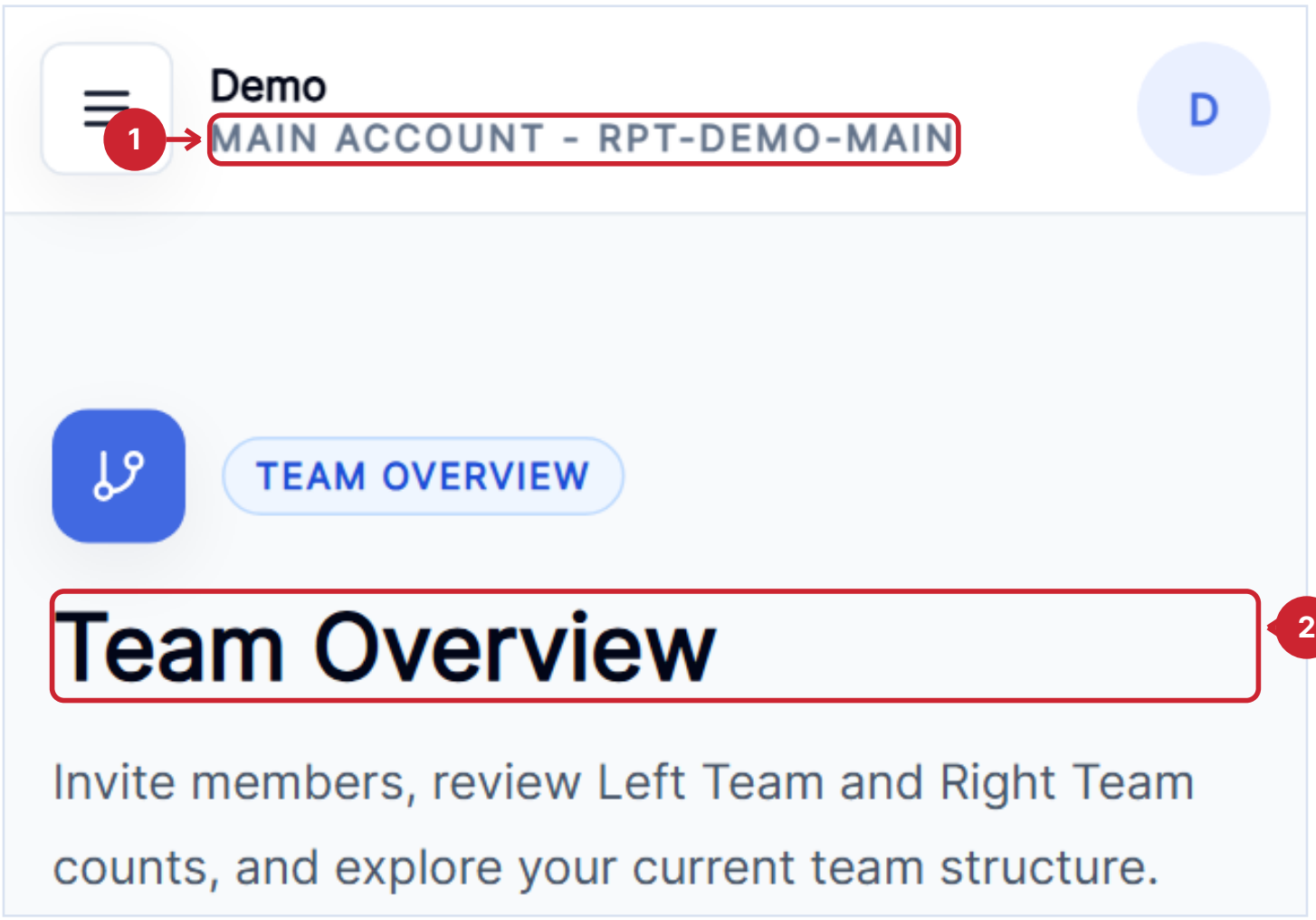
1. Choose the linked account
2. Tap Switch account

WHAT HAPPENS NEXT / SAFETY

Confirm the active Main Account or Linked Sub-account label and public Account ID after switching.

E / Check the active account

After switching, read the workspace header before continuing.



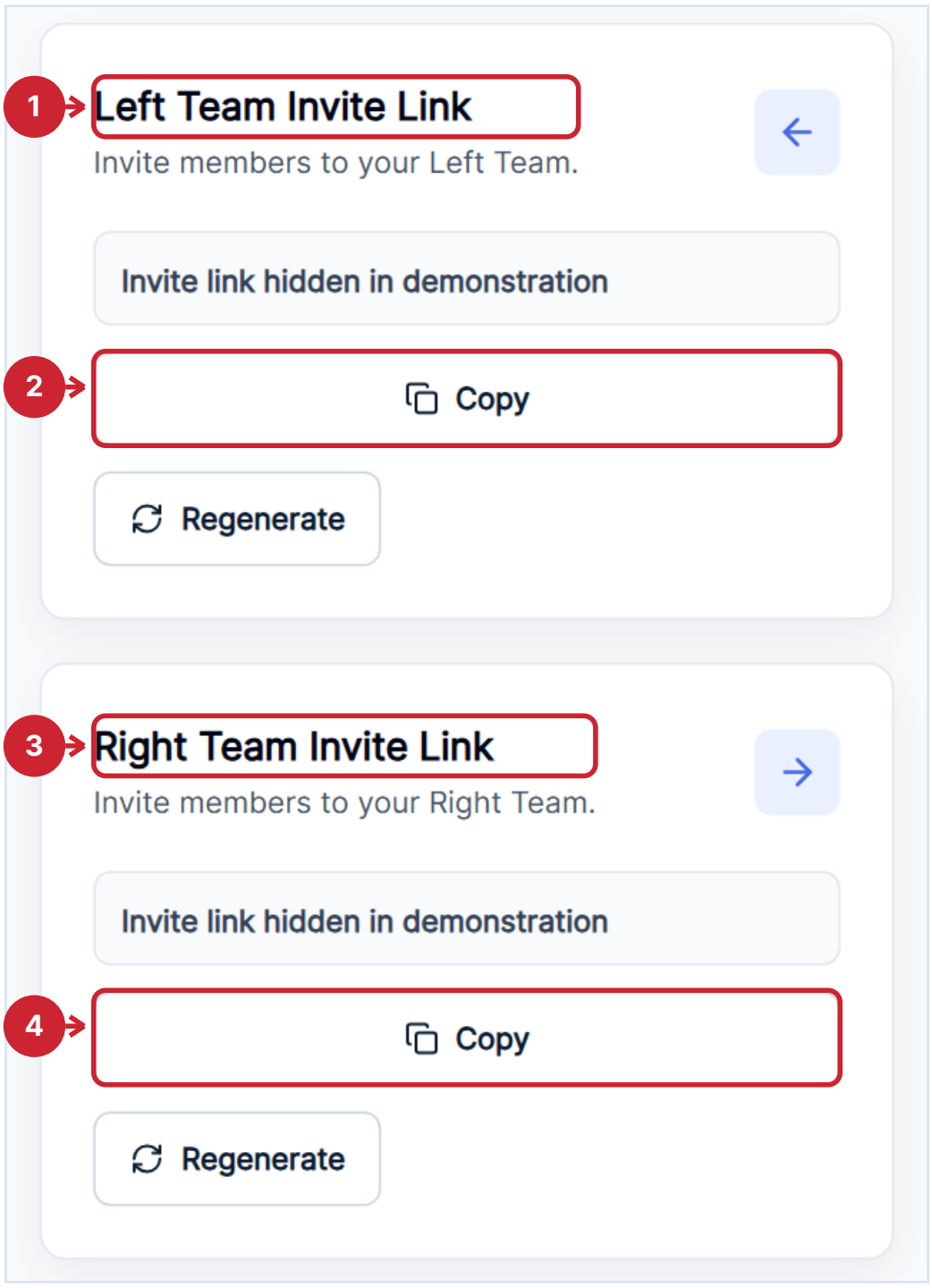
1. Verify the active account label
2. Confirm Team Overview

WHAT HAPPENS NEXT / SAFETY

The header shows the selected account label and public Account ID. This demonstration did not perform a switch.

E / Copy the intended invite link

Open Team Overview for the currently active account.



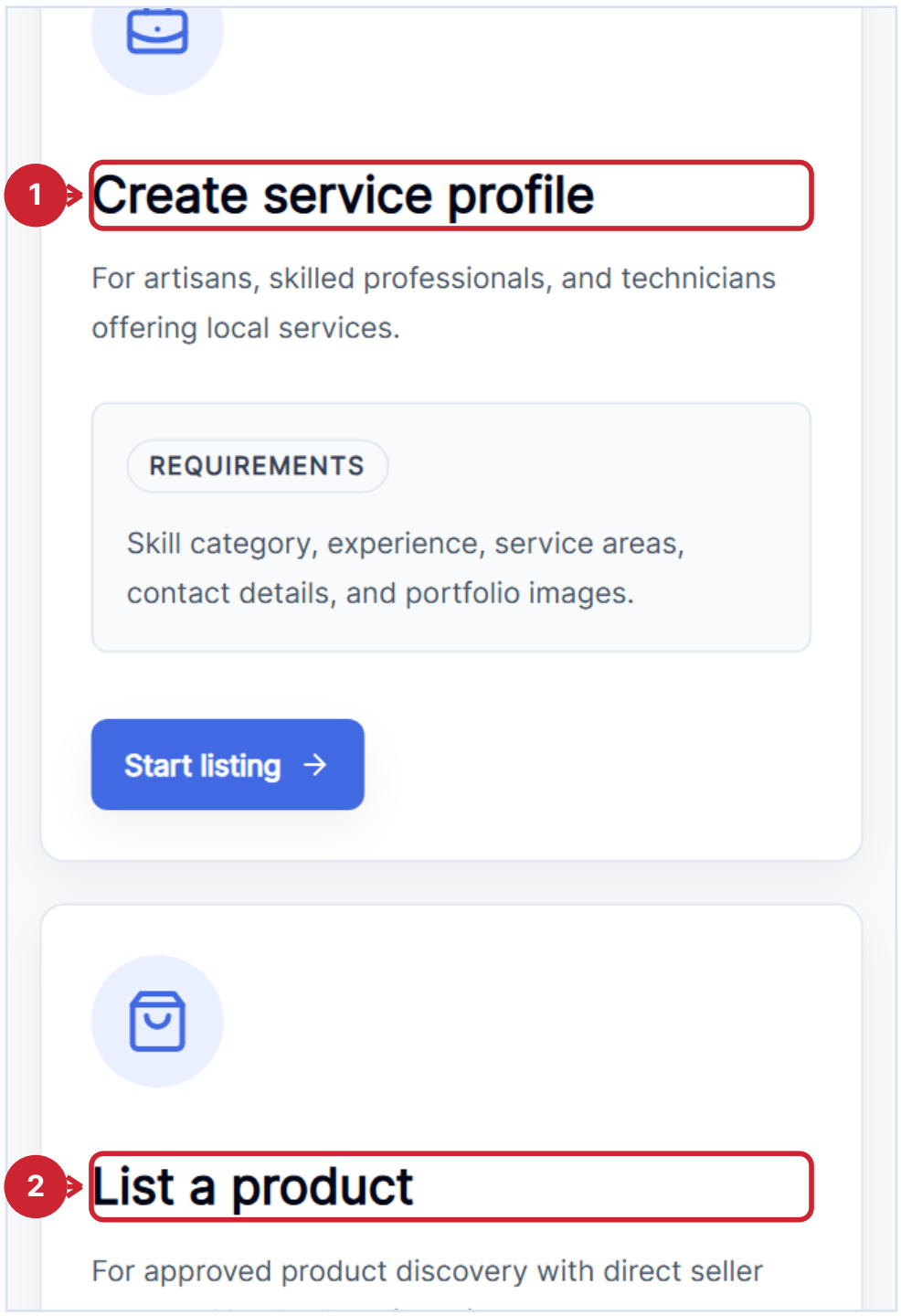
1. Find the Left Team link
2. Use its Copy button
3. Find the Right Team link
4. Use its Copy button if intended

WHAT HAPPENS NEXT / SAFETY

The demonstration hides link values. Copy the live link shown in your own account, then wait for Copied.

F / Choose a listing type

Open Listings, then Create listing.



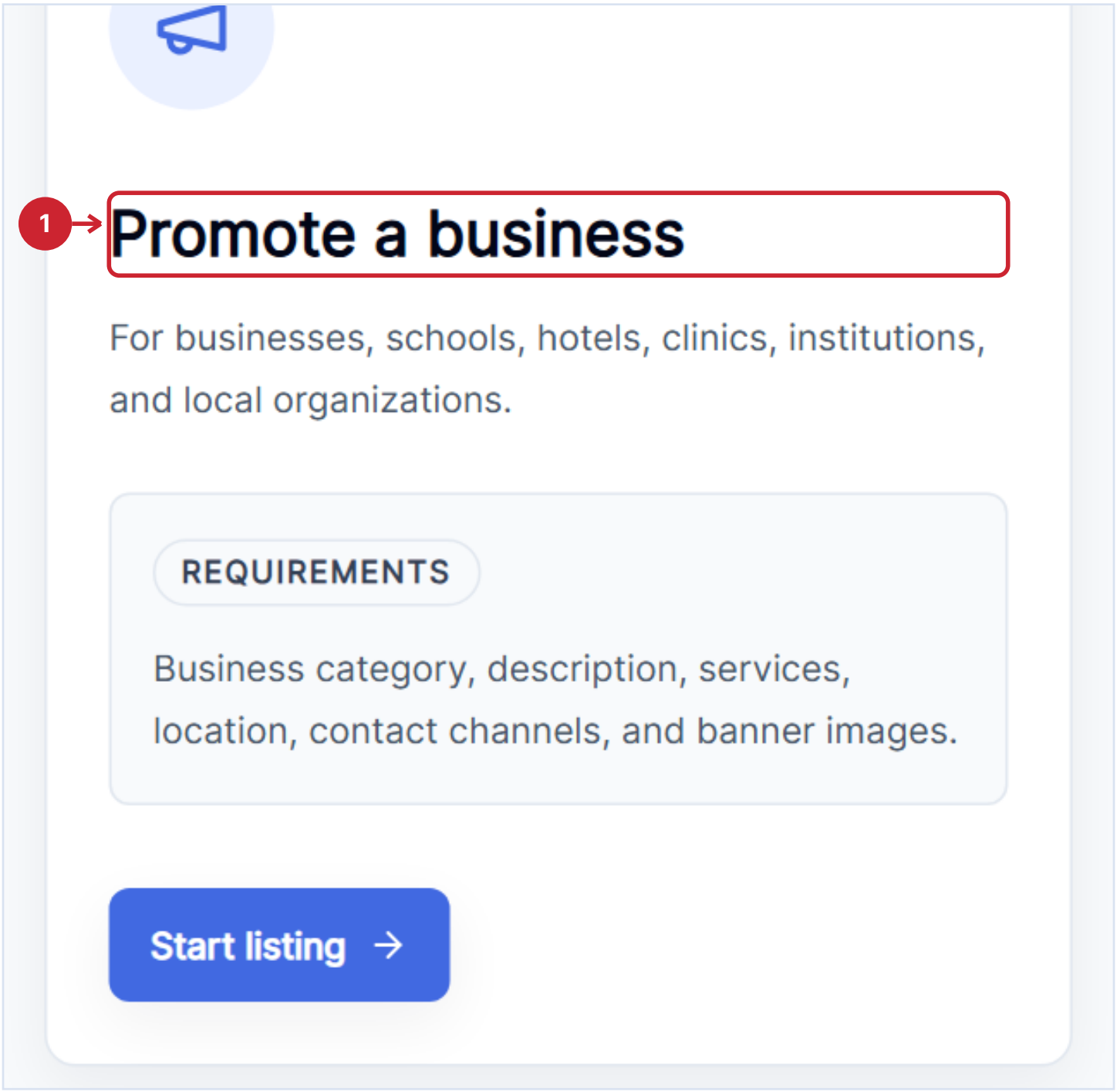
1. Service profile
2. Product listing

WHAT HAPPENS NEXT / SAFETY

Choose the type that describes what you offer. Submission goes to review.

F / Business or institution option

Scroll further in Create new listing.



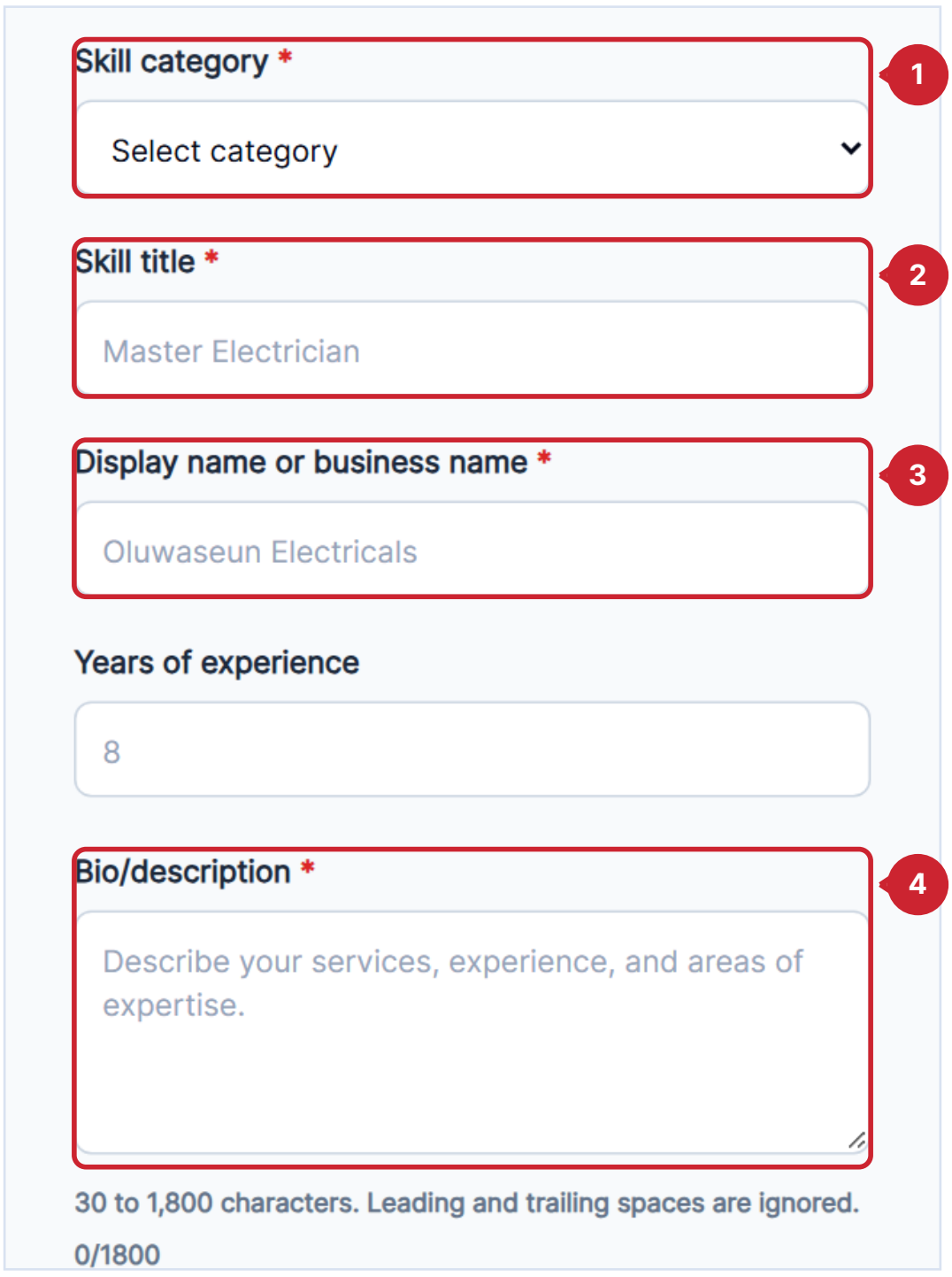
1 Tap Promote a business

WHAT HAPPENS NEXT / SAFETY

The business option also covers schools, hotels, clinics, and other local organizations.

F / Fill a service profile

Choose Create service profile to open its fields.



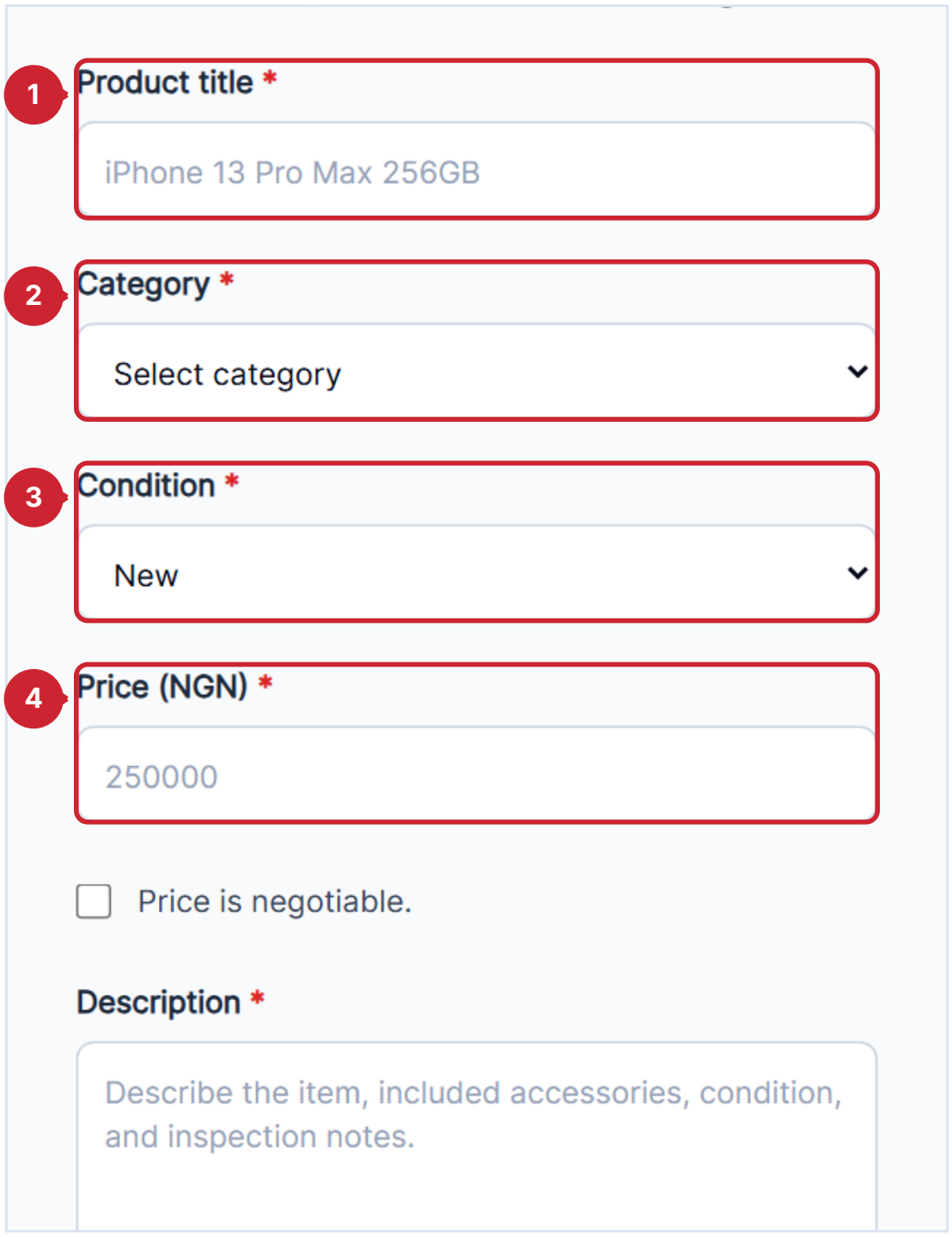
1. Choose Skill category
2. Enter Skill title
3. Enter display name
4. Write the bio or description

WHAT HAPPENS NEXT / SAFETY

Add accurate details and location. The image and submission area appears further down.

F / Fill a product listing

Choose List a product to open its fields.



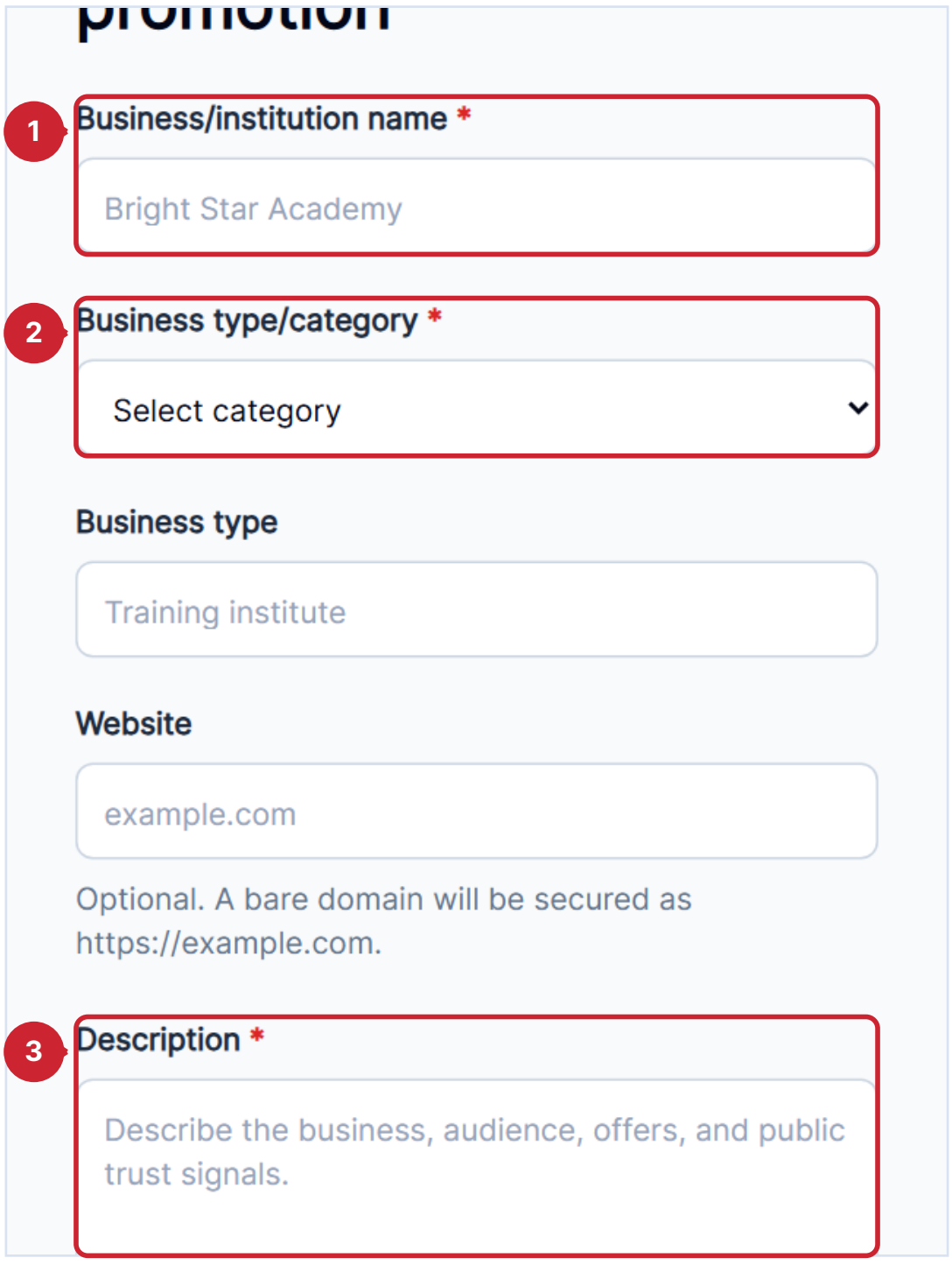
1. Enter Product title
2. Choose a category
3. Choose Condition
4. Enter Price in NGN

WHAT HAPPENS NEXT / SAFETY

Include condition, price, and availability. There is no checkout on this listing page.

F / Fill a business promotion

Choose Promote a business to open its fields.



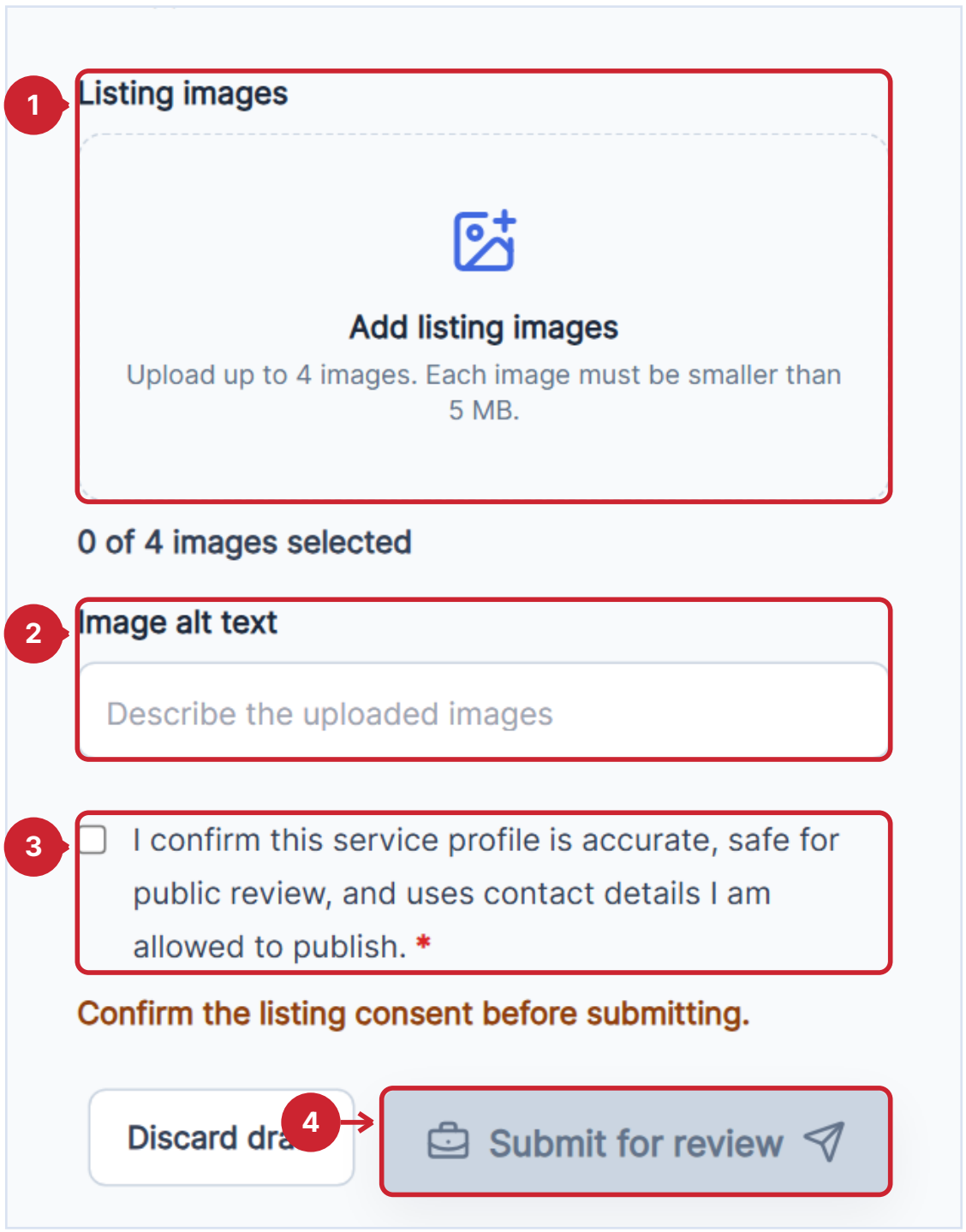
1. Enter Business/institution name
2. Choose the category
3. Write the description

WHAT HAPPENS NEXT / SAFETY

Use the real organization name and a clear description. Review contact details before submission.

F / Add images and submit for review

Scroll to the bottom of a listing form.



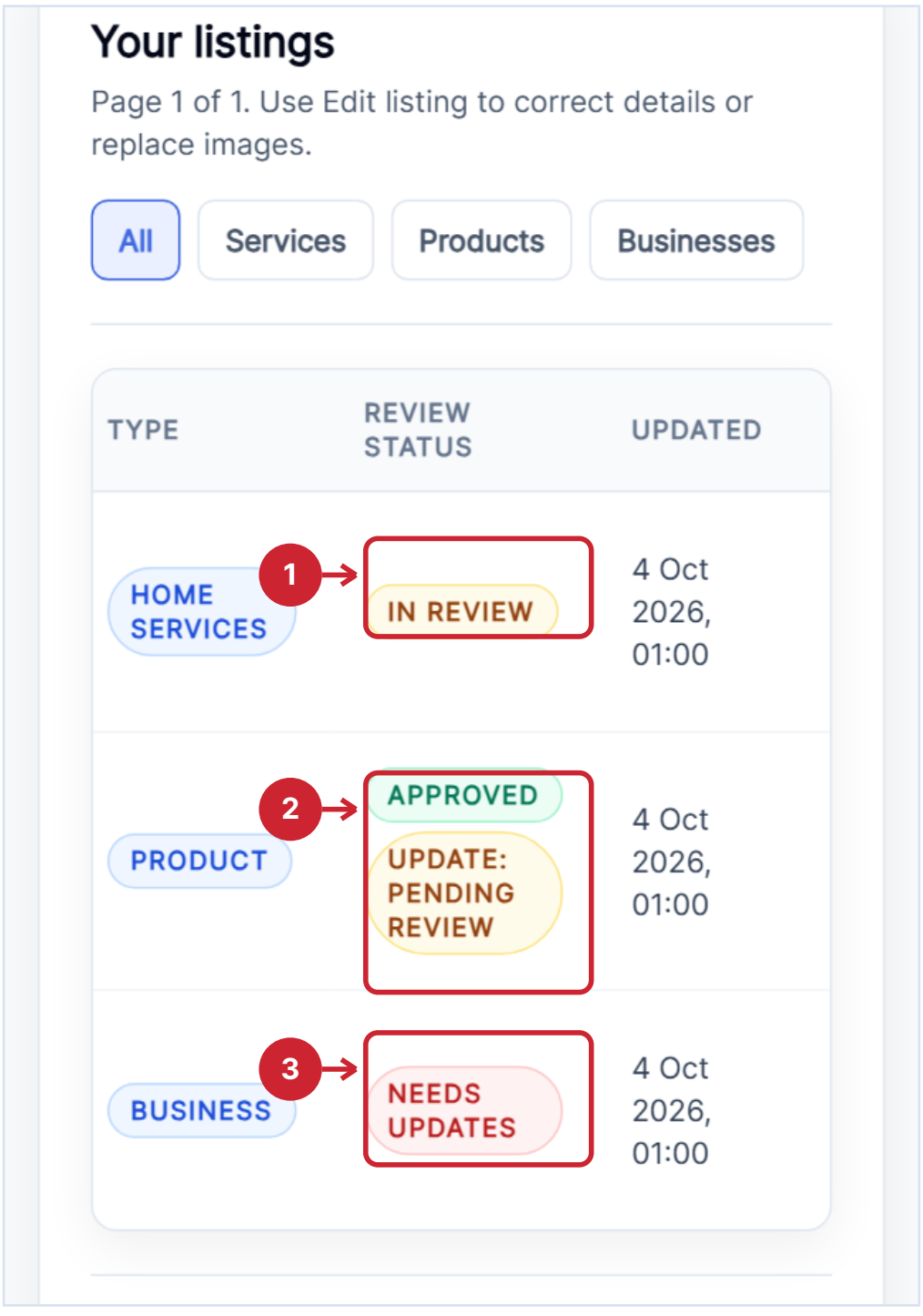
1. Add listing images
2. Enter image alt text
3. Confirm accuracy
4. Tap Submit for review

WHAT HAPPENS NEXT / SAFETY

Up to four JPG, PNG, or WebP images, each no larger than 5 MB. Submission is not public approval.

F / Track review status

Open Listings and swipe the table sideways on a phone.



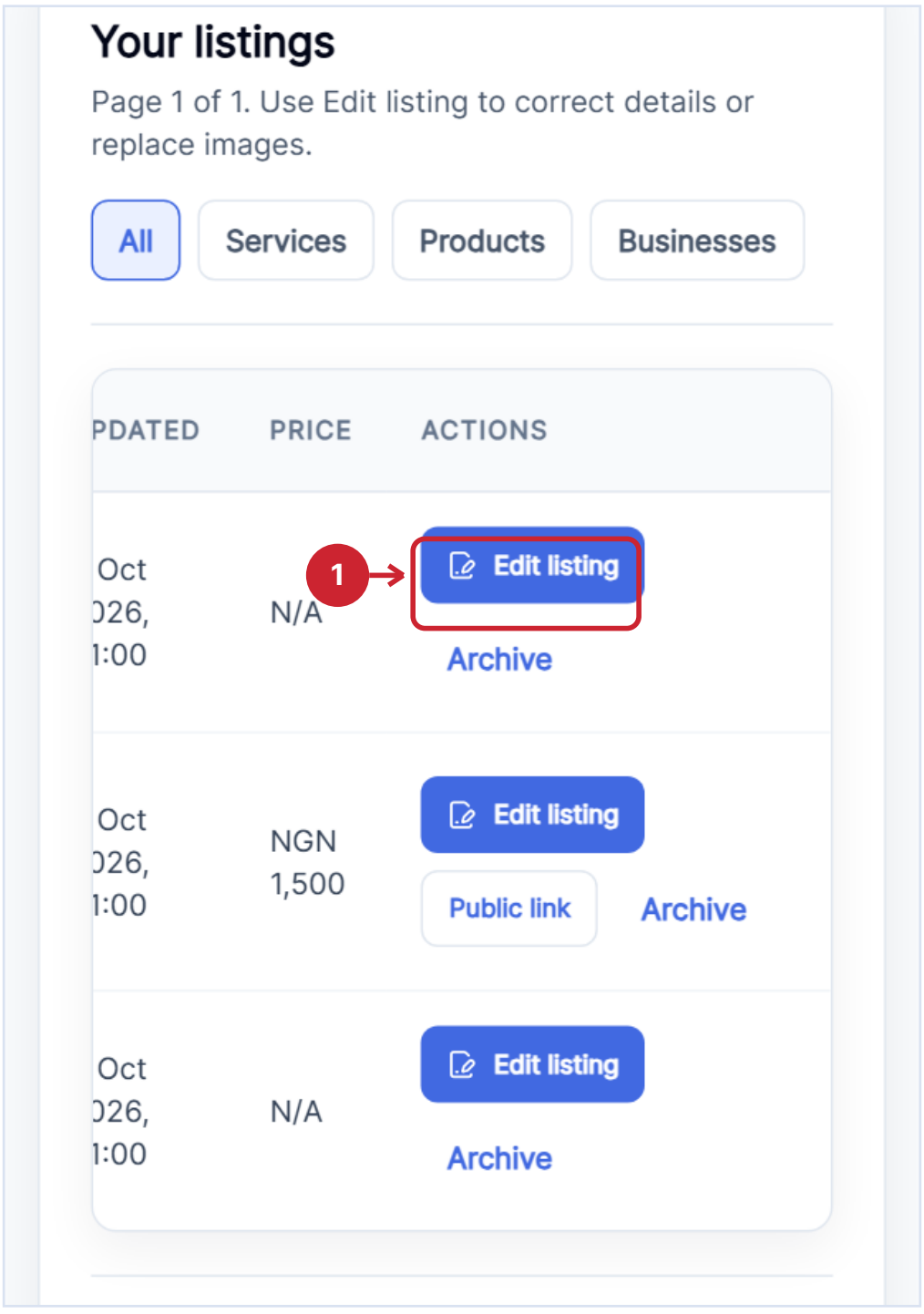
1. See In review
2. See Approved and pending update
3. See Needs updates

WHAT HAPPENS NEXT / SAFETY

In review, Approved, and Needs updates are distinct. The shown records are fictional fixtures.

F / Edit an existing listing

Swipe the Listings table right to reach Actions.



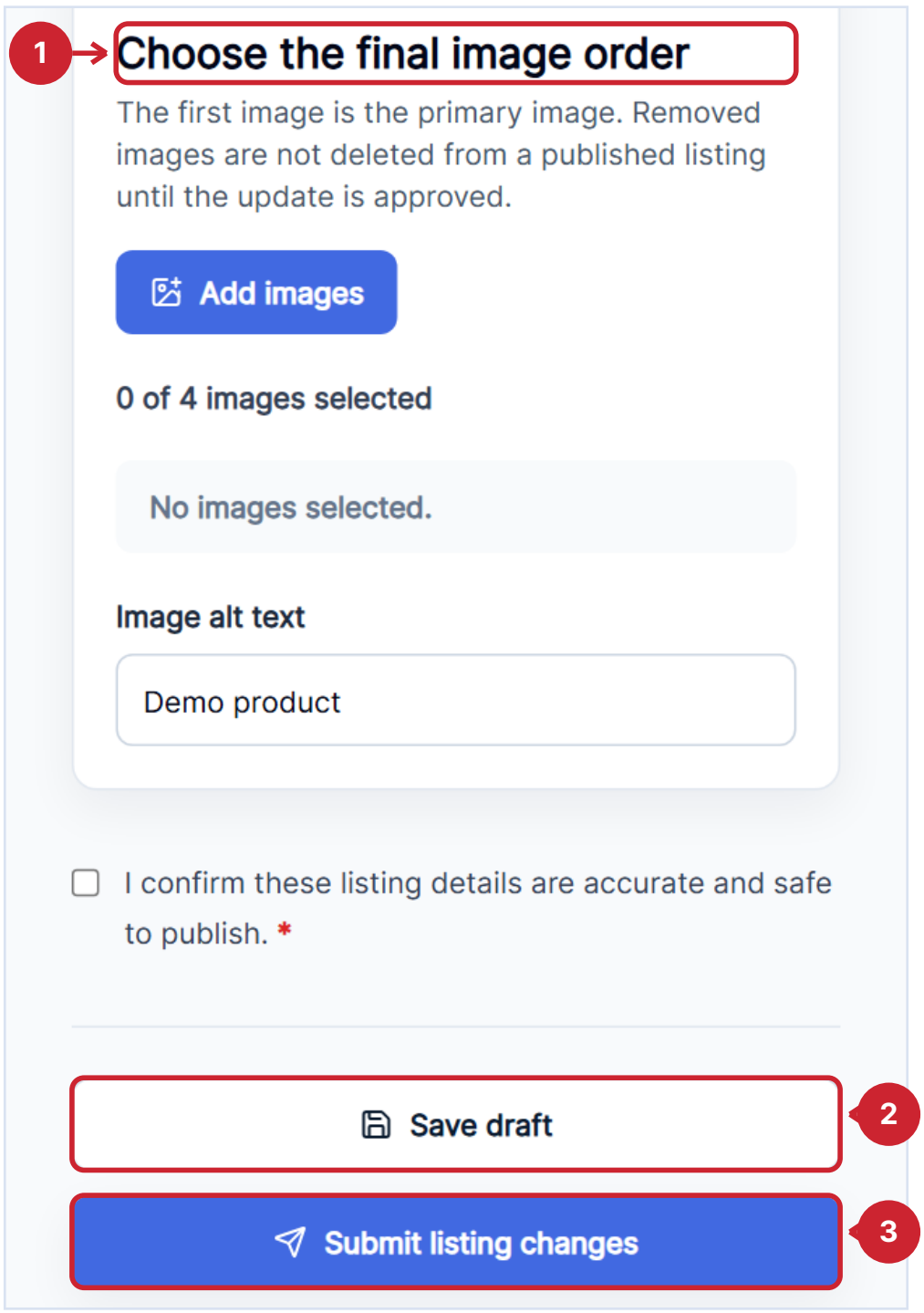
1 Tap Edit listing

WHAT HAPPENS NEXT / SAFETY

Choose Edit listing for the correct account and record. An approved public version stays until an update is approved.

F / Save or submit listing changes

Edit the details and image order, then scroll to the actions.



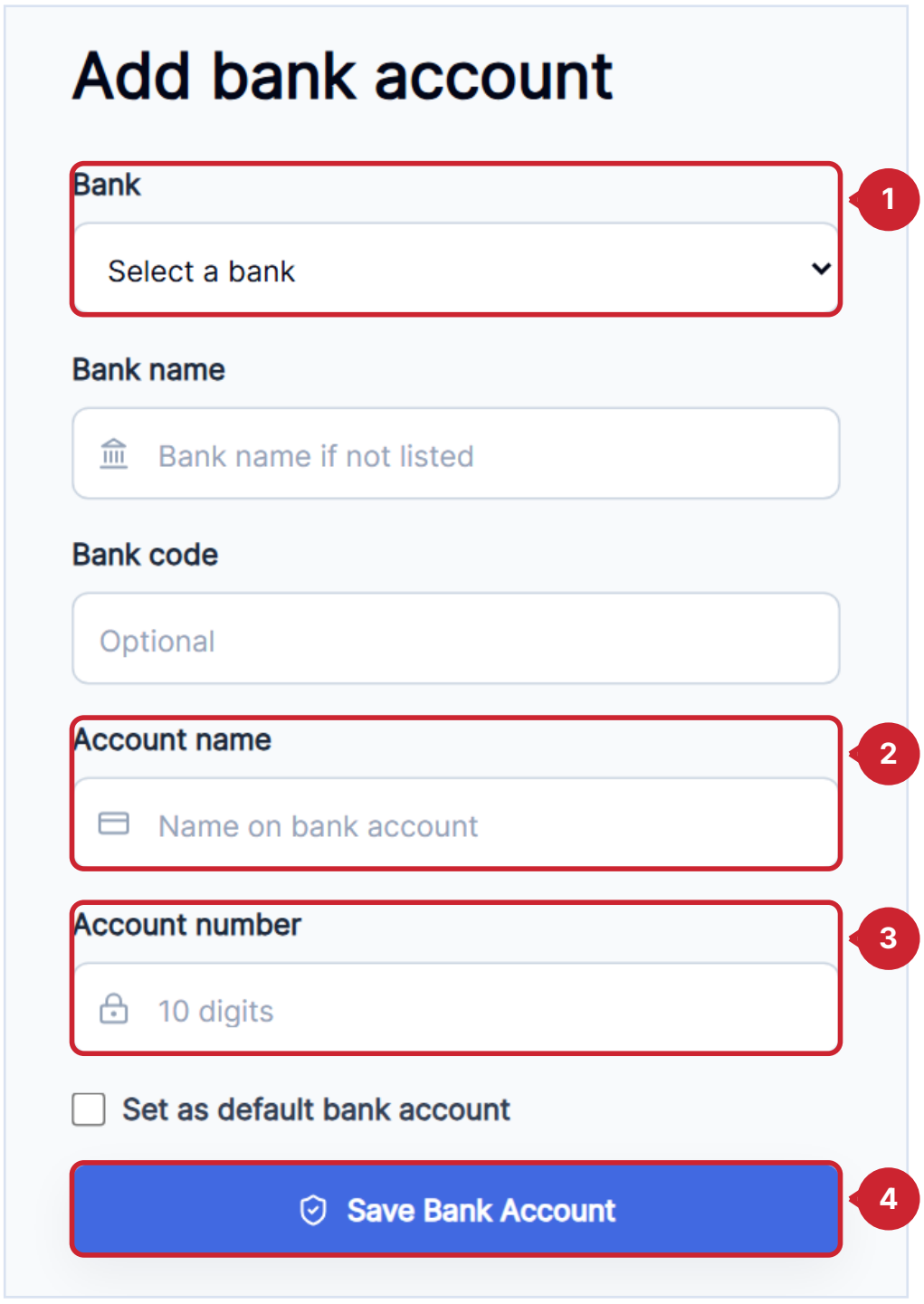
1. Add or reorder images
2. Use Save draft when unfinished
3. Submit listing changes for review

WHAT HAPPENS NEXT / SAFETY

Save draft keeps work unfinished. Submit listing changes sends an update for review.

G / Add a bank account

Open Bank Accounts, then Add Bank Account.



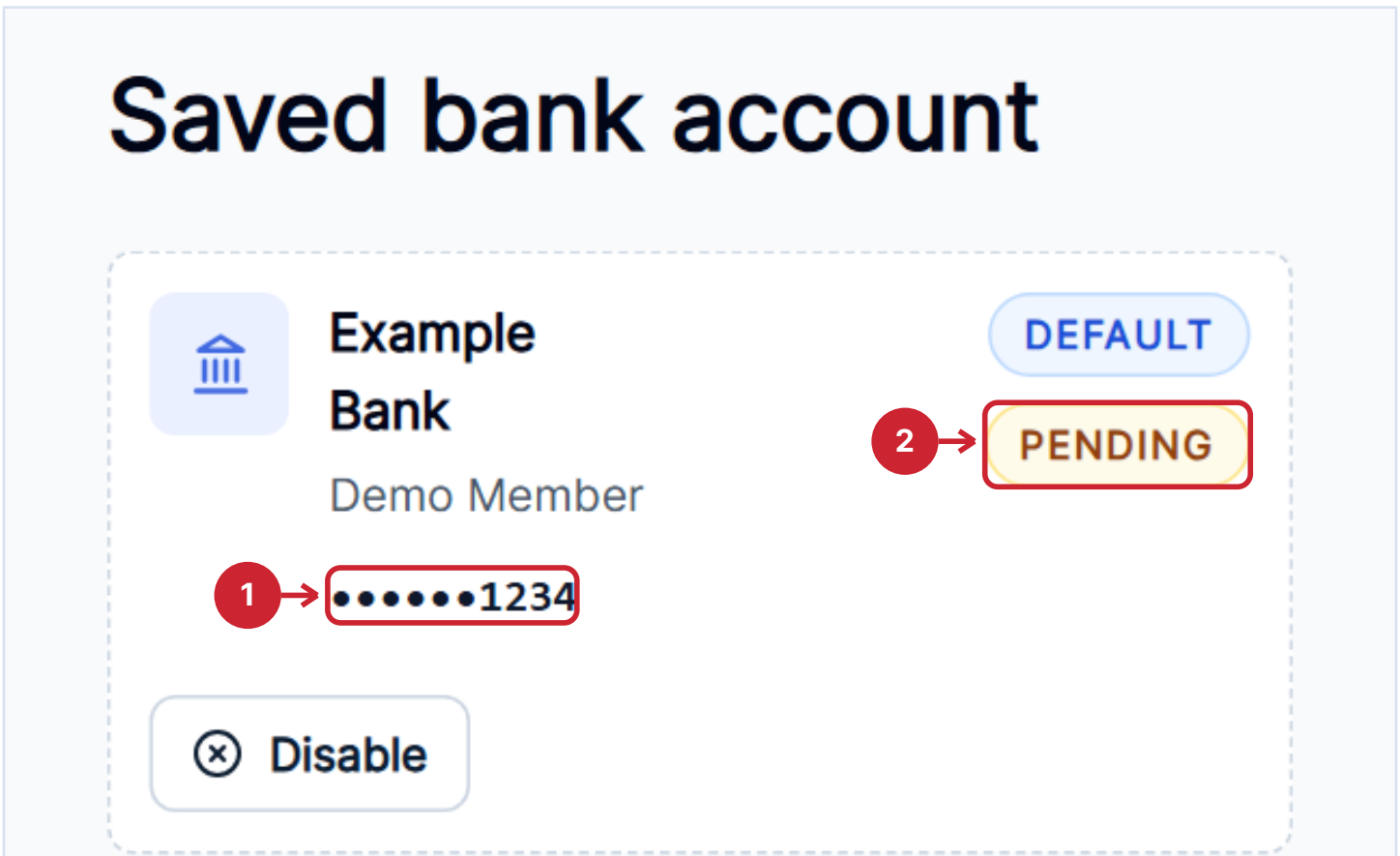
1. Choose a bank or enter its name
2. Enter the account name
3. Enter the account number
4. Tap Save Bank Account

WHAT HAPPENS NEXT / SAFETY

Enter details exactly as held at the bank. This form does not promise automatic name verification.

G / Check the saved bank

Return to Bank Accounts after saving.



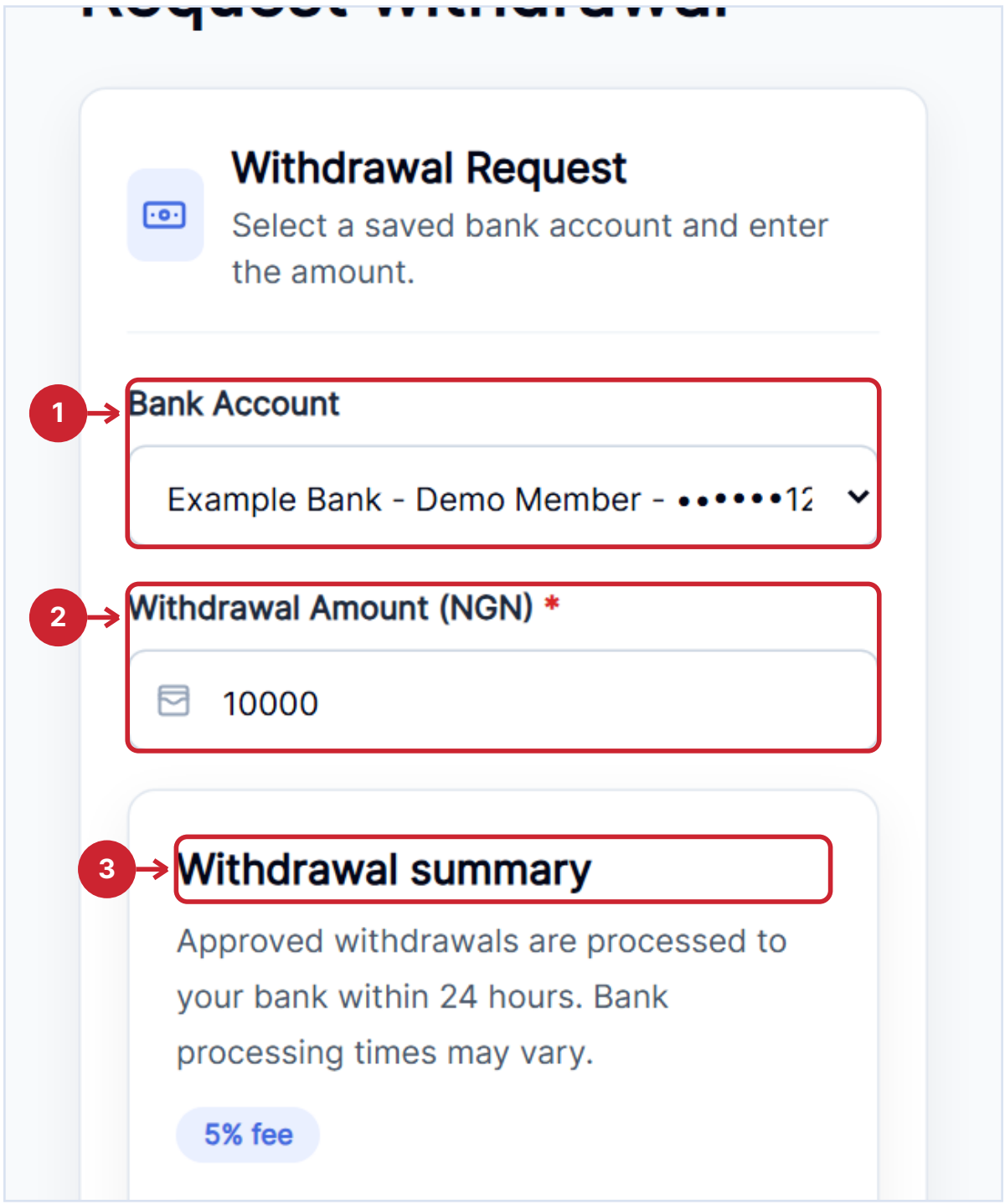
1. Check the masked number
2. Review the verification badge

WHAT HAPPENS NEXT / SAFETY

The account number stays masked. Pending verification is shown in this fictional fixture.

H / Choose the withdrawal details

Check the active account, then open Withdrawals and Withdraw funds.



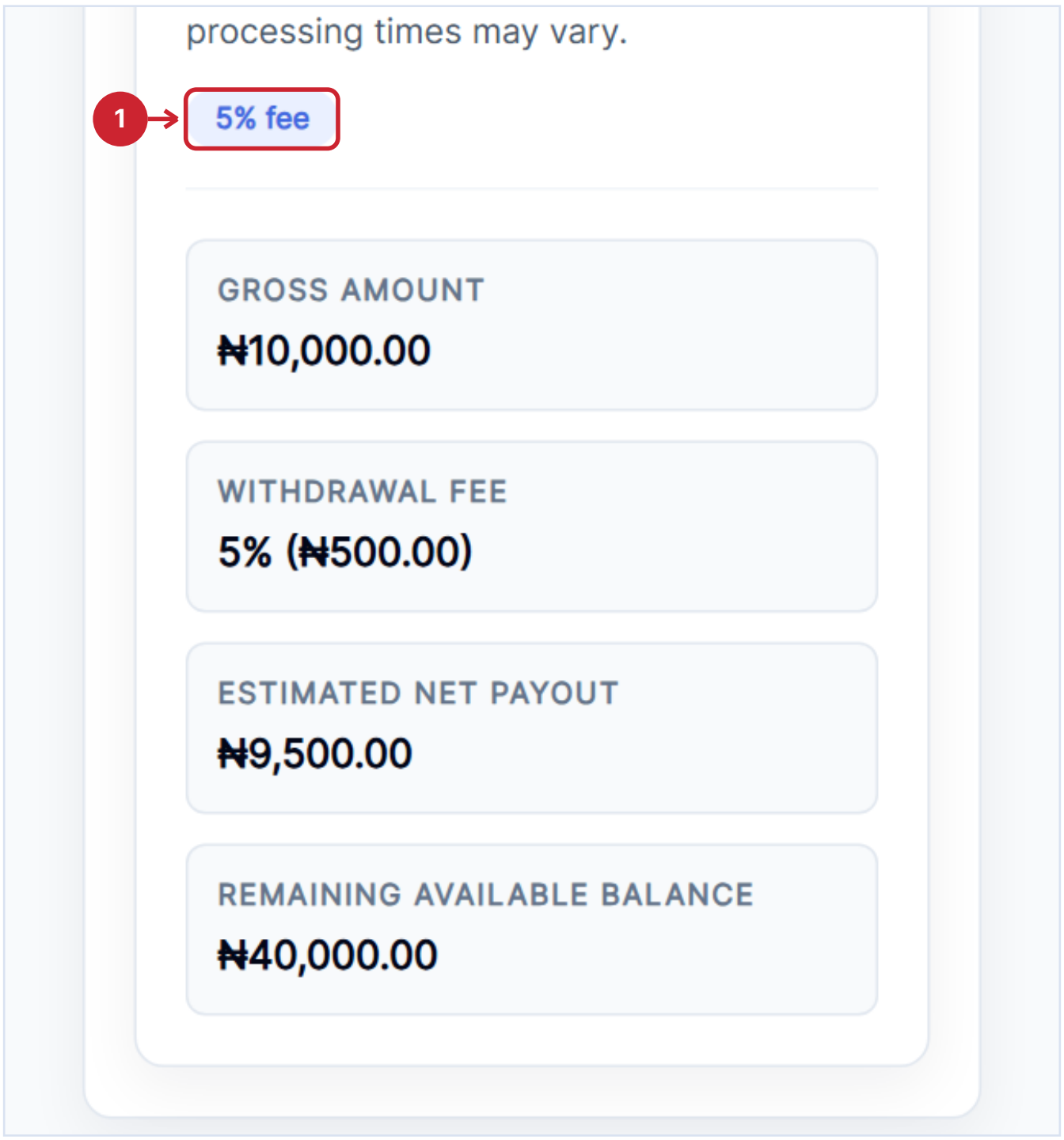
1. Select the saved bank account
2. Enter Withdrawal Amount
3. Review the summary

WHAT HAPPENS NEXT / SAFETY

The balance and bank shown here are fictional. A saved active bank account is required.

H / Review the fee and net payout

Read the calculation before confirming the request.



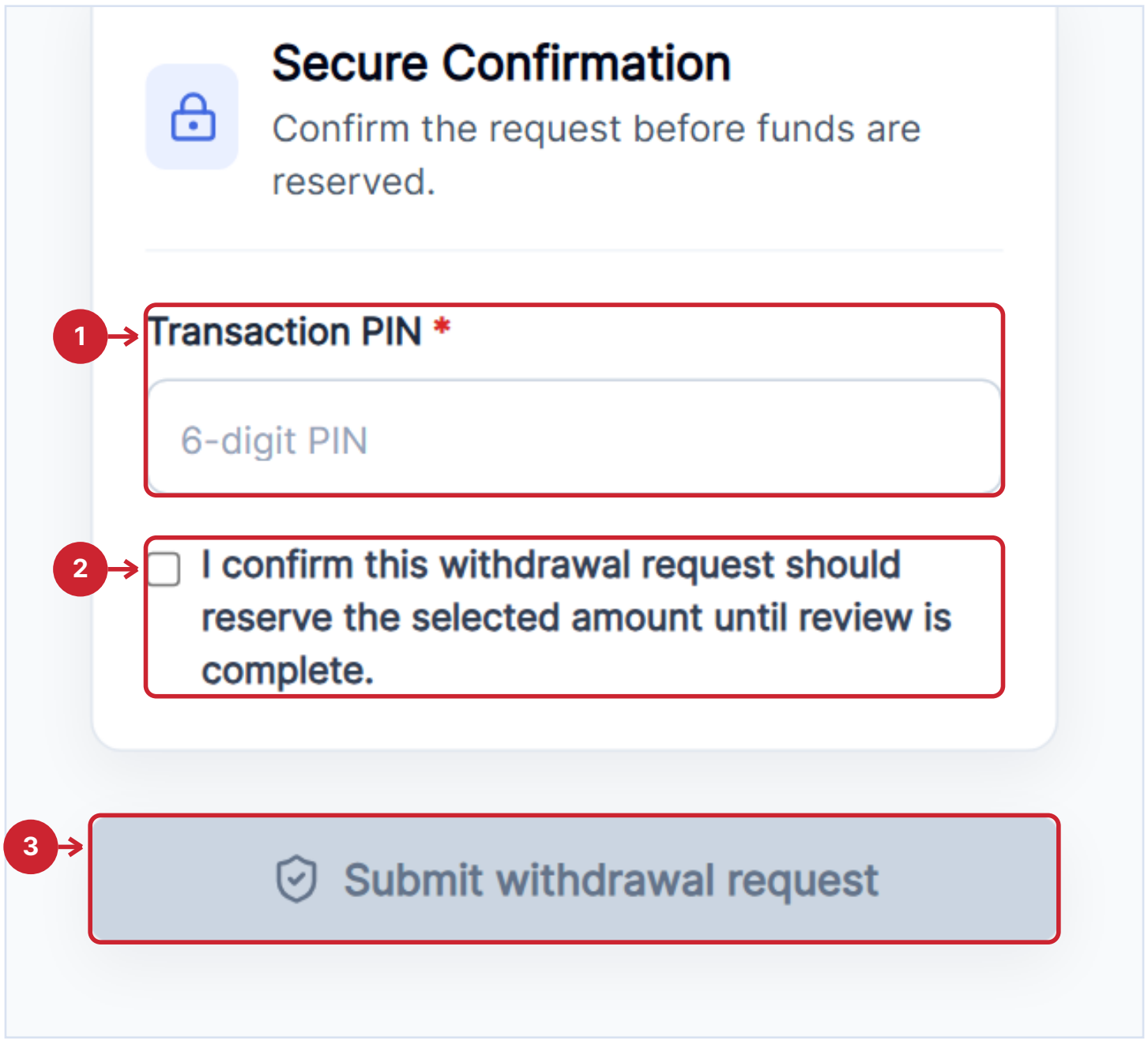
1. Check the displayed fee

WHAT HAPPENS NEXT / SAFETY

The form currently previews 5%. Its client preview hardcodes 500 bps while policy is configurable; verify the final server amount before use.

H / Confirm the withdrawal request

Continue to Secure Confirmation.



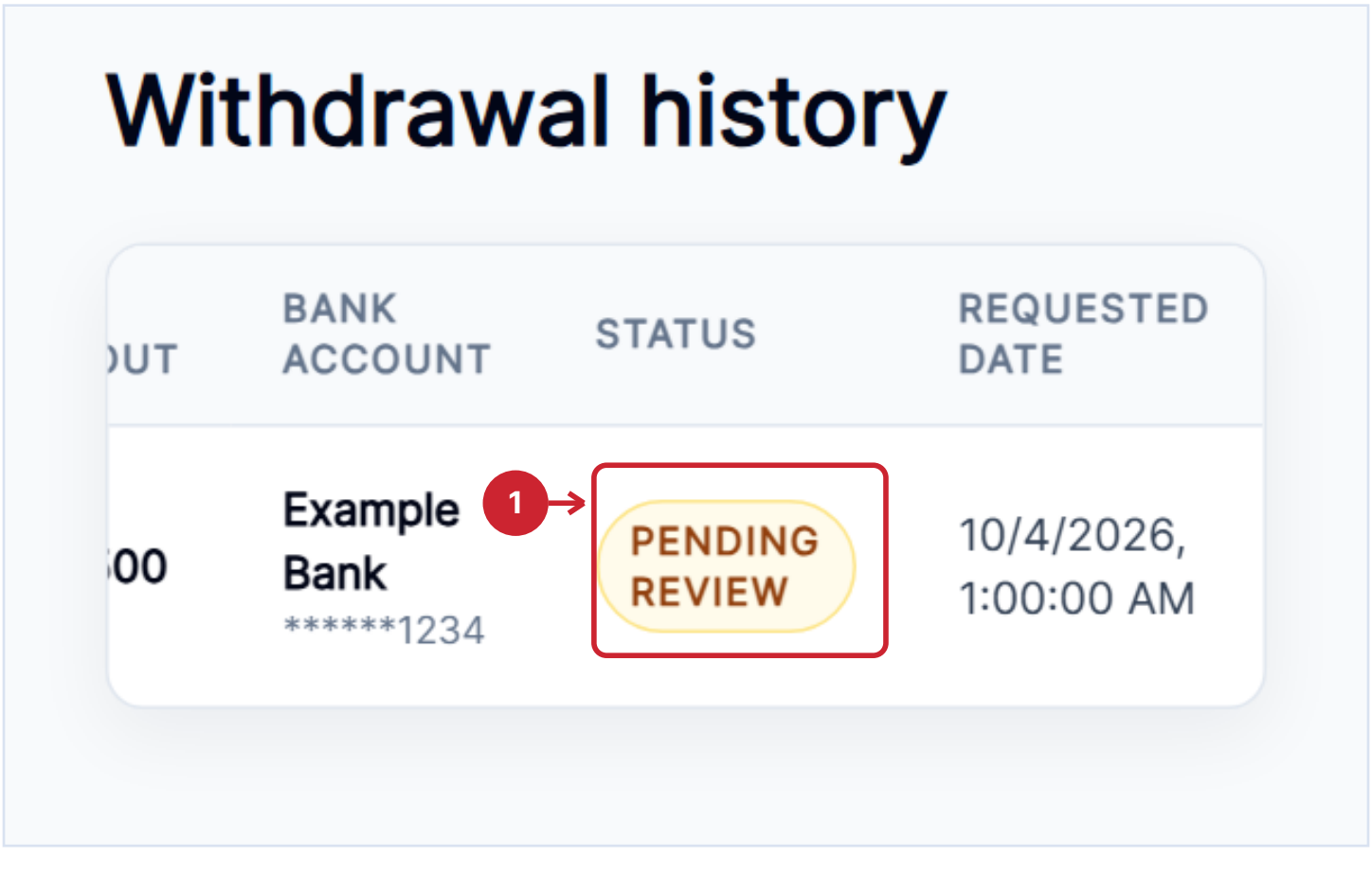
1. Enter transaction PIN
2. Check the confirmation box
3. Tap Submit withdrawal request

WHAT HAPPENS NEXT / SAFETY

Request submission reserves funds for review. It does not mean money has reached your bank.

H / Follow withdrawal history

Open Withdrawal History and swipe the table to Status.



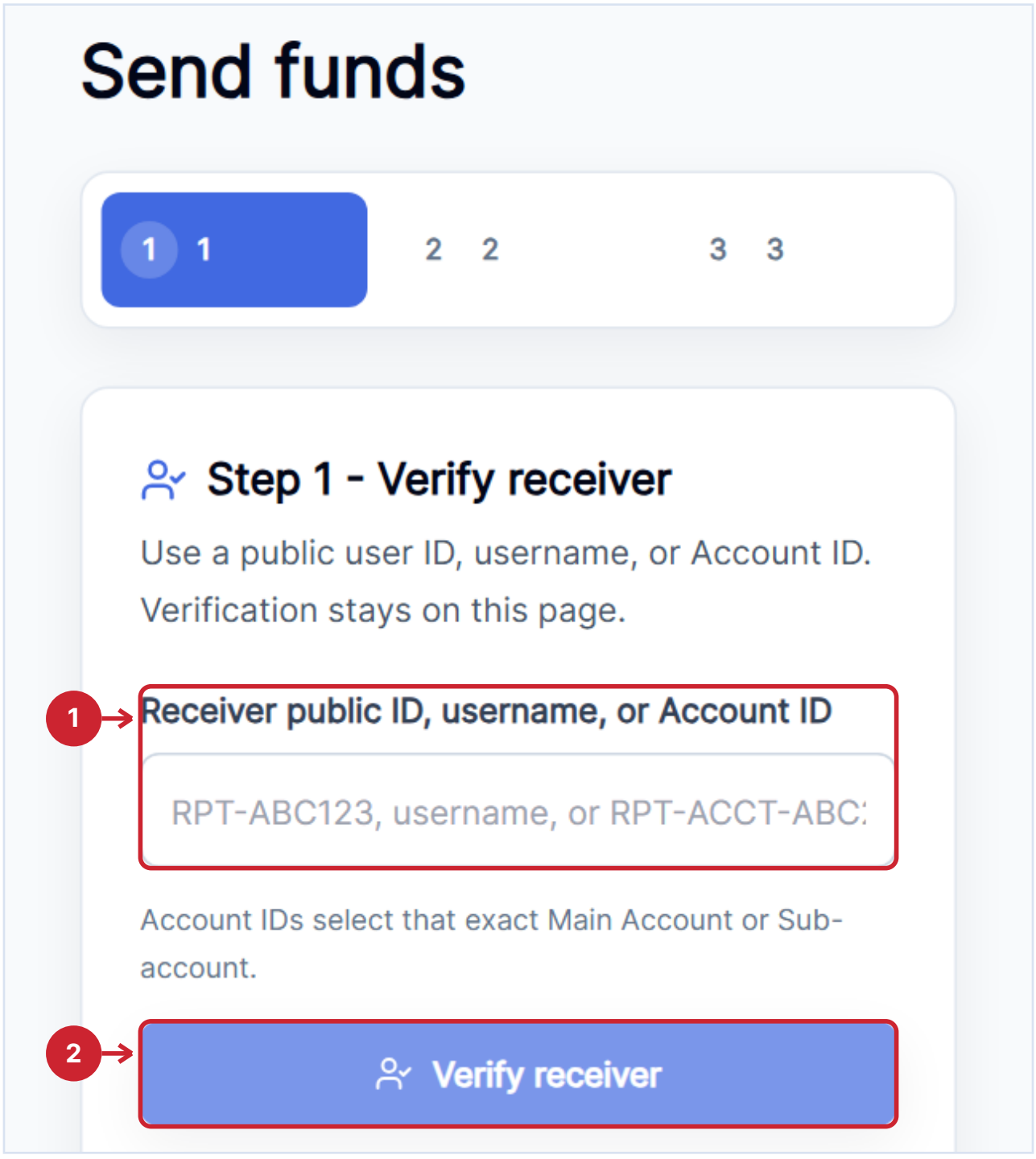
1. Read the status badge

WHAT HAPPENS NEXT / SAFETY

Pending review is a request state only. Check Paid and your bank statement before treating it as received.

+ / Send funds: verify the receiver

Check the active source account, then open Wallet and Send funds.



1. Enter the receiver identifier
2. Tap Verify receiver

WHAT HAPPENS NEXT / SAFETY

Enter the exact public ID, username, or Account ID. Verify the receiving account before continuing.

+ / Monthly renewal discontinued

No monthly membership renewal payment is required.

CURRENT MEMBERSHIP POLICY

Monthly billing has ended

No monthly fee payment, renewal receipt upload, or grace countdown is required for listing access.

The one-time activation requirement still applies. Listings must also meet normal approval and account safety requirements.

Previously paid invoices and submitted receipts remain available in Billing History for review.

What to do now

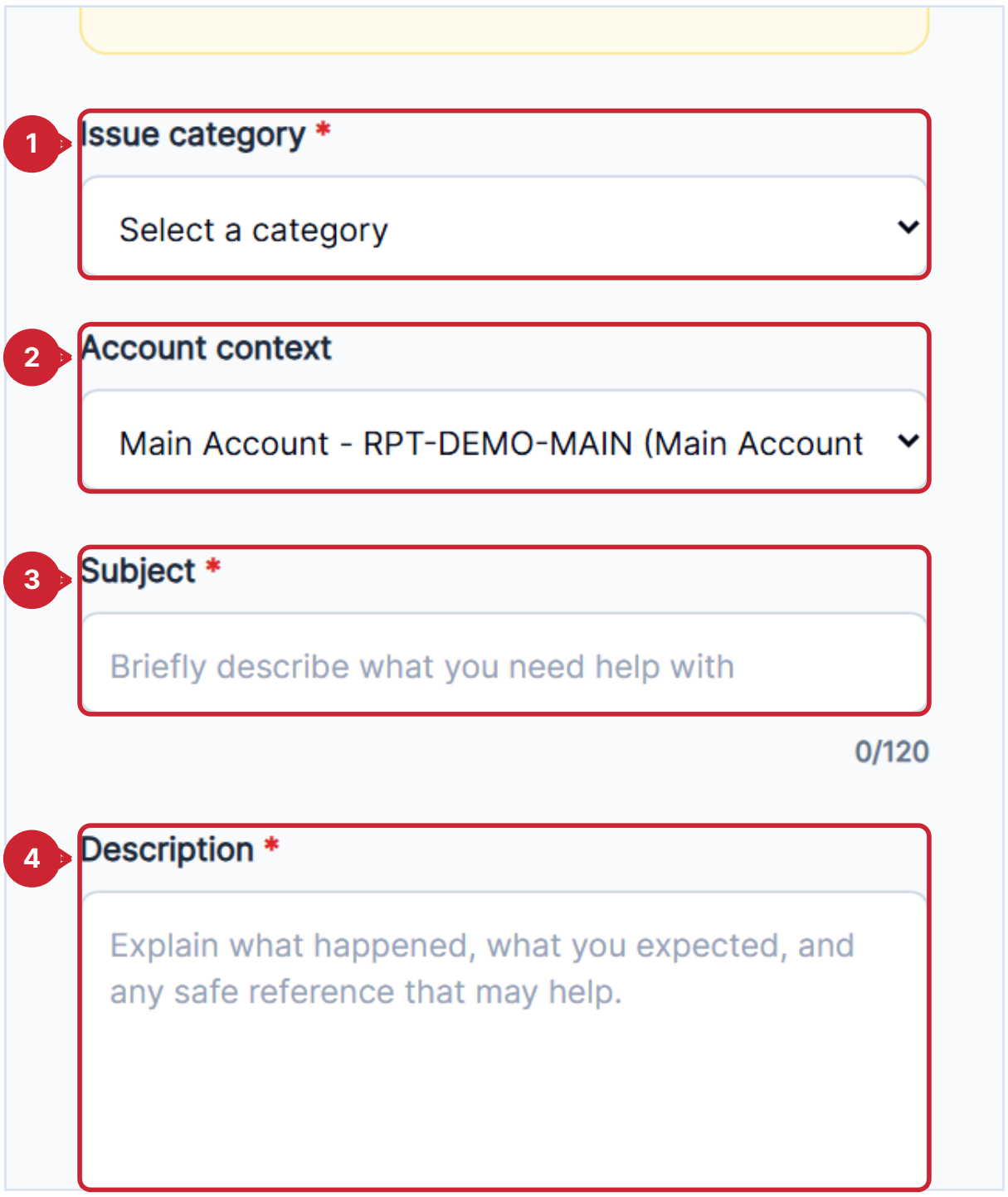
1. Continue creating and managing eligible listings through your dashboard.
2. Open Billing History only when you need a past invoice or receipt record.
3. Contact support if an unrelated account or moderation restriction remains.

WHAT HAPPENS NEXT / SAFETY

Approved public listings remain subject to owner choices, moderation, and account safety rules.

+ / Create a support request

Open Help & Support, then New support request.



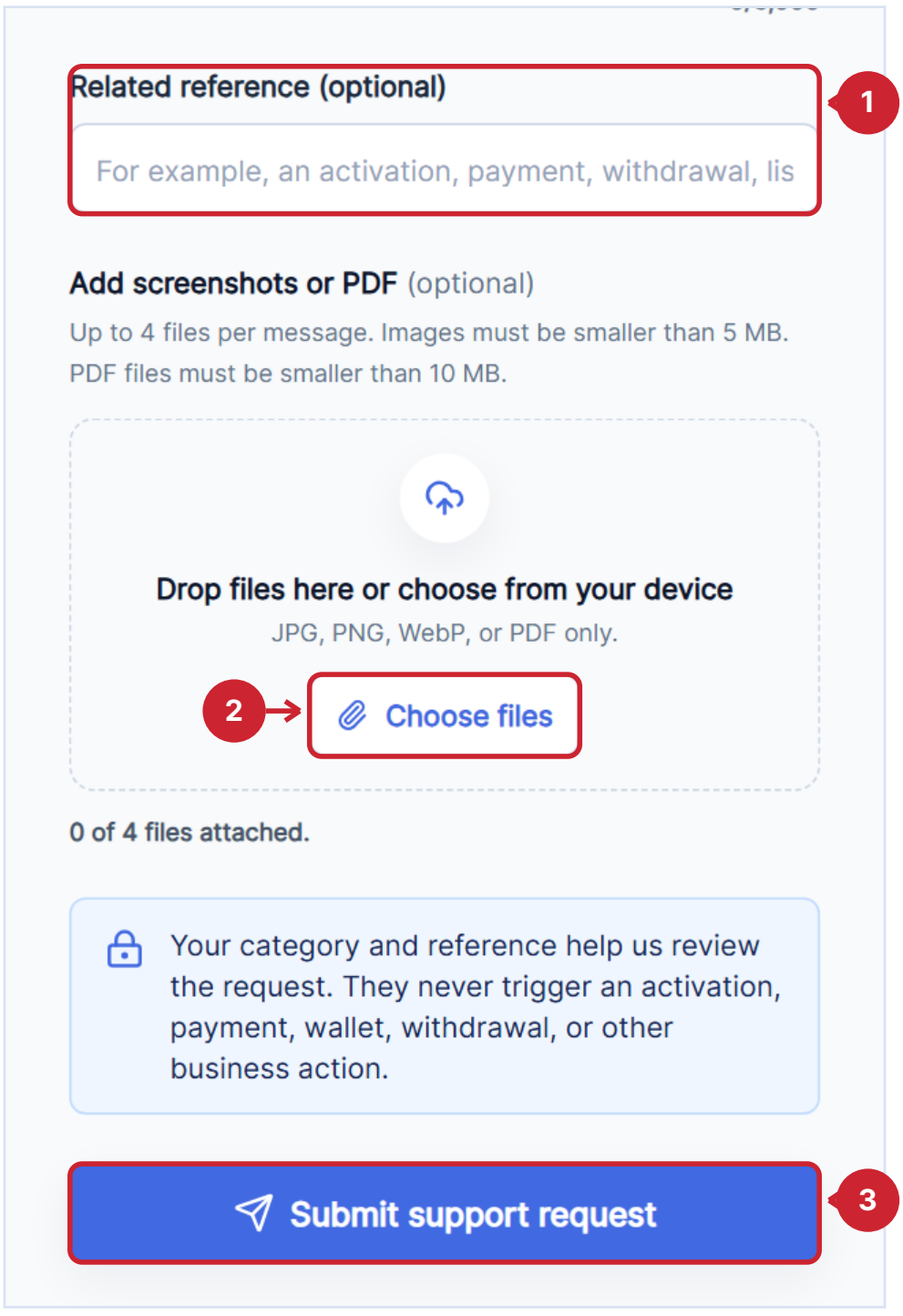
1. Choose Issue category
2. Check Account context
3. Enter Subject
4. Describe the issue

WHAT HAPPENS NEXT / SAFETY

Never include passwords, OTPs, transaction PINs, activation PINs, or full bank details.

+ / Submit and follow support

Add a related reference or safe attachment only if useful.



1. Add a related reference if available
2. Choose optional files
3. Tap Submit support request

WHAT HAPPENS NEXT / SAFETY

After submission, use the support request reference and its status to follow replies. No ticket was created for this guide.