# MPG e-Wallet Setup Instructions – 4 Dec. 24

# Connecting MPG with your Bank for Transfers

Start in your Back Office Home Page.

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| To start the set up of your e-Wallet  Go to your Back Office Home Page.  Locate the MPG E-Wallet widget icon and click the go to details button.  *If the button does not work you might have to allow the POP-UP WINDOW option in your browser settings or use a different browser.* |  |
| For some ppl: Two Factor Authentication  Depending on settings you may be asked for Two Factor authentication: |  |
| You will be asked to set up a new password. Please write down the password and keep it in a secure place.  Notes:  Two factor email if needed will be sent is to the email address provided to the phix company.  Email is from: ‘Paymenture’  https://mpg.paymenture.com/dashboard | A screenshot of a login page  Description automatically generated |
| Your wallet account won’t be created until you have received your first commission payment, but you can set up your crypto or bank account you want your payments to be transferred to. |  |
| To set up your bank account for transfers out of your wallet go to BANKS logo / tab. |  |
| **Bank Account**  On the BANKS tab.  Enter  **Account Holder Name**  and select:  **Destination Bank Country:**  (drop down list)  **Currency:** $ etc (Auto fills)  **Method of Payment: Wire or iACH**  Choose iACH ($3 transfer fee) or WIRE ($15 transfer fee). It’s recommended to use iACH. Click NEXT |  |
| **Personal Address**  Enter your personal address. PO Box is not allowed. Click NEXT. | Enter your personal address. PO Box is not allowed. |
| **Bank Accounts Screen**  Connect Bank 1.  In ABA/Routing number, bank name/address window type your BSB number (without the dash) and click the search icon.  Your bank name should appear, if it’s correct Select the bank branch.  (Type in the BSB number)  Press SELECT |  |
| **Bank Accounts Screen**  **2. Bank Search Screen**  **Confirm your account number (iACH)**  **Re-enter in next box**  **Press NEXT** |  |
| **Bank Accounts Screen**  **3. Payment Confirmation Screen**  Enter your **email address**  Tick the box **Send Pay Tracker** if you want to receive email notifications about your transfer.  Add extra email accounts if you wish  **Tick the ‘I Confirm** ...’ box  **Press Submit** |  |
| **Bank is set up: You now have a confirmation screen showing details** | |

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| **To transfer money**  From your e-wallet to your bank account go to the WALLETS icon and tab. |  |
| You will see your e-wallet balance.  Scroll down past PSP Transfer |  |
| **Scroll down to BANK TRANSFER.**  Click  **To Account**: (drop down shows your banks(s))  **Amount**: type $ amount  **Fees:** show iACH ($3 transfer fee) or WIRE ($15 transfer fee).  **Total:** (to appear in your bank)  Click TRANSFER NOW |  |
| Confirmation Pop up |  |
| If you have Tow Factor set up  you will be asked for this step |  |
| The funds should appear in your bank account within a day or two. | Success Screen |
| SUPPORT:  Please note for any E-Wallet related issues contact E-Wallet SUPPORT team NOT the MPG main support. The team is accessible via the Support icon in the left-hand side menu.  Search FAQ or submit a ticket. |  |