

BYDZYNE

REGISTER WITH
I-PAYOUT &
TRANSFER FUNDS

USER GUIDE



WHAT IS I-PAYOUT?



To facilitate the withdrawal of your commission, ByDzyne is partnered with I-Payout; a full service third party international payout platform that accurately and expediently processes all payouts at your convenience through multiple options, while offering telephone and Live Chat customer service in multiple languages.



Once a Brand Ambassador has enrolled, an email will be sent from I-Payout on the Friday following their enrollment with instructions on how to set up an I-Payout e-wallet account one week after the 'Pay Period' closes.



Ensure you check your spam or junk folders in case the email was placed there. If you have not received an email from I-Payout within 24-48 hours, please log into your ByDzyne Back Office and submit a support ticket.

SET UP YOUR I-PAYOUT ACCOUNT

In the email you receive from i-Payout, there will be a link for you to click on in order to activate your account. Please make note of your **Customer ID** and **temporary password**, which you will use to log into your account. Your login Username is the exact same one as your ByDzyne account, and the temporary password can be changed in your I-Payout account once it is set up.

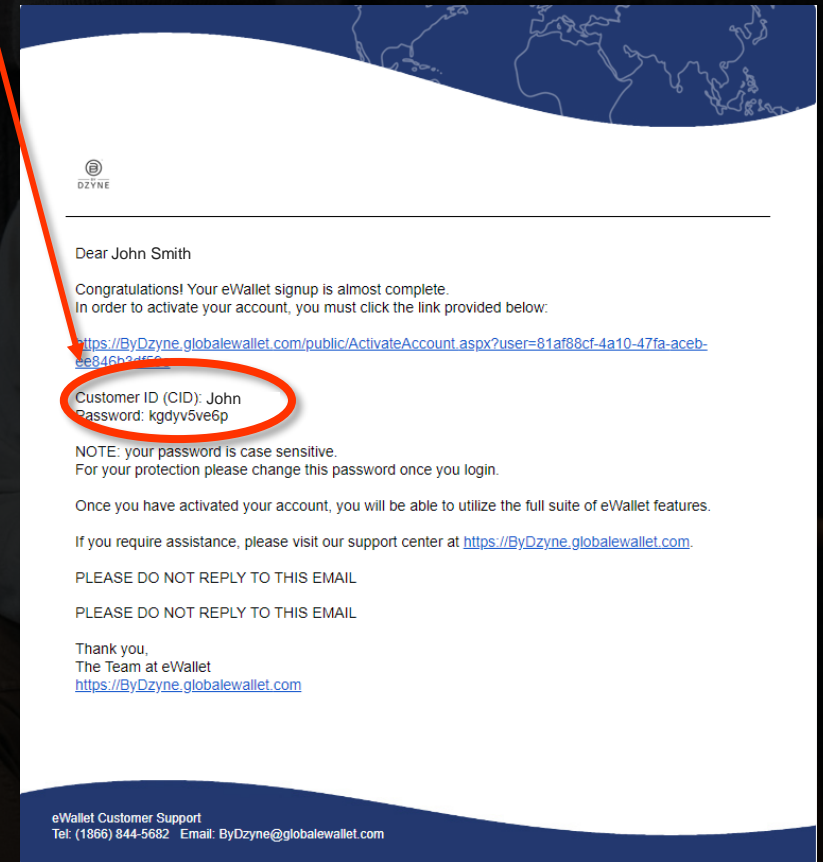
1.

Account Information

Once you are logged into your I-Payout account with the login credentials you received in your email, you will then be required to enter your account details. A video will be available as soon as you login to walk you through the setup process.

Please note:

You will be required to submit a Government issued picture ID for identity verification. You must enter the exact information in your account set up as it appears on your legal documents. Your name will be auto-populated from the ByDzyne system, therefore if your name does not match that of your legal documents please submit a support ticket via your Back Office to correct your name so that it matches your ID.



SET UP YOUR I-PAYOUT ACCOUNT

2.

Identification

For identification purposes, an accurate/correct form of ID needs to be entered or you will not be able to withdraw money. For the USA it will be your Social Security # (please enter it correctly as it will be verified) and for other countries it will be a passport number, driver's license, or government issued picture ID. Please be aware you will have to upload the same government issued picture ID for verification.

3.

Agreements

Verify that all the information that you entered is correct and that you agree to the terms and conditions. You can also view the I-Payout Fees at this time.

4.

Transaction Pins & Security questions

Your transaction PIN is an extra layer of security. Enter a transaction PIN (4-10 digits long) that you will remember as this PIN will be used to withdraw money and if you need to make changes to your account. You will also be asked to set up 3 different security questions which you can choose from multiple options.

SET UP YOUR I-PAYOUT ACCOUNT

5.

Uploading Government ID

Commissions cannot be withdrawn until you upload your Government issued picture ID and you will be requested to upload your ID document at this point. Please ensure that your ID is up-to-date/hasn't expired and that your name on your ByDzyne and I-Payout account matches the name on your ID.

For the USA, a government ID and Wg-form will be also be required. The Wg-form will pop up from the I-Payout system with your SSN and your name auto-populated. At the bottom of the form there will be a yellow box that you click on where you type your name to generate an electronic signature.

Once your ID has been approved by I-Payout (this could take anywhere from 3-4 business days) your account has now been fully registered, and you can begin to withdraw your commission.

Please be aware that you will not be able to withdraw funds from your e-wallet until your government issued picture ID has been verified. An email will be sent via I-Payout to verify. For any queries, please contact I-Payout directly.

TRANSFER MONEY FROM EWALLET TO I-PAYOUT

ByDzyne has set up a smooth and simple process to transfer commission from your BD Wallet into your I- Payout account. Your BD Wallet is located in your Back Office under 'My Account' > 'BD Wallet'

1. Once a cycle closes, there will be a minimum of 3 business days for processing cancellations or refunds. At the end of the 3rd business day, commissions will be locked and the BD wallet will be loaded with your qualified earnings on the same day.

Once the funds are available in your BD Wallet click on the 'Transfer To I-Payout' button to transfer your desired funds to your I-Payout e-Wallet account at your convenience.

Note: Funds transferred by Sunday 11:59 PM Pacific will show up in your I-Payout account in the current week.

The screenshot shows the ByDzyne BA mobile app interface. On the left, the user profile is displayed with the ByDzyne logo, name 'ByDzyne BA', title 'Brand Ambassador', and a 'Logout' button. Below this is a 'MY ACCOUNT' section with a dropdown arrow, containing 'Profile', 'Orders', and 'BD Wallet' (which is circled in red). An orange arrow points from the 'BD Wallet' option to the 'Transfer To' dropdown menu in the 'Make a transfer' section on the right. The 'Make a transfer' section shows a 'BD WALLET' balance of '\$2,983.90' and a 'Transfer To' dropdown menu with 'iPayout' selected (also circled in red). Below this is a note: 'Note: Funds transferred by Sunday 11:59 PM Pacific will show up in your I-Payout account by Wednesday the current week.' There is a 'Transfer Amount' input field with a '\$' symbol and a 'SUBMIT' button.

- If the BD Wallet or I-Payout dates falls on a weekend or holiday, the loading of wallets will be processed on the following business day. If the transfer request from BD Wallet to Global e-Wallet (I-Payout) is made after the Global e-Wallets have been loaded, then the transaction request will be batched with the transactions for the following week.
- Your BD Wallet and Global e-Wallet accounts may show a \$0 balance until funding occurs. BA must be a verified Global e-Wallet account holder to receive funds.

WITHDRAW FUNDS FROM I-PAYOUT

1. Click the 'Withdraw Funds' button and then choosing your preferred withdrawal method.

Once you initiate a withdrawal from your I-Payout e-Wallet account to your preferred payout method, the timeframe for that deposit will vary depending on your bank, country, and preferred payout method.

Payout options available:

USD check, Bitcoin, Gift Card, Bank Account, USD wire, amongst other options depending on your country.

At this time, reloadable I-Payout debit cards are available for purchase and use. In the USA the debit card is VISA, and all International debit cards are MasterCard.

The screenshot displays the I-Payout mobile application interface. At the top, there are three main action buttons: 'Withdraw Funds' (circled in red), 'My Account', and 'Order Prepaid Card'. Below these, the 'Total Balance' is shown as '\$0.00'. A banner for the eWallet mobile application is visible, with 'NOW' in large letters and a call to action to 'Download mobile application' on the App Store and Google Play. A navigation bar shows 'Transactions', 'Processing' (with a '0' notification), and 'Voided'. Below the navigation bar, a table header is visible with columns for 'Date', 'Transaction', and 'Amount'. The main content area is titled 'Withdraw Funds' and shows the 'Total Balance' as '\$0.00'. Under 'Other Withdrawal Options', there are buttons for 'Request Check', 'Bitcoin', and 'Gift Card'. Below that, 'Add New Profile to Withdraw Funds' includes buttons for 'Bank Account', 'Wire Profile', and 'Order a Prepaid Card'. At the bottom, there is an 'Other Options' section with a notification for 'Auto Withdrawal: Active Change'.

COMMISSION PAYOUT SCHEDULE

Each month is split into 2 Pay Cycles (PC):

First Pay Cycle (PC1) starts on the **1st** of every calendar month at 12:00 AM (00:00) Pacific and ends on the **15th** day of the calendar month at 11:59 PM (23:59) Pacific.

Second Pay Cycle (PC2) starts on the **16th** of every calendar month at 12:00 AM (00:00) Pacific and ends on the **last day** of the calendar month at 11:59 (23:59) Pacific.

Cycle Closes

Every 15th & last day of the month

Once a cycle closes (15th or the last day of the month), there will be a minimum of 3 business days for processing 'others', cancellations, or refunds.

Cycle Locks & BD Wallets loaded

10th & 25th of every month*

At the end of the 10th and 25th of every month, commissions will be locked and the BD wallet will be loaded with your qualified earnings on the same day.

iPayout eWallet or TransferWise loaded

Within 48 hours from request

Your iPayout eWallet or TransferWise will be loaded from your BD Wallet within 48 hours of your fund transfer request.

Example for January 2021 (MONTH 1)	
1 st Pay Cycle of the month JAN 1 – JAN 15	PC1A-2021
2 nd Pay Cycle of the month JAN 16 – JAN 31	PC1B-2021
Cycles get reset every year	

* For Thailand BAs please make sure to complete your Bank Account info under 'Bank Info' in the BD Wallet section by the 10th and 25th of the month. Please note that commissions will be transferred only once every cycle.

***IMPORTANT NOTE:**

If the BD Wallet or iPayout loading dates falls on a weekend or holiday, the loading of wallets will be processed on the following business day. Note: Your BD Wallet and Global eWallet accounts may show a \$0 balance until funding occurs. BA must be a verified Global eWallet account holder to receive funds.