



## FLEXPAY GUIDE TO ADDING COMPANIES

Tungsten FlexPay Inc.

Version 1.0

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## DOCUMENT PROPERTIES

OWNER	ROLE	DATE CREATED
Niccoyan Charles	Customer Support Manager	15/01/2019

## VERSION CONTROL TABLE

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1.0.0	15/01/2019	Niccoyan Charles	Initial Release



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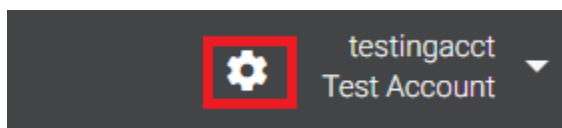
## INTRODUCTION

An integral part of setting up your FlexPay account is adding your companies, campaigns and brands. If your account is setup, you can proceed to add your companies associated with the account. This is the next step is setting up your FlexPay.

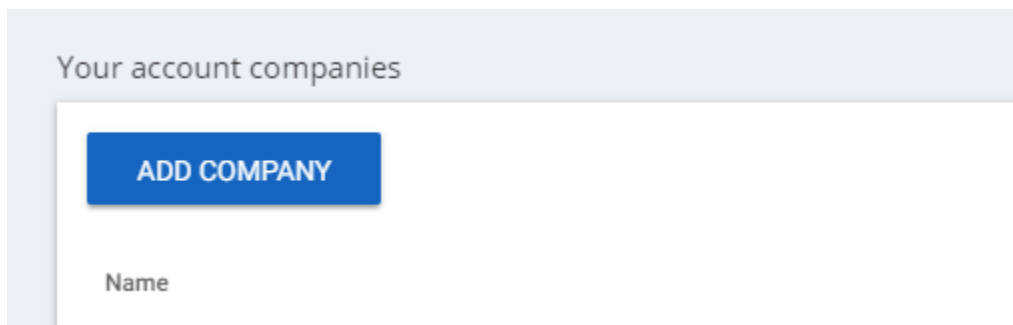
Go ahead give it a try!

## ADDING COMPANY

**Step 1:** Log into your account and click on the white setting cog button to the top right of the page.



**Step 2:** Click on the "Companies" tab on the on the Account Settings page. From here you can add as many companies, brands, campaigns or product name by clicking the blue add company button.





**Step 3:** To add a company, choose the name of the company followed by a company code which will be an identifier that appears on your FlexPay accounts.

The company code can only contain alphanumeric characters (letters and numbers) and not special characters (/, \*, #, @, etc.)

## Add a company

**COMPANY DETAILS**

Company name: \*

Company code: \*

If needed, you can also update/delete Companies by selecting the Light Grey Edit button.

Your account companies

[ADD COMPANY](#)

Name	Code	Modified	
Testing Company	Comp1	2018-10-10	

Rows per page: 10 1-10

Update

Delete