

How do I pay my vendors or employees from my CashBox?

Step 1: Log into your Cashbox Account in the upper right hand corner.



Step 2: From the Payments Tab, select the option “Send Payment”

The screenshot shows the CashBox interface. At the top, there's a header with the 'Genie' logo and 'CashBox Member to Member Payments Online'. Below this is a navigation bar with tabs: Load CashBox, Payments, Financial, Reports, Gateway, My Account, and Logout. The 'Payments' tab is active. Below the navigation bar, it shows 'CashBox 7273881380', 'Test-Account-Merchant', and a balance of '\$9.98'. A message says 'Hello Jonathan Imm. Your balance = \$9.98.' There's a watermark for 'GlobilityLink.com' and a URL 'www.GlobilityLink.com \$44-Too-Link'.

Step 3: From here you will enter the Genie Number or Cell Phone, Payment Amount, Reference Code (usually your Vendors Account Number or Employees Name and any Description may you need. Select Send.

The screenshot shows the 'SEND PAYMENT' form in the CashBox interface. The balance is now '\$7.45'. The form includes fields for 'Enter Genie Number / Cell-Phone' (with value 9993648831), 'Amount' (1.00), 'Reference Code' (Test P2P), and 'Description' (Test P2P Payment). A green 'Send' button is at the bottom. A message says 'Send payment from your CashBox (your payment will be processed as an electronic cash payment from your CashBox to another CashBox).' and 'Your CashBox balance = \$ 7.45 Available funds = \$ 7.45'. There's a watermark for 'GlobilityLink.com' and a URL 'www.GlobilityLink.com \$44-Too-Link'.

Step 4: You will receive a confirmation screen with the transaction ID and the cost of the transaction.

The screenshot shows the 'SEND PAYMENT' confirmation screen in the CashBox interface. The balance is now '\$6.45'. A red message says 'PAYMENT SENT: Your payment to Globility Link was sent - The CashCode for this payment is 092971. Net Amount = \$ 0.95.' Below this, it says 'Send payment from your CashBox (your payment will be processed as an electronic cash payment from your CashBox to another CashBox).' and 'Your CashBox balance = \$ 6.45 Available funds = \$ 6.45'. The form fields are the same as in Step 3. A green 'Send' button is at the bottom. There's a watermark for 'GlobilityLink.com' and a URL 'www.GlobilityLink.com \$44-Too-Link'.

Your transaction is completed (DO NOT HIT SEND AGAIN) if you see the confirmation details, you will send the same payment again!

You must repopulate the transaction details for the new transaction (unless you're sending the same payment twice).