

sBux



Web Merchant Registration Process

First steps

Verify your account

An email will be sent to the email address you registered with.

Click on link.
Enter your ID number

Receive your password

Note that this is your administrator password

View your account at celbux.appspot.com

Prepare for trading

Complete following steps to set up banking details.

The sBux agent will provide you with a poster to assist students to pay you.



National Student Financial Aid Scheme



Loggin in

Using Internet Explorer or a similar internet browser, go to the following URL:

<https://celbux.appspot.com>

Sign in using the cellphone number you registered with and the administrator password you received by email.

LOGIN:

Cellphone number or username:

Password:

Login

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Setting up your profile & updating your display name

After signing in, click on [More](#) Then click on [My profile](#)

You have successfully verified your account using your ID

This is your Login Name, not necessarily a number

Update this to your store name or trading name

Click update then go back to your profile

Verified:

A Verified:

Login name:

B 06789562165

Display name:

C FoodBux

D Update

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Creating your sales and supervisor passwords

After signing in, click on **More** Then click on **My Profile**

This is the administrator password you received via email. If you would like to change it to something more secure or easy to remember, type in the new password here.

The SALES PASSWORD should be different to the administrator password. Your cashiers will use this password in order to process sales without being able to view account information.

Enter a SUPERVISOR PASSWORD. This should be different to the admin or sales password. You will use this account to process reversals and cash outs.

Click update then go back to your profile.

The image shows a laptop screen with a password creation form. The form has four input fields and one button, each labeled with a letter in a circle:

- A**: Password: [input field]
- B**: Sales password: [input field]
- C**: Supervisor password: [input field]
- D**: [Update button]

Four orange arrows point from the text instructions on the left to each of these elements on the screen.

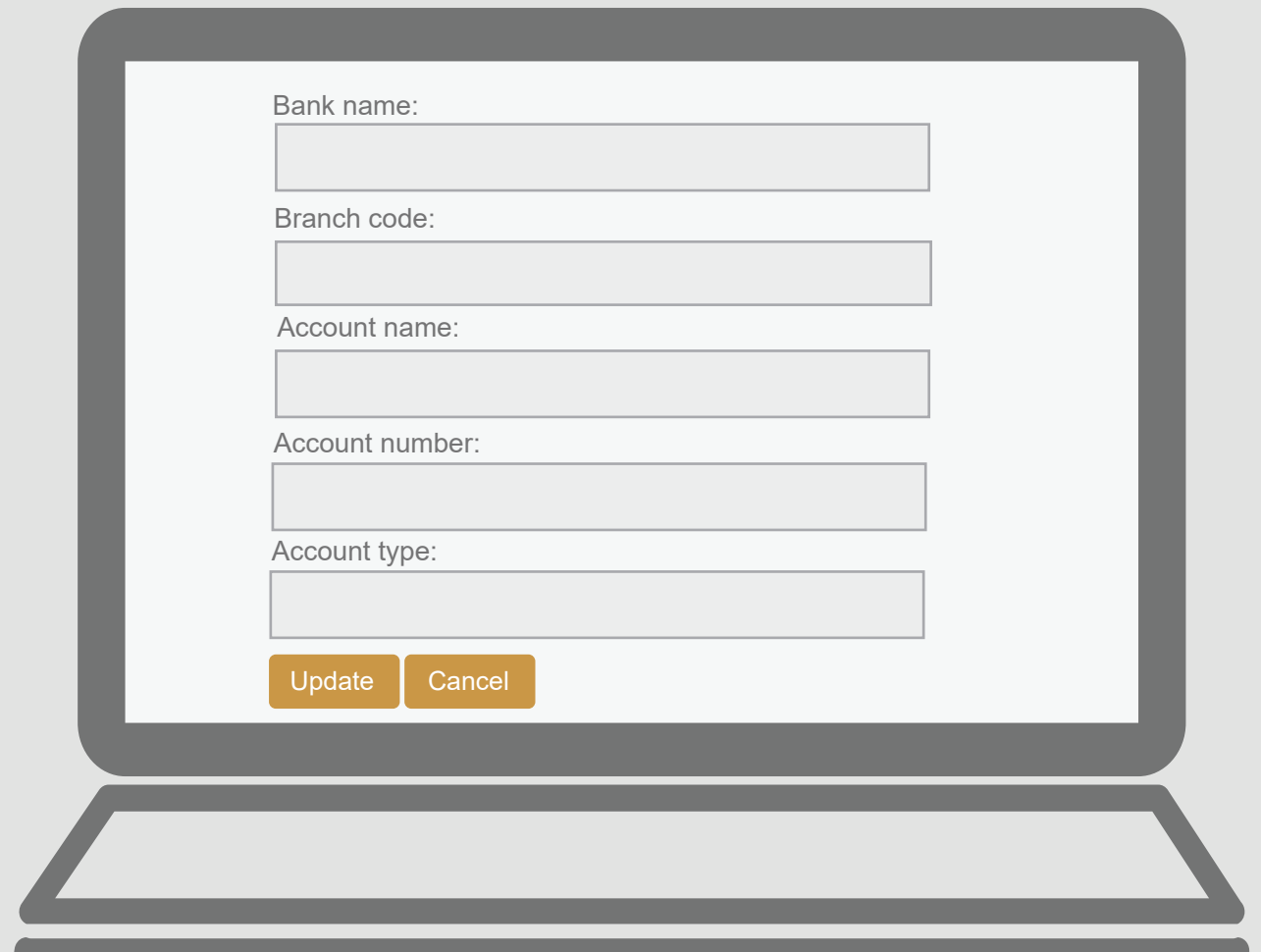
4

Updating your bank details

Please enter your banking information.

Note that:

- The banking information you enter must at all times match the information in the Bank Form you submitted with your application in order for you to receive payments.
- NSFAS staff do not have access to amend or add banking information. This lies solely with the administrator of the account.



Bank name:

Branch code:

Account name:

Account number:

Account type:

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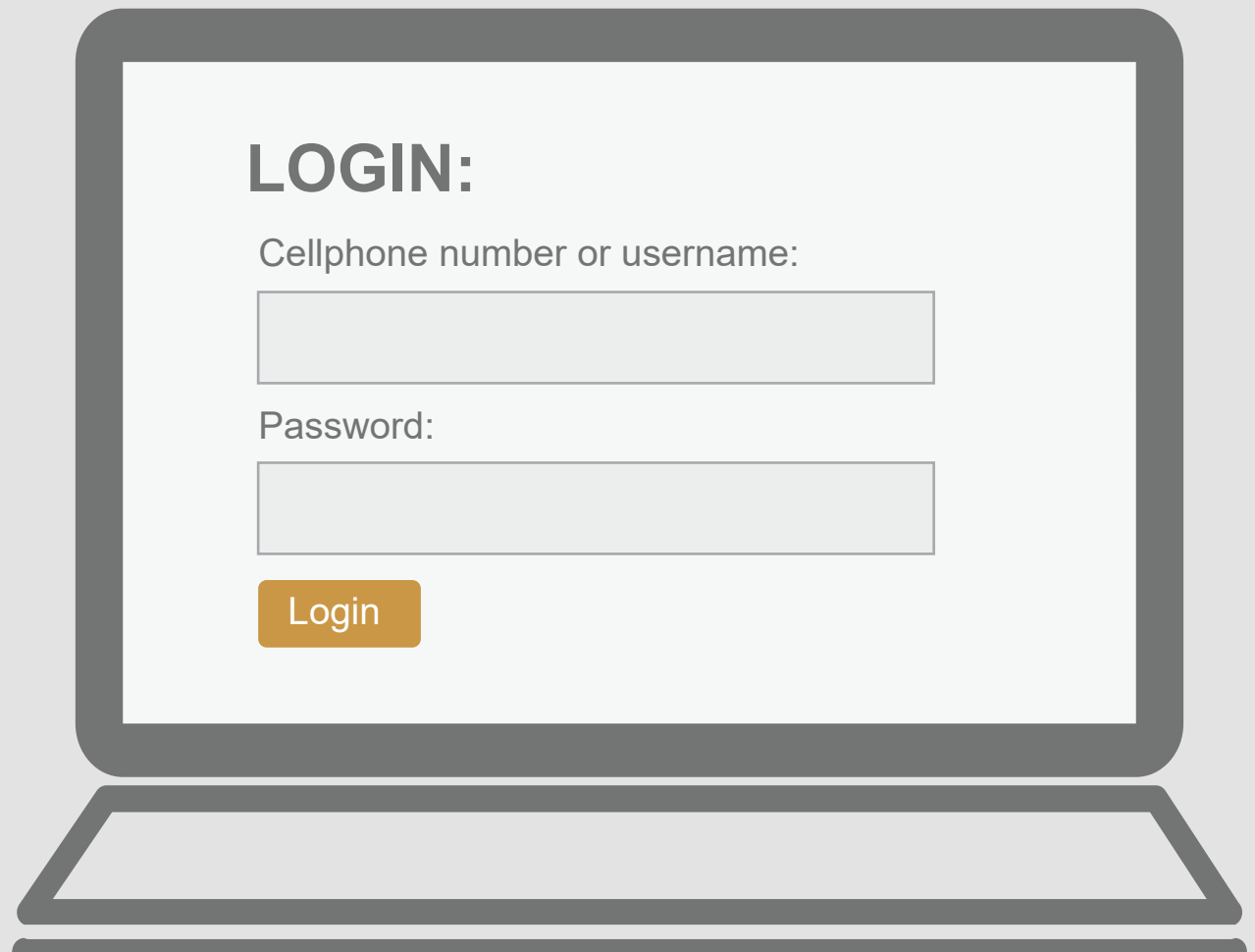
Taking payment

Using Internet Explorer or a similar internet browser, go to the following URL:

<https://celbux.appspot.com>

Sign in using the USERNAME you registered with and the SALES PASSWORD you created earlier.

Or click on the link provided via email (which included your password).



LOGIN:

Cellphone number or username:

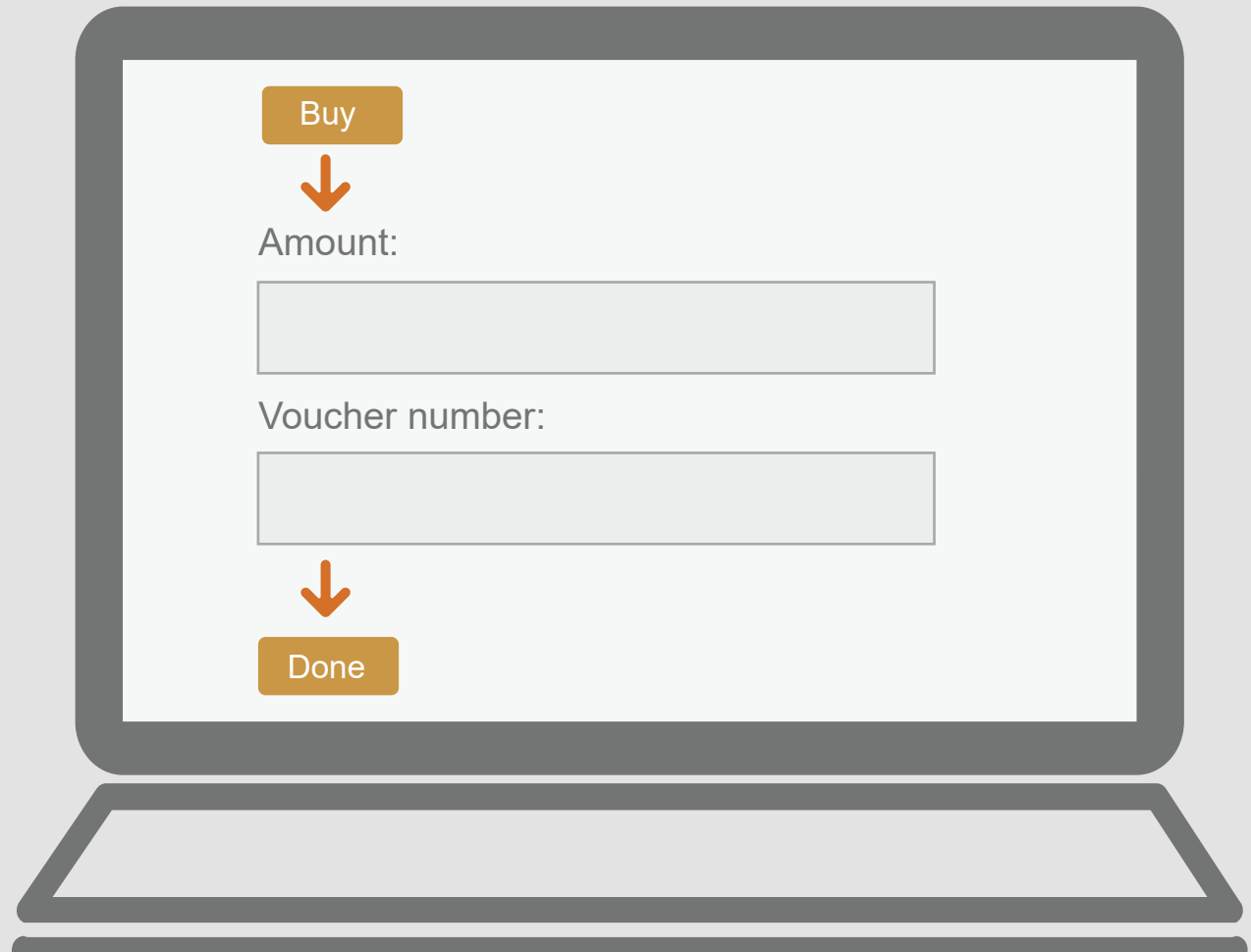
Password:

Login

Student

- Using the cellphone, dial ***134*176#**
- Enter password
- Select Option 3 to see voucher number.
- Give merchant the voucher number.

Please note that students are not allowed to convert their vouchers to cash. Merchants are not allowed to assist students to get cash from their vouchers. For example, even though a student may have a voucher of R9000, if the amount due is for R5000, he/she should only pay you the R5000. We have blacklisted other merchants without payment for these types of actions that contravenes their sBux Terms and Conditions. Students found in breach of their Terms and Conditions can also face their allowances and/or bursaries being revoked.



Support Documentation

Your Agent will send you:

- ✓ The MERCHANT USER GUIDE which will assist you
- ✓ Your MERCHANT POSTER which you will need to display at your till points. This poster will provide the student with step-by-step instructions on how to process payment at your store.

For further assistance, please call your Agent or call the NSFAS Contact Centre:

08600 NSFAS
0860 067 327

between 8:00am - 5:00pm

Email us: sbux@nsfas.org.za
or visit our website: www.nsfas.org.za



NSFAS

National Student Financial Aid Scheme