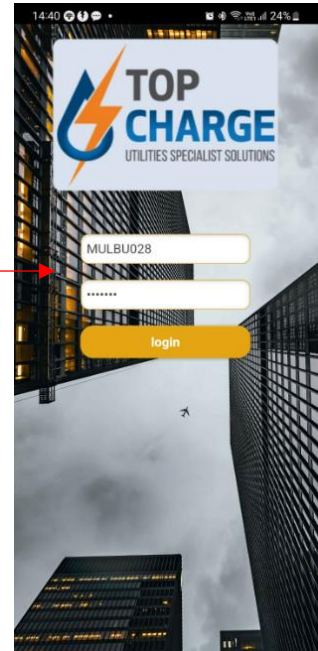
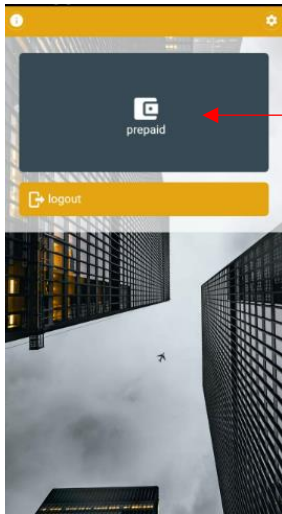


How to check your monthly Charges Loaded OR Paid: Prepaid Metering

➤ **Step 1:**

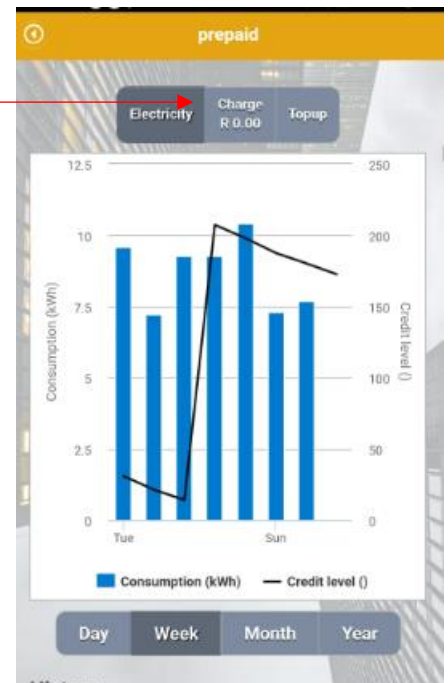
- Use your personalized Login Detail and log in.

➤ **Step 2: Click on the Prepaid tab**



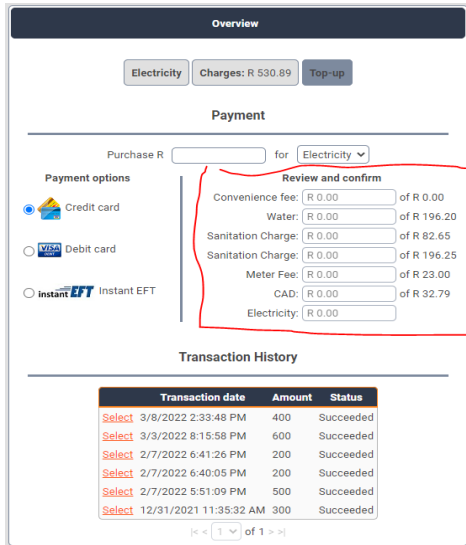
➤ **Step 3:**

- Check Charges tab in the top middle of graph.
- Should this tab be on R0. There are no charges outstanding.
- When there is an amount in this 'Charges' tab, this is the amount payable for monthly charges such as water and sanitation.



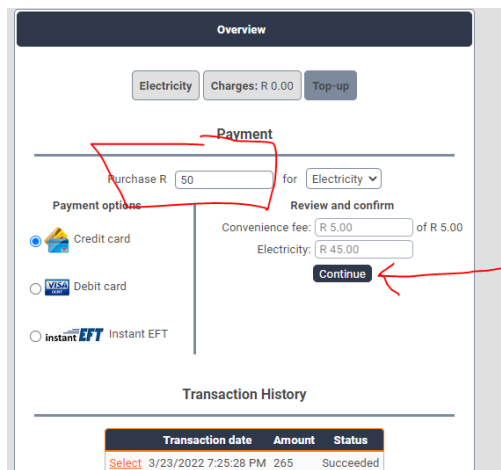
➤ **Step 4:**

- To settle the amount and see the charge breakdowns, click on the Top Up tab.
- A breakdown of charges will appear on your screen.



Transaction date	Amount	Status
Select 3/8/2022 2:33:48 PM	400	Succeeded
Select 3/3/2022 8:15:58 PM	600	Succeeded
Select 2/7/2022 6:41:26 PM	200	Succeeded
Select 2/7/2022 6:40:05 PM	200	Succeeded
Select 2/7/2022 5:51:09 PM	500	Succeeded
Select 12/31/2021 11:35:32 AM	300	Succeeded

- Chose Top Up amount, click 'Continue' and follow process.



Transaction date	Amount	Status
Select 3/23/2022 7:25:28 PM	265	Succeeded

➤ **Step 5:**

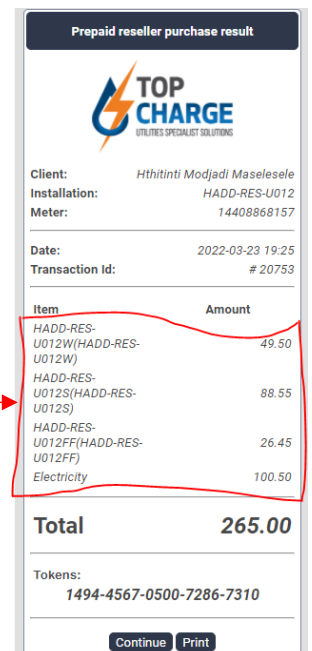
- After payment was done, the payment breakdown can be viewed through the transaction detail below the consumption chart. To view, click on 'Select' next to transaction, then 'View' at the bottom of the page. You will then be able to view the transaction, breaking down all cost and fees.

Transaction History

Transaction date	Amount	Status
Select 3/23/2022 7:25:28 PM	265	Succeeded
Select 3/23/2022 6:29:54 PM	100	Succeeded
Select 2/28/2022 1:17:38 PM	600	Succeeded
Select 2/16/2022 9:34:44 PM	50	Succeeded
Select 2/16/2022 9:28:06 PM	100	Succeeded
Select 2/16/2022 9:19:19 PM	200	Succeeded
Select 2/7/2022 9:21:51 AM	200	Succeeded
Select 2/4/2022 12:16:35 PM	50	Succeeded

View

Prepaid reseller purchase result



Item	Amount
HADD-RES-U012W(HADD-RES-U012W)	49.50
HADD-RES-U012S(HADD-RES-U012S)	88.55
HADD-RES-U012FF(HADD-RES-U012FF)	26.45
Electricity	100.50
Total	265.00

Tokens:
1494-4567-0500-7286-7310

Continue Print