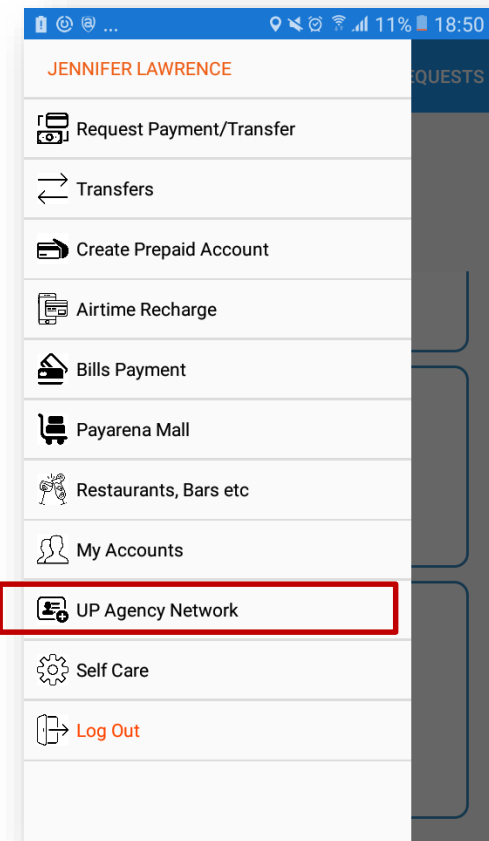


# UP AGENT REGISTRATION GUIDE

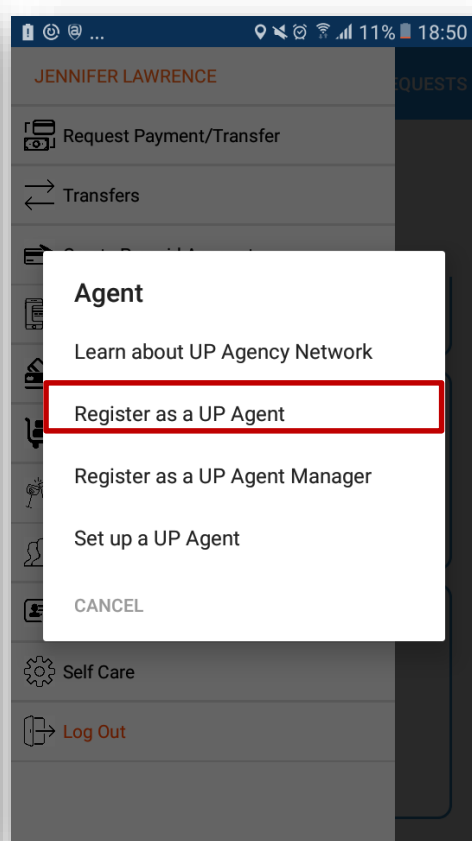
v. 1

1



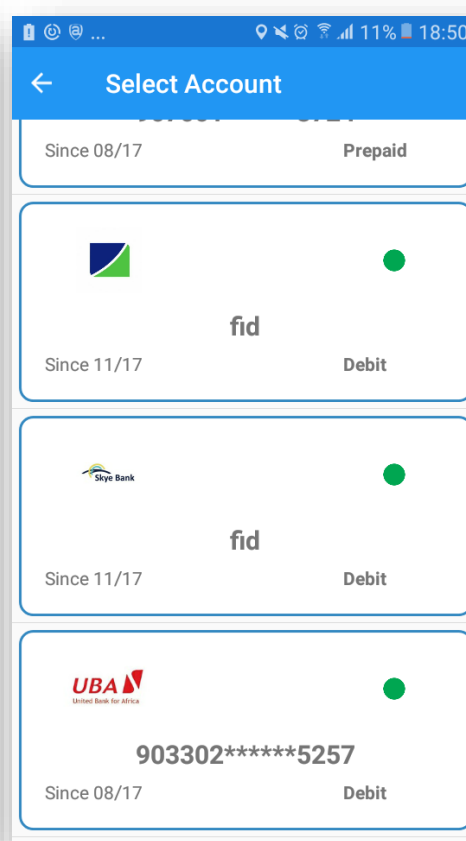
Select UP Agency Network

2



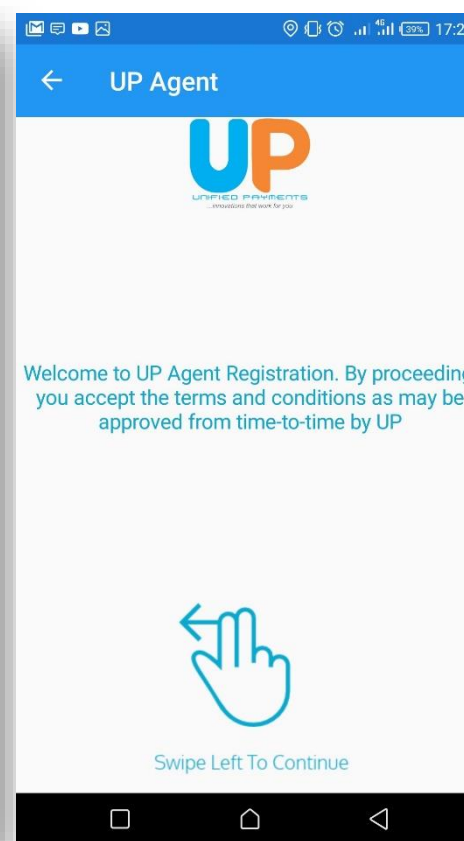
Select register as a UP Agent

3



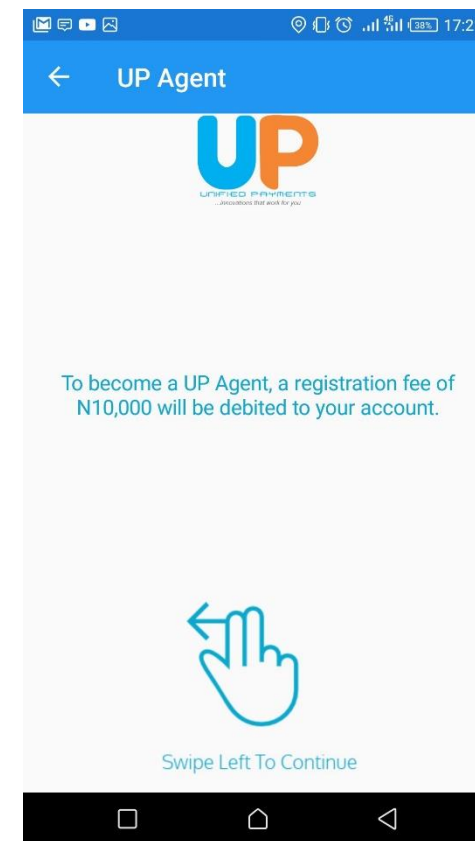
Select Account to debit for the registration fees and the funds to be transferred to your prepaid account

4



Swipe Left to view registration information

5



# register as a UP agent

6

Swipe Left to view registration information

7

Insert the Phone Number of the Agent Manager who referred you. Enter the amount to be transferred to your prepaid account and create your agency transactional pin.

8

Select the applicable State, LGA, town and address of place of Business operation

9

Enter account transaction PIN . This PIN should be for the source account from where you are transferring your registration fees and funding your prepaid account.

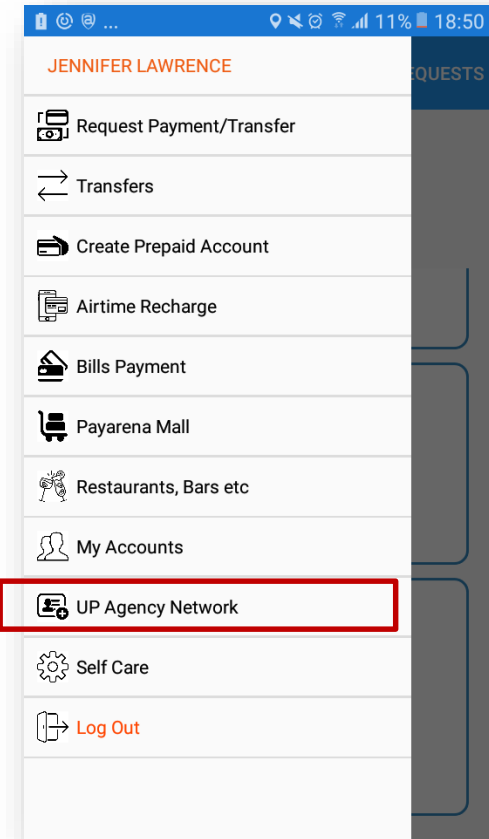
10

A UP AGENT account will be created and funded with transferred funds



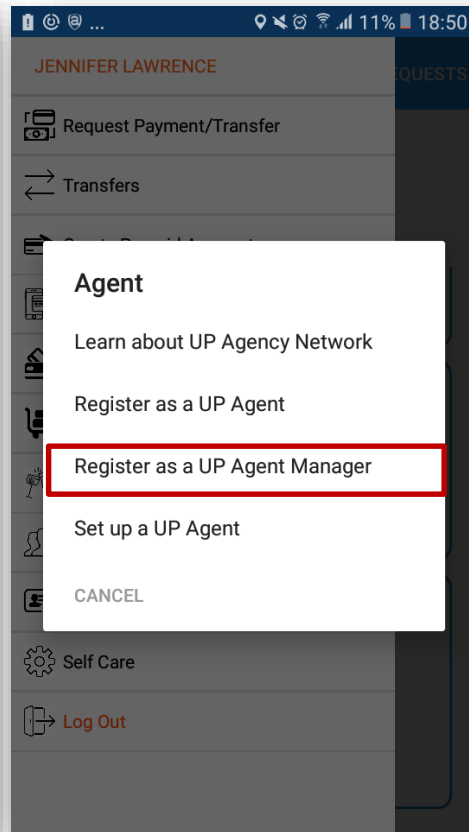
# ...register as a UP agent

1



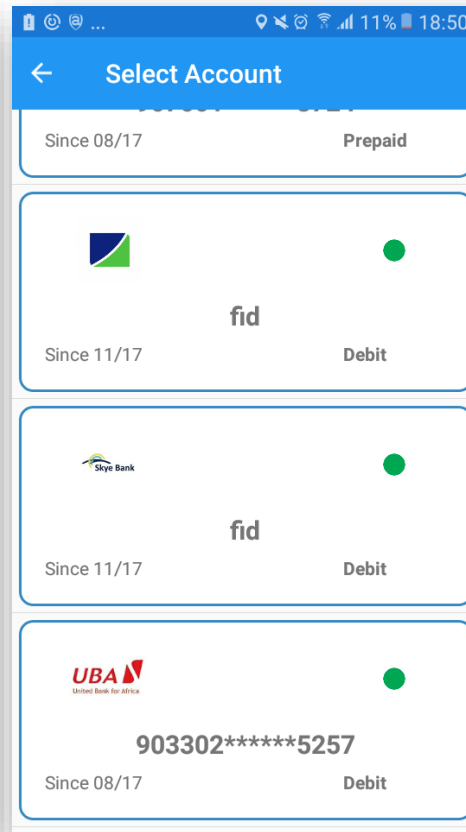
Select UP Agency  
Network

2



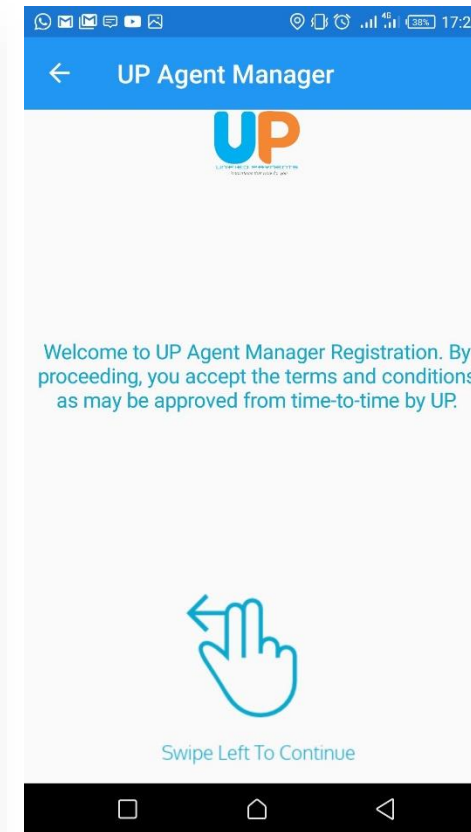
Select 'Register as a  
UP Agent Manager'

3



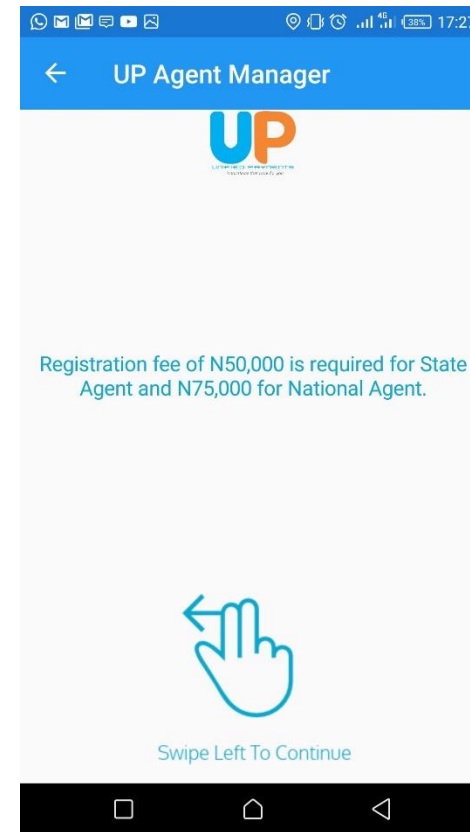
Select Account  
to debit for the registration  
fees .

4



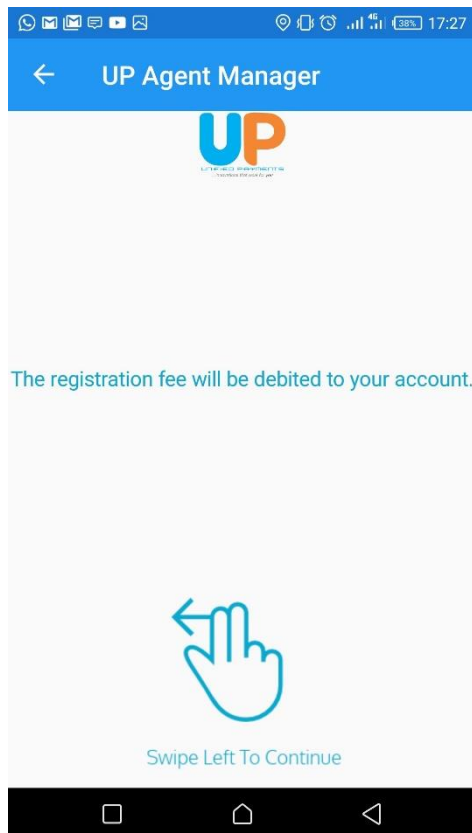
Swipe Left to view registration information

5



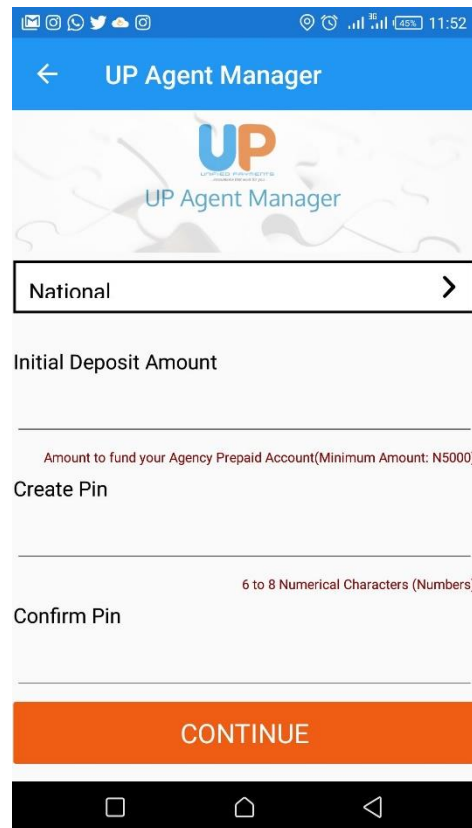
# register as a UP agent manager

6



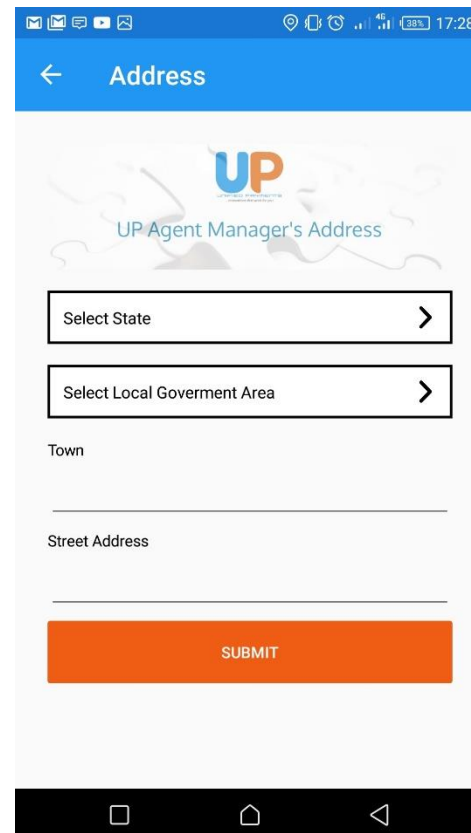
Swipe Left to view  
registration  
information

7



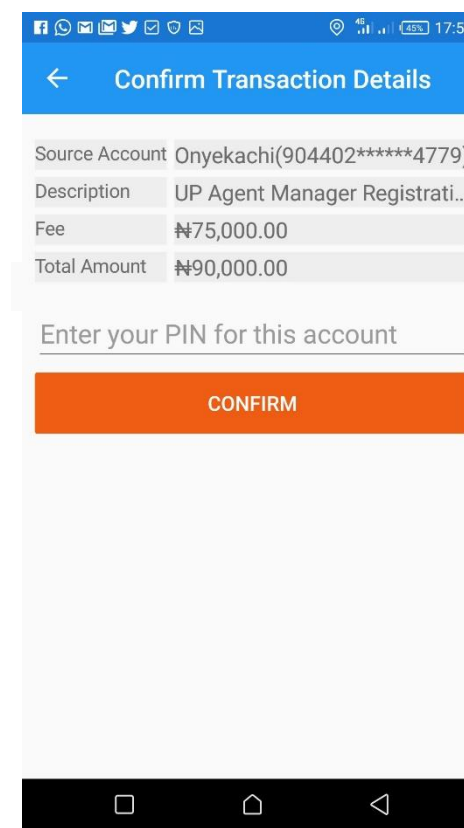
Select your operational  
Region and create  
Agent Manager PIN. The  
applicable fee  
is displayed for National  
or State

8



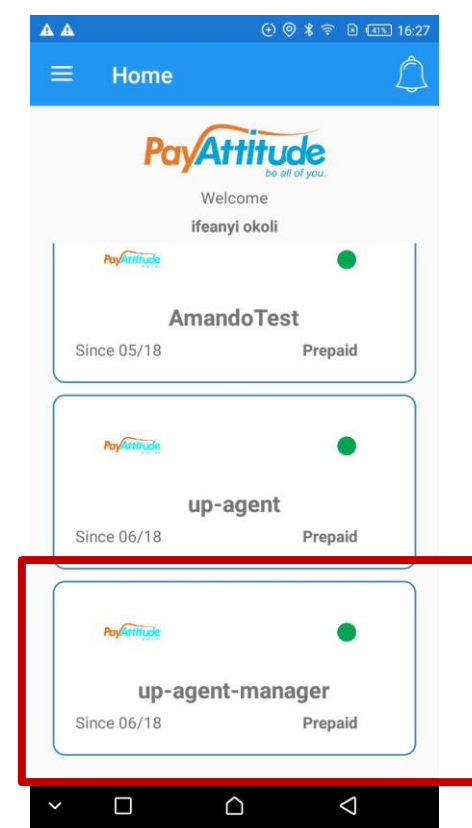
Enter Agent Manager's  
Business address details

9



Enter transaction PIN . This PIN  
should be for the source  
account from where you are  
paying your registration fees.

10

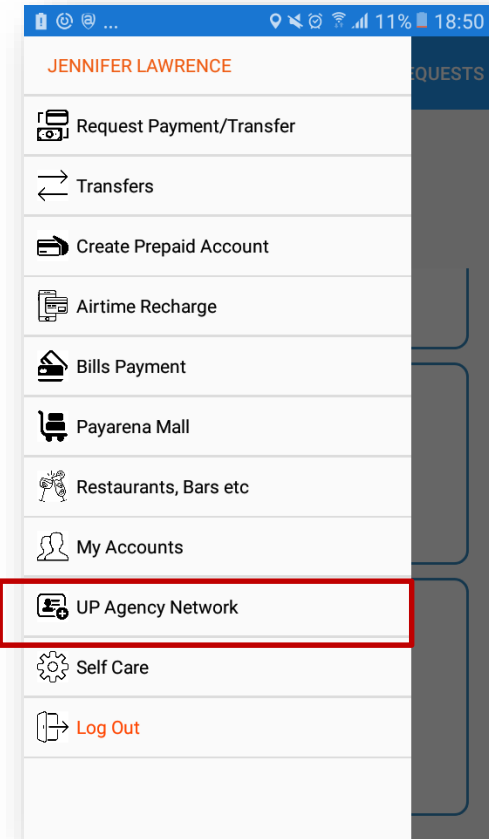


UP AGENT MANAGER  
prepaid account for  
commission receipt is  
created as above



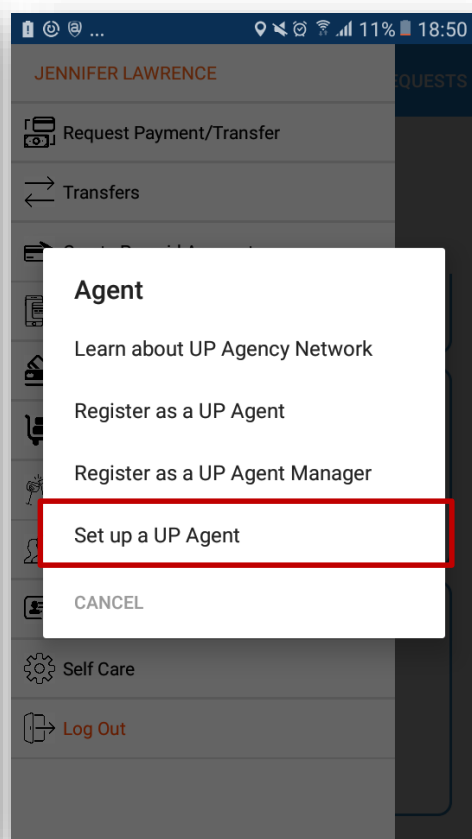
...register as a UP agent manager

1



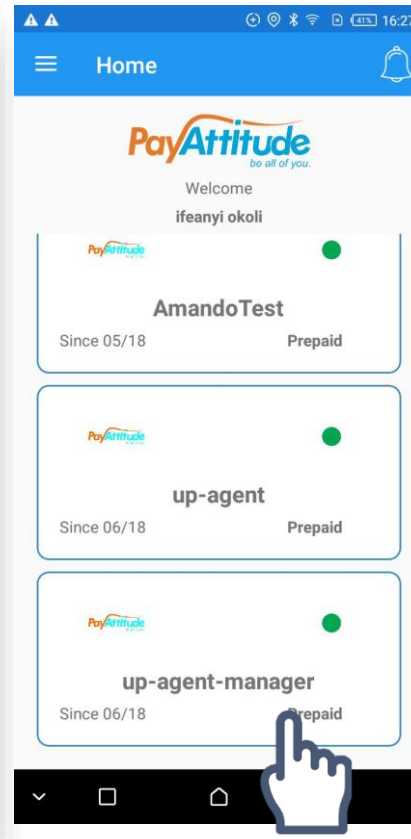
Select UP Agency Network

2



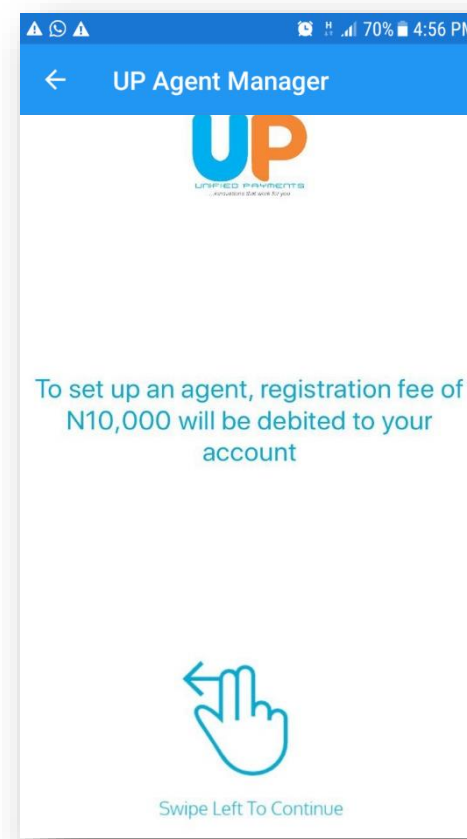
Select 'Set up a UP Agent' to register a new agent

3



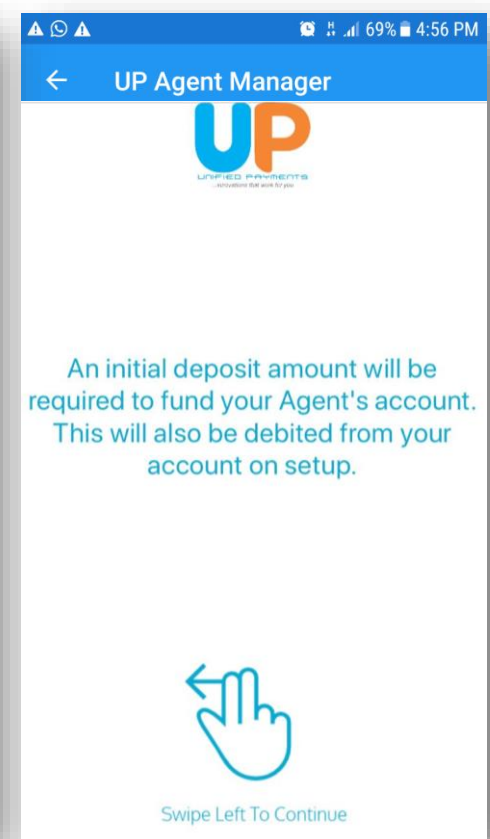
Select the UP AGENT MANAGER Account to debit for the registration fees and the funds to be transferred to your referred agent's prepaid account

4



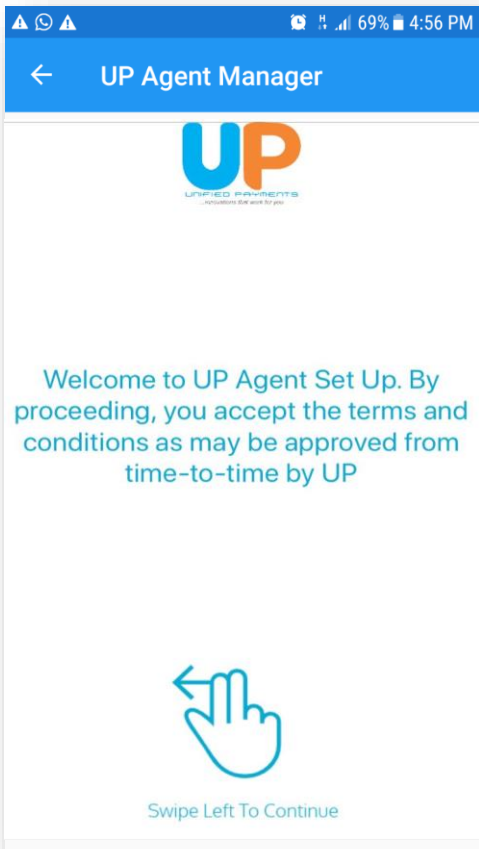
Swipe Left to view registration information

5



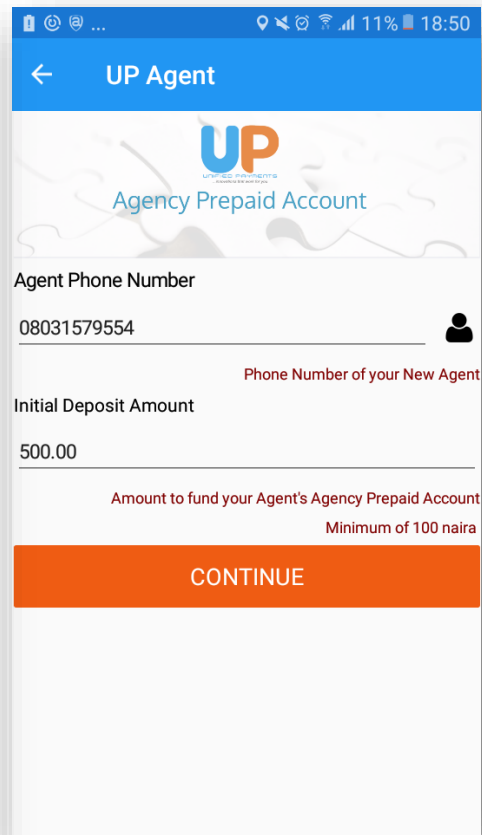
# set up a UP agent

6



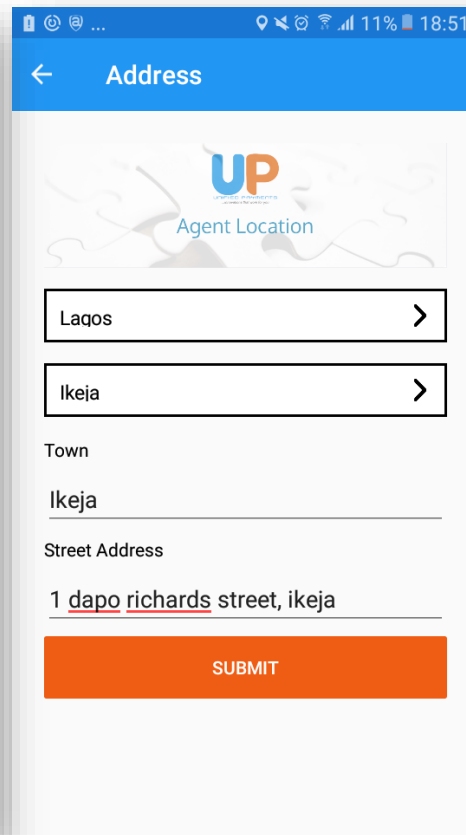
Swipe Left to view registration information

7



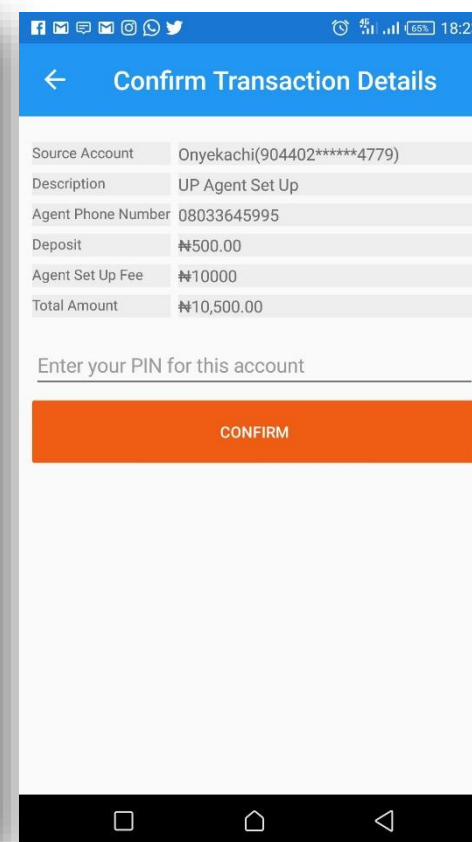
Enter your agent's phone Number and initial Prepaid account deposit amount

8



Select the agent's applicable State, LGA, town and address of place of Business operation

9



Enter transaction PIN for the UP Agent Manager prepaid account .

10

The UP Agent Manager account selected on 3 is debited and new UP Agent account is credited with the transaction amount

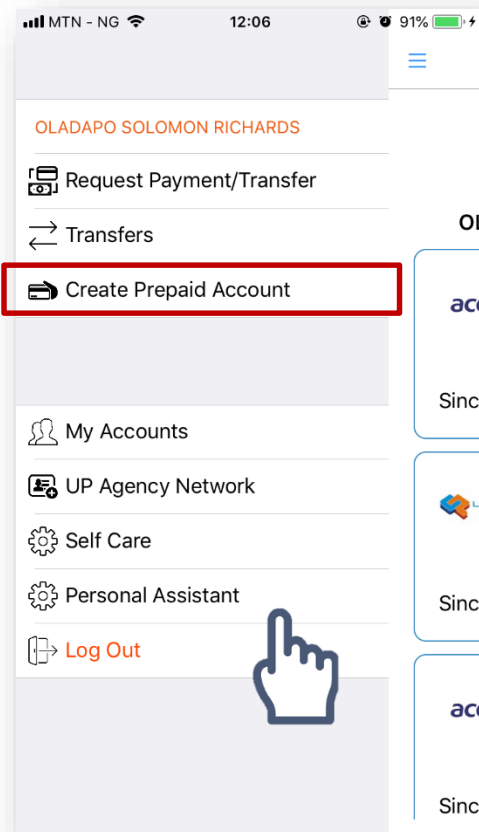
A notification will be sent to the newly registered agent to download the app and enroll with the same phone number.

UP AGENT Account is created

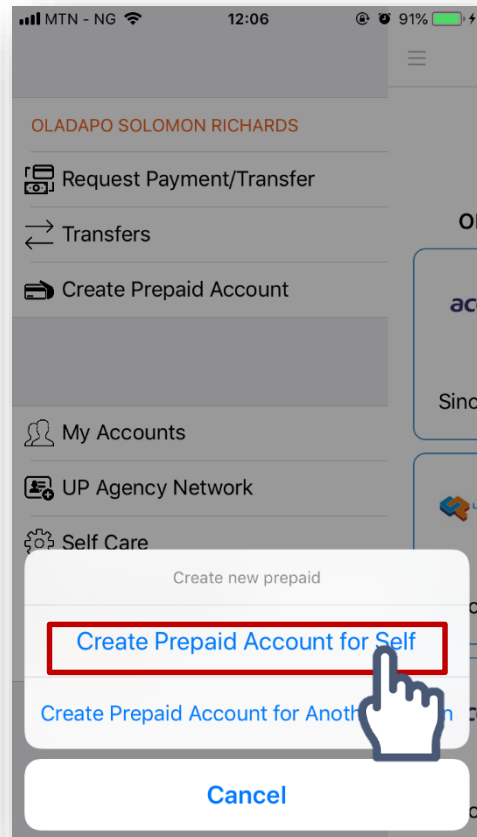


...set up a UP agent

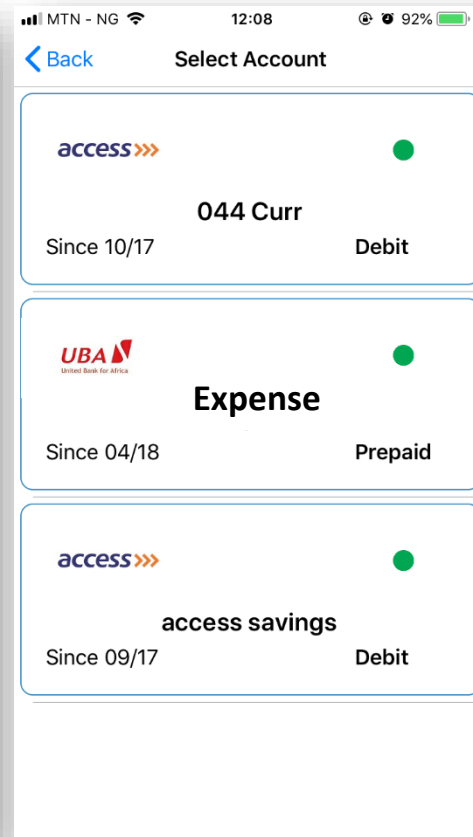
1



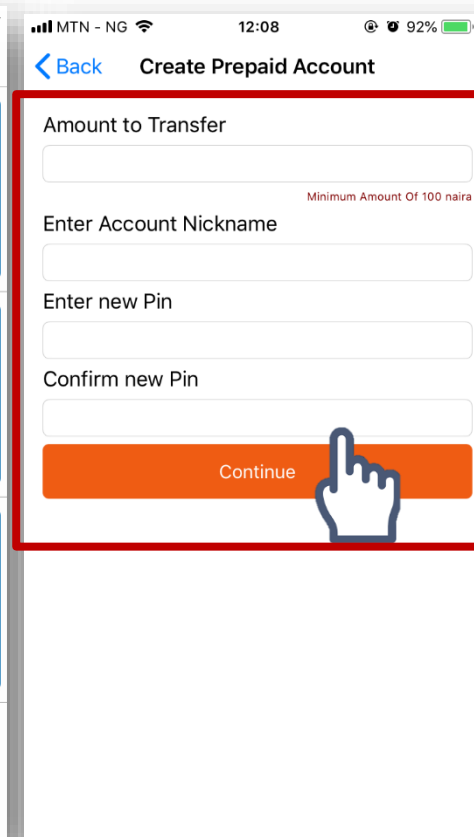
2



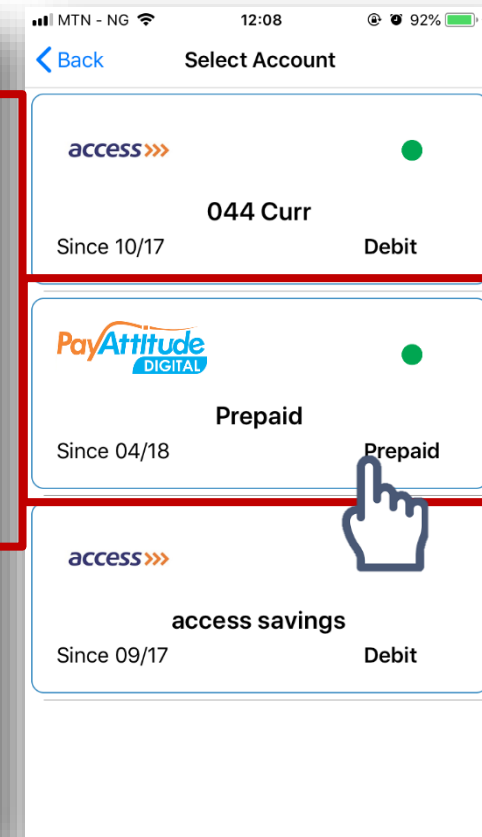
3



4



5



Select Create  
Prepaid Account

Select Create Prepaid  
Account for self

Select Account  
to debit for the funds to be  
transferred to your referred agent's  
prepaid account

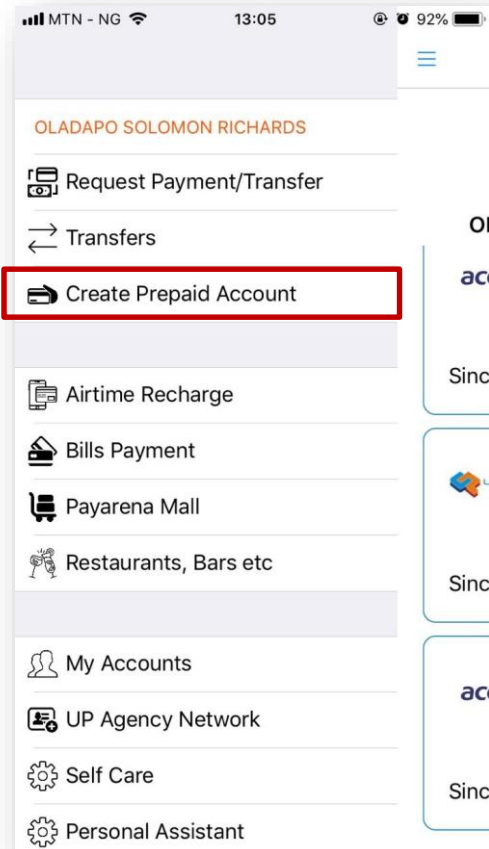
- Enter Amount to transfer to the new account
- Account Nickname and Account PIN

Prepaid Account is created



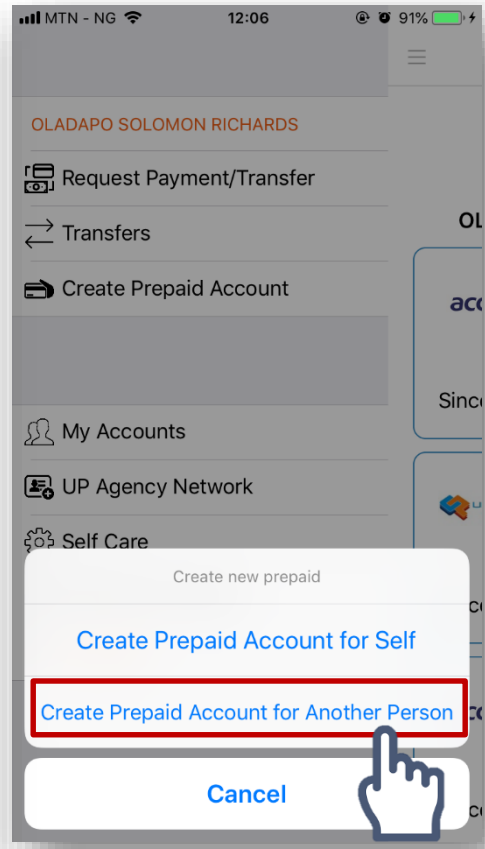
# create prepaid account for self

1



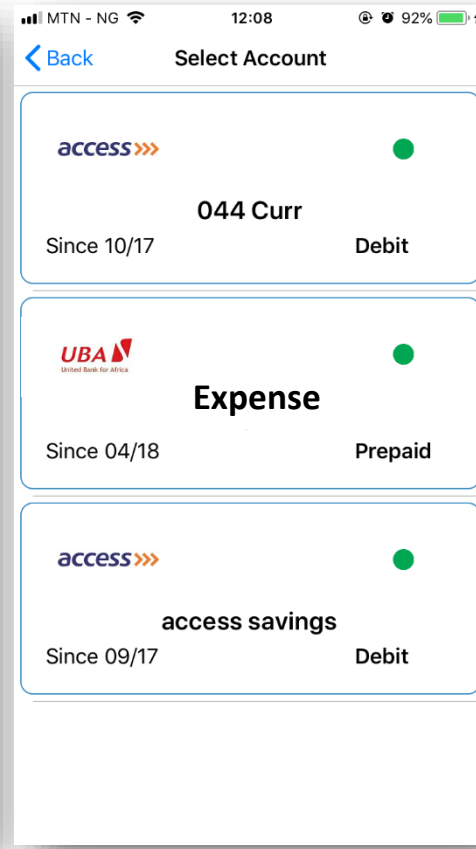
Select Create  
Prepaid Account

2



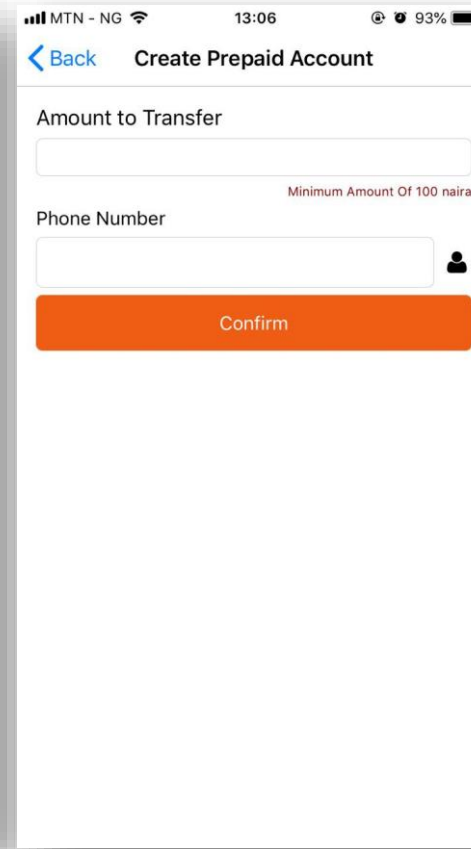
Select Create prepaid  
account for Another  
person

3



Select Account  
to debit for the funds to be  
transferred to you're the third party's  
prepaid account

4



Enter the amount to be  
transferred to the new  
account, Phone number of  
the 3<sup>rd</sup> party and confirm

5

The source account  
selected on 3 is  
debited and new  
prepaid account is  
credited with  
transaction amount

A notification will  
be sent to the  
customer to  
download app and  
enroll with the same  
phone number

Prepaid Account is created



# create a prepaid for 3<sup>rd</sup> Party

# THANK YOU

For Further clarifications please read through ur FAQs on Agency Network under Our Services tab on our website [www.up-ng.com](http://www.up-ng.com) or contact us on either 07008643433 or 01-2778930 . You can also send a mail to [helpdesk@up-ng.com](mailto:helpdesk@up-ng.com) or [agencynetwork@up-ng.com](mailto:agencynetwork@up-ng.com)

