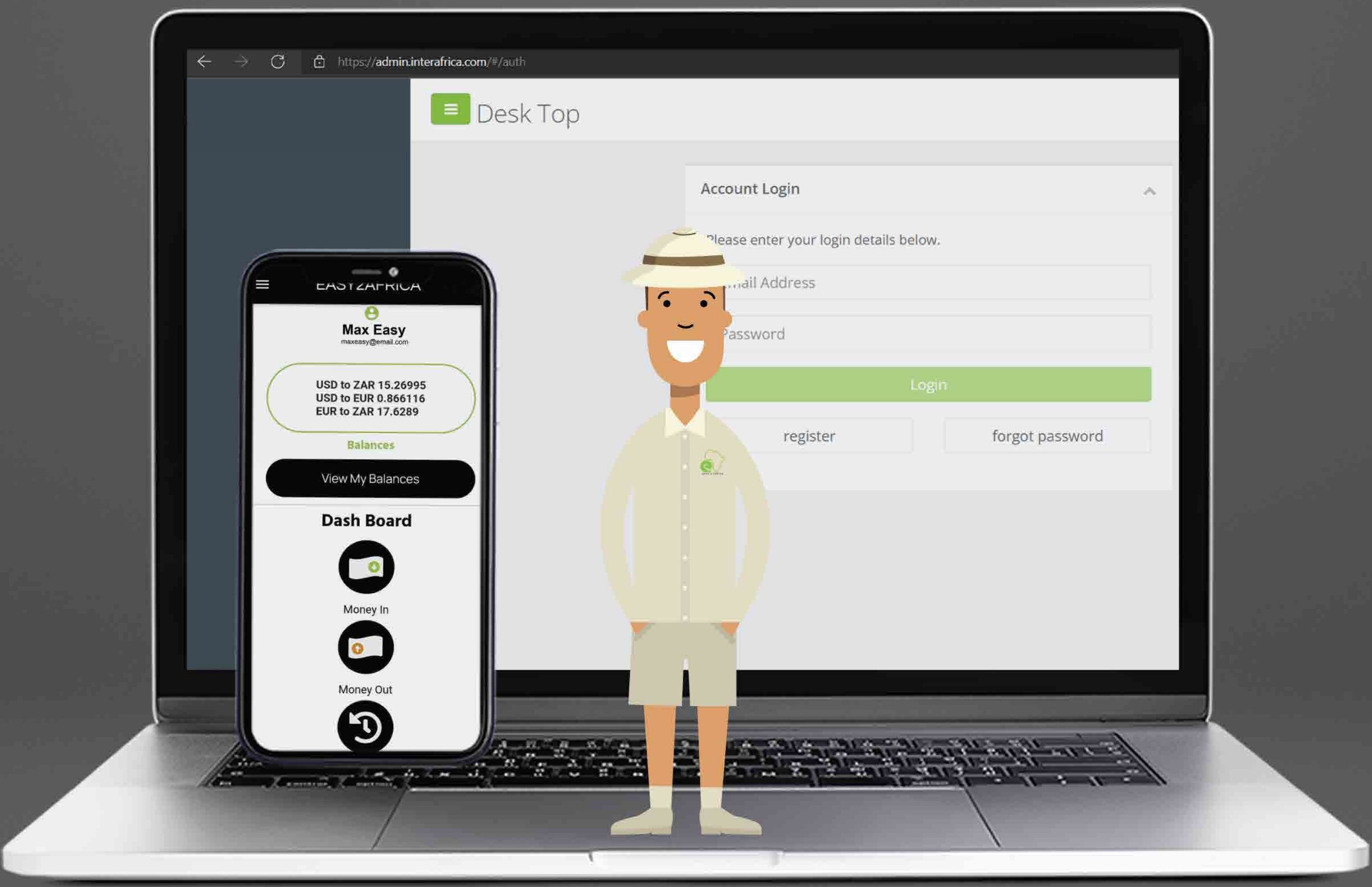
EASY 2 AFRICA



USER GUIDE

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About Us

ABOUT

Easy2Africa and its Business Partners have been operating in the travel and tourism industry for the past 18 years.

We are a premium provider of Safari Packages in Africa.

We can tailor custom expeditions and experiences based on your budget where you will find unique safari's, luxury weekends, and photographic journeys.

All of this can be planned from the comfort of your home whilst we arrange and facilitate everything on your behalf.

We have proven to many clients our aim and drive to exceed their expectations as well as our commitment to service.

This with our passion for Africa and the wonders therein has ensured that our clients have great and memorable experiences.

Easy2Africa Limited

Easy2Africa Limited is a European based company with its Head Office registered in Cyprus.

The company provides services and access to clients based in the European market.

Business Partners

Inter Africa Bureau De Change (Pty) Ltd

Inter Africa Bureau De Change is a registered company in South Africa and is licensed by the South African Reserve Bank to operate as an Authorized Dealer in Foreign Currency with Limited Authority (ADLA). The company has been operating since September 1999 and it has several branches all across South Africa.

Visit Website: https://www.interafrica.co.za

Inter Africa LLC (Pty) Ltd

Inter Africa LLC is an American - based company, registered in the state of Delaware. The company provides various marketing services across the United States and forms an integral part of the administration relating to the services that our company provides.

S.A.S (PTY) LTD

S.A.S (Pty) Ltd is an abbreviation for Southern Africa Safaris. The company is registered in Botswana and facilitates payments to and from various African Countries.

Contact Us

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Service Abilities

SERVICE ABILITY

Foreign Exchange

Nationwide Footprint

Establish 19 Years ago

Licensed by the
South African Reserve Bank

Branches at most
Popular Border Posts

Cash Passport

Rand Card

Telegraphic Transfers

Our Online Products

OFFICIAL WEBSITE

Visit Website: https://www.easy2africa.com

ADMIN WEBSITE | OUTFITTER ACCOUNT

Visit Website: https://admin.easy2africa.

Mobile App

EASY2AFRICA MOBILE APPLICATION

Our Mobile Application EASY2AFRICA
available for Android and Apple Users.

GET IT ON
Google Play

Download on the
App Store

What we can do for you

Receive payments in the USA and Europe
Your money stays International until needed.

View live exchange rates
Live rates linked to JSE 24/7

USD/Euro to ZAR account within 24 hours

Load payments

Pay beneficiaries
Payments to anyone, anywhere across the world.

Transaction history
View any of your transaction histories, no transaction will be deleted, **ever**.

PayPal payment option for payments via credit card
PayPal automatically charges 3% to the account.

Please note: Easy2Africa is the account holder and you own a "wallet" in this account.

Getting Started

Registration

QUICK, EASY, AND HASSLE-FREE

Step one

To use the Digital Platforms your company
must be registered.

What you need:

Documentation for the individual

Copy of your ID document.
Proof of residence.

Documentation for a company

Copy of your company documents.
Copies of all shareholder's ID documents.
Copies of proof of residence of each shareholder.

Please note: On receipt of required documents, you or your company will be registered and the next step will be the profile setup.

Getting Started

Creating an Account

Step two

After registration is approved, we will receive an e-mail.

Your Wallet will be activated as soon as all the documentation is received.

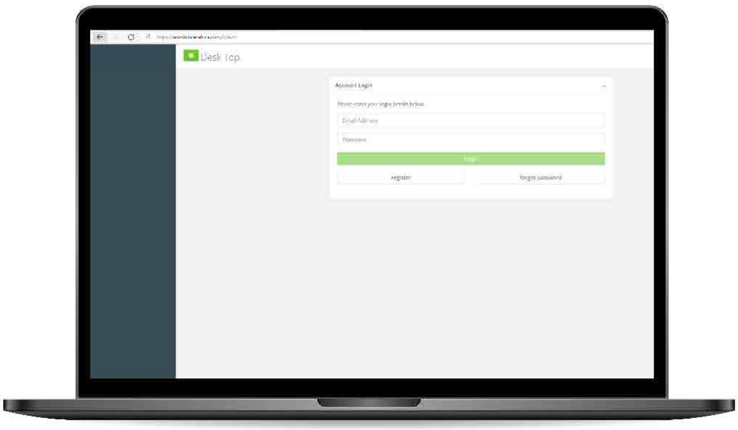
You can now log in and start enjoying the benefits.

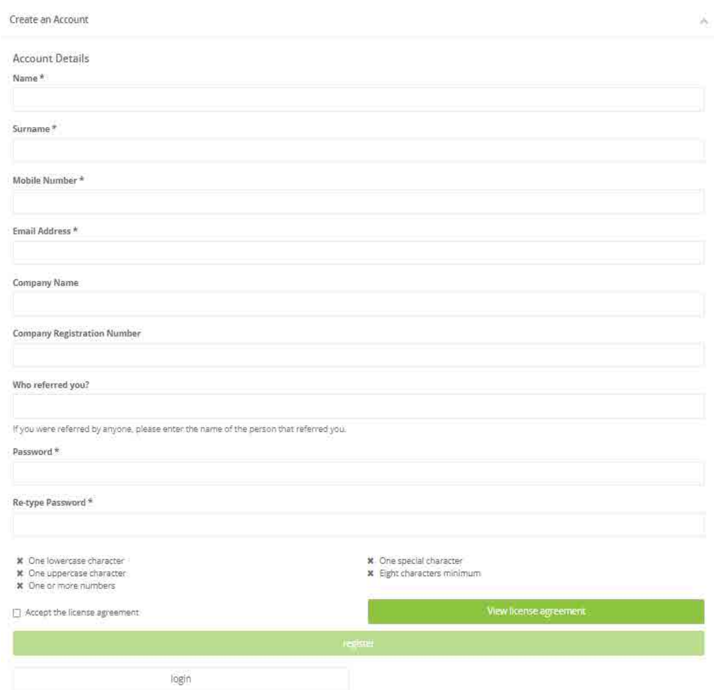
Website for login:

ADMIN WEBSITE | OUTFITTER ACCOUNT

Visit Website: https://admin.easy2africa.

Please Note: Registration of an account cannot be done via the Mobile Application, and will link back to the website.





Getting Started

Logging In - Forgot Password

Step three

You can now **log in to your account.**

Username:

The email address you used to create the account.

Password:

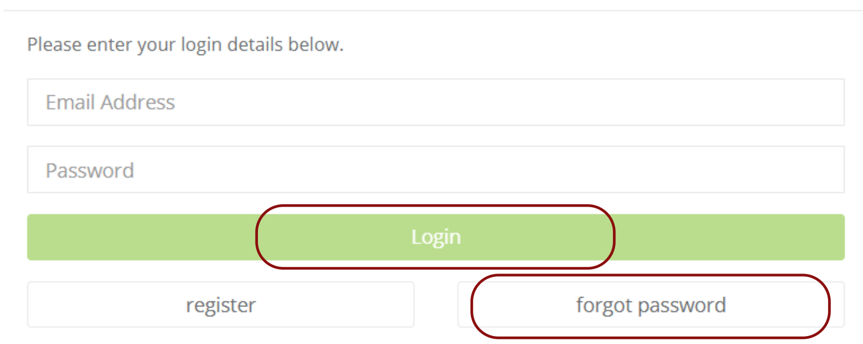
The password you created when you've created the account.

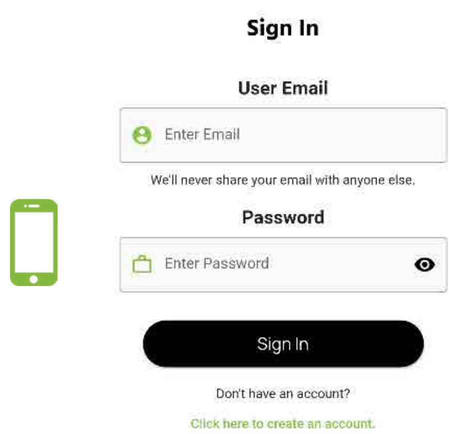
I forgot my password:

If you forget your login password, it can be reset via the link provided.
This must be done within an hour after
email receipt of the reset notification.

ADMIN WEBSITE | OUTFITTER ACCOUNT

Visit Website: https://admin.easy2africa.



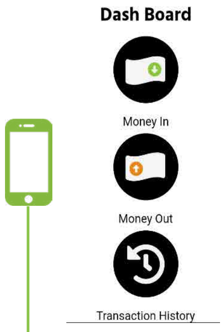


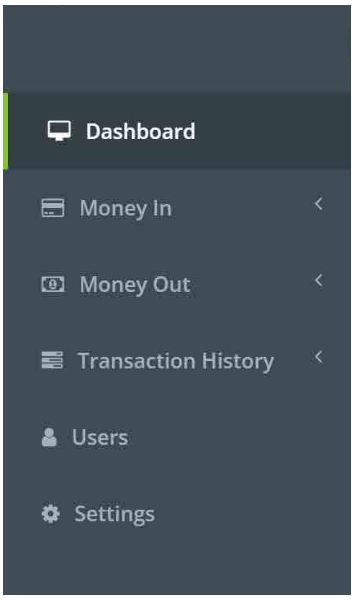
Mobile App Note:
To complete the steps to reset your password, the mobile application will link to the Admin site.

Getting Started

Dashboard

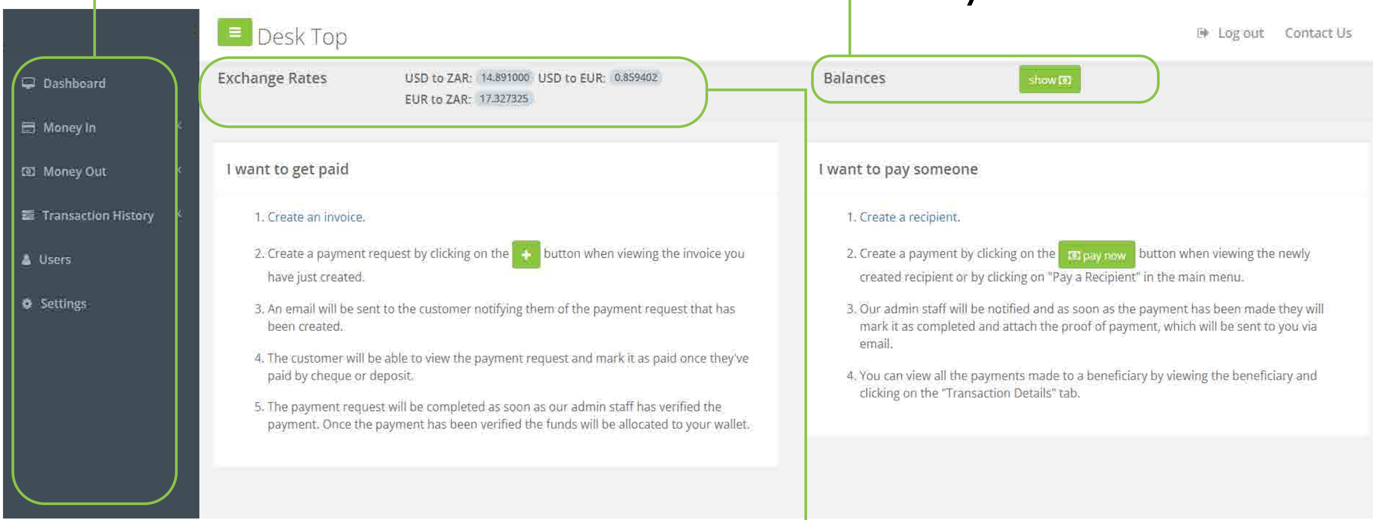
From your Dashboard, you can choose the Transaction Types to be done.



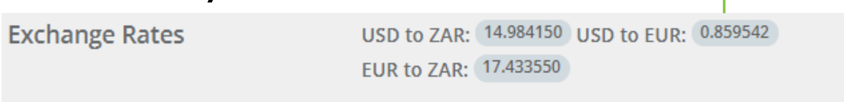


The Dashboard Menu contains all Categories tabs, for fast accesses to the selections.

Your Wallet Balances on the Top Bar is viewable or can be hidden, ideal for your convenience.



Live Exchange Rates on the Top Bar, is always viewable for your convenience.

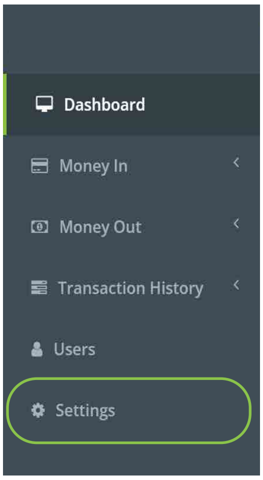


Getting Started

Settings

Please note: This is an important step. Only available on the admin site and not the mobile application.

The first step is to complete your **Settings**, select the **Settings** tab in the **Dashboard Menu.**

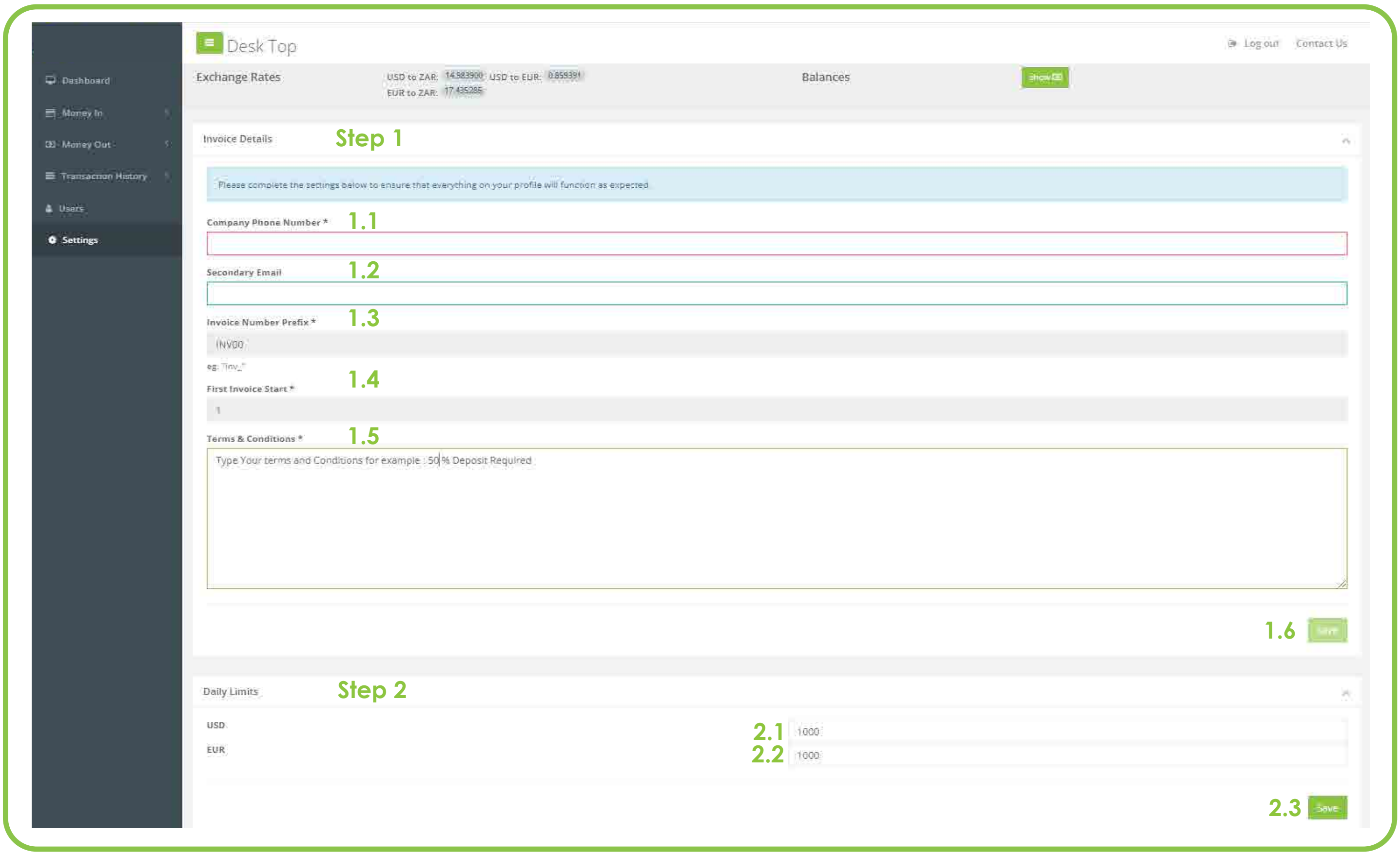


Step 1 - Invoice Detail

1.1 - Type in your company phone number.
1.2 - Type in the secondary email address.
1.3 - Type in your invoice number prefix, for example, INV.
1.4 - Type in your first invoice number, for example, 1.
1.5 - Type in your Terms and Conditions, for example, 50% Deposit required, etc.
1.6 - Select Save.

Step 2 - Daily Limits

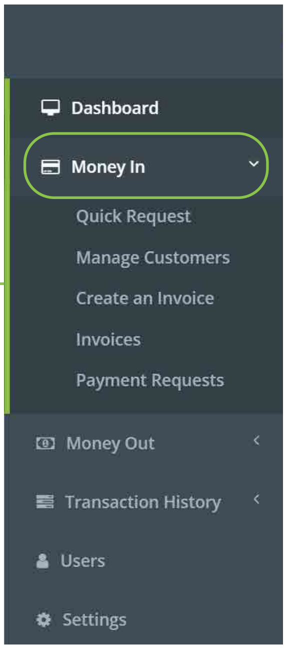
2.1 - Set USD limit.
2.2 - Set EUR limit.
2.3 - Select Save.



Getting Started

Money In

Select the **Money In** tab in the **Dashboard Menu**. The Money In tab consist of the following categories:



Quick Request.

Manage Customers.

Create an Invoice.

Invoices.

Payment Request.

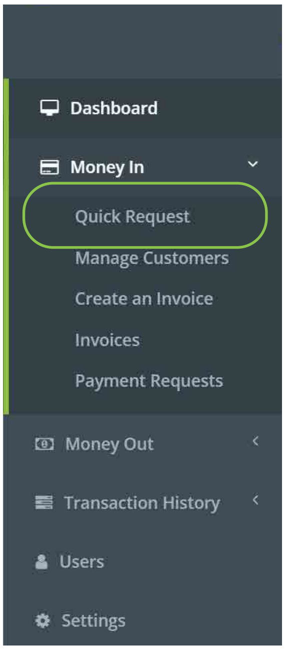
Please note: For your safety and security, your account in the admin site and the mobile application has an auto-logout after a certain amount of time.

Quick Payment is Quick Request

Money In

Quick Request

Select the **Money In** tab in the **Dashboard Menu**. Then select **Quick Request**.

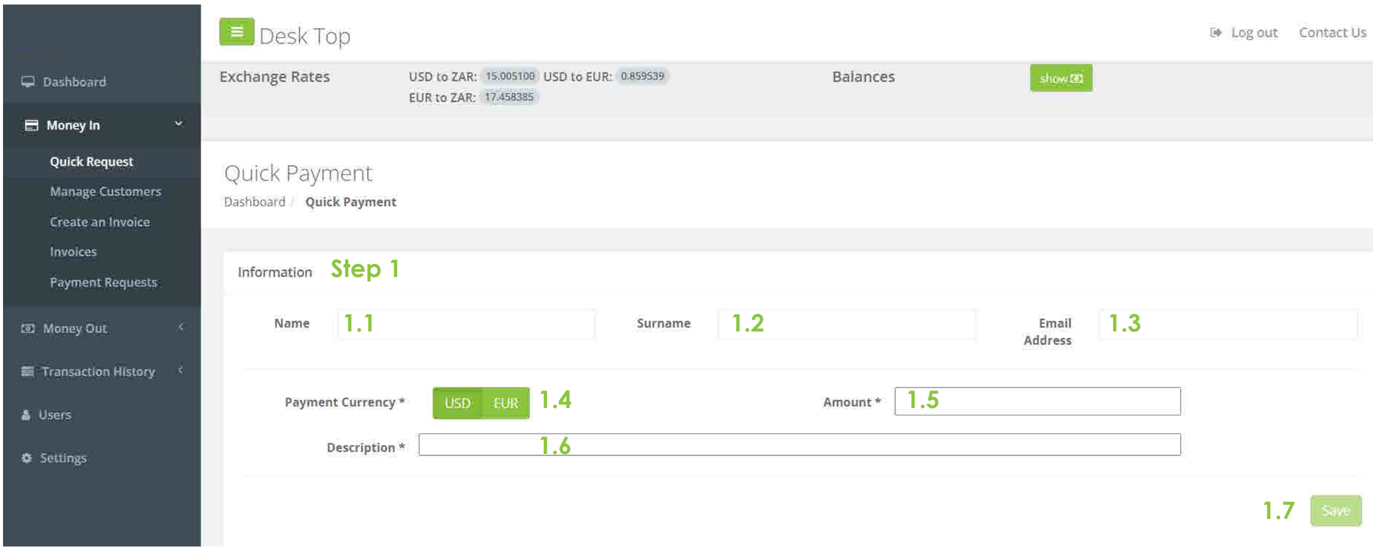


Quick Request is to create a Quick Payment Request.

Step 1- Quick Payment - Information

1.1 - Type in the customer's name.
1.2 - Type in the customer's surname.
1.3 - Type in the customer's email address.
1.4 - Select the currency.
1.5 - Type in the amount.
1.6 - Type in the description.
1.7 - Select Save.

1.8 Invoice Confirmation
Confirm if the information placed is correct and select save the invoice. The Invoice will be saved, and the payment will be created. You will be redirected to Payments Requests.
You will receive an email (Payment Request Created).

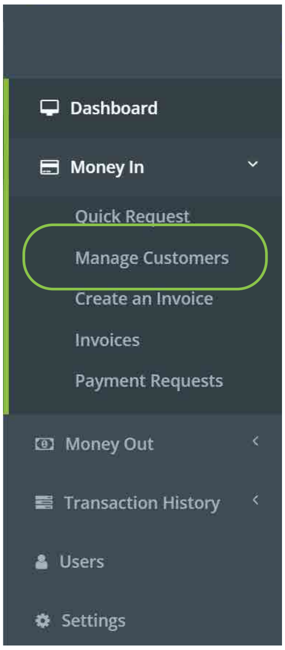


Manage Customers

Money In

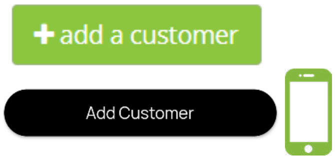
Manage Customers

Select the **Money In** tab in the **Dashboard Menu**. Then select **Manage Customers**.



Manage Customers is for adding new customers, viewing created customers, editing customers, and deleting customers.

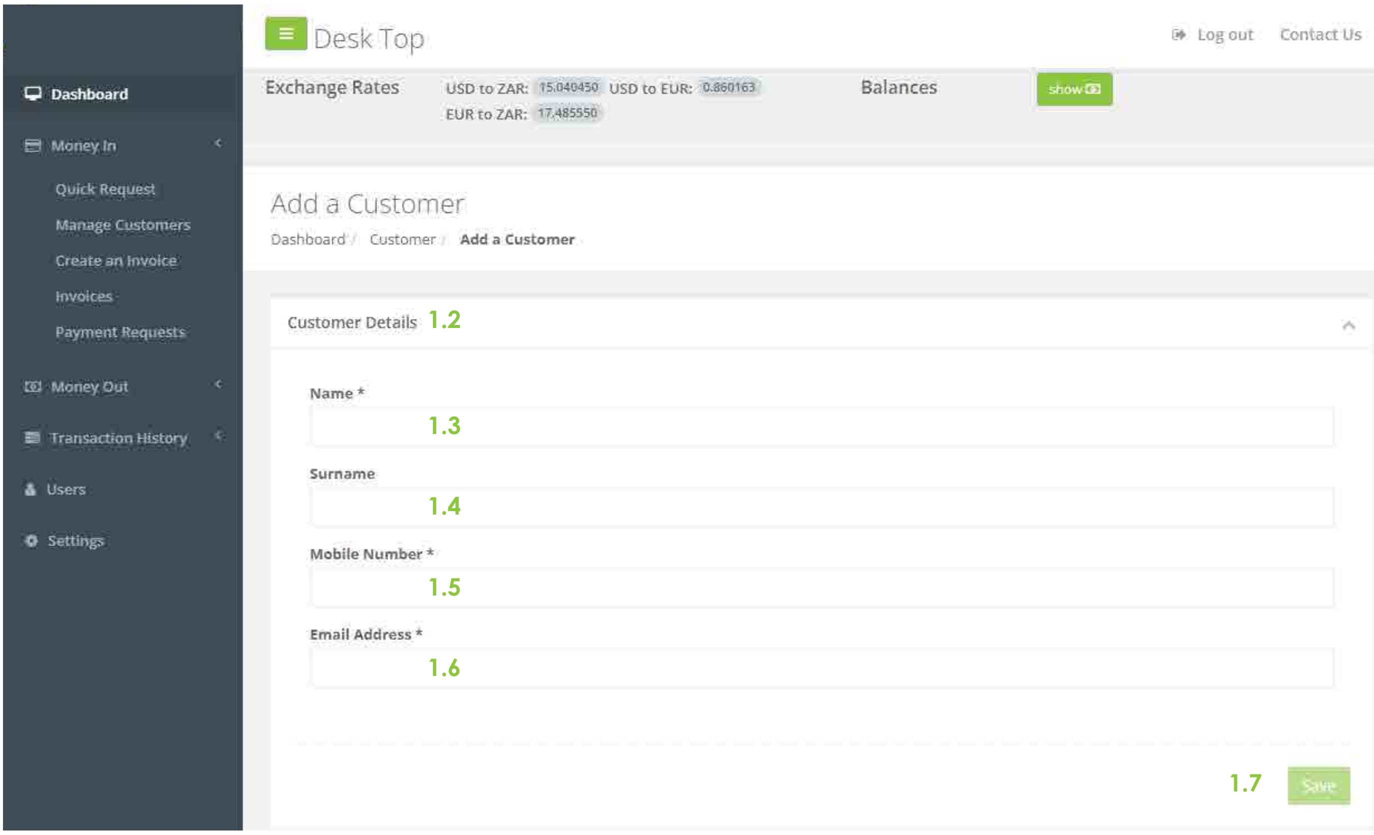
Step 1- Add Customer



1.1 - Select the button to add a customer.
1.2 - Customer details.
1.3 - Type in the customer's name.
1.4 - Type in the customer's surname.
1.5 - Type in the customer's mobile number.
1.6 - Type in the customer's email address.
1.7 - Select Save.

1.8 Invoice Confirmation

The customer was added successfully. You will be redirected to Customers Page.

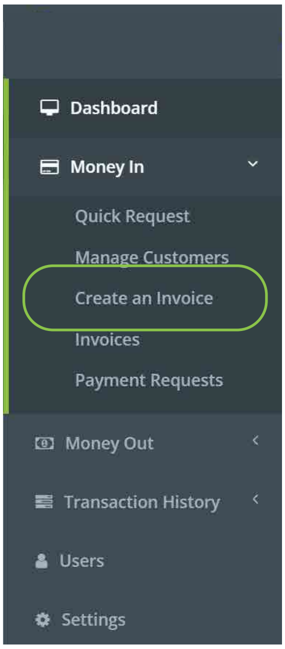


Create Invoice

Money In

Create an Invoice

Select the **Money In** tab in the **Dashboard Menu**. Then select **Create an Invoice**.



VIEW AN INVOICE PAGE YOU MUST ADD PAYMENT REQUEST, THEN ONLY IT IS SEND TO THE CLIENT! please see the next page.

Create an Invoice is to invoice your customers.

Step 1- Select Customer
1.1 - Select your customer in the drop-down list.

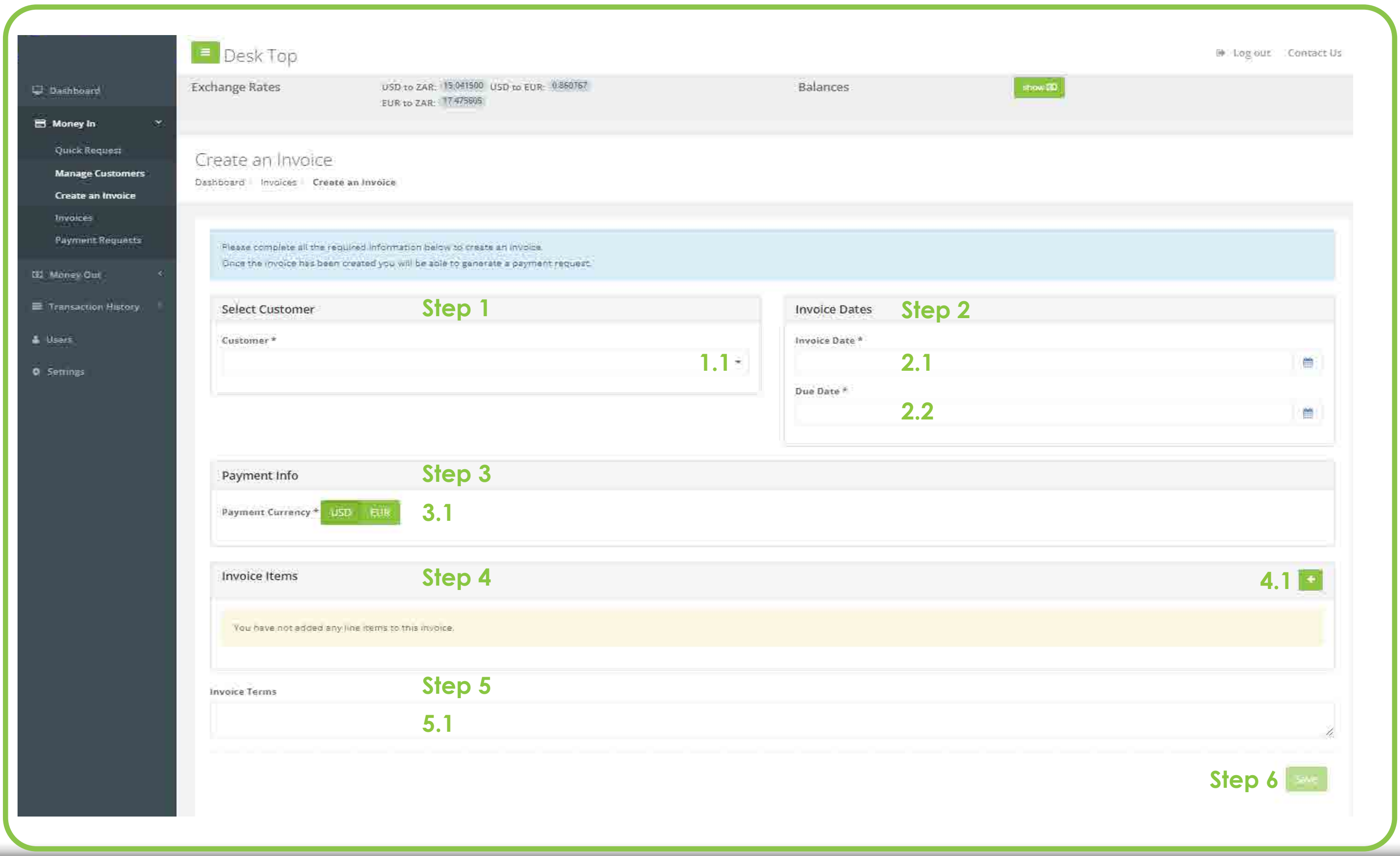
Step 2 - Invoice Dates
2.1 - Select the date of invoice.
2.2 - Select the due date of the invoice.

Step 3 - Payment Info
3.1 - Select the payment currency.

Step 4 -Invoice Items
4.1 - Select ADD invoice items.
4.2 - Line Item Dialog Box
4.3 - Place the QTY.
4.5 - Place the description.
4.6 - Place the unit price.
Note: Remember to add bank charges to your Unit Price - $15 / €10
4.7 - Select Add.
Note: You can **add more** items by **repeating Step 4**.

Step 5 - Invoice Terms
5.1 - Type in the invoice terms.

Step 6 - Save Invoice Confirmation
6.1 - Invoice Confirmation Dialog Box, confirm if the information place is correct, **select save the invoice**. You will be redirected to View an Invoice page.

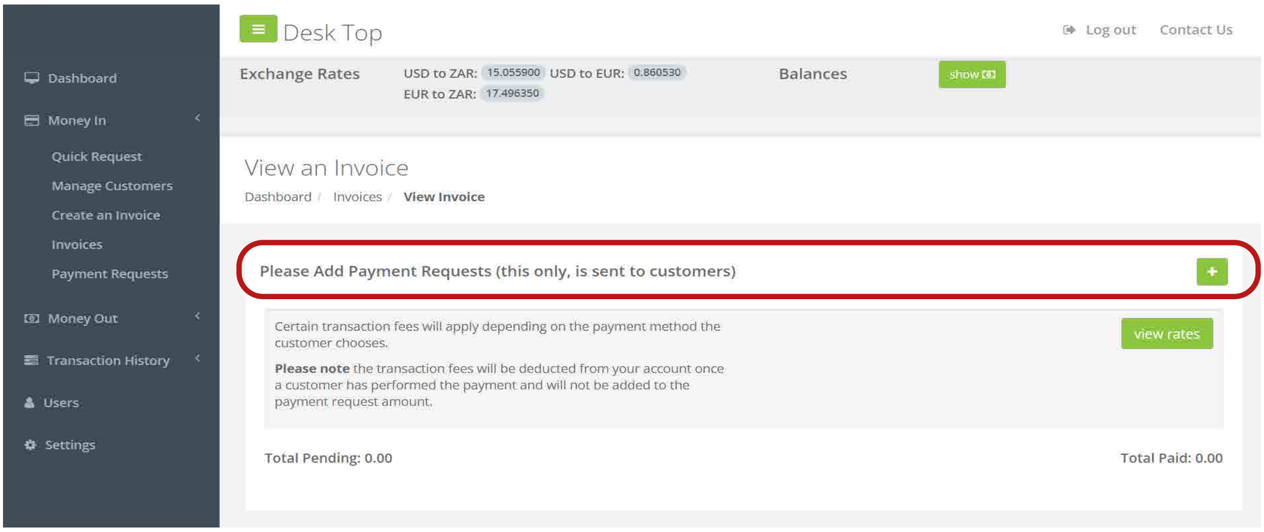


Money In

Creating an Invoice - Payment Request

After your invoice was created, you will be directed to the View an Invoice page.

This step is important, as this is, what is sent to the client/customer.



Create a Payment Request Dialog Box

Step 1- What type of payment do you want to request? Choose between a **fixed amount** or **percentage** of the invoice to be paid.
Example: When requesting a 50% Deposit.

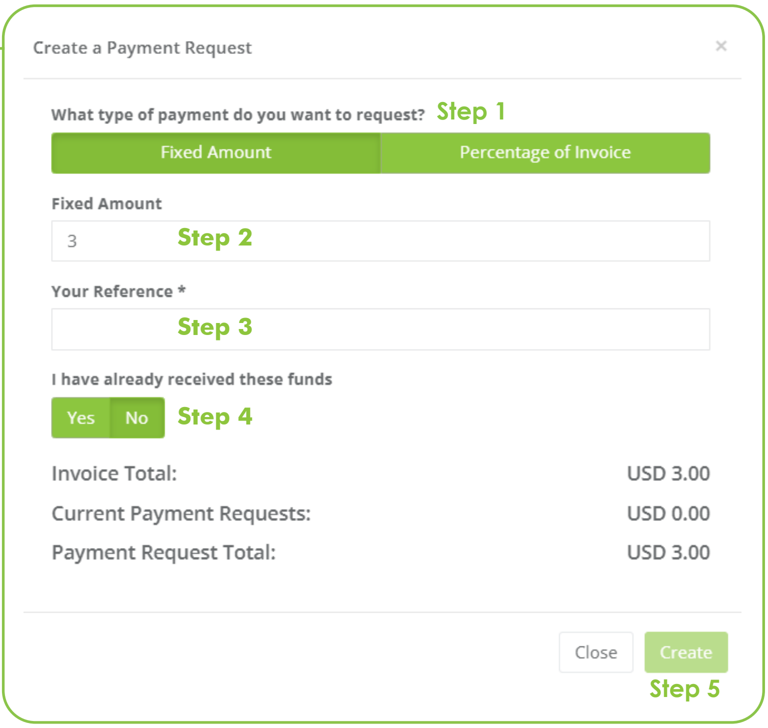
Step 2 - Type the amount or percentage.

Step 3 - Type your reference.

Step 4 -Choose whether payment of **this invoice** has already been **received** or **not.**

Step 5 - Select Create.

The Payment has been saved.



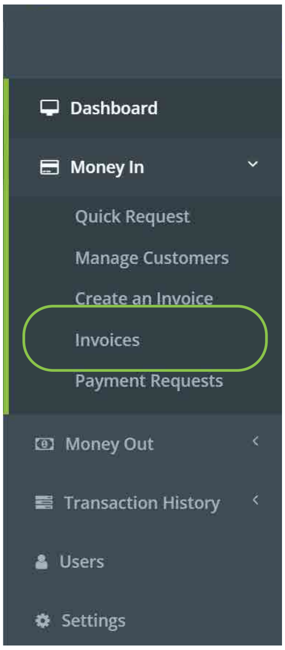
Congratulations - Your Payment Request has been created and is sent to the client/customer.

Invoices

Money In

Invoices

Select the **Money In** tab in the **Dashboard Menu**. Then select **Invoices.**



Here you can view your newly created invoices and all your other invoices created.

1 - Invoice Number.

2 - Customer Name.

3 - Status.

4 - Payments.

5 - Created At.

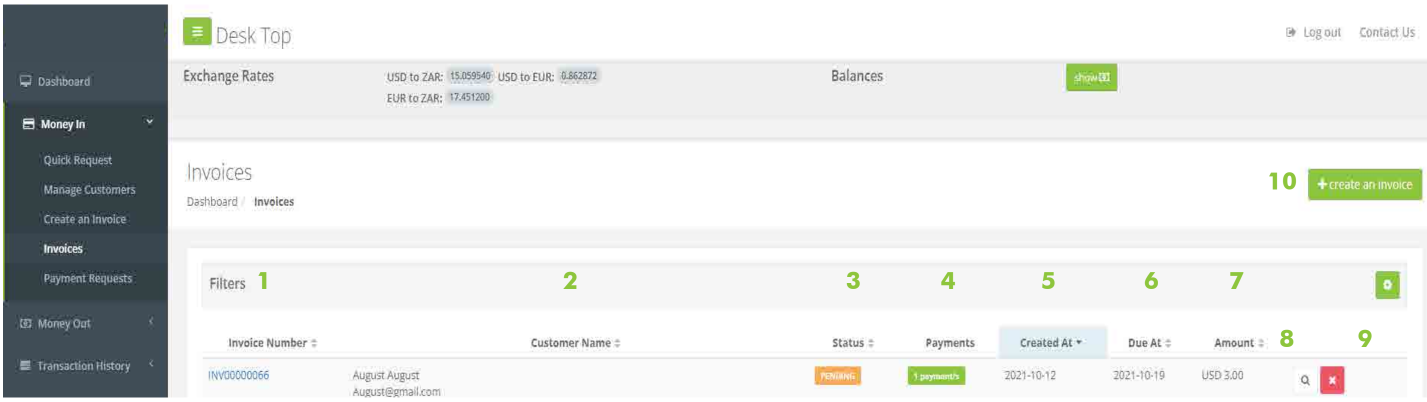
6 - Due At.

7 - Amount.

8 - View an Invoice Button.

9 - Cancel Invoice Button.

10 - Create an Invoice Button.

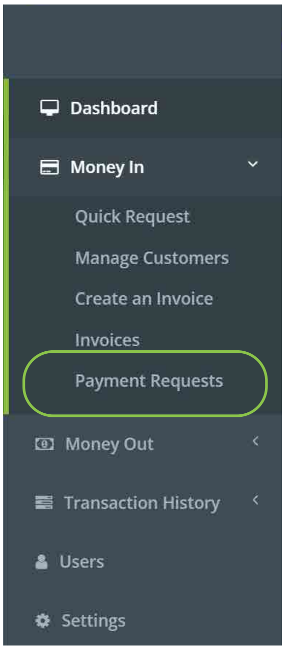


Payment Request

Money In

Payment Requests

Select the **Money In** tab in the **Dashboard Menu**. Then select **Payment Requests**.



Here you can view all your Payment Requests.

1 - Reference.

2 - Your Reference.

3 - Customer.

4 - Request Type.

5 - Date Requested.

6 - Status.

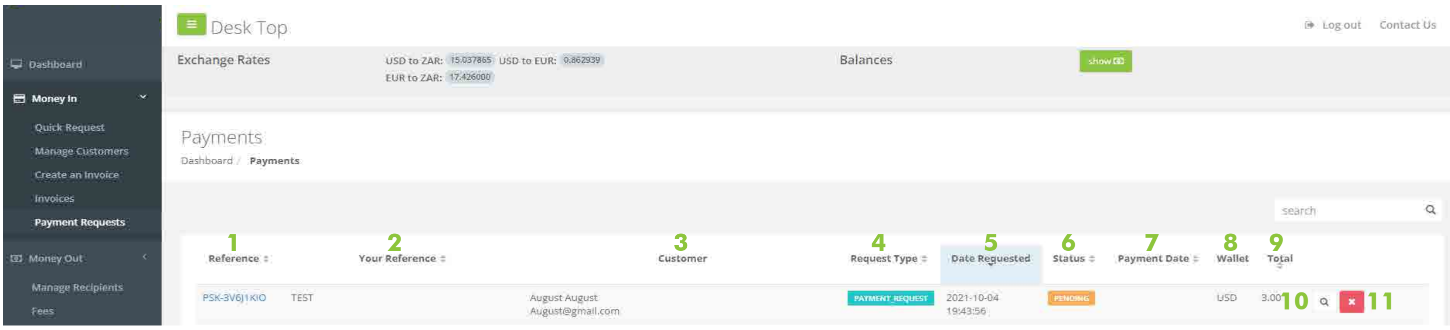
7 - Payment Date.

8 - Wallet Type.

9 - Total.

10 - View Request Button.

11 - Cancel Request Button.



Payment Options

Client Emails

Example of the e-mails your client will receive,
with all the available Payment Options.

Payment Request Created

A payment request was generated by Your account name will show here.

If you have any queries you can contact Your account name and email will show here.

Payment Request

Reference:	PSK-3V6J1KIO
Date Requested:	2021-10-04 19:43:56
Amount:	USD 3.00

How to pay Digiway

You have several payment options:

Pay With Paypal/Credit Card

Pay

USD Payments

USD Cheque NO POSTED CHEQUES WILL BE ACCEPTED!

Please make the cheque out to **Inter Africa LLC** and deposit it into the following account:

- Inter Africa LLC (134 Butternut Ln, Bristol, Connecticut(CT), 06010)
- Bank of America (781 Farmington Ave, Farmington, CT 06032, (860) 284 1222))
- Account Number: 385017709129
- Routing Number (Domestic Wires): 011900571
- SWIFT Code (International Wires): BOFAUS3N

Note : All cheques will only clear within 7 days.

USD Bank Deposit / USD Electronic payment

Please deposit the money into the following account:

- Inter Africa LLC (134 Butternut Ln, Bristol, Connecticut(CT), 06010)
- Bank of America (781 Farmington Ave, Farmington, CT 06032, (860) 284 1222)
- Account Number: 385017709129
- Routing Number (Domestic Wires): 011900254
- SWIFT Code (International Wires): BOFAUS3N

USD Wire Transfer

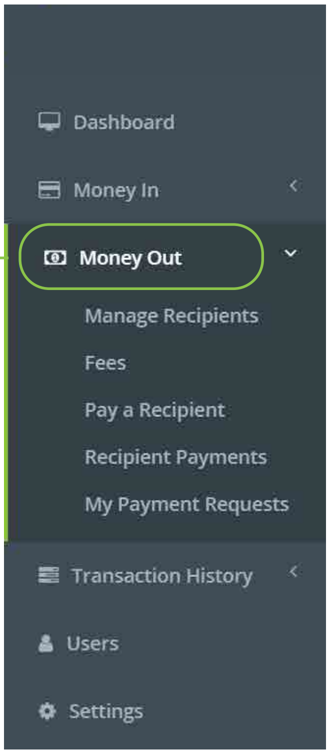
Please deposit the money into the following account:

- Inter Africa LLC (134 Butternut Ln, Bristol, Connecticut(CT), 06010)
- Bank of America (781 Farmington Ave, Farmington, CT 06032, (860) 284 1222))
- Account Number: 385017709129
- Routing Number (International Wires): 026009593
- SWIFT Code (International Wires): BOFAUS3N

Please click on the link below to view the full details of the payment request.

VIEW PAYMENT REQUEST

Select the **Money Out** tab in the **Dashboard Menu**. The Money Out tab consist of the following categories:



Manage Recipients.

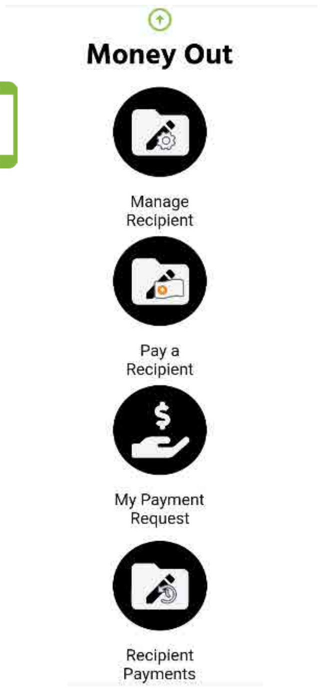
Fees.

Pay a Recipient.

Recipient Payments.

My Payment Requests.

Please note: For your safety and security, your account in the admin site and the mobile application has an auto-logout after a certain amount of time.

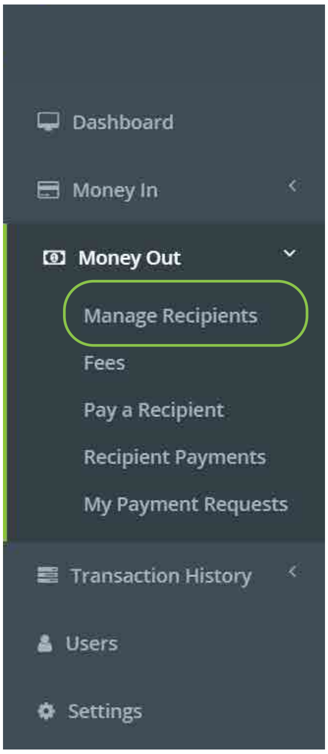


Manage Recipient

Money Out

Manage Recipients - Part 1

Select the **Money Out** tab in the **Dashboard Menu**. Then select **Manage Recipients**.



Manage Recipients is to add a new recipient, view created recipients, edit recipients and cancel recipients.

Step 1- Create a Recipient
Select the button to add a recipient.

Step 2 - Default Payment Account
2.1 - Select the Wallet for payment to be made out.

Step 3 - Recipient Details
3.1 - Destination Country.
Note: Select destination country in Drop Down Box.
3.2 - Address Search.
Note: Start by typing (auto search).
3.3 - Number / Address / City / State / Zip Code.
Note: Autofill or type in.
3.4 - Recipient Name.
3.5 - Bank.
3.6 - Swift Code (Optional).
3.7 - Branch Name / Code.
3.8 - Select the Account Type.
3.9.1 - Type the Account Number.
Note: Select from Drop Down Box.
3.9.2 Is Active.
Note: Select yes or no.

Step 4 - Payment References
4.1 - Type the Recipient Reference.
4.2 - Type My Reference.

Step 5 - Select Save.

Step 6 - Authorization Code Required Dialog Box
6.1 - Type in OPT pin received
Note: You will receive an OTP pin via SMS and e-mail.
6.2 - Select Proceed Button.

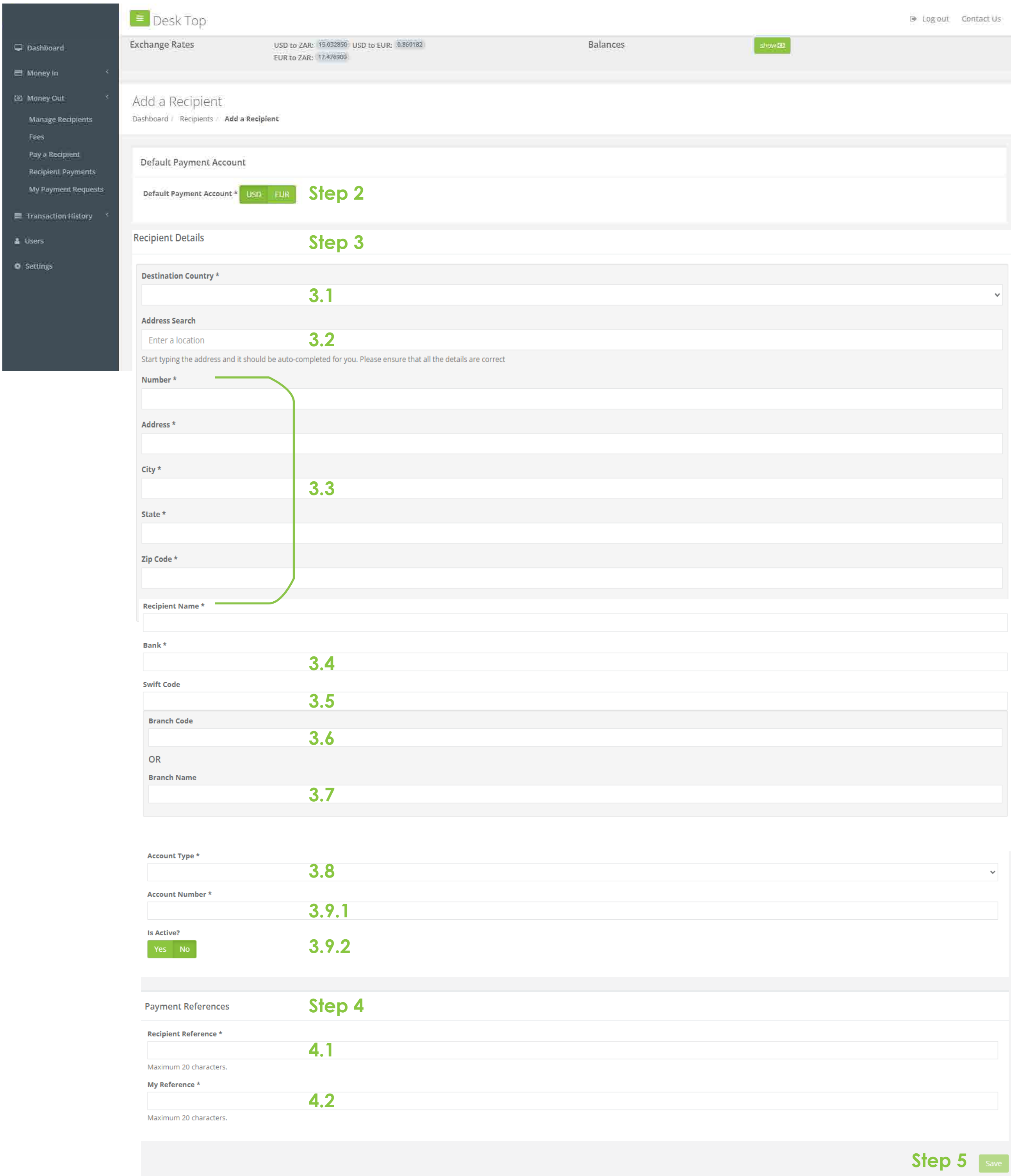
Invoice Confirmation
The recipient was added successfully. You will be redirected to Recipient View.

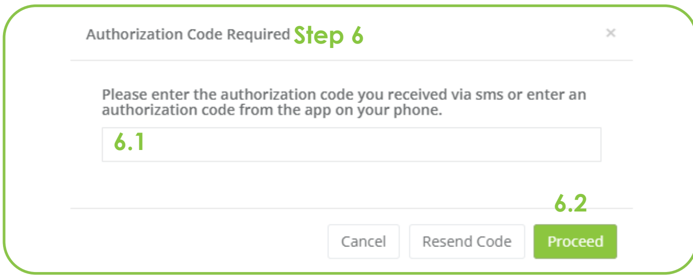
Please note: The imagery example is on the next page.

Manage Recipient

Money Out

Manage Recipients - Part 2



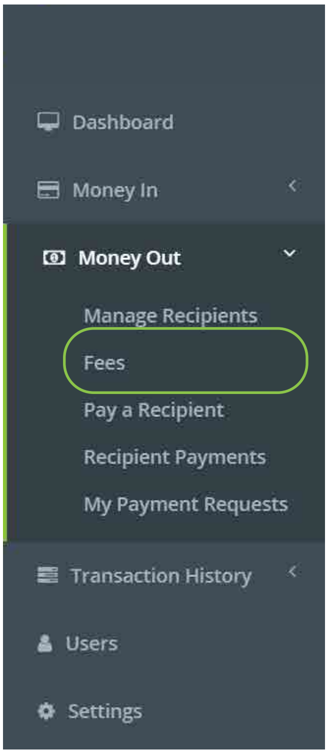


Authorization Code Required Dialog Box.

Money Out

Fees

Select the **Money Out** tab in the **Dashboard Menu**. Then select **Fees**.



This is a detailed guideline of the fees.

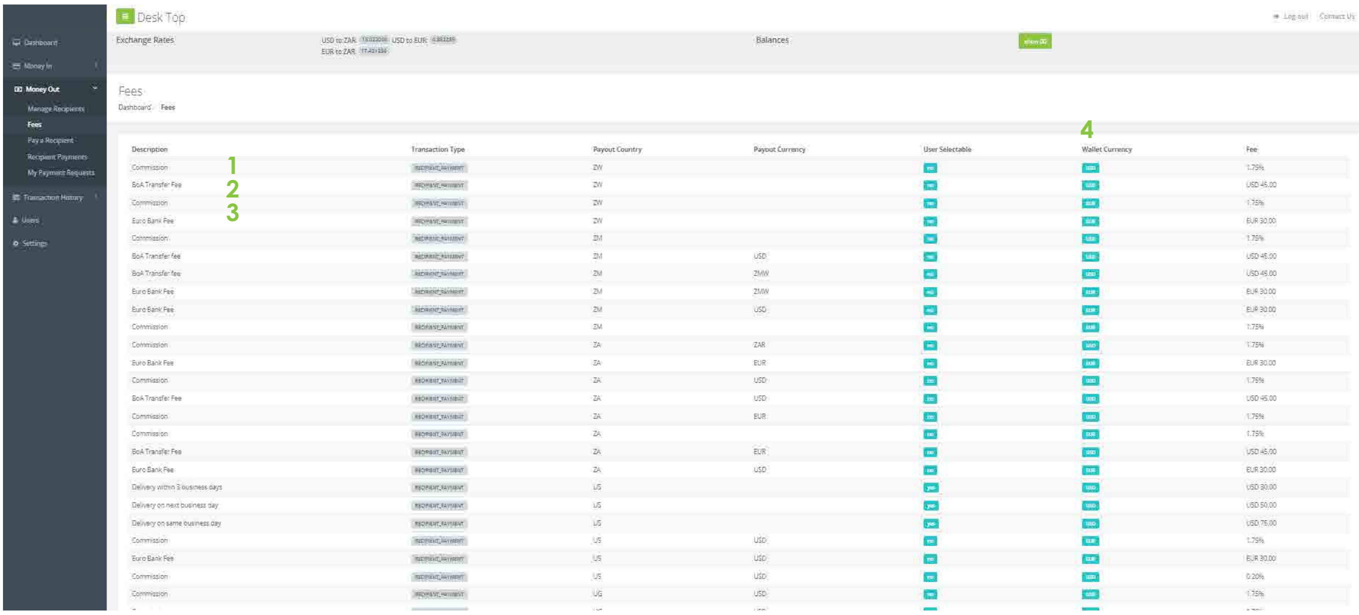
1 - Commission.

2 - BoA transfer Fees.

3 - Banking Fees.

4 - Wallet Currencies.

Please note: Fees are only available on the admin site.

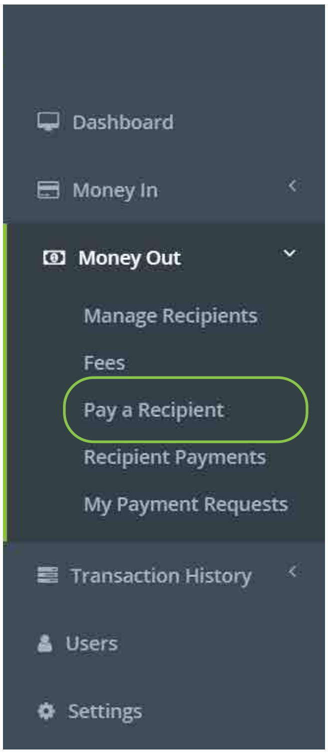


Pay a Recipient

Money Out

Pay a Recipient

Select the **Money Out** tab in the **Dashboard Menu**. Then select **Pay a Recipient**.



Pay a Recipient is to pay your added recipients.

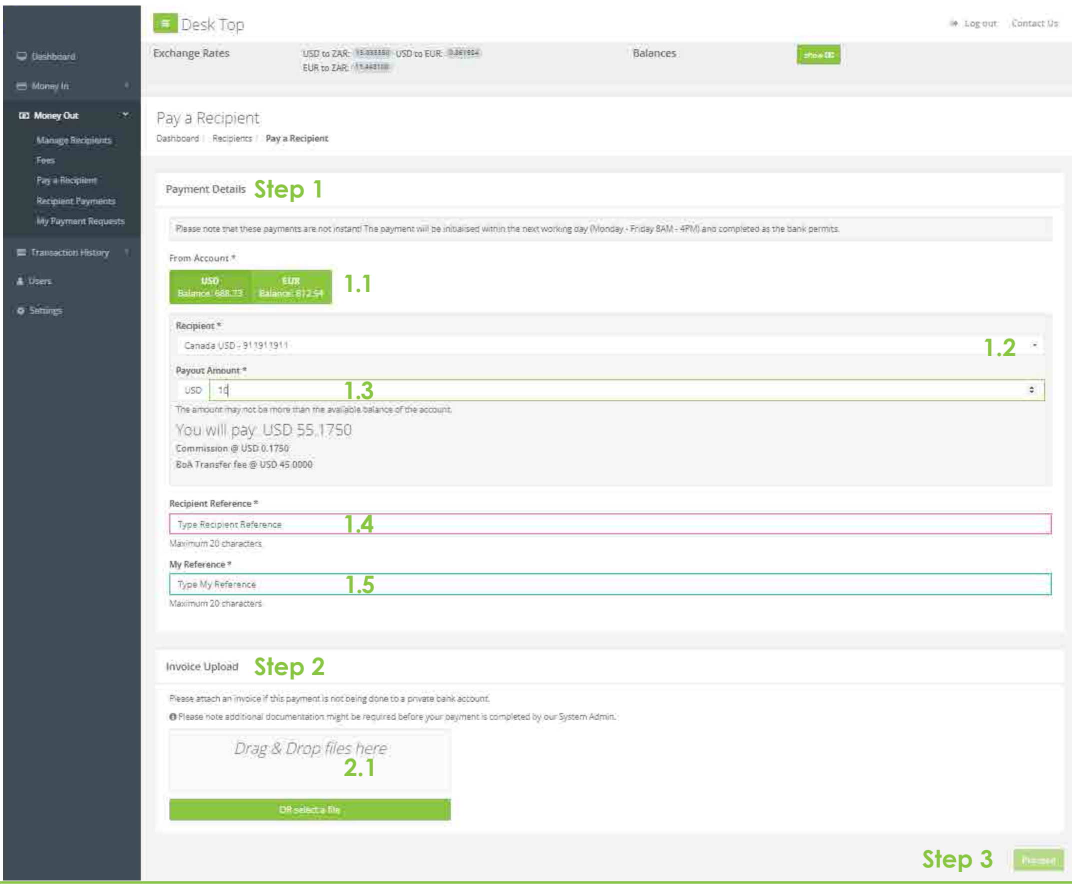
Step 1 - Payment Details
1.1 - From Account.
Note: Select the account you want the payment to be paid out.
1.2 - Recipient - select recipient from the drop-down list.
1.3 - Payout Amount - Type in the amount to be paid out.
Note: Amount cannot exceed the amount balance available.

Note: The amounts will be calculated/converted.
1.4 - Recipient Reference - Type in the recipient's reference.
1.5 - My Reference - Type in your reference.

Step 2 - Invoice Upload Only for ADMIN PERSONNEL
Note: Only attach an invoice if the payment is not done to a private bank account.
2.1- Drag and drop a file or select a file to upload.

Step 3 - Proceed
Payment Confirmation Dialog Box - Confirm if detail is correct and select pay.
Authorization Code Required Dialog Box - Type in OPT pin received.
Note: You will receive an OTP pin via SMS and e-mail - Select proceed button.

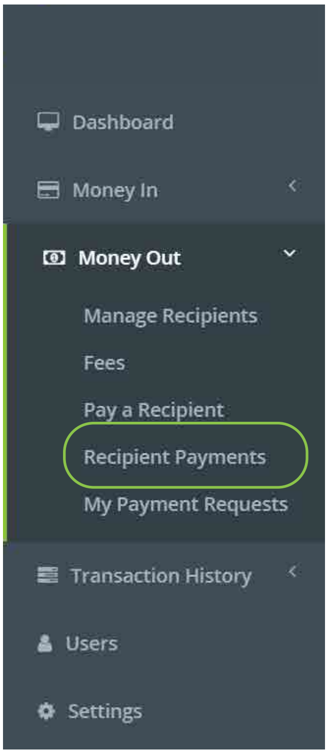
You will be redirected to View Recipient Payment, Payment Details.



Money Out

Recipient Payments

Select the **Money Out** tab in the **Dashboard Menu**. Then select **Recipient Payments**.



Recipient Payments is to view detail about recipient payments made, reference, customer, recipient, payment type, date requested, status, wallet, payment amount, payout amount, and to view.

1 - Reference.

2 - Customer.

3 - Recipient.

4 - Payment Type.

5 - Date Requested.

6 - Status.

7 - Wallet.

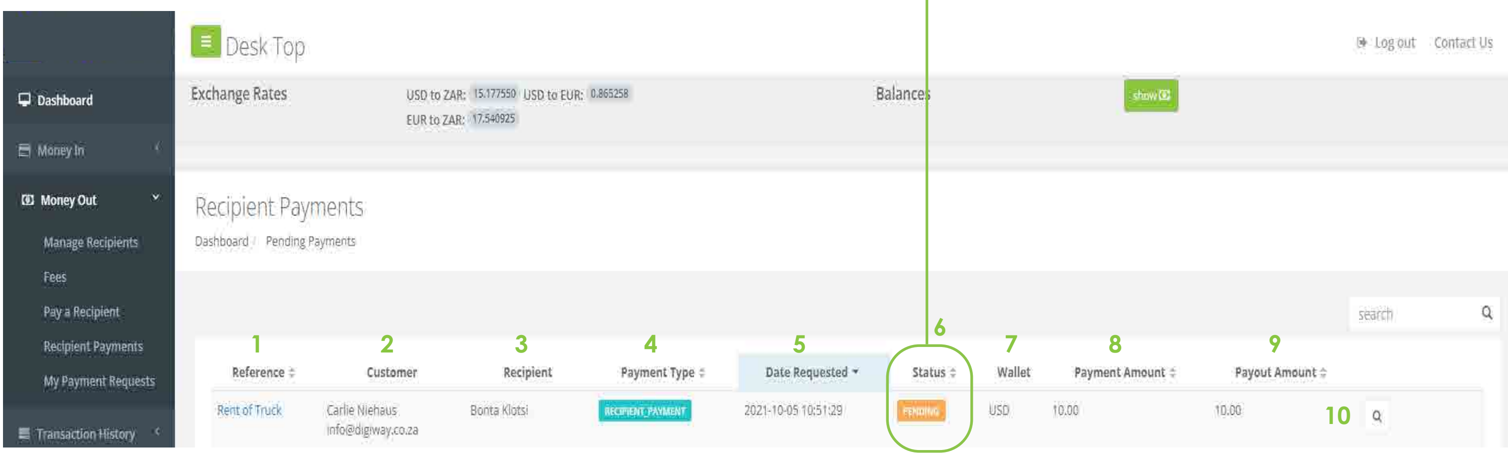
8 - Payment Amount.

9 - Payout Amount.

10 - View Button - A detailed Recipient Payment can be seen and printed if necessary.

What is Pending Status?

When a payment is processed, we receive an e-mail. A same-day payment will be made. Your payment status then will show as complete.

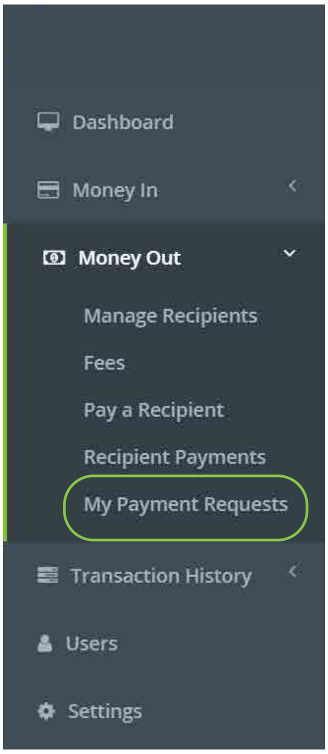


My Payment Request

Money Out

My Payment Requests

Select the **Money Out** tab in the **Dashboard Menu**. Then select **My Payments Requests**.



My Payment Request is to view detail about your payment requests made, reference, from, payment type, date requested, status, to pay, and to view.

1 - Reference.

2 - From.

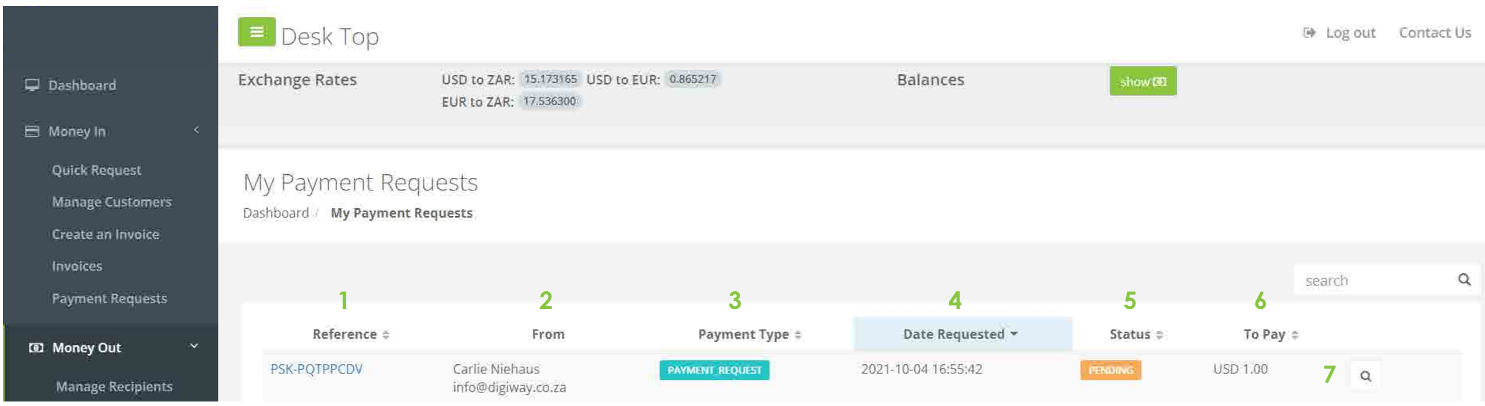
3 - Payment Type.

4 - Date Requested.

5 - Status.

6 - To Pay.

7 - View Button. - A detailed Recipient Payment can be seen and printed if necessary.



Transaction History

Transaction History

Select the **Transaction History** tab in the **Dashboard Menu**.

Transaction History is to view detail about your wallet's and the different currencies' history of transactions.

Step 1
Select the currency of choice to view the wallet's Transactions History.
A list of the transactions date, time, description, amount, and account balance will be displayed.

Please note: To switch between currency wallets in Transaction History select between the different currencies in the Dashboard Menu.

Users

Select the **Users** tab in the **Dashboard Menu**.

An account can have more than one user, with selective access settings for each user.

User name, e-mail address, role, date created, and status is viewable.

1 - User Name.

2 - E-mail Address.

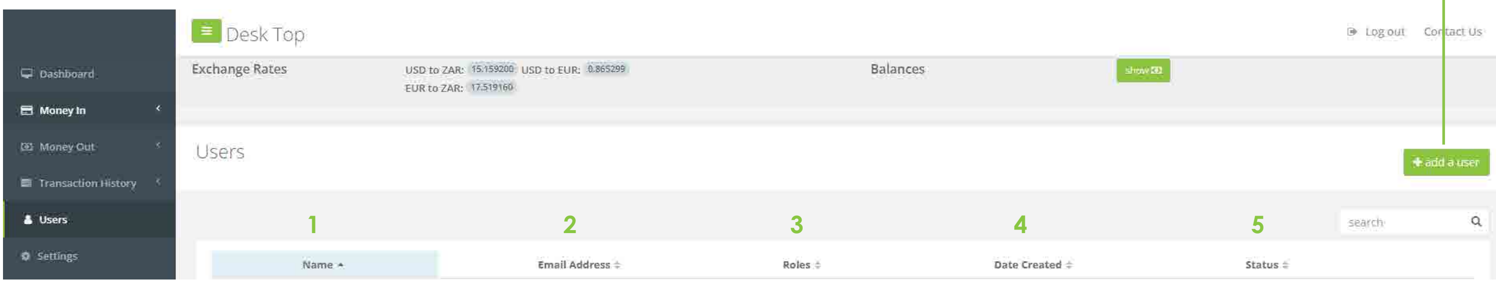
3 - Roles.

4 - Date Created.

5 - Status.

+ add a user

Add a user to your account by selecting the Add a user button.



Please note: Users are only available on the admin site and not available on the mobile application.

Important Information

Commission of 1.75% will be deducted from mid-rate
Payment Out (South African)

No other charges, except when to foreign countries.

Pay Out USA

Same-day $ 75
Next day $ 50
3 Day option $ 30

Pay Out Foreign Countries

$ 45
€ 30

Payments must be requested **before 15h00.**
Late requests will be processed the following morning.

Remember:
Your **funds stay connected to the exchange rate**,
which means you can do transactions at a time
that will be to your advantage.

Cheques can also be deposited
through an online cell phone app.
All you need to do is to ensure
that the cheque is made out to INTER AFRICA LLC,
bring the cheque to us, or even send it
via Whats App (front and back of the cheque).
The cheque will be banked and **available in your Wallet within 7 days.**