

Step 1: Getting Started



Download the app on your
iPhone/Android



Access DSDLink from your
desktop computer

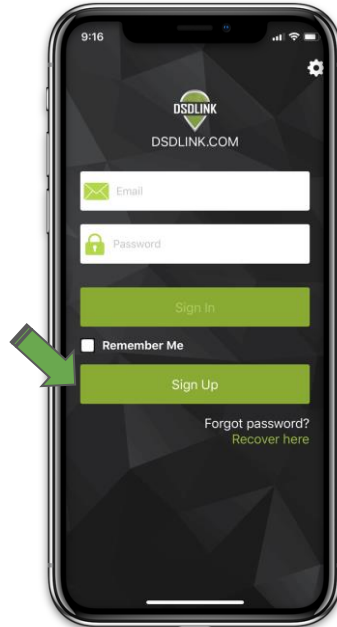


Step 2: Sign Up



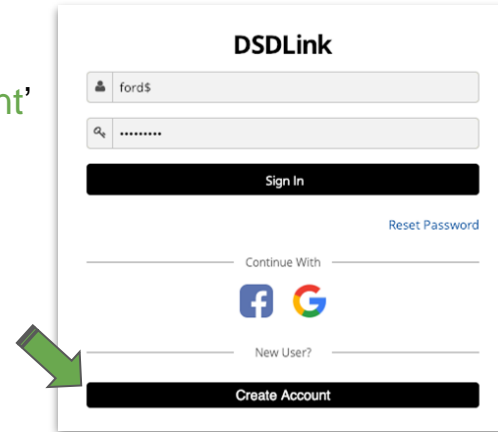
Mobile App

- Tap 'Sign Up'
- Enter your email, full name, & mobile number
- Tap 'Sign Up' to send a password reset email



DSDLink.com

- Click 'Create Account'
- Enter your email, full name, & mobile number
- Click 'Sign Up'

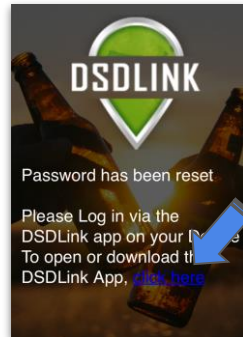


Step 3: Receive Email/Reset Password



Mobile App

- Log in to your email on your phone
- Look for an email from Info@dsdlink.com
- Open the email and tap 'Reset Password'
- Enter an 8+ character password
- Follow the prompts to return to DSDLink

A screenshot of the DSDLink mobile app interface. At the top, it says "DSDLink" in bold. Below that, it says "Set User's Password" in blue. There are two input fields: "New Password" and "Re-Enter New Password". Below the fields is a blue button labeled "Set Password". At the bottom, there is a "Continue With" section with Facebook and Google icons.

DSDLink.com

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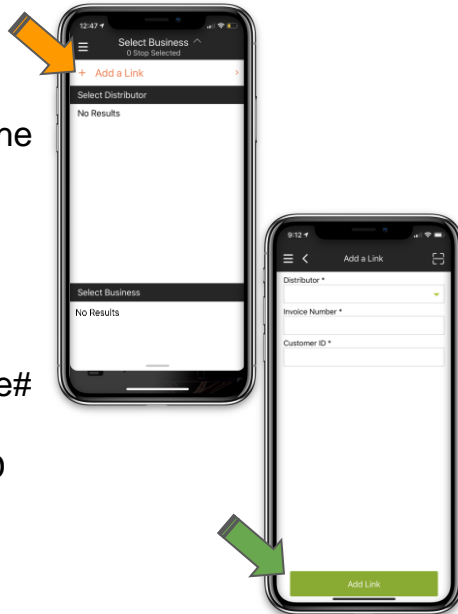
A screenshot of the DSDLink.com web interface. At the top, it says "DSDLink" in bold. Below that, it says "Set User's Password" in blue. There are two input fields: "New Password" and "Re-Enter New Password". Below the fields is a blue button labeled "Set Password". At the bottom, there is a "Continue With" section with Facebook and Google icons. A blue arrow points to the "Set Password" button.

Step 4: Link Your Business to a Distributor

****Repeat this step to link additional businesses or other distributors**

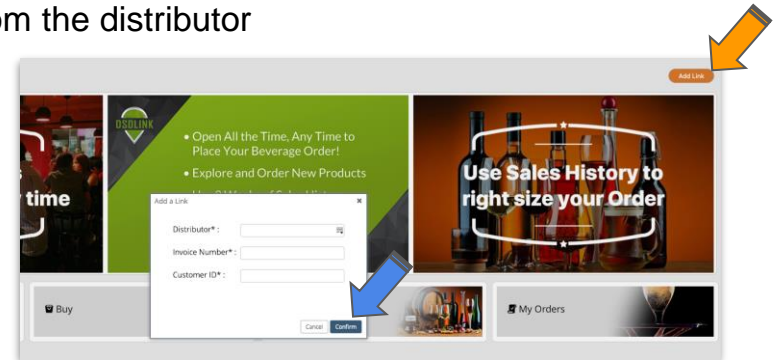
Mobile App

- Log in with your email/password
- Swipe through or skip the tutorial
- Tap on the 'Add a Link' button at the top
- Select or search for a distributor
- Enter a previous Invoice# from the distributor
- Enter your Customer ID
- Tap 'Add Link'



DSDLink.com

- Click the 'Add Link' button at the top of the screen
- Select or search for a distributor
- Enter a previous Invoice# from the distributor
- Enter your Customer ID
- Tap 'Confirm'

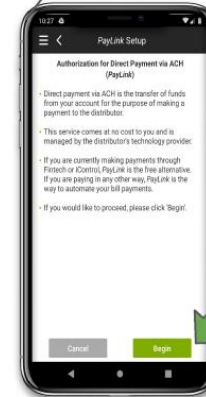
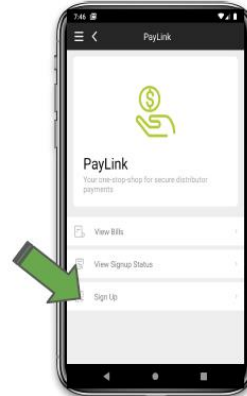
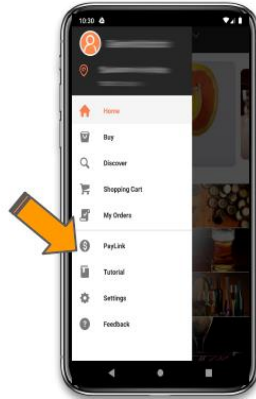


Step 5: Getting to PayLink Setup

*Currently only on DSDLink for Mobile App

Mobile App

- Open the ☰ < menu on the top left and tap on PayLink
- Tap on Sign Up at the bottom.
- Read the “Authorization for Direct Payment via ACH (PayLink)” info.
- Tap ‘Begin’



Authorization for Direct Payment via ACH (PayLink)

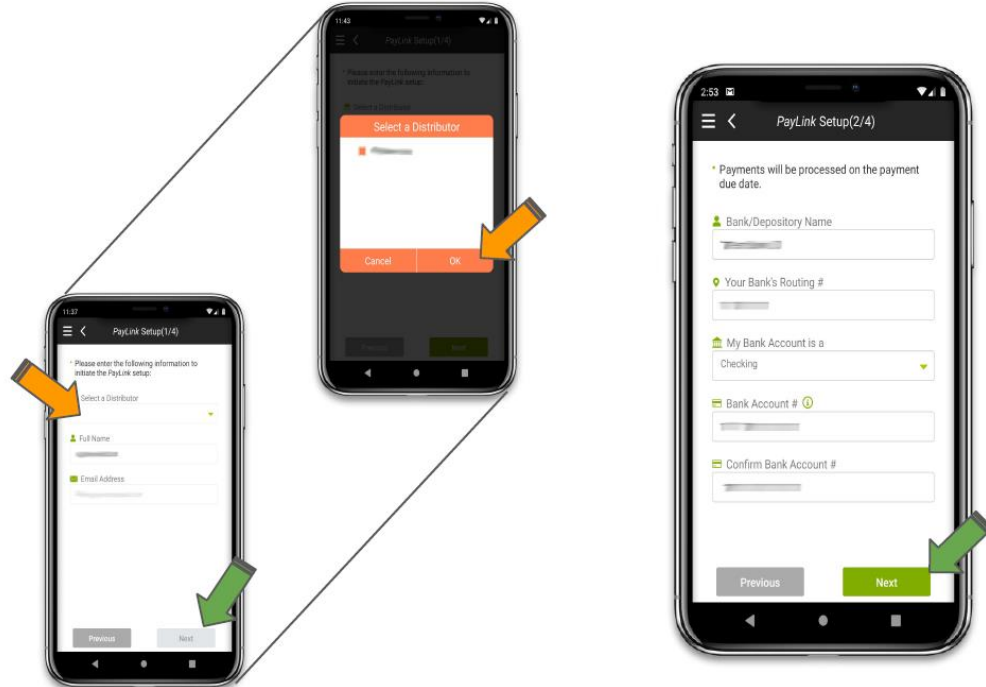
- Direct payment via ACH is the transfer of funds from your account for the purpose of making a payment to the distributor.
- This service comes at no cost to you and is managed by the distributor's technology provider.
- If you are currently making payments through Fintech or iControl, PayLink is the free alternative. If you are paying in any other way, PayLink is the way to automate your bill payments.
- If you would like to proceed, please click 'Begin'.

Step 6: PayLink Setup - Part 1



Mobile App

- Tap “Select a Distributor” and choose one from the **pop up list. Then click OK.**
- Enter your full name and email address.
- Tap ‘Next’
- Enter all of your banking information:
 - Bank/Depository Name
 - Your Bank’s Routing #
 - Your Account Type
 - Your Account #
 - Confirm Account #
- Tap ‘Next’

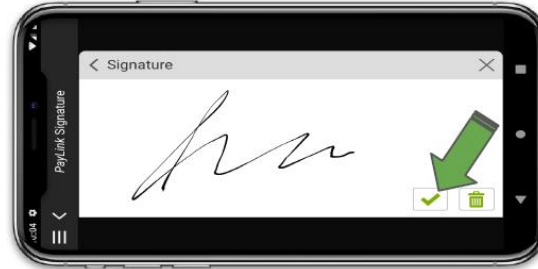
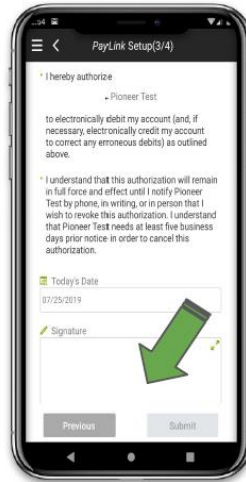


Step 7: PayLink Setup - Part 2



Mobile App

- Read the authorization notice
- Make sure today's date is correct.
- Tap 'Signature' field
- The view will rotate allowing for a larger signature area
- Sign to confirm and tap the
- A confirmation email will be sent to the account used earlier .
- There may be a delay for setup, another email will be sent when it is complete.
- Tap 'OK'



Step 8: Confirmation



Mobile App

- Once confirmation emails have been received, the Signup status can be viewed on the PayLink start screen
- Tap View Signup Status
- Your account should appear at the top of the list

