HITRECORD Pay Portal

Getting Started Guide

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The HITRECORD Pay Portal has been designed to provide you with fast, convenient, and reliable access to your funds. Now you can get paid your way thanks to a multitude of self-serve tools, easy on-the-go access, and automated payment transfer methods.

From desktop to laptop, tablet to smartphone, your HITRECORD Pay Portal makes accessing your funds easy—wherever you are.

### 10 Reasons Why You'll Love Your Pay Portal

1. Fully-responsive web and mobile interface gives you access from any device.
2. Self-service capabilities put you in control of your payout preferences.
3. Intuitive dashboard enables easy navigation and quick-look funds visibility.
4. Dynamic Action Bar provides fast and efficient access to important features.
5. Crystal-clear transaction history helps simplify funds management.
6. Apple and Android apps enable on-the-go access.
7. Multilingual interface ensures nothing gets lost in translation.
8. Prompt multilingual customer service is available by chat, email, and phone.
9. Email and in-portal notifications make sure you're always informed.
10. Safe, secure funds access at your fingertips, wherever and whenever you need it!

How to Use this Guide

The HITRECORD Pay Portal features an intuitive user interface and centralized account management capabilities. This guide is designed to provide you with a high-level overview of important Pay Portal features. For additional insight and assistance, please refer to the Pay Portal's Support area.
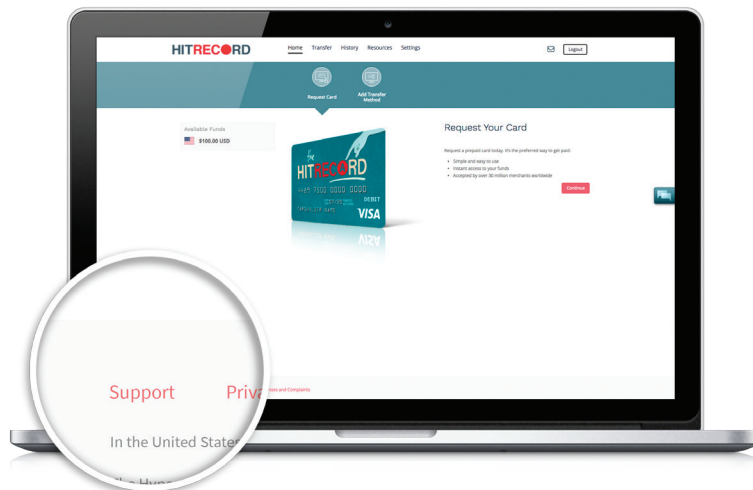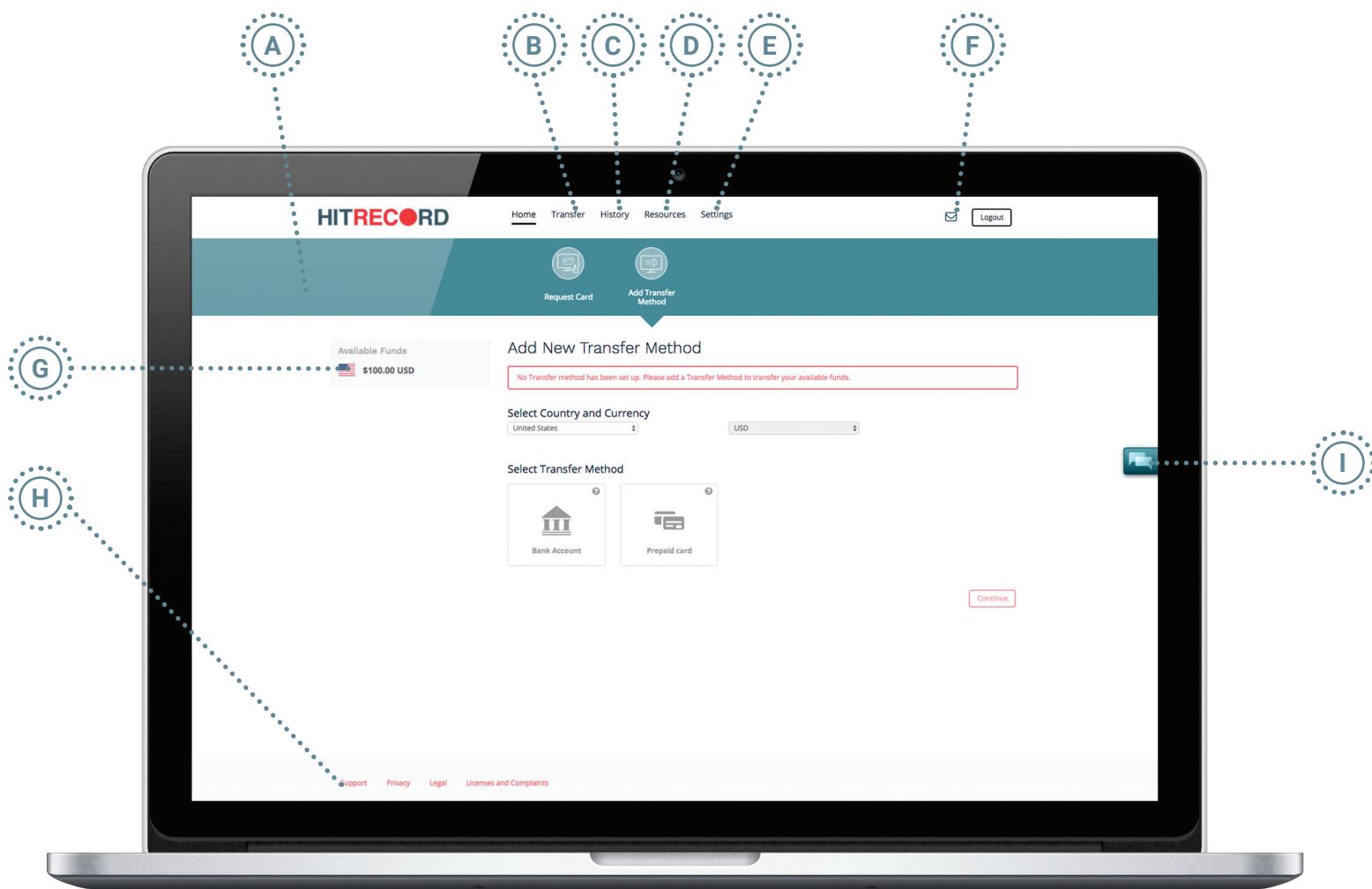
A. **Action Bar:** This dynamic bar auto-populates important items based on Pay Portal account usage. It provides quick and easy one-click access to key areas of your Pay Portal account. A red indicator will appear whenever an item requires your immediate attention.

B. **Transfer:** Quickly and easily move available funds from your Pay Portal using your preferred payout method.

C. **History:** Track your transactions—received payments, transferred funds, and fees charged—for as long as your Pay Portal account has been active.

D. **Resources:** Click here to discover quick tips, important security information, and a handful of other resources that are designed to help improve your Pay Portal user experience.

E. **Settings:** This is where you can update personal information, reset your password, and change a number of different Pay Portal preferences (e.g., language, time zone, etc.).

F. **Notifications:** To access notifications, simply click on the envelope icon. Notifications keep you well-informed of special service announcements, as well as any new updates to your Pay Portal account or environment.

G. **Available Funds:** This area provides you with a quick overview of the funds available for transfer.

H. **Support:** Have a question about a feature or functionality within your Pay Portal? The Support section provides answers to a number of frequently asked questions, as well as instructions on how to call, email, or chat with a multilingual customer service representative.

I. **Chat:** Chat support is available whenever the chat icon is visible within your Pay Portal.1

1Chat functionality is only available in select languages and geographies.