



Bartercard Online **Quick Guide**

Market your business to thousands
of cardholders Nationwide

01/ Register

Registration for the member's only website '**MYBC**' is quick, simple and easy to get started. All you need is your Bartercard account details.

TO REGISTER, SIMPLY

Visit **mybc.bartercard.com**, click **Login / Register** at the top of the page.

When you register for the first time, select 'Sign Up'.

Complete the boxes provided.

(After you have completed your registration, you can use one of the social logins to connect to your MYBC User).

To create a new account.

- Enter your email address
- Choose a username and password
(Both are case sensitive, and your username cannot be changed once registered, so choose carefully.)

You will also need your:

- Bartercard card number
- Personal name as shown on your card
- Account credit limit

A window will then pop up for you to provide your personal, contact & address details. Read the Terms & Conditions carefully and tick the box to agree.

02/ My Profile

Update your contact details anytime through **Personal Details** located under the **My Profile** menu.

Your Trading Plan can also be updated online at any time either directly, or with the help of your Account Specialist. Keeping this updated helps us to identify the potential spending opportunities that you are looking for.

03/ My Account

MANAGE YOUR ACCOUNT ONLINE

View your balance and up to 24-months of statements.

Your statement contains your account summary and gives you a current snapshot of your account. You can view the previous months' statements, print them off or download a copy in .csv format.

BUY & SELL ONLINE

- Instant payment for merchants.
- Sell your products and services nationwide.
- Buy thousands of products from other Bartercard members.

PAY MEMBER

- You can pay another Bartercard member anytime, all you need is their account name and account number.
- No phone call for authorisation.
- No postage for vouchers.
- Quick and simple way to pay your Bartercard bills.

PROCESS SALE

Process a Sale allows you to transfer funds up to T\$5,000 from another member's account directly into your account.

SELL - BUILD YOUR ONLINE STORE WITH MYBC

Selling on MYBC is a great way to advertise your products or services to other Bartercard members.

Click **Sell**, then click **Add a listing**.

Select the type of listing, choose your category and complete information fields. The red fields are mandatory.

Make sure you type in a clear and accurate description of the product or service you are listing.

Upload up to four images. You can review the listing then select **Publish listing**. When selling products online with MYBC, payment is transferred instantly.

04/ Shopping

Buying & Selling with Bartercard has never been easier!

BUY - GO SHOPPING

Browse thousands of products at any time, and buy them instantly with the click of a button on **marketplace.bartercard.co.nz**

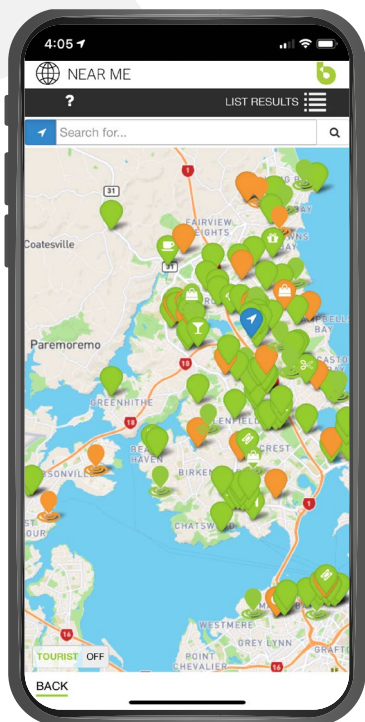
Your payment will go directly to the seller and all you need to do is email them with your delivery details.

If purchasing on Marketplace, you have the option of entering your shipping details before confirming your purchase.

From Marketplace, you can access all our other platforms.

Once registered on MYBC, you can login to all Bartercard platforms using the same Username and Password.

Bartercard Search



Bartercard Search – The tool all members need!

It's the simple, quick and easy way of searching for members around you regardless of where you are in New Zealand or our island holiday destinations.

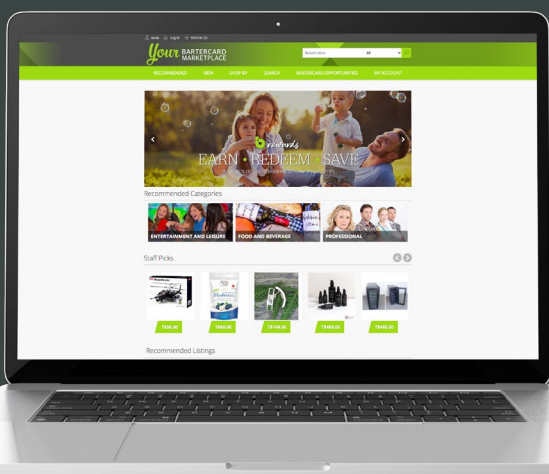
search.bartercard.co.nz

To login to Bartercard Search, simply use your MYBC account username and password.

Marketplace

YOUR TRADING COMMUNITY

Browse products and services
all in one place with more being
added daily



- Provides a platform designed to bring a better trading experience to our network community through greater personalisation and targeting
- Gives our members a single portal to access all Bartercard services including Search and MYBC in just one place

There are many different ways to transact with Bartercard. Discuss the best options with your Business Development Manager.