

## Pa-iwi Account Guide

- Register Guide
- Link an account
- Update profile information

### Register Guide

Registering for Pa-iwi Online is easy, if you are registered through local register, you can later link your Pa-iwi Online account to your social media account like Facebook or Google.

Three ways to register for Pa-iwi Online account:

- a. [Via local register](#)
- b. [Sign into Facebook](#)
- c. [Sign into Google](#)

#### a. Local Register

1. To register visit [Pa-iwi Online](#), then click the **Register Now!**
2. Fill out the form Enter your email and password, then hit **Register Now** to submit. It is nice to use a unique password as this will tighten your account's security and safeness.
3. After filling out the form, Pa-iwi online will send a confirmation email. To confirm your email, click or tap the link in the email you got when you created the account.
4. Visit [Pa-iwi Online](#) and log in using the new created account.

## b. Sign in with Facebook

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1. To register visit [Pa-iwi Online](#)
2. Click or tap **Sign in with Facebook**

## c. Sign in with Google

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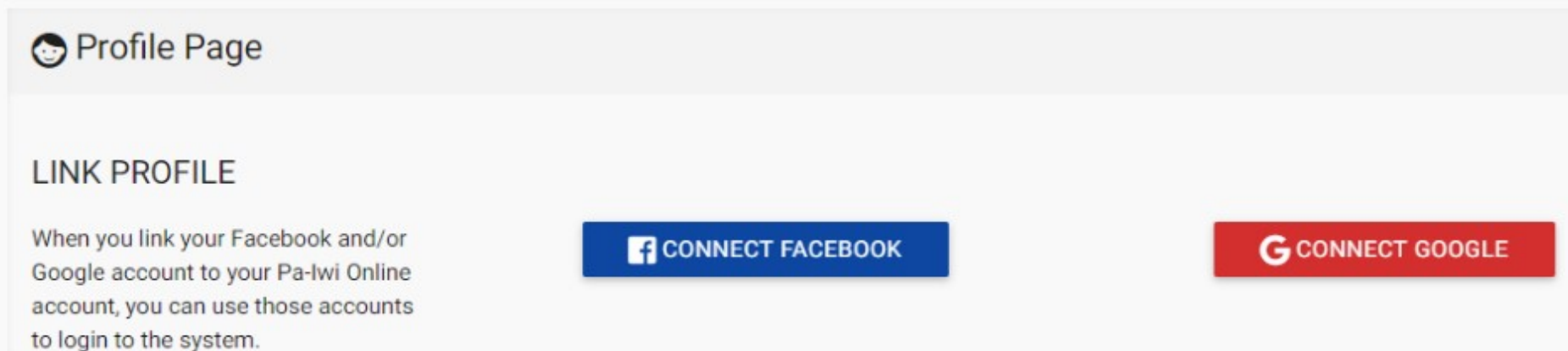
1. To register visit [Pa-iwi Online](#)
  2. Click or tap **Sign in with Google**
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## Link Account

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When you link your Facebook and/or Google account to your Pa-Iwi Online account, you can use those accounts to login to the system.

1. Click or tap your **name** on upper left of screen
2. Under **Link Profile** section, select the account(s) you want to link.

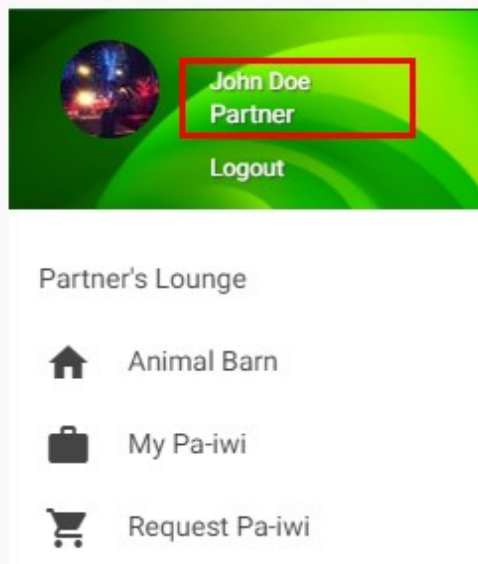


The screenshot shows a user's profile page. At the top, there is a header with a person icon and the text "Profile Page". Below this is a section titled "LINK PROFILE". To the left of the buttons, there is explanatory text: "When you link your Facebook and/or Google account to your Pa-Iwi Online account, you can use those accounts to login to the system." To the right of the text are two buttons: a blue button with the Facebook logo and the text "CONNECT FACEBOOK", and a red button with the Google logo and the text "CONNECT GOOGLE".

## Update Profile Information

Your profile is about your basic details. This is for our record keeping and for us to reach you properly and effectively. Follow the step-by-step procedure for updating profile information:

1. Click or tap your **name** upper left of your screen.



2. Enter the field you may want to update
3. Click **Update** button to submit.

## Animal Barn

**Animal Barn** is found under **Partner's Lounge** section. Animal Barn consists of different functionalities such as displaying livestocks, searching a livestock by tag, name or package name. A Partner can also view information about their livestock such as package name, status, breed, pictures, medical histories etc.

- View all livestocks
- Search a livestock
- Edit a livestock name

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## View all livestock

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Click or tap **Animal Barn** under **Partner's Lounge** section

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## Search a Livestock

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1. Click or tap **Animal Barn** under **Partner's Lounge** section
  2. Search the livestock by **name** , **tag** or **package name**.
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## Edit Livestock's Name

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1. Click or tap **Animal Barn** under **Partner's Lounge** section.
2. Search the livestock by **name** , **tag** or **package name**.
3. Click the **pencil** button to edit.

## My Pa-iwi

In the package module, all package of partner are displayed here. This module will allow the partner to view their scheduled payment, Farm basic information on which animals are being assigned, Farm bank details and where the transaction takes place

- How a Pa-iwi transaction works
- Package status
- Redeem a package by code
- Search a package
- Contract transaction
- Deposit transaction

## How a Pa-iwi package transaction works

A partner can only make a transaction if the package is on **Processing status**. These transaction includes **Contract** and **Deposit**. It is important to take in mind when making a transaction it must be done orderly and right to avoid having further issues.

### Contract Transaction

If the Pa-iwi package is confirmed by partner, the status is set to **processing status**. The first action done in a processing status is when the coordinator/sale will send a contract attachment for signing. The Partner must wait until the file is posted from Pa-iwi package timeline. The Pa-iwi package timeline is found when clicked on **My-Paiwi** section under **Partner's Lounge**



**John Doe - Coordinator**

Added on - Mar 14, 2018 4:50:21 PM

Contract  
For Signing



*contract attachment for signing*

After receiving the contract attachment, the partner must **download the file**, **scan it** and **sign it up**. After completion, **upload the file contract**. with signature in it.

## Deposit Transaction

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The Deposit Transaction is after the **Contract Transaction** is finished. The Partner does not have to follow a scheduled payment if they plan to make an immediate payment. Note that the partner must upload a deposit slip for proof of payment [Click me to follow step by step procedure on how add deposit transaction.](#)

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## Package status

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A Pa-iwi Package has a different status such as **confirmation, cancelled, on-going, processing, completed** and **denied** Each one of these states the condition of the package.

Package status: **Confirmation**

Package with **confirmation status** is usually done when coordinator or sale offered a Pa-iwi package based on what partner has requested. The partner can either cancel or confirm the package.

Package status: **Processing**

Package with **Processing status** will occur upon when the partner confirmed the Pa-iwi package. On process status, the partner must wait until he/she recieved the contract attachment from coordinator or sale. (image below to check what contract attachment look like ).

Package status: **On-Going**

Package with **On-Going status** will occur upon when the package is fully paid. The partner will now have wait for payout to receive based on scheduled payment.

Package status: **Completed**

A **completed status** will occur upon when the partner recieved all payments.

Package status: **Cancelled**

A **cancelled status** will occur upon when the package is on **Confirmation status** and partner cancelled the offered Pa-iwi package.

Package status: **Denied**

A **denied status** will occur when the Pa-iwi package is denied by a coordinator/sales.

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## Contract Transaction

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Note: A partner should only create a transaction in a Pa-iwi package with **Processing status**

1. Click or tap **My Pa-iwi** under **Partner's Lounge** section
  2. Select the package with **processing status** you want to make a contract.
  3. Select **contract** under **transaction type** and select **accomplished**.
  4. Click or tap **ADD PHOTO OR FILES** to upload the contract with signature.
  5. Click or tap **Post** button to submit.
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## Add deposit transaction

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Note: A partner should only create a transaction in a Pa-iwi package with **Processing status**

1. Click or tap **My Pa-iwi** under **Partner's Lounge** section
  2. Select the Pa-iwi package you want to add a deposit transaction.
  3. Select **deposit** under **transaction type**, select your **purpose** and enter the **amount**.
  4. Click or tap **ADD PHOTO OR FILES** to upload the deposit slip for proof of payment
  5. Click or tap **Post** button to submit
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## Redeem a Pa-iwi Package by Code

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A code will be provided for partners who did not receive a package offered before Pa-iwi Online was released. Partner will receive an email which contains the code from Codegum support. Partner can also email [support@codegum.ph](mailto:support@codegum.ph) if they didn't receive any email.

1. Click or tap **My Pa-iwi** under **Partner's Lounge** section.

2. Enter the code you recieved.



Redeem Your Packages



## Request Pa-iwi

Partner can request any availabe Pa-iwi package they want.

## Request a Pa-iwi package

1. Click or tap **Request Pa-iwi** under **Partner's Lounge** section

2. Select a **package** and enter the **quantity**. Under quantity, partner may add an additional info for their request.

Package

Choose Package



Quantity

Anything you want to add?



REQUEST



3. Click **Request** to submit.

## Notification Guide

The system is able to automatically inform groups and individuals on different devices or by referencing their Paiwi Online account.





The partner will receive a notification based on the following criteria:

- If a slot for Pa-iwi package is offered.
- A new announcement is received.
- Scheduled payment for paying on time.
- If the offered slot is canceled or confirmed by the partner

## View Notification

1. Click or tap **Notification** under **Notification Center** section

### My Notification

- |  |                   |
|--|-------------------|
|  A slot for <b>Dairy Cattle Surrogate Program DV BOER FARM:FEBRUARY 2018</b> has been offered to you! Don't miss out on this very promising opportunity. Confirm the offer now on your My Paiwi page. | 03/16/2018 3:19PM |
|  Check the payout schedule for your package Dairy Cattle Surrogate Program DV BOER FARM:FEBRUARY 2018: Slot # 2   | 03/16/2018 9:53AM |
|  Dairy Cattle Surrogate Program DV BOER FARM:FEBRUARY 2018: Slot # 2 payment is now set to completed!   | 03/16/2018 9:52AM |
|  A slot for <b>Dairy Cattle Surrogate Program DV BOER FARM:FEBRUARY 2018</b> has been offered to you! Don't miss out on this  | 03/15/2018 4:26PM |

very promising opportunity. Confirm the offer now on your My Paiwi page.