

CREATING YOUR ACCOUNT

If you have downloaded the App, or are registering interest on our website, you are to complete an enquiry form. Here please enter the following data:

- Name
- Contact Number
- Email
- Postcode
- Business name
- Business phone number

Once you have completed and submitted your enquiry form a member of staff from Oiyaa will contact you to discuss any details and go through the

- Your company bank account details
- Photo ID of Director
- Proof of Business Address – e.g., Utility Bill
- Company logo (if available)
- Social media links e.g., Facebook page, twitter names.
- Further information about your company (for restaurants only – your menu)

A Welcome Email is sent to you once you are set up in the System.

This email contains the Activation Link for initial setup and further actions.

Clicking on this link will take you to the Login Screen.

At the First Login Screen, you are prompted to enter your Email address and password.

You then click on the Login Button to proceed to your Home screen. The Home Screen is called the Merchant Dashboard.

You can enter your Self-Service portal with any popular web browser. The URL link for accessing the

Portal is <https://Merchant.oiyaa.com>

You can use same login details for your Merchant app.

You are now part of the Oiyaa family – welcome!