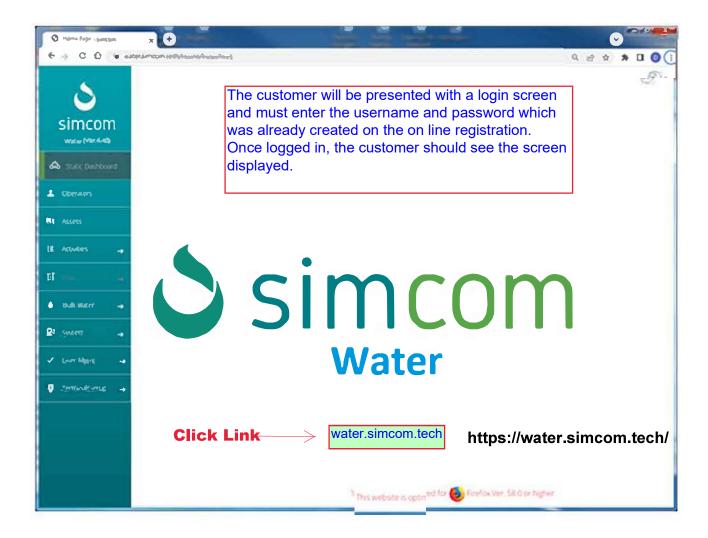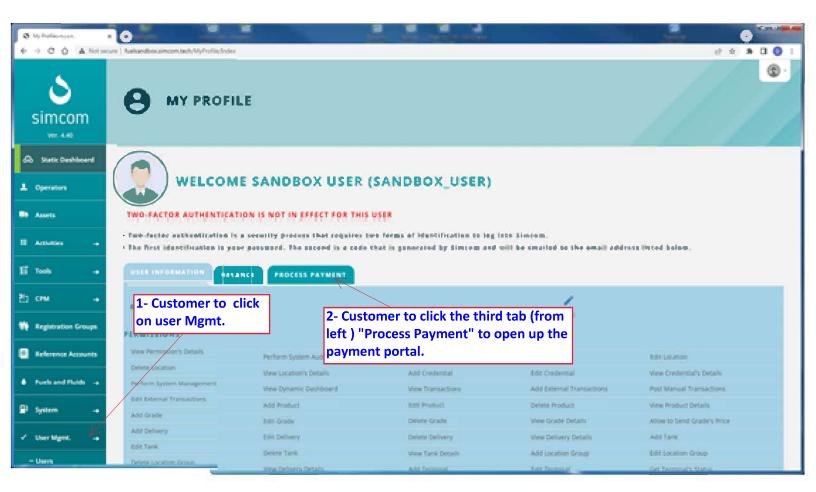# Work Instructions for the Simcom Online Credit Card Payment
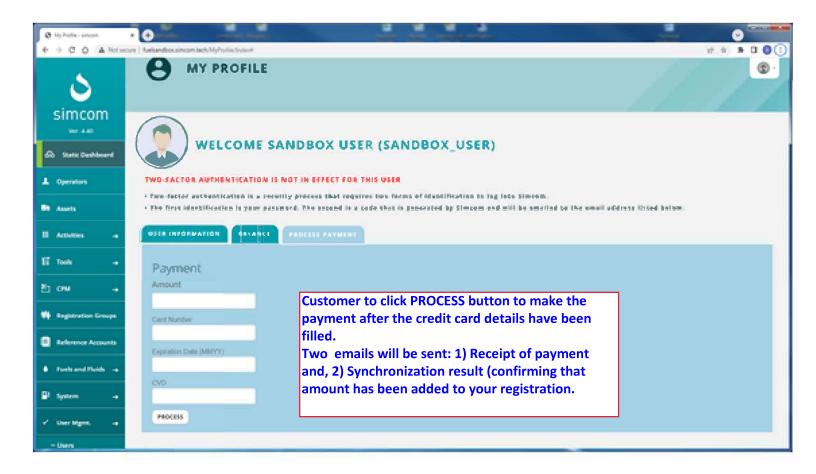
For the Simcom on line credit card registration:

After the link is clicked the customer will be presented with a login screen and must enter the username and password which was already created on the on line registration. Once logged in, the customer should see the screen displayed.

1. Click user management tab.
2. Click process payment tab (third from the left) to open the payment portal.

Customer to click process button to make the payment after the credit card details have been filled.

two emails will be sent:

1) Receipt of payment.

2) Synchronization result (confirming that amount has been added to your registration.