

Comb credits on portal

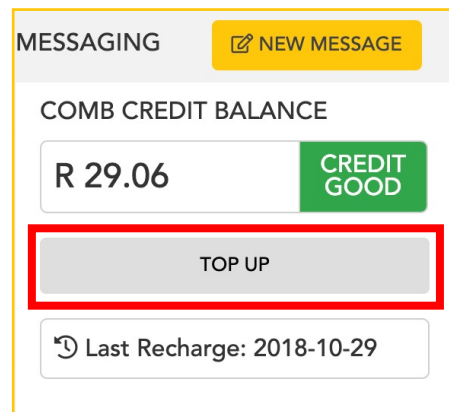
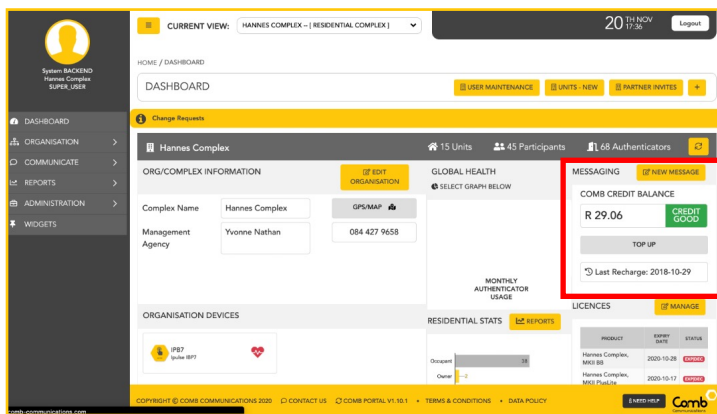
Comb credit is exclusively purchased for messaging on the MKII web-based system. Comb credit is used from the portal to send SMS's to other users within an organisation and cannot be used for TAP-TAP entries. TAP-TAP entries work from a SIM card within a device, this differs from your Comb credit balances and will not affect your intercom service if depleted.

Each SMS costs 37 cents per tier one sms.

Top-up

Users can request to top-up their account on the Comb portal by following these steps.

- 1) Log in to the Comb portal as a complex user. This will navigate the user to the complex dashboard.
- 2) Locate the **Messaging** component on the top right-hand side of the complex dashboard.
- 3) Click the "TOP UP" button to open the Top-up module.



- 4) Complete your top up amount, select your payment type, and enter your reference number. Once completed click the "REQUEST TOP-UP" button to proceed.

Complex - Top up

ACCOUNT SUMMARY

CURRENT BALANCE	AVAILABLE BALANCE
R 29.06	R 29.06

ACCOUNT TOP-UP

Top-Up Amount: Payment Type:

Payment Reference:

TOP-UP HISTORY

DATE REQUESTED	AMOUNT	PAYMENT TYPE	VERIFIED	DATE CONFIRMED	PRO-FORMA INVOICE
2018-07-18 13:40:45	100.00	EFT	false		<input type="button" value="View Invoice"/>
2018-07-18 09:24:52	1.00	EFT	true	2018-10-29 14:09:26	<input type="button" value="View Invoice"/>
2018-07-18 09:24:32	1.00	EFT	true	2018-10-22 07:42:09	<input type="button" value="View Invoice"/>
2018-07-18 09:24:06	12345.00	EFT	false		<input type="button" value="View Invoice"/>
2018-07-17 12:11:57	50.00	EFT	false		<input type="button" value="View Invoice"/>
2018-07-17 12:10:32	50.00	EFT	false		<input type="button" value="View Invoice"/>
2018-04-24 08:56:08	50.00	EFT	true	2018-04-24 08:56:37	<input type="button" value="View Invoice"/>

First Previous 1 Next Last 10

Please use your account number as your reference to ensure payments are allocated to the correct account. E.g. AAA001

- 5) Once completed, email proof of payment to: accounts@comb-communications.com

- 6) When proof of payment is received, our comb accounts team will process the invoice. The request will be accepted and your comb credits will be topped up successfully.