

## **GUIDE TO THE UGPAY GROUP PERSONAL ACCOUNT FOR NEW USERS**

This manual is intended for new users to facilitate the registration process in the UGPay Group Personal Account, as well as to top up the account and pay for packages containing WorldCRU security tokens.

### **I. Registration in the UGPay Group PA**

1. Your invitee sent you a link used to register new users. Follow this link and register in your UGPay Group Personal Account.
2. Fill in the registration fields: enter your Name, Surname, Phone number (with country code), Skype (optional).
3. Next, come up with a Username (Login) in Latin letters.
4. Indicate the city where you live (or choose from the list), indicate your e-mail (e-mail). It is preferable to use the **@gmail.com** mailbox - all messages from our service are guaranteed to come to it and you will not miss anything.
5. Next, confirm your desire to receive newsletters from the company by mail by checking the box (this function can be disabled in the Personal Account at any time) and confirm that you are not a robot by solving the verification code (captcha). Click on the "Register" button.

Attention! By registering in the project, you confirm that you are familiar with the privacy policy, the use of cookies, AML/KYC and the User Agreement.

6. Registration is complete. An email has been sent to your email address with instructions on how to activate your account. Open the email from **support@ugpaygroup.com** and follow the link in the email. Congratulations! You have successfully registered and activated your **UGPay Group Personal Account**.

### **II. Account verification**

1. Filling in information. After you have entered your Personal Account, click on the "Profile" button, then on the "Change data" button.
2. To verify your identity, you will need a document containing your photo (IDcard, Passport, Driver's License). Please fill in all required fields correctly.
3. After you have filled in all the columns of the questionnaire, the verification function is available to you. Go to the verification section by clicking on "Status" in the sidebar under your name.
4. Upload high-quality photocopies of your document, the details of which you entered during the previous step. Attention! Be sure to check that all letters and numbers are legible and that all 4 corners of the document are visible. You may upload documents in pdf, jpg, jpeg, png or gif formats not exceeding 10 MB.

- An identity document with a photo (IDcard, Passport, Driving license).
- Reverse side of the identity document (IDcard, Driving license if using a passport, re-uploading the passport).
- Selfie with a document with a photograph in hand.

5. Next, check the box and confirm that the data that you filled out in the profile fully corresponds to the data on the photocopies of the identity document.

6. Your application for verification has been completed and is awaiting processing by the moderator. The term for application processing is 24-48 hours. You can track the status of your verification on the main page of your Personal Account on the sidebar under your name.

### **III. Conclusion of contractual documents**

After submitting documents for account verification, [contractual documents](#) will become available to you. Click on each of them, read carefully and sign by clicking on the corresponding button.

- ELITE-club agreement
- General agreement
- Non-disclosure agreement

The company's public agreements are also available for reading.

After signing the contracts, all the functions of the Personal Account become available to you.

### **IV. First steps in UGPAY Group PA after registration and verification**

The first thing to do is to familiarize yourself with all sections of the account: News, Messages, Materials for the client, Wallet, Portfolio, WCRU packages. For each section, the available subsections are listed on the left sidebar.

1. **News.** This section publishes the latest company news, as well as important messages. To keep abreast of events, we recommend that you visit this section at least twice a week and read the company's news.

2. **Messages.** In this section you will be able to see your private messages from the company.

3. **Materials for clients.** In this section you will find promotional materials and advertising pages.

4. **Wallet.** In this section, you can top up your account for purchases and check the current balance of funds in UNT.

5. **Portfolio.** This section displays the number of WCRU tokens you have purchased.

6. **WCRU packages.** WCRU security token packages are available here.

### **V. Account replenishment and purchase of WCRU**

1. Go to the [“Wallet”](#) section, click on the "Pay" button on the sidebar, enter the top up amount you need in UNT and select the preferred top up method.

For more information on how to top up your UGPay Group Personal Account, see the instructions:

- [Topping up the UGPay Group PA account using Global Unit Pay](#)
- [Topping up the UGPay Group PA account using Quantum Clearance \(bank cards\)](#)

Attention! If you have chosen the method of topping up your account using the Global Unit Pay payment system, then you need to register and go through verification on the Global Unit Pay payment system website. Read how to do so [here](#).

2. After you have topped up your account, you need to go to the ["WCRU Packages"](#) section, enter the payment amount, and click on the "Buy" button. If you want to get up to +100% WCRU to the total amount of the package you have chosen, then join the [ELITE-club](#) before paying and use this opportunity.

**Attention!** Membership in the ELITE-club is paid once a year. In order to receive a discount from ELITE-club for packages, you need to pay for goods only from the [“Bulk purchase with a discount”](#) category (access to the bulk purchase will be opened after subscribing to [ELITE-club](#)).

Congratulations! You have made the purchase of WorldCRU security tokens, thereby securing your future for years to come.

If you like the project, tell your relatives, friends and acquaintances about the opportunity to receive WCRU security tokens in the UGPay Group Personal Account using advertising materials:

- [New user registration page](#);
- [Project presentation](#) (text format);
- [Video presentation of the project](#).