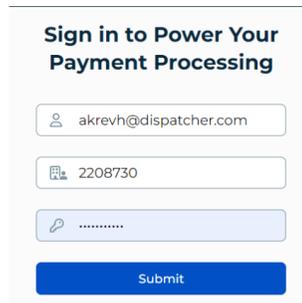


WastePay Administrator Quick Start Guide

Welcome to payment processing with Dispatcher! Whether your account is integrated with Dispatcher or standalone, you need to know how to navigate the WastePay portal. This document is here to help as it walks you through how to log in, change your password, add or delete users, and set up recurring payments.

Login

1. Go to app.wastepay.com
2. Enter **email address** used to setup your account
3. Enter **Merchant ID** given by Dispatcher representative
4. Enter **password** created to setup your account
5. Click **Submit**



Sign in to Power Your Payment Processing

akrevh@dispatcher.com

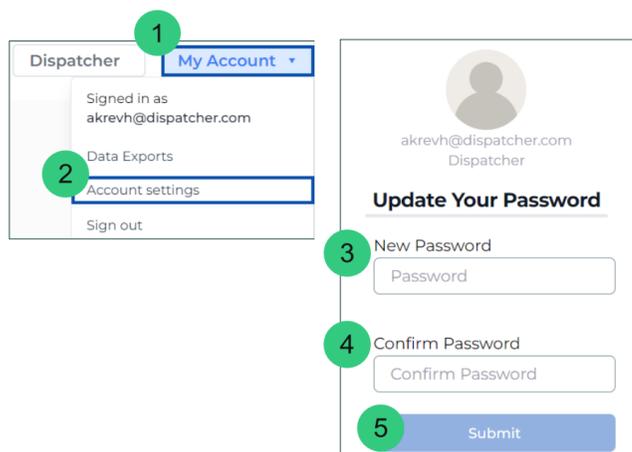
2208730

.....

Submit

Change Password

1. Click **My Account**
2. Click **Account Settings**
3. Enter **New Password**
4. **Confirm Password**
5. Click **Submit**



Dispatcher **My Account**

Signed in as akrevh@dispatcher.com

Data Exports

Account settings

Sign out

Update Your Password

New Password

Password

Confirm Password

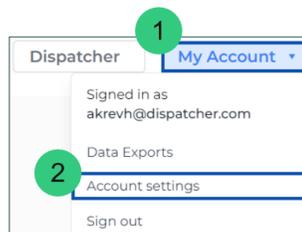
Confirm Password

Submit

Add a User

1. Click **My Account**
2. Click **Account Settings**
3. Click **Add user**
4. Complete the fields
5. Enable **User is Admin**, if applicable

Note: The user will receive a welcome email prompting them to create a password.



Dispatcher **My Account**

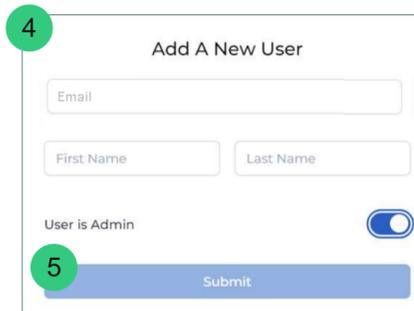
Signed in as akrevh@dispatcher.com

Data Exports

Account settings

Sign out

User ID	First Name	Last Name	Email	Is Admin	Add user
7	Kyle	Erlenbach	kerlenbach@dispatcher.com	Yes	Edit Delete
8	Riaz	Virani	rvirani+dispatcher@wastedynamics.com	Yes	Edit Delete



Add A New User

Email

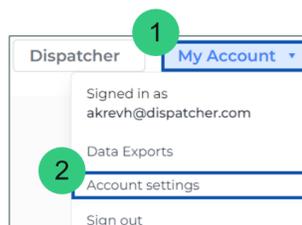
First Name Last Name

User is Admin

Submit

Delete a User

1. Click **My Account**
2. Click **Account Settings**
3. Click Delete next to appropriate user



Dispatcher **My Account**

Signed in as akrevh@dispatcher.com

Data Exports

Account settings

Sign out

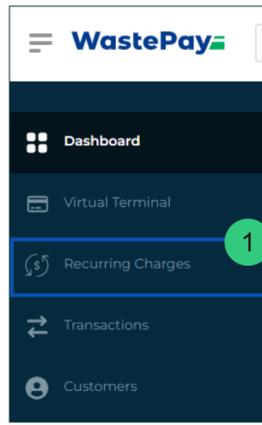
User ID	First Name	Last Name	Email	Is Admin	Add user
7	Kyle	Erlenbach	kerlenbach@dispatcher.com	Yes	Edit Delete
8	Riaz	Virani	rvirani+dispatcher@wastedynamics.com	Yes	Edit Delete

Set Up Recurring Charges

1. Click **Recurring Charges**
2. Click **+ New Recurring Charge**
3. Add **Payment Details** and **Customer Details**
4. Select **Payment Frequency**
5. Enable or **Disable Stop on Error**

If enabled and a recurring charge fails, the recurring charge will pause until it is resolved and resumed. Turn this off if you want the recurring charge to continue after failures.

6. Set up **Payment Method** by either selecting a card on file or adding a **+ New Card**
7. Confirm details and click **Save and Start**



+ New Recurring Charge

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Payment Details

Transaction Amount: \$ 250.00 Invoice Number: #12345

Notes: Monthly charge

Customer Details

Customer: Alyse Brodhead (AK Rolloffs) + New Customer

4

Service Address: 547 Eddy Road Service Address 2: Apt, Suite, etc

City: Cleveland State: Ohio

Zip / Postal Code: 44108 Country: United States

Email: support@dispatcher.com

5

Payment Frequency

6

Frequency: Monthly

Start Date: 05/29/2024 End Date: 05/28/2025

Stop On Error:

Payment Configuration Method

Payment Method: Select Credit Card + New Card

\$250.00 Monthly

2024-06-03 | 2025-05-28

AK Rolloffs

Alyse Brodhead
support@dispatcher.com
547 Eddy Road
Cleveland, OH 44108

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Reset Save and Start