



TOKES
PLATFORM

Tokes Platform *Merchant Gateway* User Onboarding Guide

A Quickstart Guide to Using the Tokes Merchant Gateway available at

[Gateway.TokesPlatform.org](https://gateway.tokesplatform.org)

Last Updated October 2019

<https://multichain.ventures>

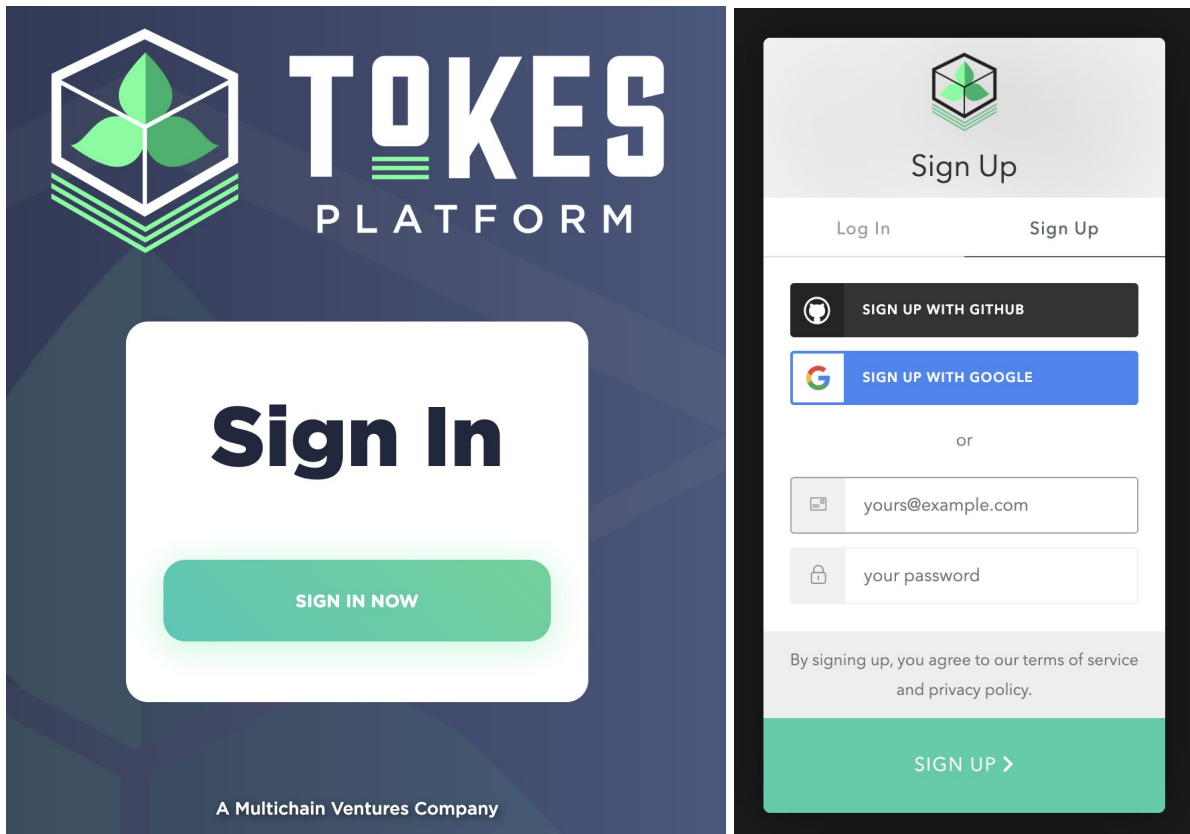
Document Purpose

This document serves as a quick-start guide for the Tokes Platform merchant platform. Provided is a general overview for new users, particularly:

- creating and verifying an account
- setting your receiving wallet address
- adding your first product
- creating your first invoice for point-of-sale checkout

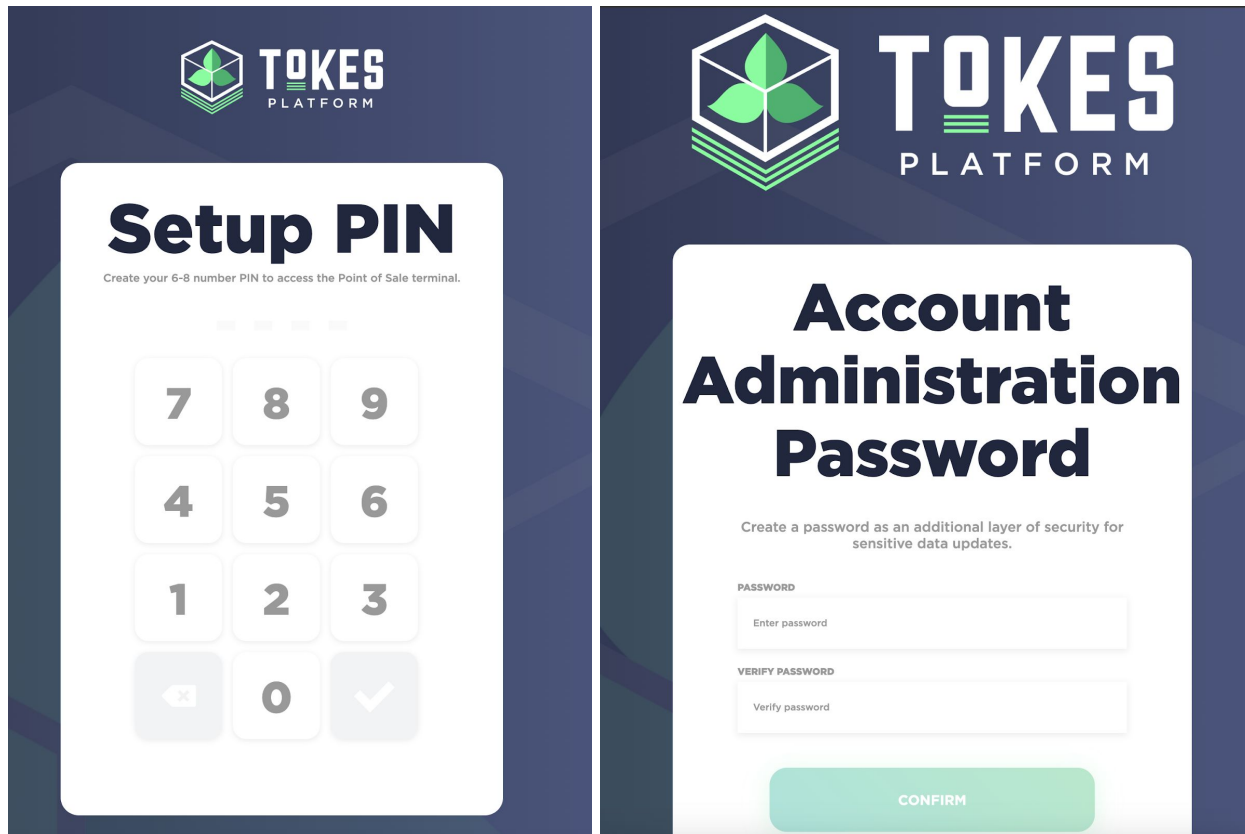
Signing Up

Access the platform via gateway.tokesplatform.org on desktop or tablet browser.



After clicking **Sign In** to access the platform, new users should use the **Sign Up** button to access the Gateway (existing users can simply log in). This grants access to limited business features (e.g., inventory management) not including digital currency payment processing until user identification is completed (discussed in “User Identification - KYC” section below).

Setup PIN: After reading the terms of service agreement and accepting, users will set a pin number for the account.



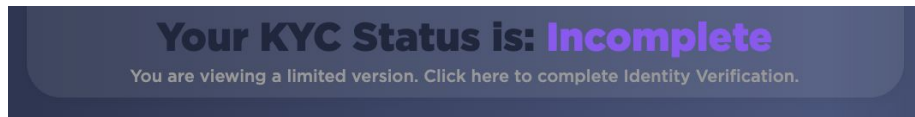
The image displays two screenshots of the TOKES PLATFORM interface. The left screenshot shows the 'Setup PIN' screen, which prompts the user to 'Create your 6-8 number PIN to access the Point of Sale terminal.' It features a numeric keypad with digits 0-9, a backspace button, and a confirmation button. The right screenshot shows the 'Account Administration Password' screen, which prompts the user to 'Create a password as an additional layer of security for sensitive data updates.' It includes fields for 'PASSWORD' and 'VERIFY PASSWORD', and a 'CONFIRM' button.

Master Account Password is different than the **Sign Up** password used to sign in. To complete the account sign up, merchants must also create this master account password, providing additional security to authorize certain account updates.

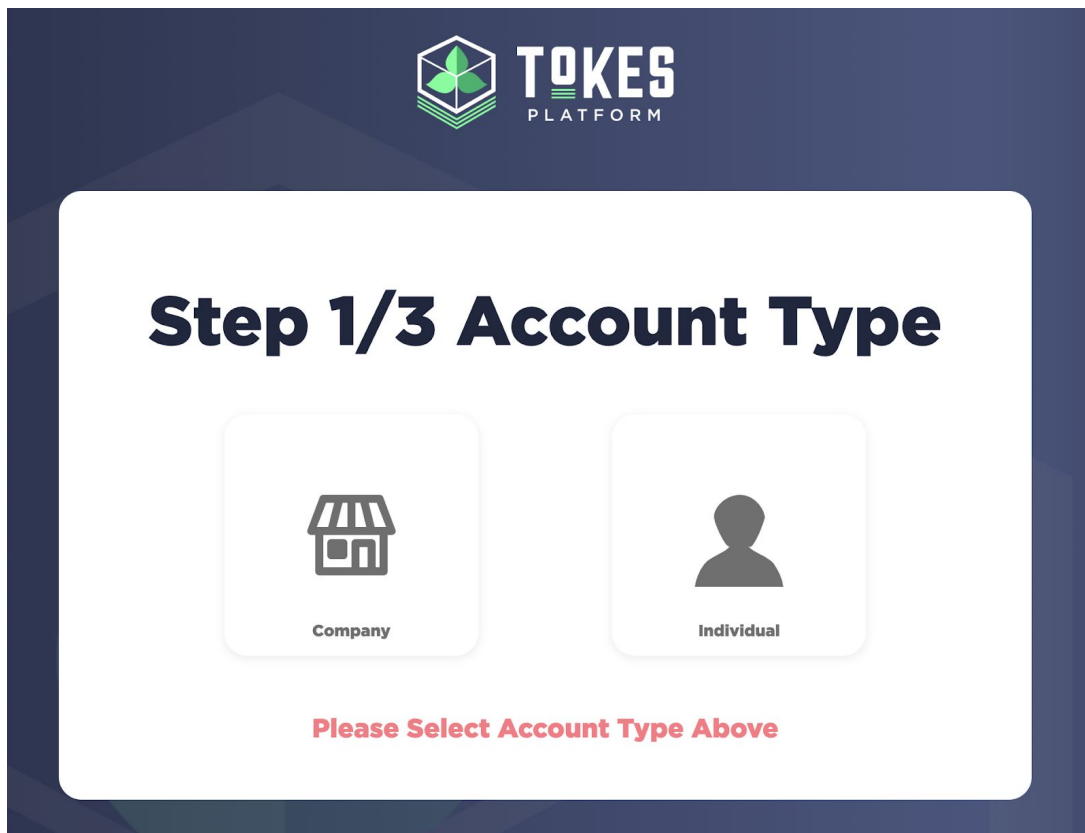
Upon completing the **Sign Up** process, users are navigated to the **Home** portion of the Merchant Gateway.

Getting Verified and Administration Settings

Click the alert at the top of the **Home** screen to verify your account.



New users must complete the appropriate “know your customer” or KYC information along with the required documentation to enable all of the Merchant Gateway features and use the digital currency payment processing functions.



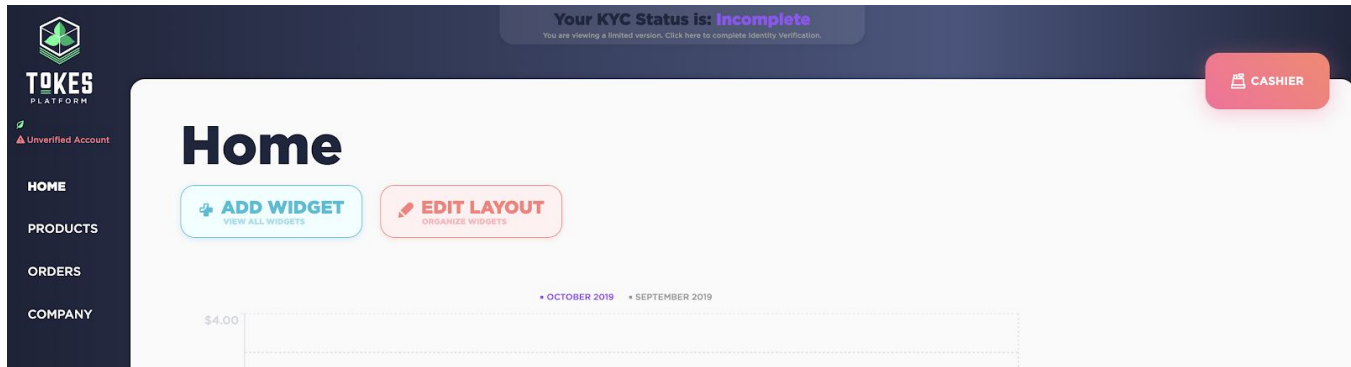
The screenshot shows the TOKES Platform logo at the top. Below it, the title "Step 1/3 Account Type" is displayed. There are two selectable options: "Company" represented by a storefront icon and "Individual" represented by a person icon. At the bottom, a red text prompt says "Please Select Account Type Above".

First, the **account type** must be selected, **Company** (more than 1 owner) or **Individual** (sole proprietor or general user).

Next, several pieces of **contact data** are collected including: Company Name, Email, Phone Number, Address, City, State, Country, Tax ID Number (or social security # for individuals in the U.S.). Full Name, Date of Birth, Gender, etc. After fully completing the KYC, you will be able to process payments through the Gateway.

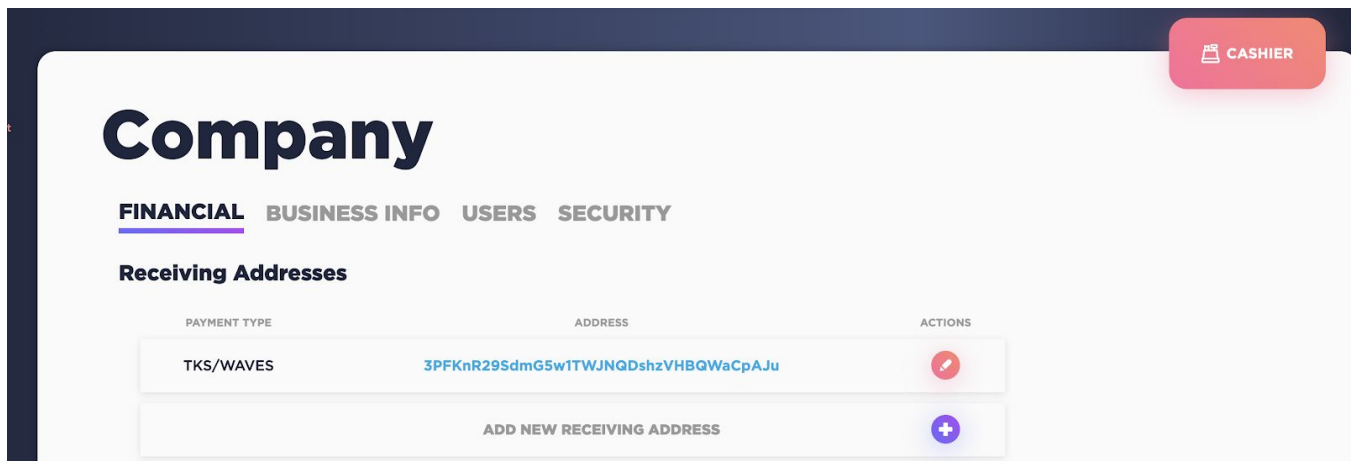
Home Dashboard

Logging in will take you to the Home dashboard where you can manage your point-of-sale experience. Here you will see recent sales data (once some have been completed), along with a number of data reporting widgets and analytics.



Company Settings

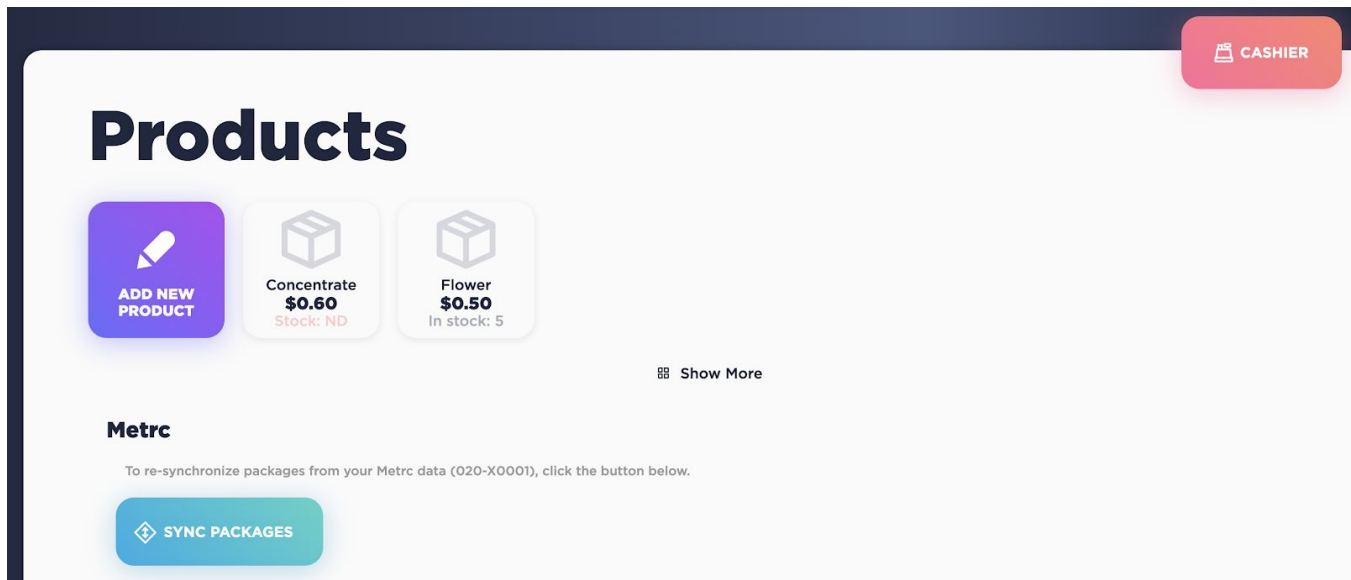
By clicking the **Company** link on the left of the **Home** screen you will be taken to the portion of the Gateway where you can manage your **Financial** settings (including wallet addresses), **Business Info**, **Users**, and **Security** settings.



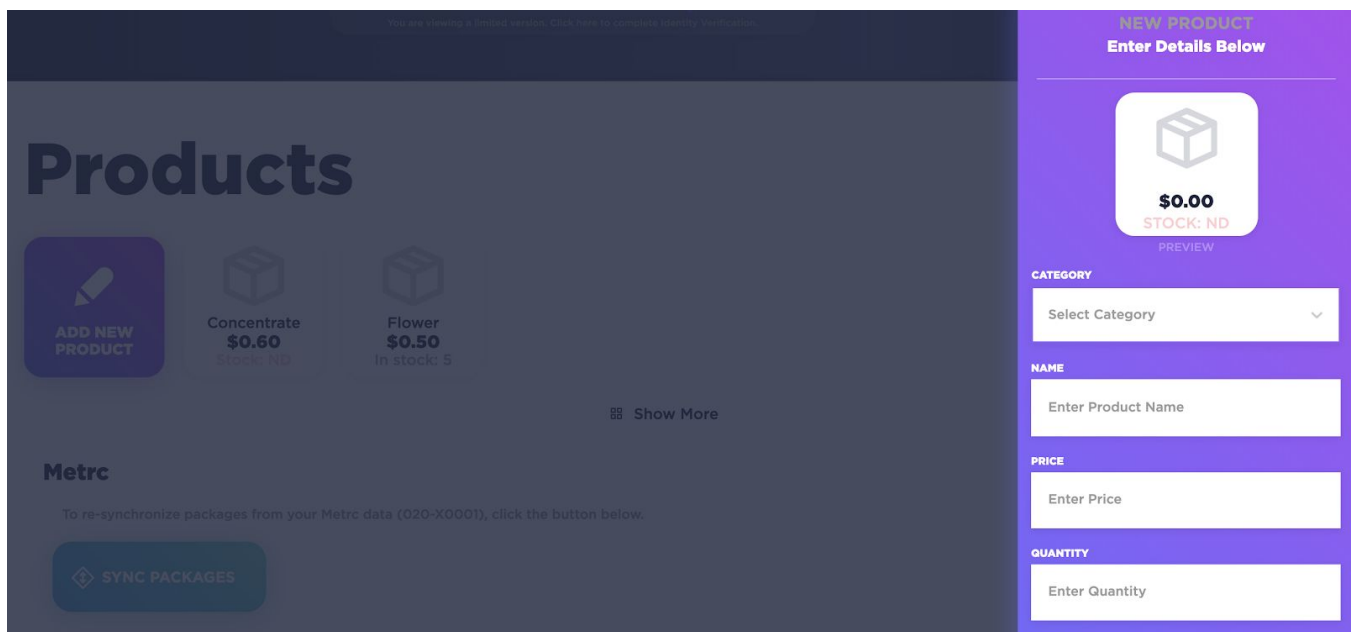
On the **Financial** tab, enter your **Receiving Addresses** of where you will receive digital currency payments. These should be your own wallet addresses, not exchange wallets. This will need to be completed before receiving your first payment. You will need to enter a specific wallet address for each cryptocurrency you wish to accept (e.g., Tokes, Bitcoin, Litecoin, Waves, or Dash).

Products

On the **Products** page is where you can manage your inventory.



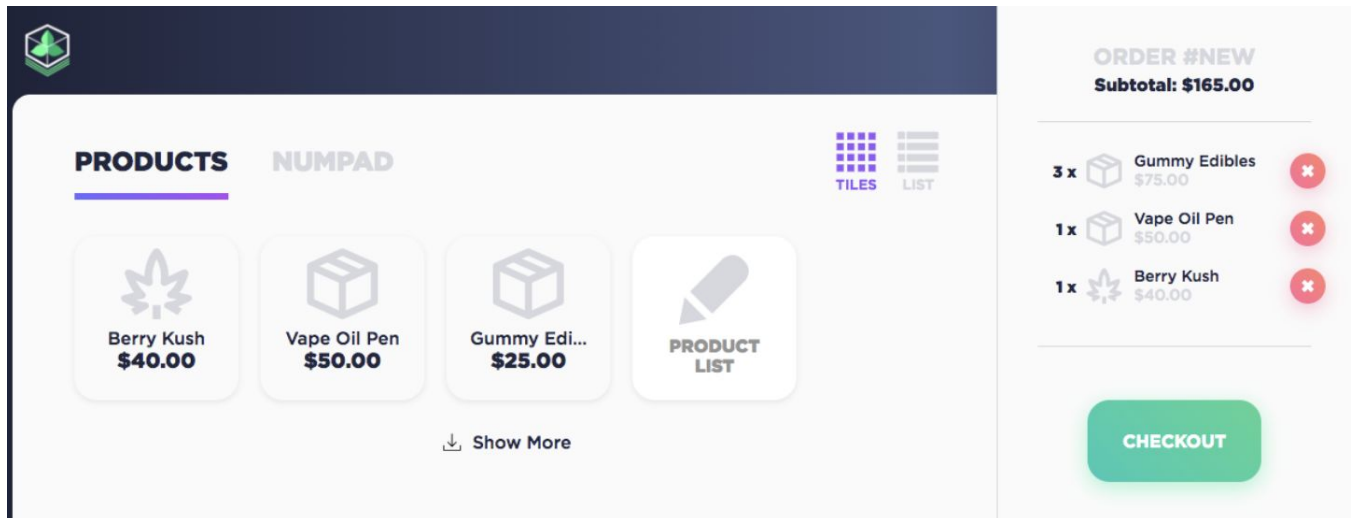
Select **Add New Product** to add a new product to the inventory for customers to purchase.



Selecting an already created product displays the side panel form to **update** product information.

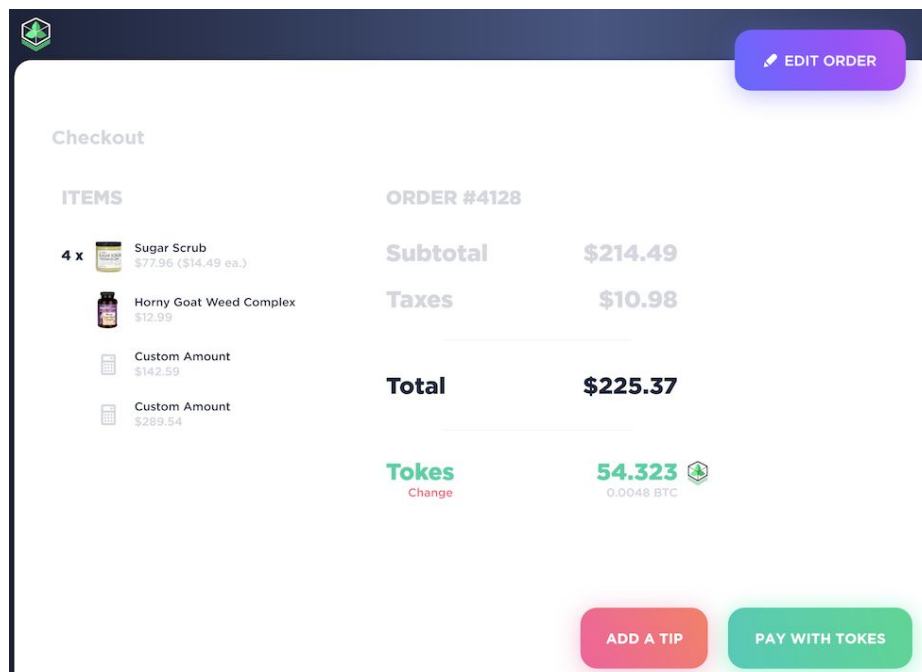
Cashier

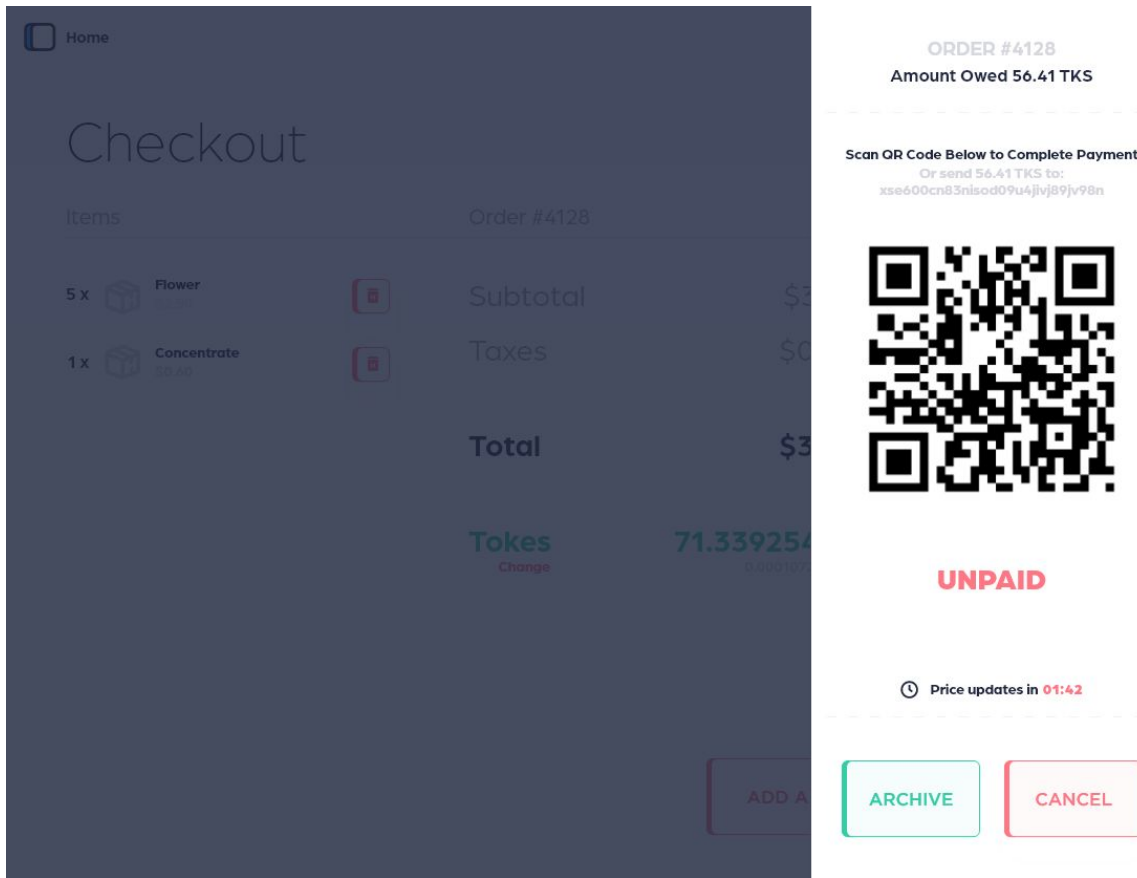
Select **Cashier** in the side menu to create a customer invoice for a sale.



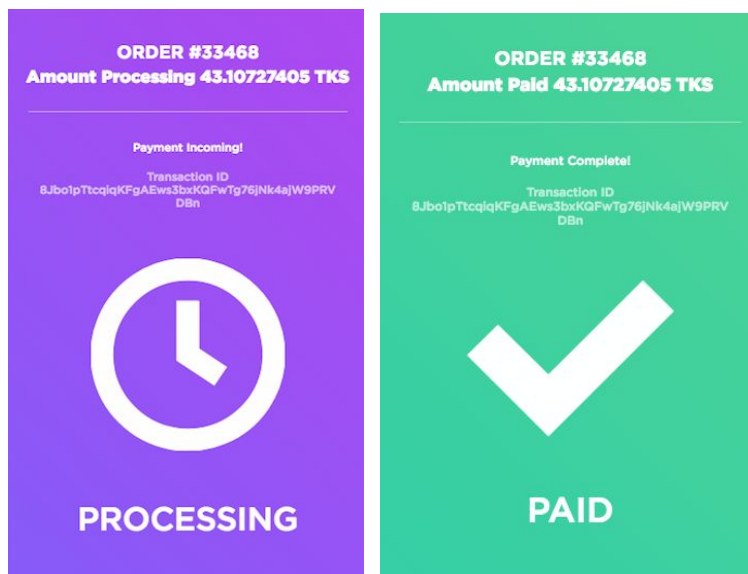
Select the items to add to the invoice (each click will add an additional single quantity to the invoice), which will automatically calculate the settlement cost. Additionally, you can manually add a sale price via the **NUMPAD**).

Select **Checkout** to finalize the order. This will prompt you with options to add a tip, and accept different digital currencies (Tokes, Bitcoin, Litecoin, Dash, or Waves).





Have your customer then scan the **QR code** from their mobile digital currency wallet to make payment.



Once the network has detected the payment - the status will change to **Processing**, once it is finalized, it will show as **Paid**. This should take only a matter of seconds.



TOKES
PLATFORM

For a detailed outline of features from a user perspective, see the full **User Manual** documents available at <https://multichain.ventures/documents.html>

For specific questions or troubleshooting, join our [Telegram group](#) or email support@multichain.ventures.