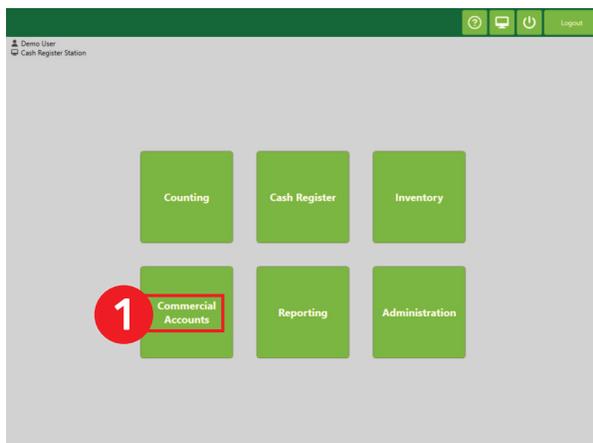


CREATING AND MANAGING SCHOOL COMMERCIAL ACCOUNTS

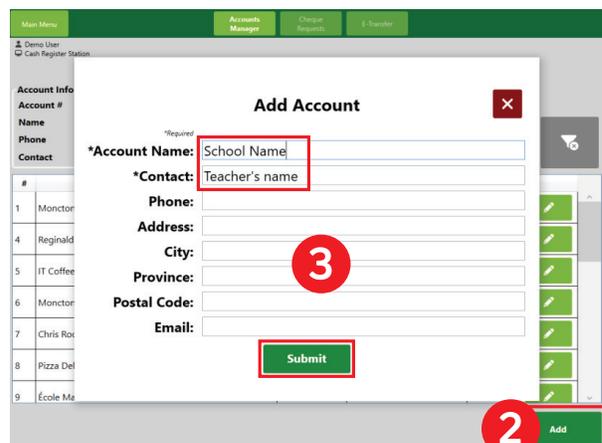
Schools that are participating in Encorp's *Recycling Heroes in School* program must be given commercial accounts. All beverage containers your redemption centre receives from these schools as well as all beverage containers that customers wish to donate to the schools must be recorded as transactions in these commercial accounts.

Here is a detailed guide on how to create and manage commercial accounts for schools. If you have any questions or need help with setting up/managing commercial accounts, you can reach Encorp's operations team at operations@encorpatl.ca or by calling the main line at **1-877-389-7320** (press 1 to be directed to the help options for RCs).

Creating an Account

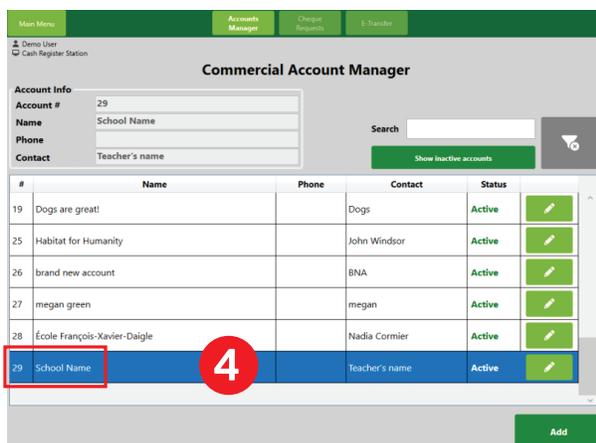


1. Press the "Commercial Accounts" button.



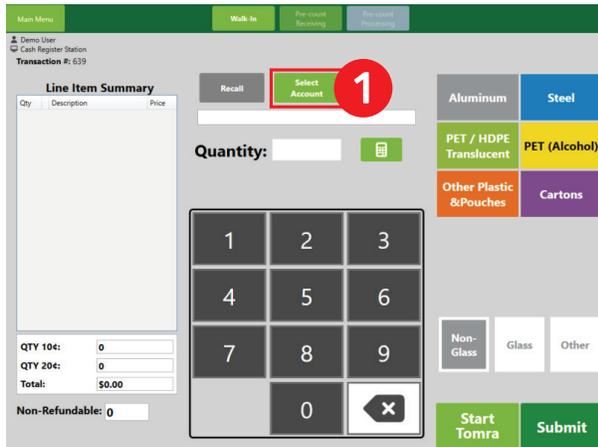
2. Press the "Add" button.

3. Fill in the contact information for the account. The only required fields are the account name and contact name. Press "Submit" when finished.

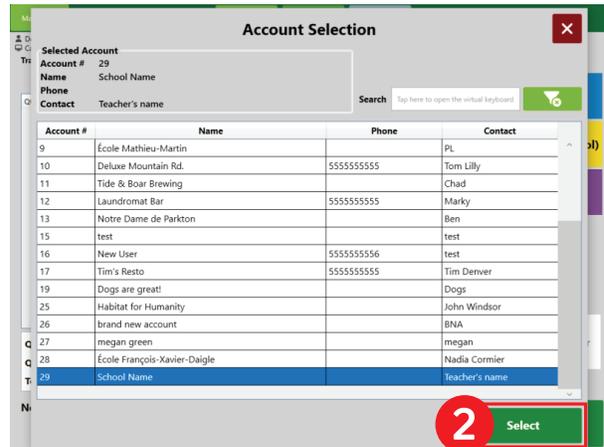


4. Get the school's account number from the left column in the accounts grid and provide that number to the contact from the school. In this example, the school's account number is 29.

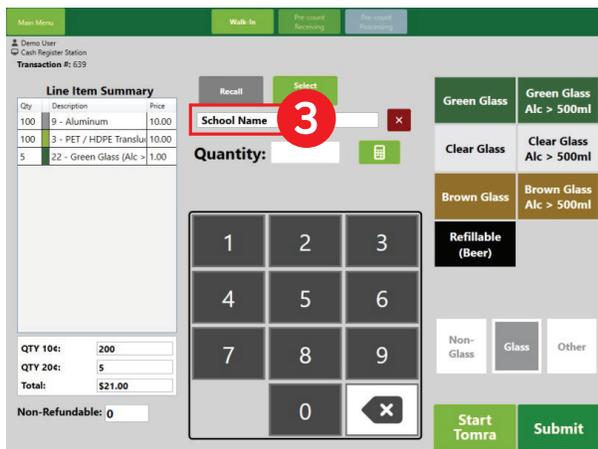
Adding a Transaction to the Account



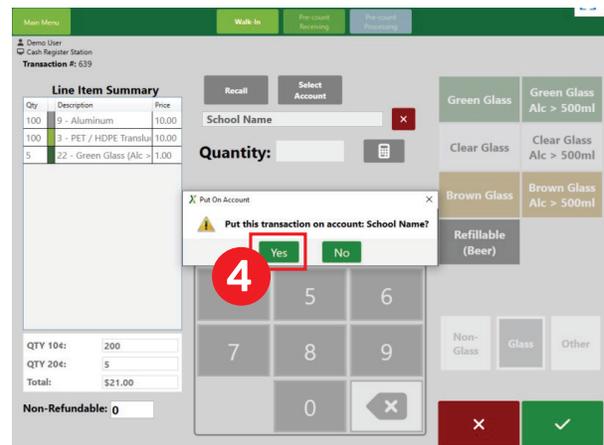
1. Begin a transaction as normal, then press the “Select Account” button.



2. Click on the correct account from the list, then press the “Select” button.

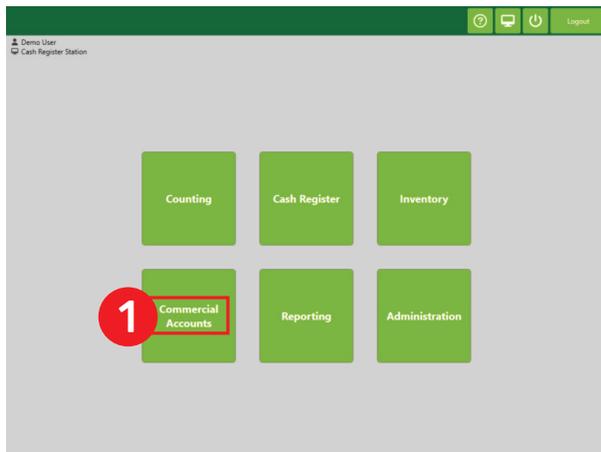


3. You should now see the account name in the box.

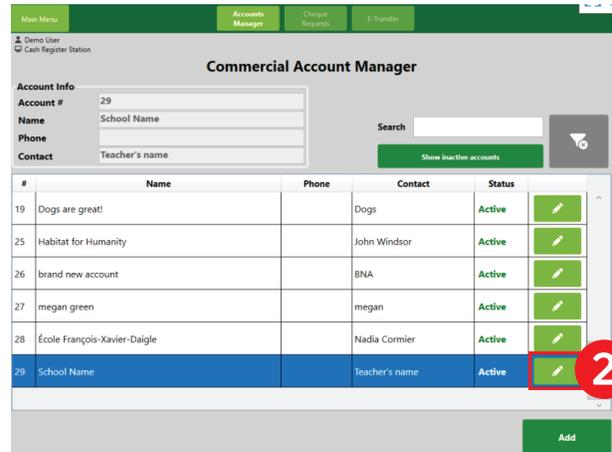


4. Continue the transaction as normal. When finishing the transaction, there will be a pop-up asking if you would like to add the transaction to the account you selected. Press “Yes”.

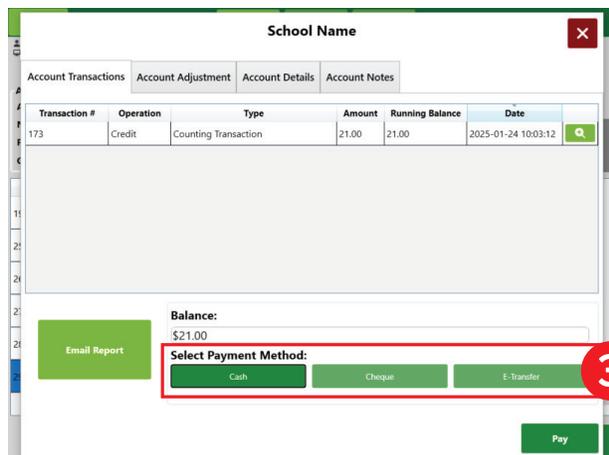
Paying Out the Account



1. Press the “Commercial Accounts” button.



2. Find the correct account in the list, then press the Manage Account button (pencil icon) to the right of the account name.



3. Select the Payment Method you would like to use to pay out the school. If you choose the “Cheque” or “E-Transfer” option, you must finish the transaction outside the EnSys-Connex POS system.

Please arrange with each school when and how you will be paying them their deposit refunds.

Note: A receipt will be printed when you pay out the account. Give the receipt to the school along with its payment.