

DIGI PAY v. 2.0

Do's and Dont's

Do's

- DO update your correct bank details i.e. Account holder name, Bank Name, IFSC Code, Account number in DigiPay profile
- DO **"Sync Ledger"** from time to time to get updated details of all the transactions
- DO maintain **DigiPay balance** to perform cash deposit transactions
- DO always keep record of all the transactions made in DigiPay in softcopy (Mandatory) and maintain a register in hardcopy if possible
- DO always keep record of transaction receipts in softcopy (Mandatory) and hardcopy if possible

Dont's

- Don't perform further transactions of any customer if an error has occurred
- Don't give cash to customer if transaction is declined in withdrawal transactions