



EMPLOYMENT
INFORMATION DOCUMENTATION

SCAM

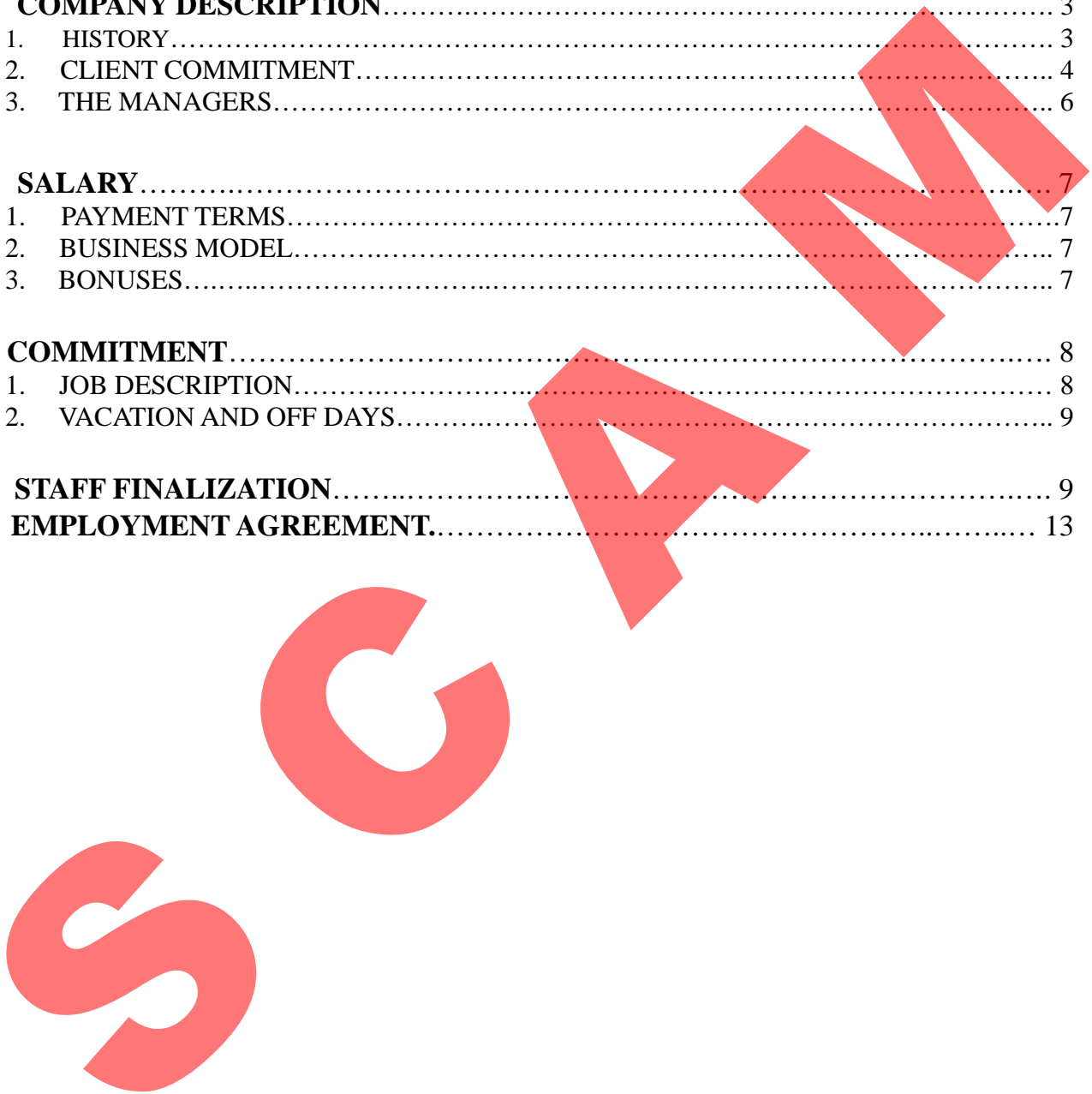
www.hipay.com
www.hipaypanel.com
www.hipaymobile.com
www.hipayfullservice.com

HiPay Inc.

www.hipay.com
www.hipaypanel.com
www.hipaymobile.com
www.hipayfullservice.com

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COMPANY DESCRIPTION



A comprehensive product line

HiPay covers all payment needs.

Banking payments through HiPay Fullservice solutions to optimize fund collection and allocation management on behalf of merchants.

Alternative payments through HiPay Mobile offer, micropayment leader.

Our day-to-day commitment

Providing our customers with tools that contribute to their growth, simplify their transaction management and make the web users' purchasing experience more seamless and secure.



Marketplace

HiPay helps marketplaces as well as actors of crowdfunding and agents of participatory economics by offering payments in compliance with the new European regulations and a simplified flow management between the various stakeholders of these specific ecosystems.

Business Intelligence

HiPay has a pool of expertise for data collection, calculation and analysis. Thanks to our innovative tools data from online orders merged with payment data bring new perspectives and enable to monitor operational and marketing metrics.



They trust us



Principal Translator' panel (PSP)

<http://www.hipaypanel.com/>

Company Websites (Corporate)

<http://www.hipay.com/>

<http://www.hipaymobile.com/>

<http://www.hipayfullservice.com/>

<https://www.hipaydirect.com/>

<http://www.hipaywallet.com/>

(NOTE!) DUE TO A HIGH NUMBER OF STAFF TRYING TO LOGIN TO THE PORTAL SIMULTANEOUSLY, YOU MAY NOT BE ABLE TO ACCESS [WWW.HIPAYPANEL.COM](http://www.hipaypanel.com) IF THIS IS THE CASE, PLEASE EMAIL US BACK ASAP.

Hipay, Inc. is one of the fastest growing payment services firms in the world today. We currently have offices in Asia, America and Europe. HiPay offers next generation payment solutions with high added-value for data, mobility and international development.

Tokyo, Japan

3-27-11, Yushin bldg 8F, Shibuya,
Shibuya-ku, Tokyo, Japan 150-0002

San Mateo, USA
307 2nd Avenue
San Mateo, CA 94401, USA

Shanghai, China
Xinghuo Mansion Rm 1112, 1515
Changning Rd. Changning Dist.,

San Francisco - USA
25 Taylor Street

Paris - France
6 place du Colonel Bourgoin
75012

1.2 COMMITMENT TO CLIENTS

We strive to offer superior service, fast turnaround, and competitive prices. It is our goal to partner with and build long-term relationships with our clients. Our team is constituted of **Translators** which all have a sharp sense of both excellence and urgency in work.

Our clients include international and national organizations such as Cocacola, UFC, McDonalds, Fox News, CNN and Sony but also individuals and smaller companies needing next generation payment services.

Unlike other companies, our business system has a proven record in building and sustaining **the most excellent Translation prospects in the industry today**. We have acquired a flawless reputation with our clients and our Agents are the sole reason for the **continuous success of our company**.

We not only believe in the idea and value of teamwork, but we live it every day. It is critical to our success that we work well together within departments, between departments, and between offices to meet our end goal of offering superior client service. The collective broad range of experience, skills, abilities and “can-do” spirit are at the core of Hipay’s culture.

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1.3 MEET THE MANAGERS

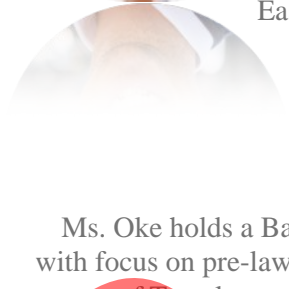
You will be working in close relation with our Portal Managers but will have the opportunity to communicate with the whole team, occasionally via Google Hangouts. Every office also holds an annual employee party in its respective city.



SAM WHITE

Position: Co-Founder and Portal Administrator

Sam is responsible for the management of Hipay's group recruitment across the United States, the administration of our consumer panel and the running of our group facilities. Sam has extensive experience across all qualitative and quantitative areas. Prior to joining Hipay, Mr. White has been active in management functions and as consultant in the mining and construction equipment industry in Western & Eastern Europe, United States, as well as in the Middle East.



ELODY OKE

Position: Portal Manager

Ms. Oke holds a Bachelor of Arts Degree from Campbell University in Government with focus on pre-law. Her duties include preparing proposals and interacting with our team of Translators, CSR, Translators and our clients from around the globe. Prior to joining Hipay, Elody has worked for two law firms as a paralegal/legal assistant.



LUCIA VENUCCI

Position: Office / Portal Manager

In addition to managing the day-to-day office management tasks, Ms. Venucci also functions as Project Manager for Hipay. Her duties include preparing proposals and interacting with our agents and our clients from around the globe. Ms. Venucci holds a Bachelor's degree in Media & Communication.



SALARY, PAYMENT AND BONUSES

The minimum yearly salary of full-time Freelance employees is **\$78,000 USD** or an ~avg of 32\$ per hour.

Our flexible-time and part-time employees earn a fluctuating minimum amount of 23\$ to 28\$, based on factors such as but not limited to: experience, work quality, favourable availability and more.

Our pay structure is performance-based, meaning your salary increases with the amount of projects you complete - the more you put in, the more you get back. This offers our Staff unlimited growth potential.

Our 20+ years experience working with some of the biggest names in the world, has enabled us to understand our industry better than anyone else.

At Hipay - Clients pay us independently of their budget - which means that because we are paid from Clients beforehand, we offer our Translators all of the Client's set-budget without taking any percentage off your pay.

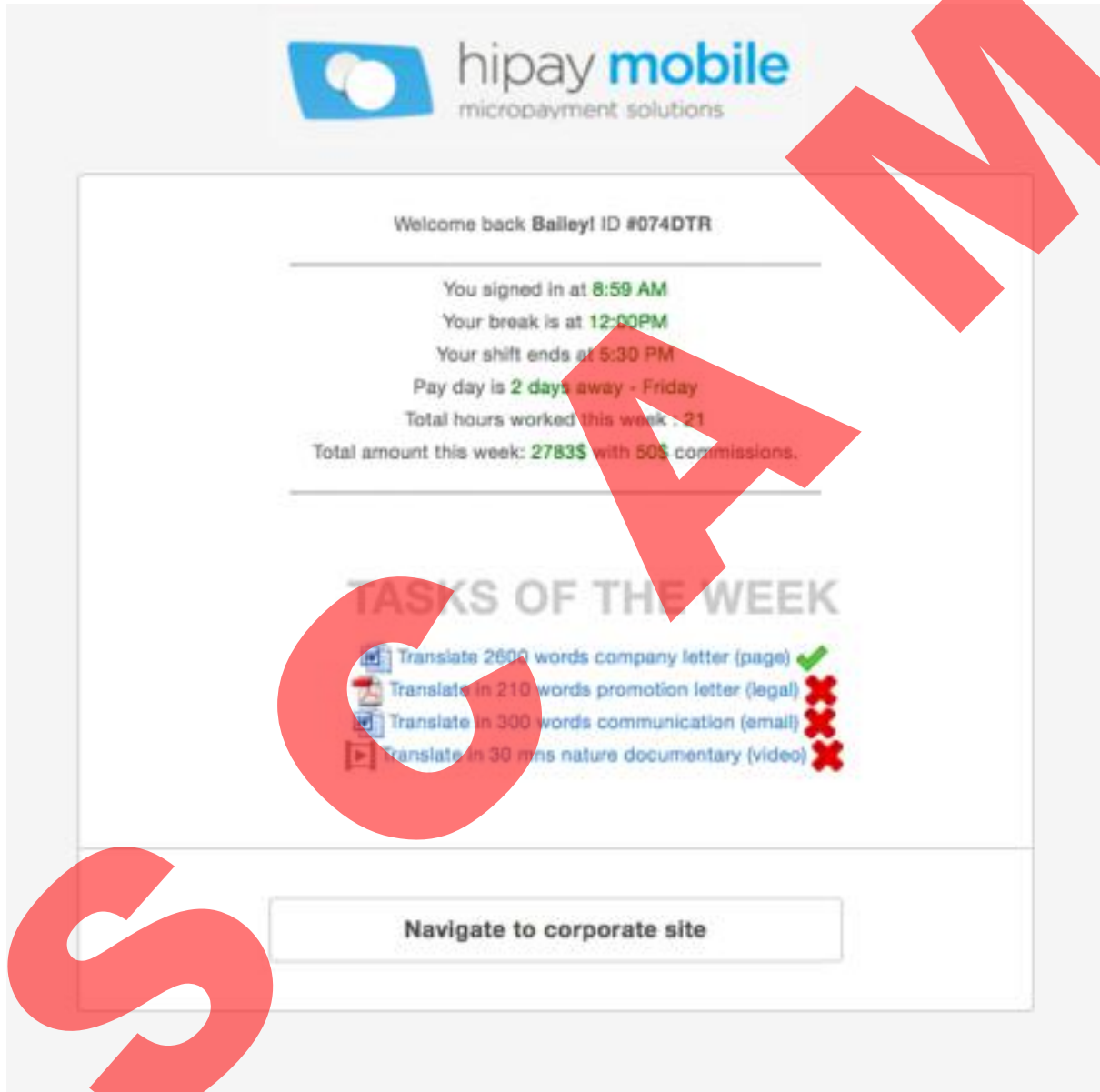
We are one of the few Companies in the world actively putting it in practice this system and feel that this has yielded in a great motivating factor for our Staff.

Payments are sent every Friday. Payments are done via Bank Transfer, Paypal or Skrill - if you choose a full-time or part-time commitment we will also provide you with a T4 form so that you can file your taxes.

Monthly bonuses range from \$100 to \$300 USD and are in no way guaranteed to all Freelance Translators. Monthly bonuses are granted to Freelance Translators that show an outstanding work ethic by completing all projects assigned to them in a timely manner while upholding professional mannerism when in contact with our clients.

Yearly bonuses range from \$1000 to \$3000 USD and are in no way guaranteed to all Freelance Translators. Yearly bonuses are granted to Freelance Translators who express a long-term interest in being part of the Company.

JOB DESCRIPTION, OFF DAYS & CO.



As our **Translator**, you will have to translate in general-type documents from and to English at times from various sources, mostly word and pdf documents but occasionally images and videos that will be available on the translator' panel. Training on how to do so is available within the

translator' panel once you create and finalize your staff account. Please keep in mind that you can either opt-in for a full-time position or a part-time position.

Full-time commitment: When working full-time, you will receive different projects weekly, you will have enough time to finish current projects before starting new ones. You are free to deny a project. You are granted a 20 day paid vacation yearly as well as a 10 day paid sick or carer's leave.

**You are able to change your commitment to part-time or flexible with a 2 week notice.*

1. **Hours :** 7 hours a day - 45 mins paid break. Hours worked are monitored on the Panel. You are free to start your shift at any time as long as you fulfill the daily 8 hour quota.
2. Projects can range from document pictures, pdf files or videos - in any case, they will only be sent in digital format.
3. **Translators** will have to translate in general-type texts generally from word and pdf documents and occasionally from images or short videos.

Part-time commitment: This work load is easier, you will however not be able to receive recurring projects at the same pace as full-time. You are free to deny a project. You will be restricted to a reasonable but specific amount of monthly work. You are not granted any paid sickness or vacation days.

**You are able to change your commitment to full-time at any time.*

Flexible commitment: This category is for work that has not been assigned to Full-time or Part-time employees, you can choose any available project to work on without having any commitment. You are not granted any sickness or vacation days. You are not eligible for bonuses.

**You are able to change your commitment to part-time or full-time at any time.*

Any outstanding and committed worker is properly recognized and considered for promotion.

FINALIZING THE HIRING PROCESS

The screenshot shows the registration page for hipay mobile. At the top left is the hipay mobile logo with the tagline 'microfinance solutions'. Below the logo is a 'WELCOME TO HIPAY' heading and a note: 'Please only register if you are an accepted staff member and were successfully recruited online.' The form contains several input fields: 'First Name', 'Last Name', 'Password', 'Email Address', 'Confirm Email Address', and 'New Corporate Address'. Below these are radio buttons for 'Gender' (Male, Female) and 'Schedule' (Full-time, Part-time). A blue 'Register' button is at the bottom. A note at the bottom of the form states: '*Upon completion, you will also receive a free membership to our processor. Writing later.' and '*You will be redirected to the security deposit verification page. Return post-verification.'

If these terms are acceptable to you, the next step is to proceed by registering your account on the translator' panel.

1 - Register your staff account and secure your position.

To register your staff account, you first need to navigate to the account creation page and secure your position.

Staff account creation

(psp) <http://www.hipaypanel.com/staff/register>

Panel login

(psp) <http://www.hipaypanel.com/>

Please make sure to fill in the information as accurately as possible. If you are a full-time applicant, you do not have to upload your Employment Agreement until post-account creation.

Once your account has been initiated and validated, you will receive two consecutive emails with a confirmation link.

If you are full-time applicant, you will have to upload the Employment Agreement file to your profile once

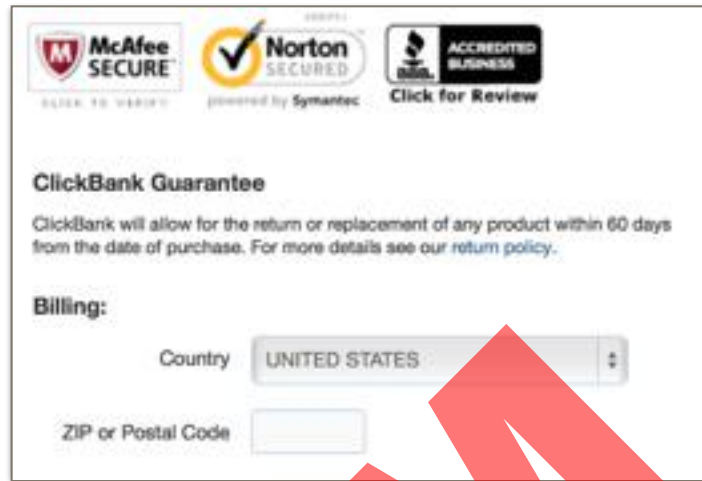
your account has been set-up.

Please read the following steps to properly complete your registration.

2 - Verify your identity.

To register your staff account, you first need to navigate to the account creation page and secure your position.

Once you have completed the registration form, you will be redirected to the verification page where you will have to :



The screenshot shows a verification page with the following elements:

- Security logos: McAfee SECURE, Norton SECURED (powered by Symantec), and ACCREDITED BUSINESS (Click for Review).
- ClickBank Guarantee: ClickBank will allow for the return or replacement of any product within 60 days from the date of purchase. For more details see our return policy.
- Billing section: A dropdown menu for 'Country' is set to 'UNITED STATES', and a text input field for 'ZIP or Postal Code' is visible.

- **Submit your name and other staff information.**
- **Put in your new @hipay.com email in the input box**
- **Install the temporary security deposit**

Before proceeding with your employment, you must first verify your identity - Hipay's Security Team will review your information for its accuracy. This is done by fulfilling a short information form where you will need to fill in your name, address, country of residence and zip code.

You will also have to install a refundable security deposit of 30\$ for us to verify your identity. This deposit is returned to you as soon as you begin work. This deposit is NOT a payment to Hipay in any way and is refundable post-employment. You will also receive a free complimentary membership with amazing perks to our verification processor: Translator Jobs.

Once validated, you will be able to begin work immediately. (or if you choose, post-holidays after the 5th of January)

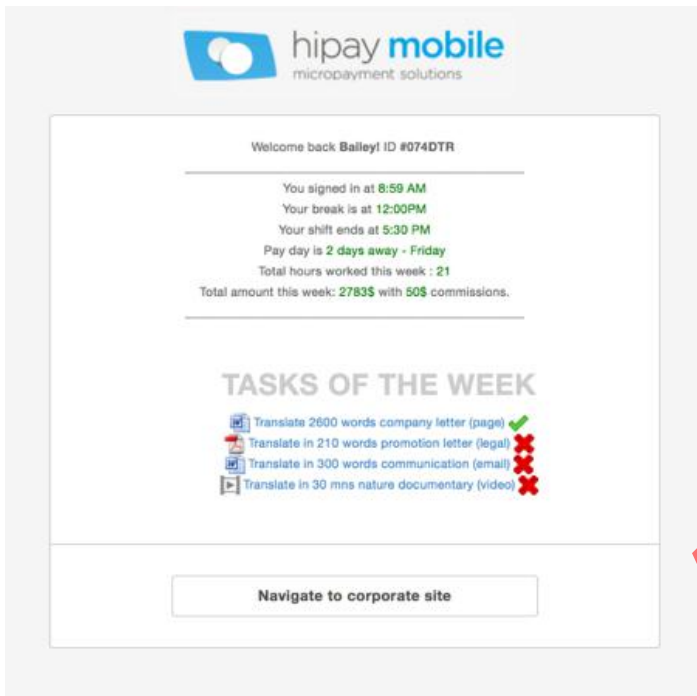
We take our Clients and Translators security very seriously and will go to the farthest extent to eliminate any disruptive behaviour, including but not limited to : multi-account schemes, spamming, scraping, scamming, doxing or else.

****IMPORTANT**** :: When creating your new corporate email address, be sure to make a first-name.lastname@hipay.com - hipaypanel.com addresses are reserved solely to panel administrators and managers.

3. Configure your profile

Once you have created your account, you will receive a confirmation email before when it has been manually validated, you will then be able to:

- Login to the Staff Portal
- Start configuring your profile.



Fully customize your profile by :

- Adding the method of payment of your choice.
- Selecting your commitment (full-time, part-time or flexible).
- Starting work as early as possible or in a maximum of 3 days from Registration.

4. Commonly Asked Questions

4.1 - What is the Security Deposit for ?

- *In order for us to verify both the legitimacy and authenticity of your staff information, you have to submit your information through the aforementioned page.*

4.2 - Is it a payment of any kind to Hipay Inc. ?

- It is NOT a payment to Hipay in any way. It is a temporary deposit that is retrievable immediately post-employment. All of our new staff go through this one-time process to finalize their employment with us.

4.3 - I submitted my information to be verified, what do I do now ?

- Once our Security Analysts go through your information and verify your identity, you will receive a final welcome email notifying you of your employment finalization process. This email can take up to 24hrs to arrive, and you can start work immediately after receiving it. However, if you are in vacation you are free to start again after the holidays on January 5th 2016.

4.4 - Why does it say Translator Jobs ?

- Translator Jobs is a secure verification gateway we use to process security deposits for our new staff members. In addition to verifying your identity through the page, you receive a FREE complimentary life-time membership to Translator Jobs.

4.5 - Where do I sign the Employment Contract?

- The Employment Contract is available for online signature on the translator' panel, as soon as you login.

** Please remember that the following employment agreement needs to be uploaded to your profile on the translator' panel if a full-time commitment is chosen.*

SCAMM



digital payments experts

digital payments experts

**EMPLOYMENT AGREEMENT
HAS BEEN MOVED TO THE TRANSLATOR PANEL.
PLEASE LOGIN TO YOUR ACCOUNT, AND REVIEW & SIGN
THE CONTRACT AT YOUR DISCRETION.**

**S
C**