

STEP 1

wupos2lb.westernunion.com/tablet-ui/login

WesternUnion WU

Please Login English (UK) v

USERNAME

PASSWORD

Log In

Training Log In

[PC Specification Checker](#)

➤ Go to this link

<https://wupos2lb.westernunion.com/tablet-ui>

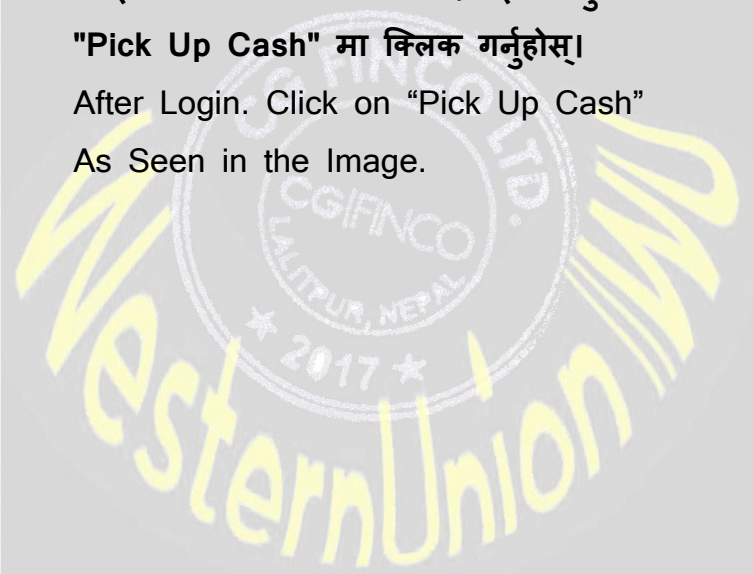
➤ लगईन गर्न तपाईंको कम्पनीको Username र Password हाल्नुहोस।

Use Your Username and Password to Login the WUPOS System.

STEP 2

The screenshot shows the Western Union agent dashboard. At the top left is the Western Union logo. The header area includes a welcome message for 'MR [redacted]', the text 'LIVE', a speaker icon, a gear icon, a dropdown arrow, and a 'Logout' link. Below the header, there are two notification boxes: 'Attention all Agents' with service availability information and a 'BULLETIN BOARD' with a service disruption notice. The main content area is titled 'Select a service to begin:' and features a prominent yellow 'Pick Up Cash' button with a hand icon and a document icon. Below this is an 'Other Services' button with a right-pointing arrow. A red arrow points from the 'Pick Up Cash' button to the text on the right.

➤ लगइन पछि तलको चित्रमा देखाइए अनुसार "Pick Up Cash" मा क्लिक गर्नुहोस्।
After Login. Click on "Pick Up Cash"
As Seen in the Image.



STEP 3

WesternUnion WU | Welcome, MR [REDACTED] | LIVE | [Speaker] | [Settings] | Logout
Last log in: 07/06/2022 13:14:28 NPT

Payout Money

AGENT DETAILS

+ Payout money for a different agent

MONEY TRANSFER SEARCH

MTCN *

Search >

- "MTCN" बक्समा 10 अङ्कका नम्बर हाल्नुहोस्। अनि, "Search" मा क्लिक गर्नुहोस्।
In "MTCN" Box Write 10 Number MTCN Provided by Customer.
Then, Click on "Search" button.

WesternUnion WU | Welcome, MR [REDACTED] | LIVE | [Speaker] | [Settings] | Logout
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MTCN *
405-090

Search >

Results

MTCN	Sender	Receiver	Payout Amount	Payout Currency	Pay Status	Action
405-090	S. [REDACTED] E	AA [REDACTED] O [REDACTED] EY	93,368.39	NPR	W/C	Payout >

- "Search" क्लिक गरेपछि। लेनदेनको विवरणहरू चित्रमा देखाइएको रूपमा देखाईनेछ।
 - ❖ कृपया ग्राहकको सरकारले जारी गरेको आईडीबाट ग्राहकको नाम र भुक्तान रकम सही छ वा छैन, ग्राहकले भने अनुसार जाँच गर्नुहोस्।)
- त्यसपछि अर्को चरणमा जानको लागि "Payout" मा क्लिक गर्नुहोस्।
After click "Search". Transaction details will be shown as seen in the image.
 - ❖ Please check the "Receiver name" is correct or not as per customers' original Government issued ID and "Payout amount" is correct or not as said by customer.
Then click "Payout" to go next step.

STEP 4

The screenshot shows the Western Union WU interface. At the top, there is a navigation bar with the Western Union logo, a user greeting 'Welcome, MR [redacted]', and a 'Logout' button. Below this, the 'Payout Money' section is displayed, showing 'PAYOUT DETAILS' and 'SENDER' information. The 'PAYOUT DETAILS' section includes MTCN (405-0-0), Amount Sent (1,000.00), Amount To Payout (93,368.39), Receiver City (KATHMANDU), Sender Currency (Canadian Dollar), and Payout Currency (Nepalese Rupee). The 'SENDER' section includes First Name (S.), Last Name (K.), Address 1 (171 SHERWOOD SQUARE NW), City (CALGARY), Postcode (T3R0R7), Originating Country (CANADA), and Telephone Number (216). Below this, the 'RECEIVER ADDRESS' section is shown, with a form containing fields for ADDRESS 1* (KATHMANDU 14), ADDRESS 2* (SINAMANGAL), CITY* (KATHMANDU), STATE* (BAGMATI), POSTCODE, and COUNTRY* (Nepal). A red bracket on the right side of the form highlights the ADDRESS 1, ADDRESS 2, CITY, STATE, and COUNTRY fields.

➤ तलको चित्र "Payout" क्लिक पछि देखाईनेछ। तल स्क्रोल गर्नुहोस् ग्राहक विवरणहरू भर्न फारम प्राप्त गर्नुहुनेछ। (Below Image Will Be Shown After Click "Payout" Scroll Down You Will Get the Form to Fill Up Customer Details.)

➤ निम्न फारम देखाईनेछ। (*) क्षेत्र अनिवार्य छ। (Following Form Will Be Shown. (*) Marked Field is mandatory.)
Fill the customer Details as mentioned below.
Fill the address as per current living address or ID's address.
(Any one)

(उदाहरणहरू पनि हेर्नुहोस्) See Examples too:

RECEIVER ADDRESS

- **Address 1:** (नगरपालिका / गाँसपलिका को नाम + वार्ड नं)
Municipality/Rural Municipality Name +Ward no
(Eg: Lalitpur-5 / Itahari-7)
- **Address 2:** शहर / चोक / बजार को नाम (Name of the street.)
Eg: Sanepa chowk / Semara bazar / Yogikuti)
- **City:** जिल्ला को नाम (District Name)
(Eg: Lalitpur / Jhapa / kaski)
- **State:** (प्रदेश को नाम) Province Name
(Eg: Bagmati/ Madhesh/ Gandaki)

STEP 5

WesternUnion WU | Welcome, Mr. [REDACTED] | LIVE | [Speaker] | [Settings] | Logout

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COUNTRY *
Nepal

Either Landline Phone Number Or Mobile Phone Number is Mandatory

STD LANDLINE CODE

COUNTRY CODE
Nepal (+977)

TELEPHONE NUMBER

MOBILE COUNTRY CODE
Nepal (+977)

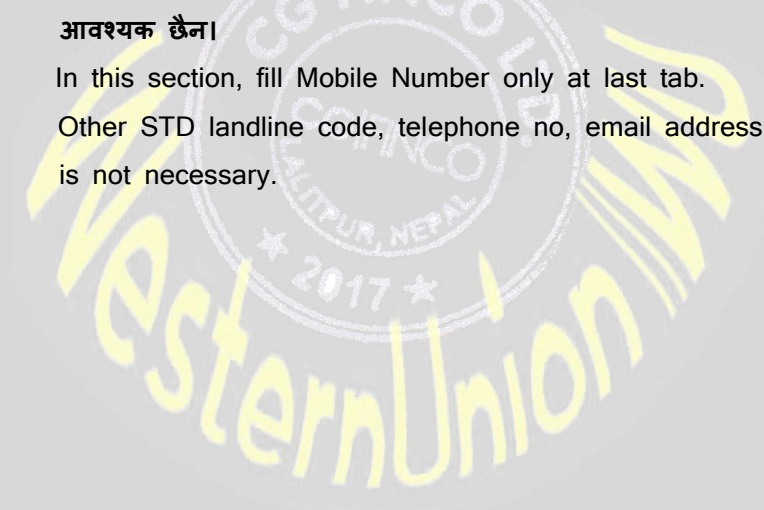
MOBILE NUMBER
9800000000

EMAIL ADDRESS

Mobile number

➤ यस सेक्सनमा, तपाईं मोबाइल no. अन्तिम ट्याब मा भरनुहोस्। अन्य STD ल्यान्डलाइन कोड, टेलिफोन नम्बर, इमेल भर्न आवश्यक छैन।

In this section, fill Mobile Number only at last tab. Other STD landline code, telephone no, email address is not necessary.



STEP 6

WesternUnion WU | Welcome, MR [Redacted] | LIVE | Logout | Last log in: 06/06/2022 16:29:18 NPT

PLEASE PROVIDE YOUR ID DETAILS

ID TYPE *
National Identification Card
National Identification Card
Passport
Driving License
PAN Card
Government Staff ID

Either ID Expiration date in Gregorian or Nepalese is required if available

WesternUnion WU | Welcome, MRS [Redacted] | LIVE | Logout | Last log in: 07/06/2022 10:00:23 NPT

PLEASE PROVIDE YOUR ID DETAILS

ID TYPE *
National Identification Card

ID NUMBER *
21269

ID ISSUER *
DAO, JHAPA

ID ISSUING COUNTRY *
Nepal

Either ID Expiration date in Gregorian or Nepalese is required if available

EXPIRY DATE (DD/MM/YYYY)

NEPALESE ID EXPIRATION DATE

Either Date of Birth (Gregorian Date) or Nepalese Date of Birth is required

ID DETAILS

- ID Type: ग्राहकले ल्याएको आईडी छनौट गर्नुहोस्।
Select the ID brought by the customer.
For example: National Identification Card (नागरिकता) or Passport or Driving License
- ID Number: ग्राहकले ल्याएको आईडीको नम्बर भर्नुहोस् (न्यूनतम ४ नम्बर)
 - ❖ यदि ID मा तीन वटा नम्बर मात्र छ भने ID नम्बरको अगाडि "0" भर्नुहोस्
Fill the ID no (Minimum 4 number)
 - ❖ IF the ID has only three number then fill "0" in front of ID number
- ID Issuer: (जिल्लाको नाम जहाँबाट आईडी जारी गरियो)
Fill the District Name from where ID is issued
- ID issuing country: आईडी जारी गरिएको देशको नाम भर्नुहोस्
Fill the name of country where ID is issued.
- Expiry Date: यदि ID को म्याद समाप्त हुने मिति छ भन्ने भर्न आवश्यक छ।
If there is Expiration Date of ID, it is required to fill in it

STEP 7

WesternUnion WU | Welcome, MR S. [REDACTED] | LIVE | [Speaker] [Settings] [Logout]

Last log in: 06/06/2022 16:29:18 NPT

Either Date of Birth (Gregorian Date) or Nepalese Date of Birth is required

DATE OF BIRTH (DD/MM/YYYY)
26/07/1991

NEPALESE DATE OF BIRTH

COUNTRY OF BIRTH *
aashish

PURPOSE OF TRANSACTION *

RELATIONSHIP TO SENDER *

OCCUPATION *
SALARIED

Date of Birth (DOB)

कुनै एक (Any one English or Nepali)

- **English DOB (AD)** - अंग्रेजीमा जन्म मिति
Format (Date/ Month / Year)
- **Nepalese DOB (BS)** - नेपालीमा जन्म मिति
- **Country of Birth:** जन्मएको देश
- **Purpose of Transaction:** लेनदेन को उद्देश्य
Select the reason of transaction
- **Relationship to Sender:** Sender संगको सम्बन्ध
Select Relationship between sender and receiver
- **Occupation:** ग्राहकको पेशा
Select the line of work of customer

STEP 8

WesternUnion WU | Welcome, MR [REDACTED] | LIVE | Logout

Family Maintenance

RELATIONSHIP TO SENDER *
Father

OCCUPATION *
SALARIED

COMMENTS

Agent Verified Customer Data? *

Cancel Payout now >

बक्समा टिक गर्नुहोस् “Agent Verified Customer Data?”
Tick the Box - “Agent Verified Customer Data?”

“Payout now” मा क्लिक गर्नुहोस्।
Click on “Payout now” button

WesternUnion WU | Welcome, MR [REDACTED] | LIVE | Logout

Confirm payout

Please confirm the payout details are correct

Sender name	SAVANA K...
Receiver name	A...AL C...P...EY
Originated	CANADA
Destination	NEPAL
Send amount	CAD 1,000.00
Payout amount	NPR 93,368.39

Cancel Confirm ✓

Cancel Payout now >

त्यसपछि “Confirm” मा क्लिक गर्नुहोस्
Then, click on the button “Confirm”

Final Step

The screenshot shows a Western Union receipt printer interface. The main window displays two receipt copies: "To Receive Money - Receipt (Agent Copy)" and "To Receive Money - Receipt (Customer Copy)". The Agent Copy is highlighted with yellow circles. A print dialog is open on the right, showing "Print" settings: 1 sheet of paper, Destination: Adobe PDF, Pages: All, Layout: Portrait, Colour: Colour. There are "Print" and "Cancel" buttons at the bottom of the dialog.

➤ केहि सेकेन्डको लागि कुर्नुहोस्।

Wait for few seconds to get Final Payment Receipt.

➤ तपाईंले यस अन्तिम भुक्तानी रसिद पाउनुहुनेछ। भुक्तानी सफलतापूर्वक भयो। यसलाई प्रिन्ट गर्नुहोस् र ग्राहकको हस्ताक्षर लिनुहोस्

You will get this Final Payment Receipt. "Agent and Customer Copy". Print it and take a signature of Customer.

Congratulation

Payment is Done Successfully.

REMEMBER

For Proof of Payment (POP) from Customers:

1. Take a clear copy of Valid ID used for payment
2. Final Payment Receipt (Agent Copy) with signed by customer and by your location.