



AXS

Merchant Portal Quick Guide



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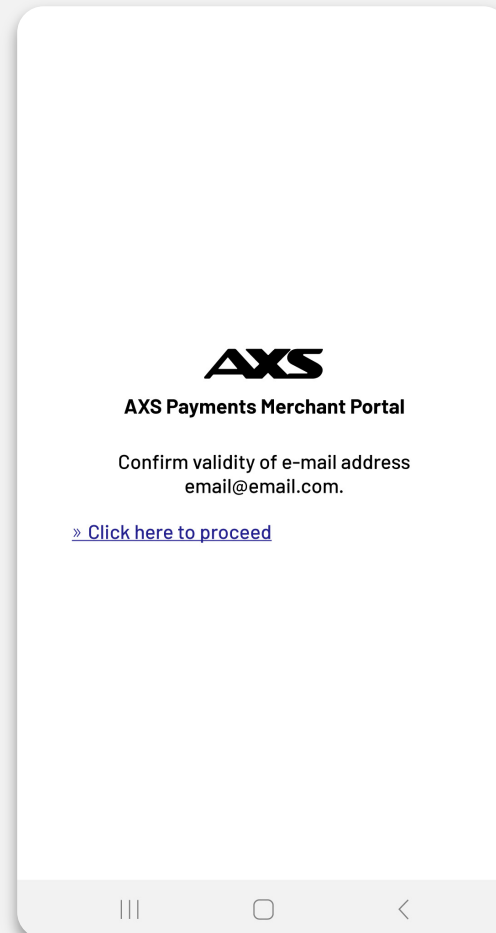
Contacting Support

Setting up your account

Step 1

Email verification

- An email will be sent to you from noreply@axsasiasia.com
- To activate your account, click the verification link in the email within 24 hours of receiving it
- If needed, you may request a new verification link at <https://merchant.axsasiasia.com/>
- If you did not initiate this request, please disregard the email



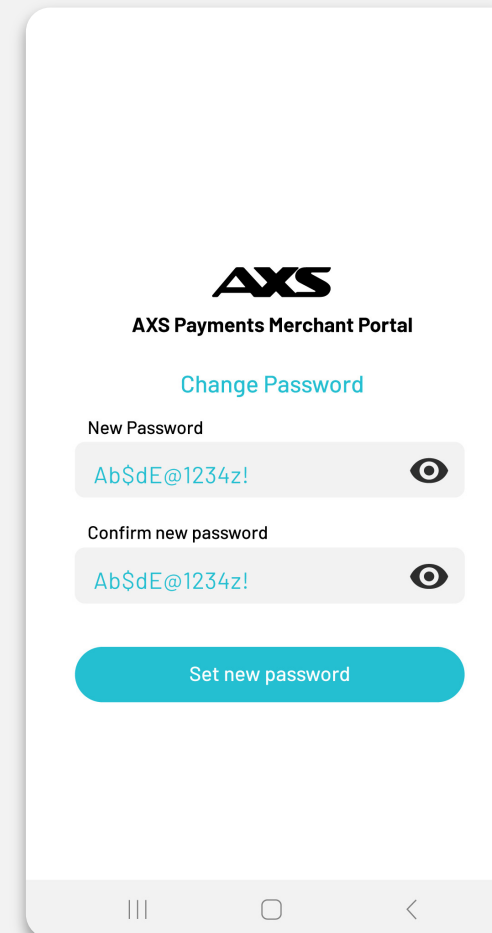
Step 2

Set your password

Create a secure password for your account.

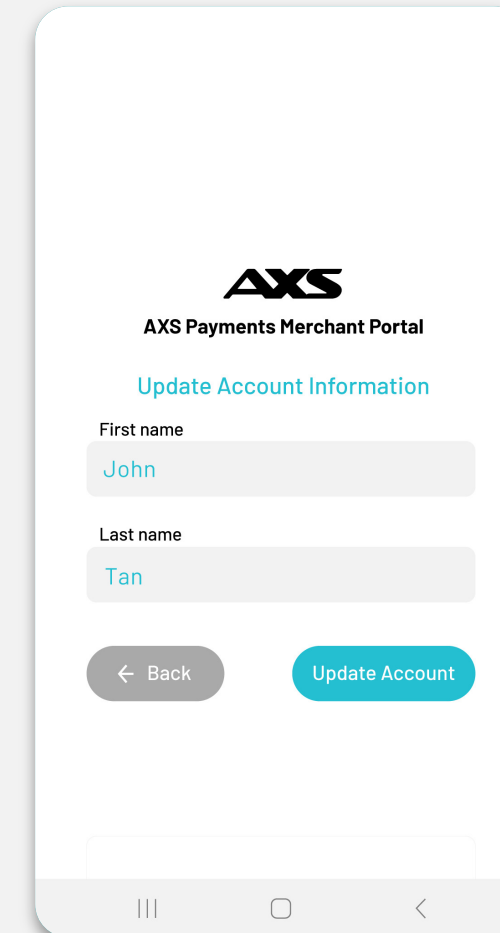
Your password must be:

- At least 12 characters long
- Includes one uppercase letter (A-Z)
- Includes one lowercase letter (a-z)
- Includes one number (0-9)
- Includes one special character (!@#\$%^&*)



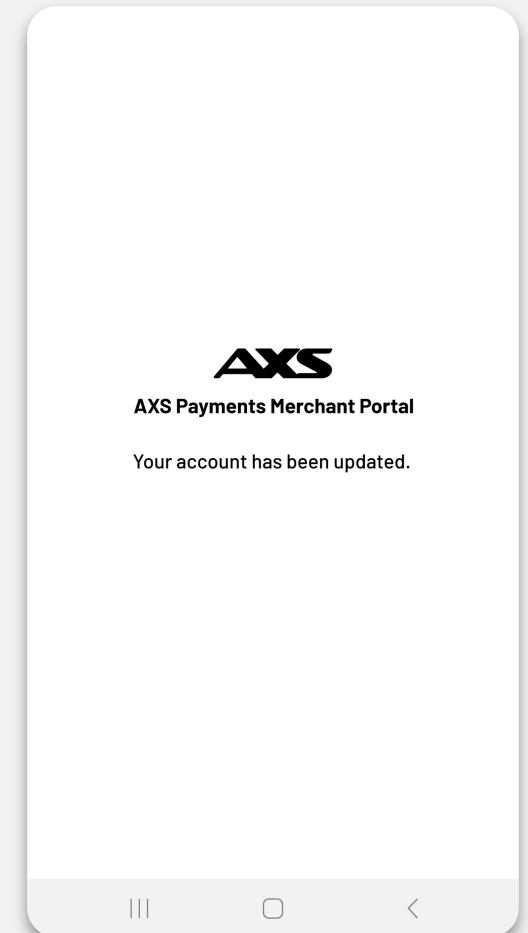
Step 3

Enter your name

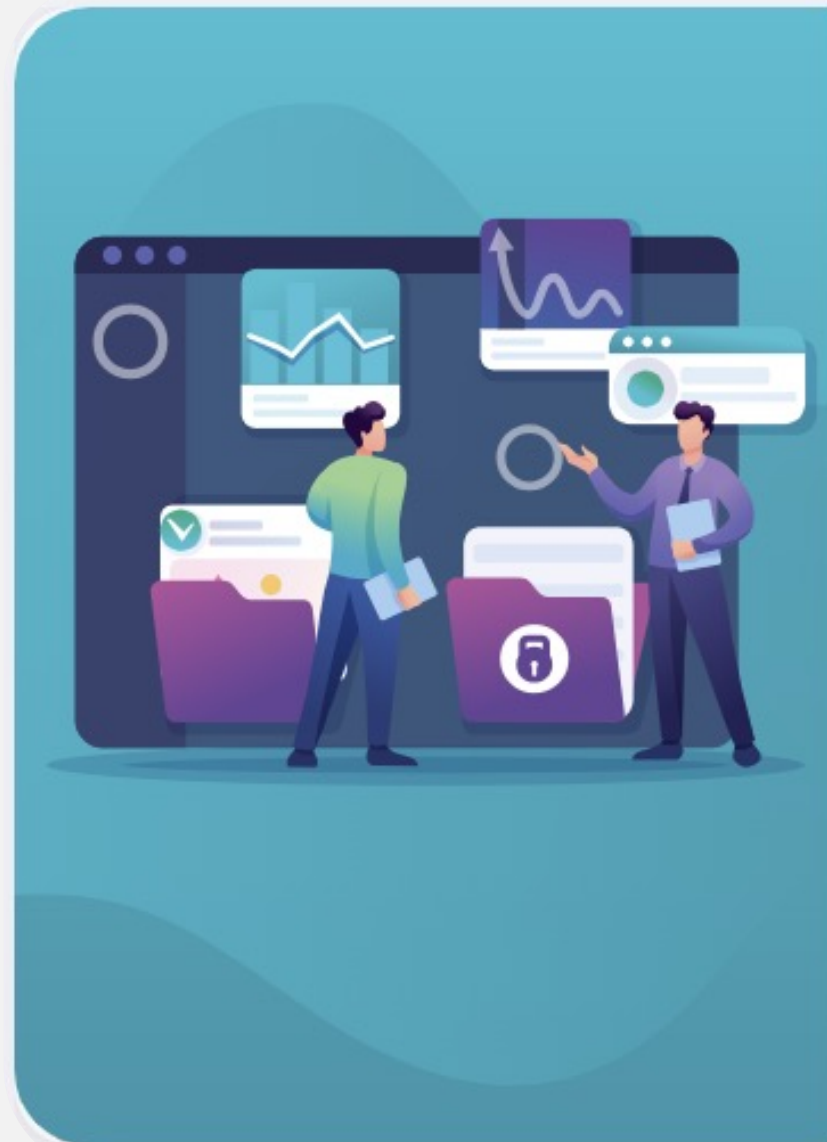


Step 4

Account is successfully set up



Login to Merchant Portal



AXS
AXS Merchant Portal

Email

email@email.com

Password

.....



Sign in

[Forget Password / Verify Email](#)

Step 1

Navigate to <https://merchant.axsasia.com/>

Step 2

Sign in using your registered email address and password

Portal Functions

AXS

Home

Transactions

Settlement Reports

Invoices

User Management

Role Management

App Credentials

AXS Checkout

Exceptions

Notice and Maintenance

Account

Subscription

Help & Support

Logout

Version: 1.1.0.8

Transactions

Start

End

Transaction Reference

Account

Status

Download

18/01/2023

12:00:00

18/01/2023

12:00:00

1234567890

MID

All

*Legend for Transaction Type

Date Time	Transactions Reference	Merchant Reference	Merchant Outlet	TID	Amount	Payment Scheme	Status	Transaction Type	View
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	Mastercard	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	Mastercard	Decline	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	
Mon, Jan 15 2024, 22:05:33	1234567891	1234567891	Plaza Singapura	000000001	45.00	VISA	Success	PAY	

< 1 2 3 ... 12 >

Results per page 10

✓ Transactions

Access real-time updates on transaction statuses, including successful, voided, or declined payments.

Settlement Reports

Start

End

Account

Download

You selected 0 file(s). You can select up to 10 files to download at a time.

Date	No. of Transactions	Currency	Total Amount
<input type="checkbox"/> 19/06/2025	0	SGD	0.00
<input type="checkbox"/> 18/06/2025	0	SGD	0.00
<input type="checkbox"/> 17/06/2025	0	SGD	0.00
<input type="checkbox"/> 16/06/2025	0	SGD	0.00
<input type="checkbox"/> 15/06/2025	0	SGD	0.00
<input type="checkbox"/> 14/06/2025	0	SGD	0.00
<input type="checkbox"/> 13/06/2025	0	SGD	0.00
<input type="checkbox"/> 12/06/2025	0	SGD	0.00
<input type="checkbox"/> 11/06/2025	0	SGD	0.00
<input type="checkbox"/> 10/06/2025	0	SGD	0.00

< 1 2 3 ... 39 >

10 / page

✓ Settlements

A comprehensive settlement reports to reconcile your payouts with bank transaction efficiently.

Portal Functions

✓ Invoices

Download monthly invoices for your records, available from the third business day of each month.

✓ User Management

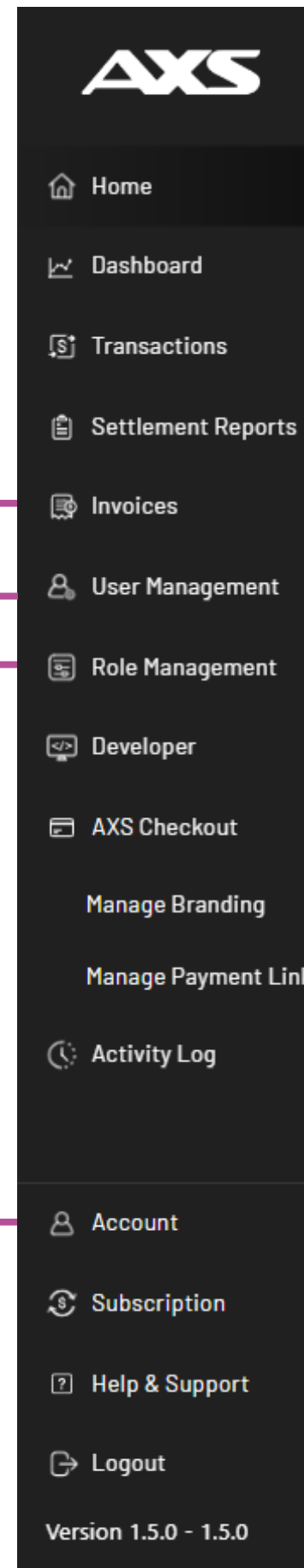
Add and manage user access within your organization

✓ Role Management

Create roles and customise access rights for group of users e.g. Administrator, Finance, Developer.

✓ Account

Update your account password.



✓ Developer

Retrieve application credentials for Drive/ Checkout/PayCube integration.

✓ AXS Checkout

Customise your payment page branding and manage payment links.

✓ Subscription

View services your are currently subscribed to.

User and Role Management

Role Management - Add Role

Role Name
Finance Admin
There is an existing role with the same name. Please input another name for this role.

Role Access

<input checked="" type="checkbox"/> Transactions and Dashboard	Access View X Edit X
<input type="checkbox"/> Refund Request	
<input checked="" type="checkbox"/> Void Request	Access View X Edit X
<input type="checkbox"/> Settlement Reports	
<input type="checkbox"/> Invoices	
<input checked="" type="checkbox"/> User Management	Access View X Edit X
<input checked="" type="checkbox"/> Role Management	Access View X Edit X
<input checked="" type="checkbox"/> Developer (API Keys for AXS Drive)	Access View X Edit X 2
<input type="checkbox"/> Developer (App Credentials for AXS Checkout and PayCube)	
<input checked="" type="checkbox"/> Manage Branding	Access View X Edit X 2
<input type="checkbox"/> Manage Payment Link	
<input type="checkbox"/> Activity Log	
<input type="checkbox"/> Subscription	

Please select at least 1 Role Access.

Cancel Save

User Management - Add User

User Email
email@email.com

Access Rights

<input checked="" type="checkbox"/> Hanbaobao Pte Ltd UEN 196812345A	Role(s) Viewer X Finance Ops X
<input checked="" type="checkbox"/> Smallbaobao Pte Ltd MID 1234567890	
<input checked="" type="checkbox"/> Aranda Country Club TID 1234567899	
<input checked="" type="checkbox"/> Blk 123 Jurong East St 13 TID 1234567899	
<input checked="" type="checkbox"/> Downtown East TID 1234567899	
<input checked="" type="checkbox"/> JEM Jurong East TID 1234567899	
<input checked="" type="checkbox"/> JEM Jurong East TID 1234567899	
<input checked="" type="checkbox"/> West Coast Park TID 1234567899	
<input checked="" type="checkbox"/> West Gate Jurong East TID 1234567899	
<input checked="" type="checkbox"/> Bigbaobao Pte Ltd MID 1234567890	
<input checked="" type="checkbox"/> Aranda Country Club TID 1234567899	
<input checked="" type="checkbox"/> Begonia Car Park @ Downtown East TID 1234567899	
<input checked="" type="checkbox"/> Craig Place TID 1234567899	
<input checked="" type="checkbox"/> D'Resort TID 1234567899	
<input checked="" type="checkbox"/> Downtown East TID 1234567899	
<input checked="" type="checkbox"/> Aranda Country Club TID 1234567899	
<input checked="" type="checkbox"/> Aranda Country Club TID 1234567899	

Cancel Add User

Step 1

Navigate to **User Management** from the main dashboard

Step 2

Click **Add User**

Step 3

Enter the user's email address and assign the appropriate access level

Step 4

Choose the role at the **UEN, MID or TID** level: Superuser, Finance, Developer or your customised role

Setup Checkout – No Code

AXS Checkout is designed to give businesses of all sizes **a seamless way to accept online payments**. Merchants can:

- **Design Hosted Payment Pages**

Customise checkout pages with logos, brand colours, and redirect links to deliver a trusted, branded payment experience – all without heavy development work.

- **Generate or Manage Payment Links**

Create secure payment links instantly and share them via WhatsApp, SMS, or email. Payment links can be set for with flexible validity and capture consumer remarks.

Design Hosted Payment Page

AXS Checkout – Manage Branding

Branding on Hosted Payment Page

Customize your hosted payment page and how it will appear to your customers during checkout.

Logo

Drop your logo here, or [Browse](#).
Recommended formats: 672px x 240px, jpeg or png, maximum 2mb
Note: Logo will be placed on white background

Background Colour

[Reset all colour](#)

Text Colour

Button Colour

Button Text Colour

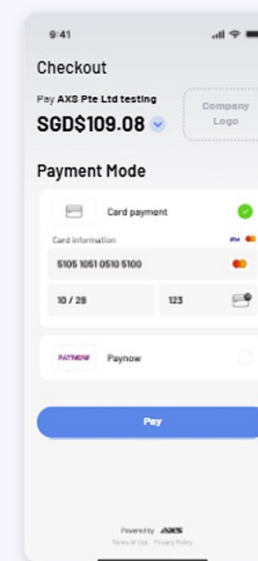
Redirect URL (Payment Success)

Redirect URL (Payment Unsuccessful)

Webhook URL

Save

Preview



Generate or Manage Payment Link

AXS Checkout – Manage Payment Link

Generate Payment Link

All fields are mandatory, unless otherwise indicated as optional.

Name of service or product

Amount (SGD\$)

Amount Type

☒ Fixed amount

☐ Allow payer to edit payment amount during checkout
(Note: Payer will be allowed to edit amount before PayNow QR is generated.)

Billing Type

One-time

Link Validity ☒ Start immediately

Start:

End:

Maximum Payment Count

☒ Max Payment

☐ Unlimited

Enable Consumer Remarks

☒ On

Cancel

Create

Setup Integration Credentials (Developers)

AXS **makes integration straightforward for developers.**

With just a few clicks, businesses can:

- **Create app credentials**
Generate a unique Client ID and Secret for secure authentication.
- **Manage applications**
Add, edit, or delete app credentials directly via the portal.
- **Start integration quickly**
Credentials allow developers to quickly integrate and begin accepting payments without heavy setup.

The image shows two screenshots of the AXS Developer portal. The top screenshot is titled 'Developer - Application Creation' and shows a form to 'Create Application Credentials For AXS Checkout'. The form has a field for 'Application Name' with the value 'Perfume' and two buttons: 'Cancel' and 'Create'. A blue arrow points from the 'Create' button to the bottom screenshot. The bottom screenshot is titled 'Developer' and shows a list of 'Application Credentials'. It includes a '+ Create' button and a table with two entries: 'M Perfume Workshop' and 'WSW', each with a 'Delete' link.

**For Developers:
Create App Credentials for Integration**

Developer - Application Creation Account: 010070282282 - Live Pa... ▼

Create Application Credentials For AXS Checkout

Application Name

Perfume

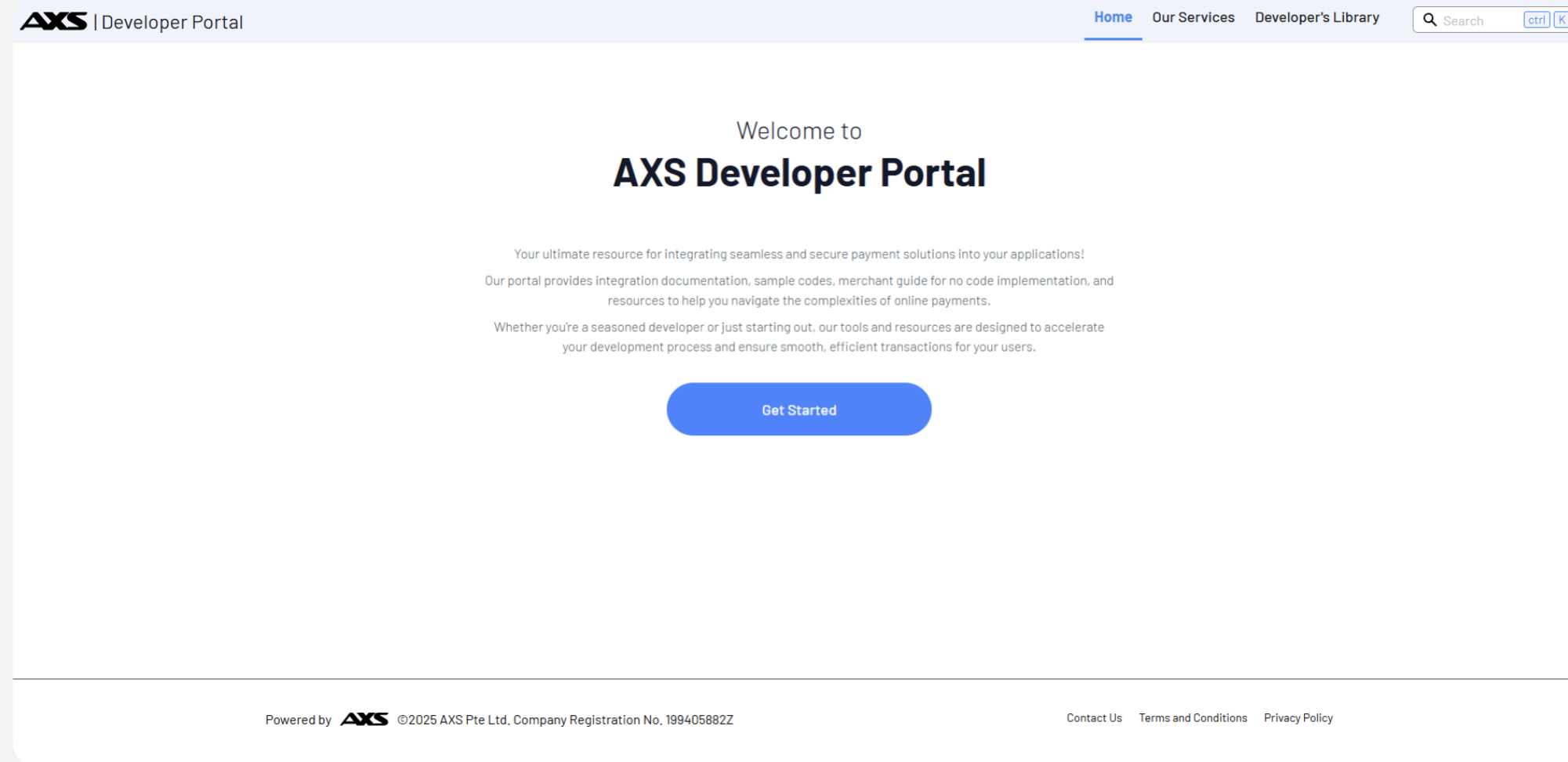
Cancel Create

Developer Account: 010130888888 - AXS De... ▼

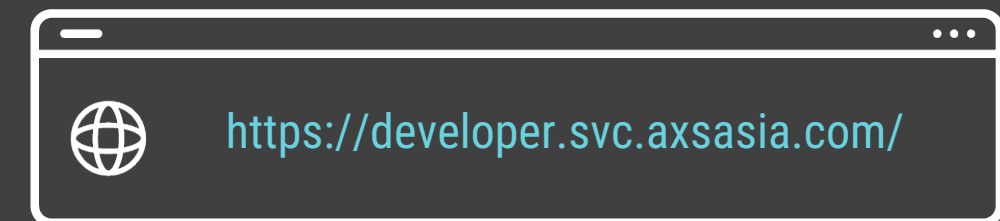
Application Credentials + Create
Create applications credentials for AXS Checkout and PayCube.

> M Perfume Workshop	Delete
> WSW	Delete

Visit Developer Portal to view integration documents



Navigate to





Need help?

Contact our support team:

6560 2727

Operating hours:

Weekdays: 8.30am – 8.30pm

Weekend/PH: 8.30am – 6pm



Thank you

20 Kallang Ave #10-01, Pico Creative Centre Lobby B, Singapore 339411

www.axs.com.sg