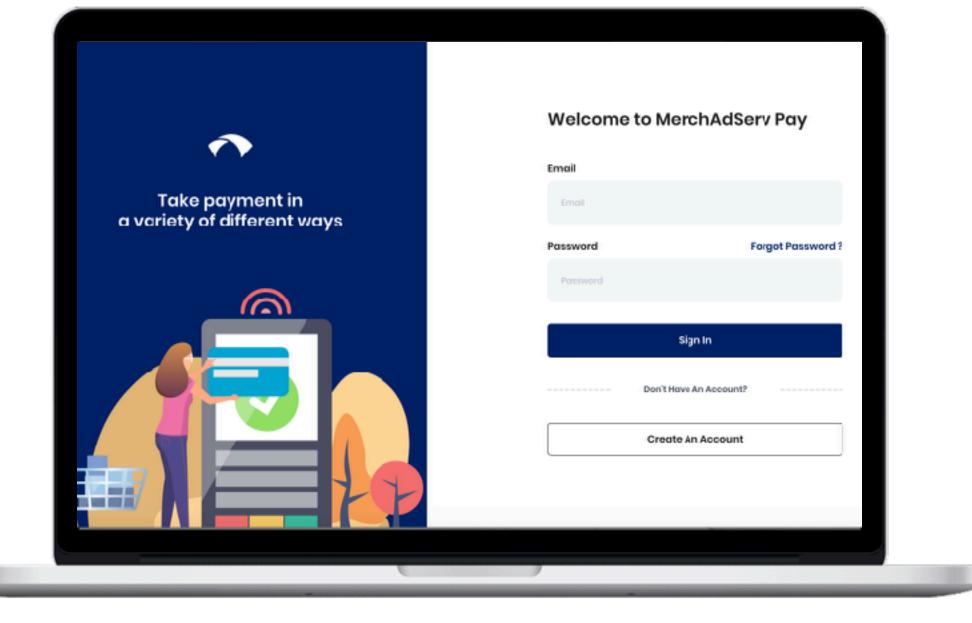
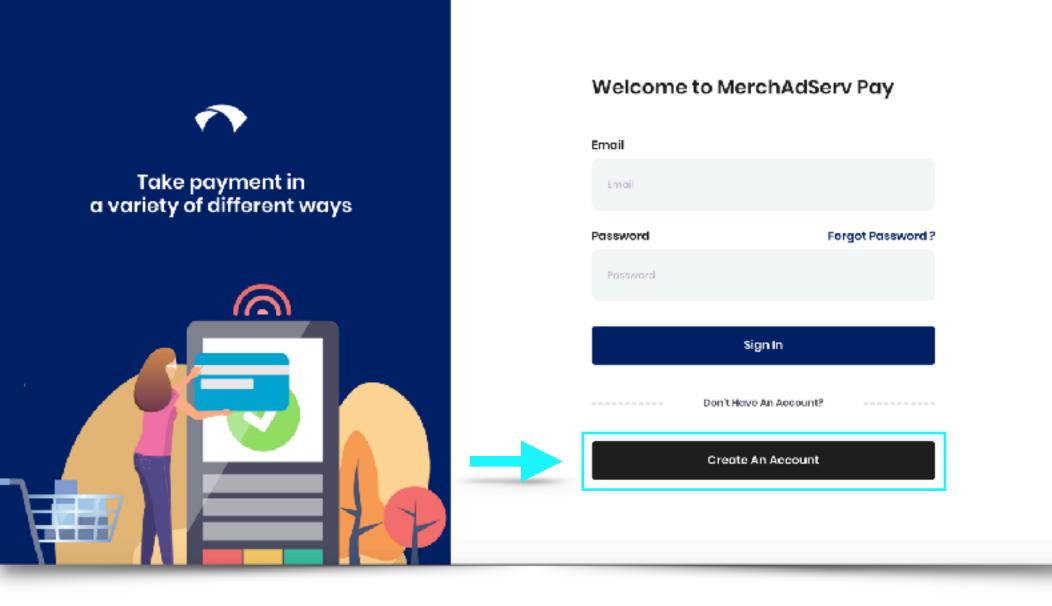


Getting Started Guide

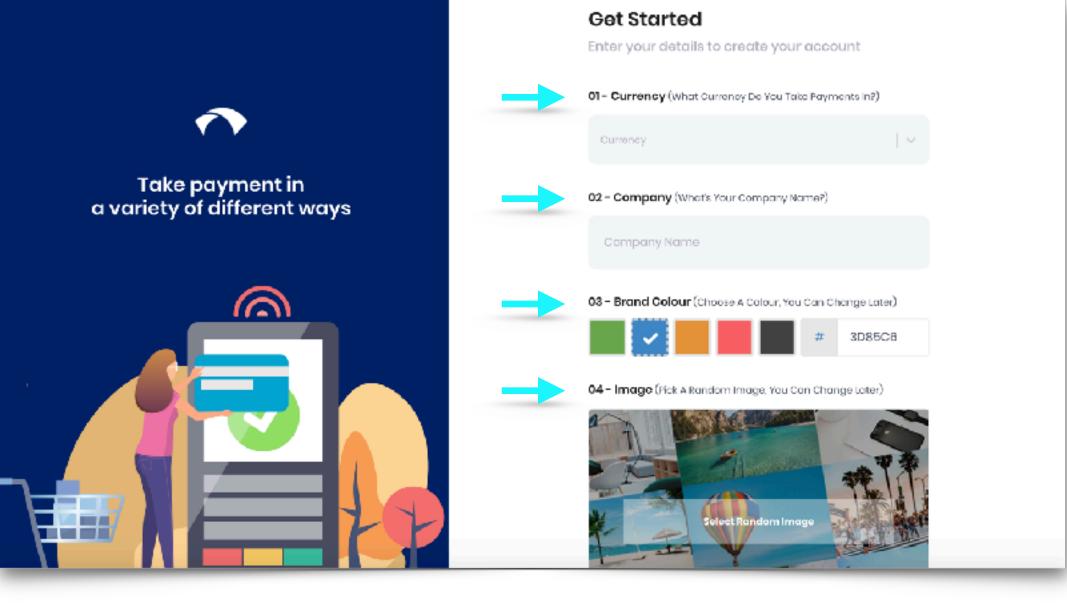


To Create An Account Visit The Sign Up Page

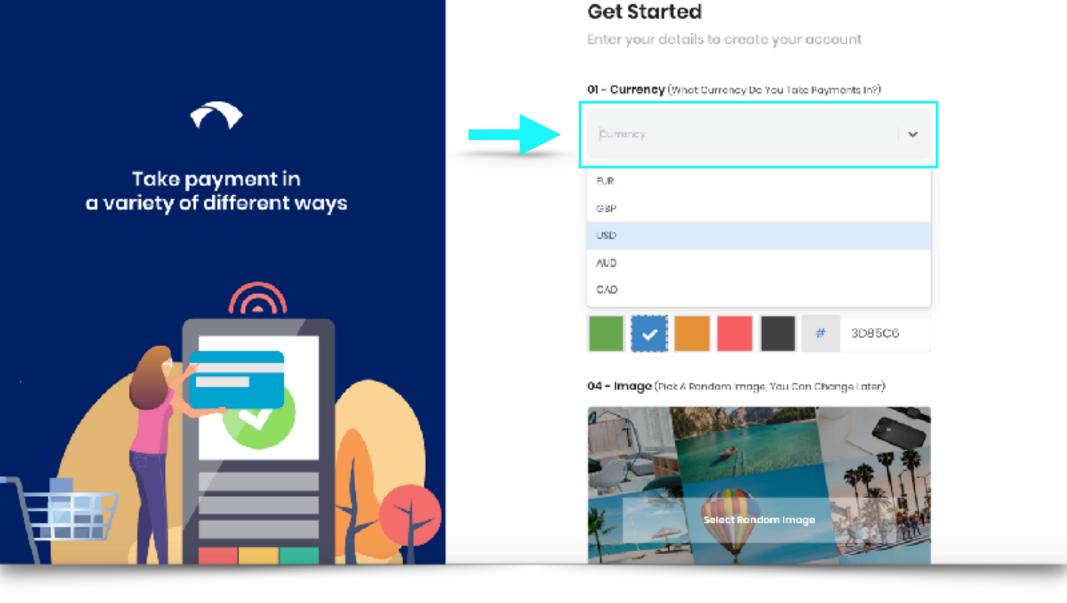
Visit Sign Up Page



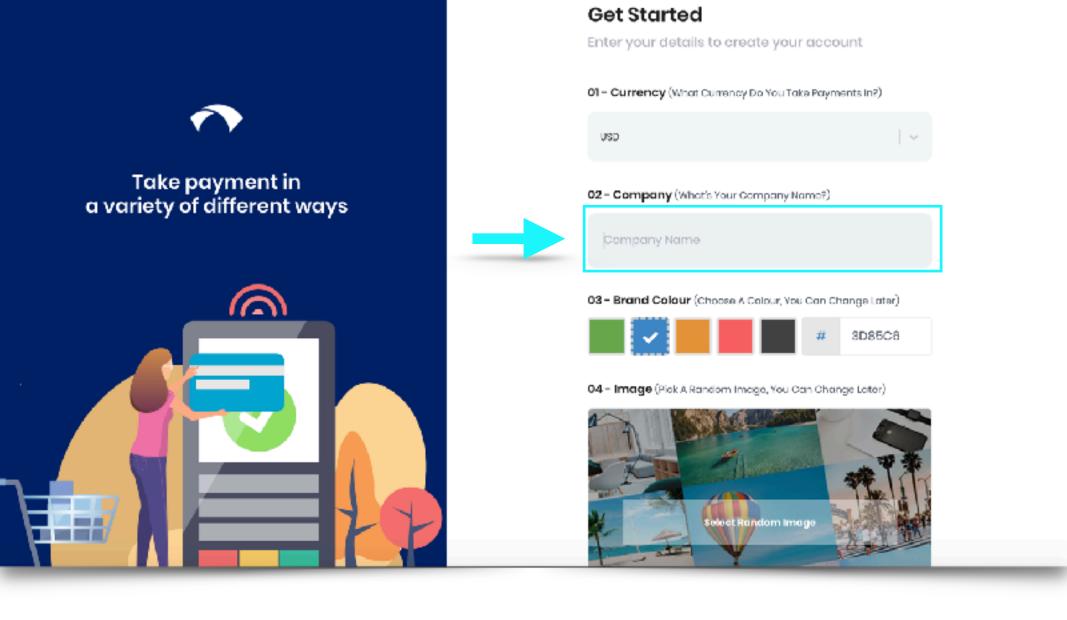
### Click "Create An Account"



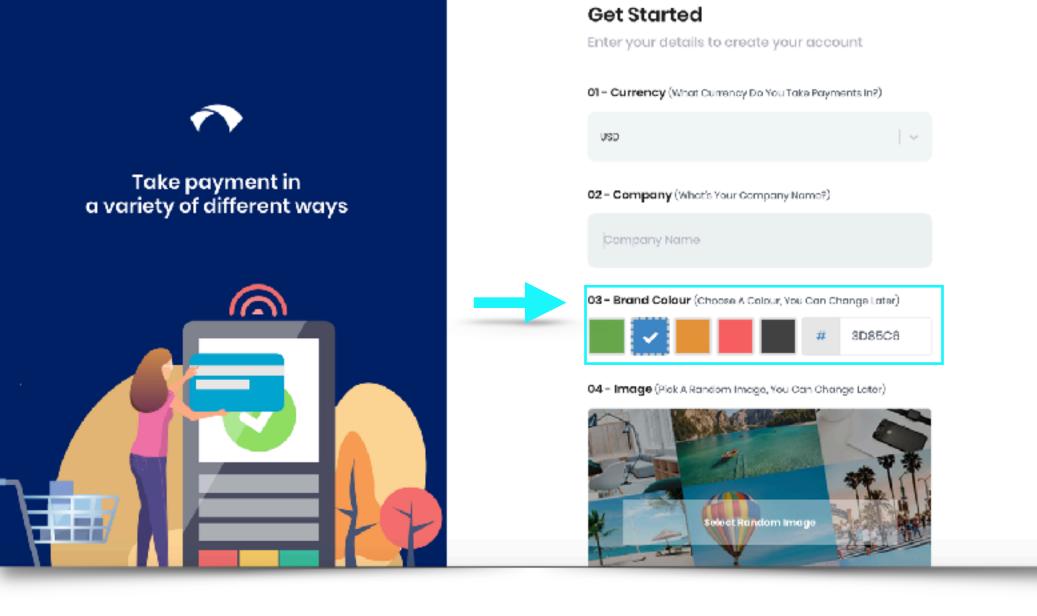
To "Get Started" Complete 4 Fields



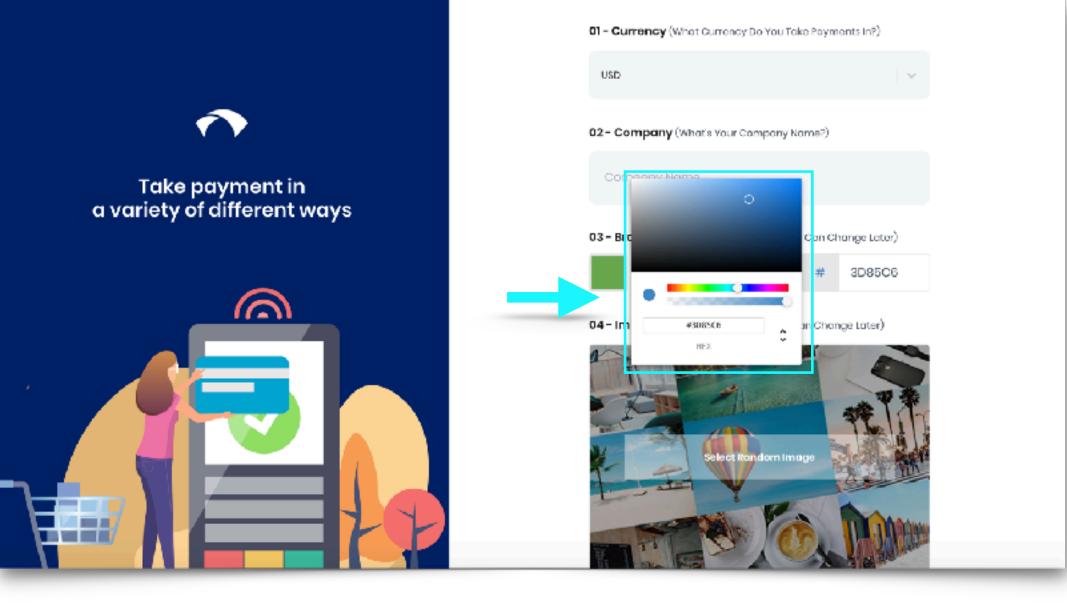
# "Choose A Currency"



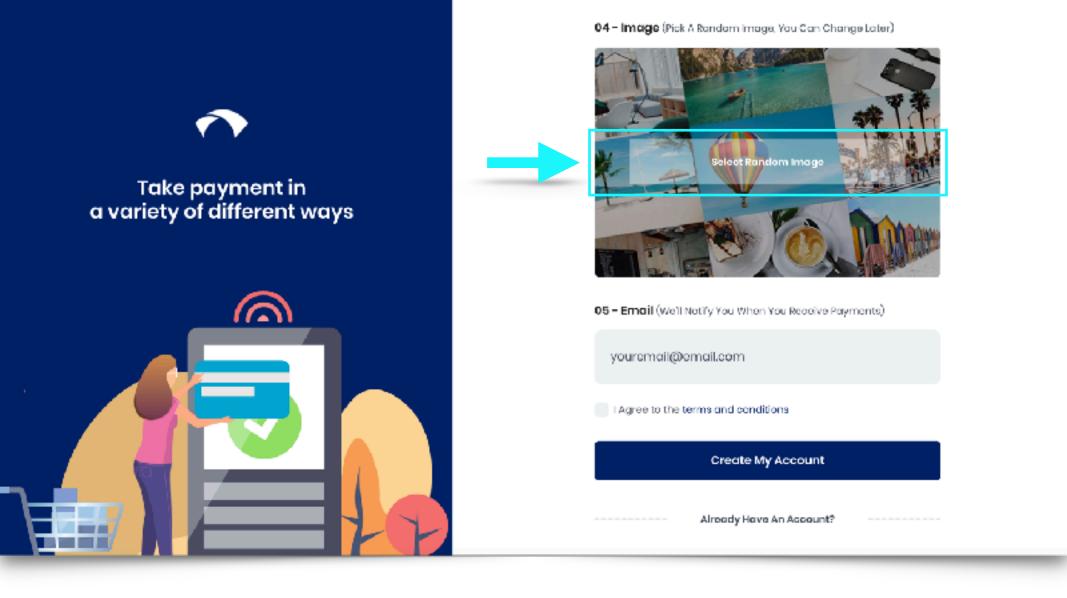
# "Select A Company Name" for the url



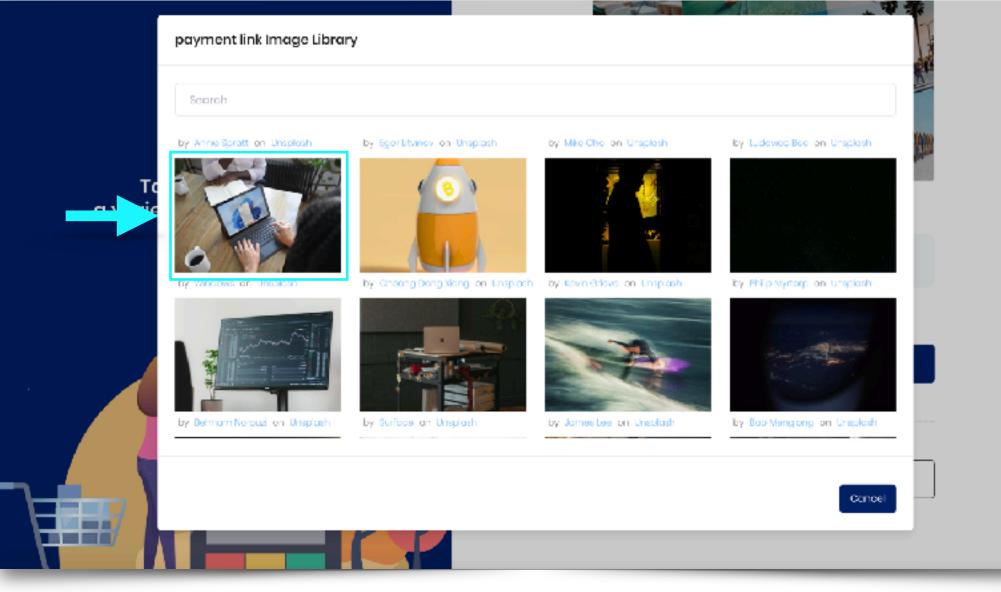
"Select A Color" for your page



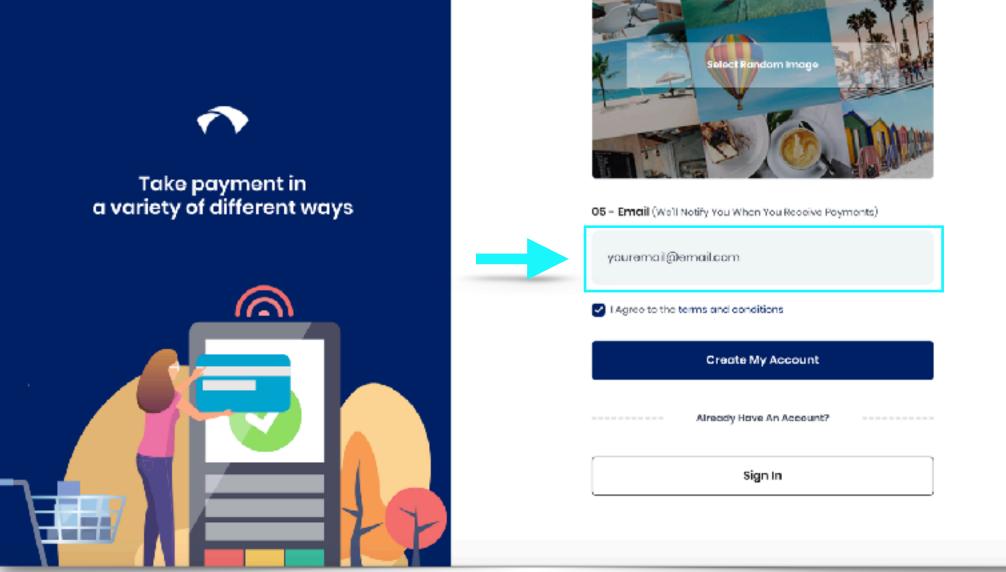
Use Color Picker to "Select a Color"



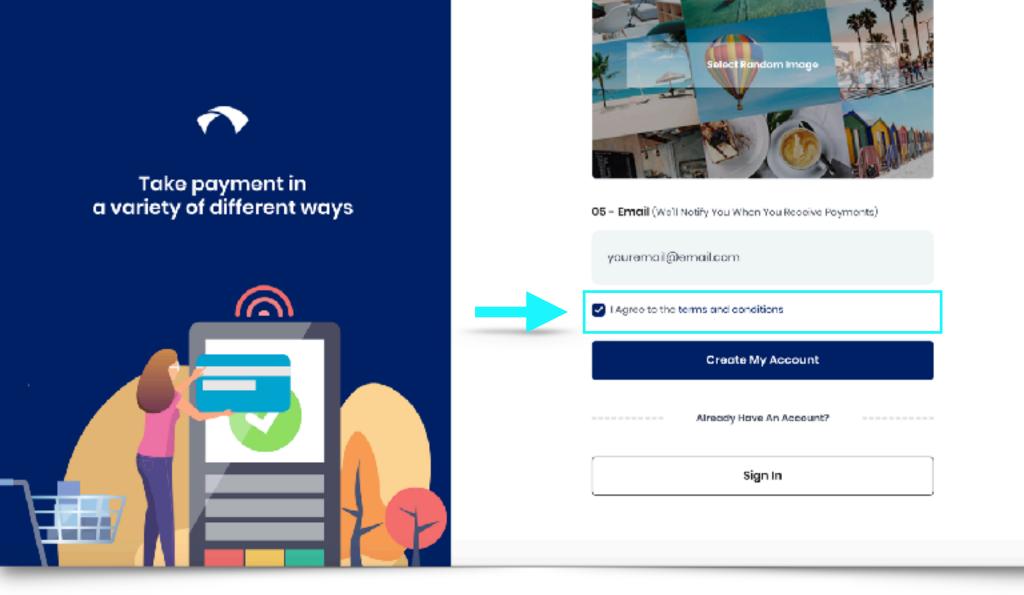
# Use a Random Background Image or



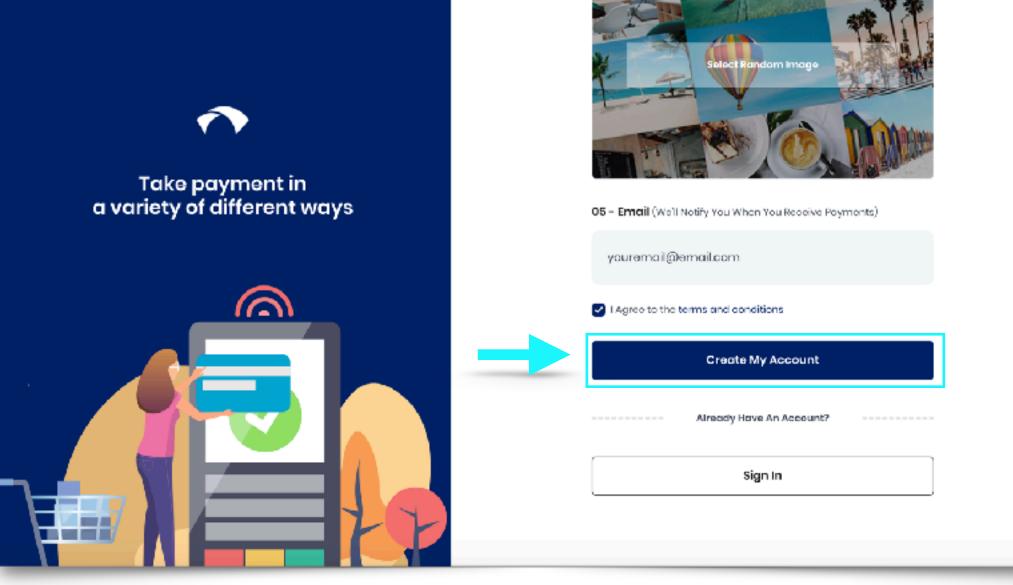
## or Select from the "Image Library"



## Add Your "Email Address"



# Check Box To "Agree to the Terms"



# Click "Create My Account"

### **Welcome Email**

Hi \_\_\_.

Welcome

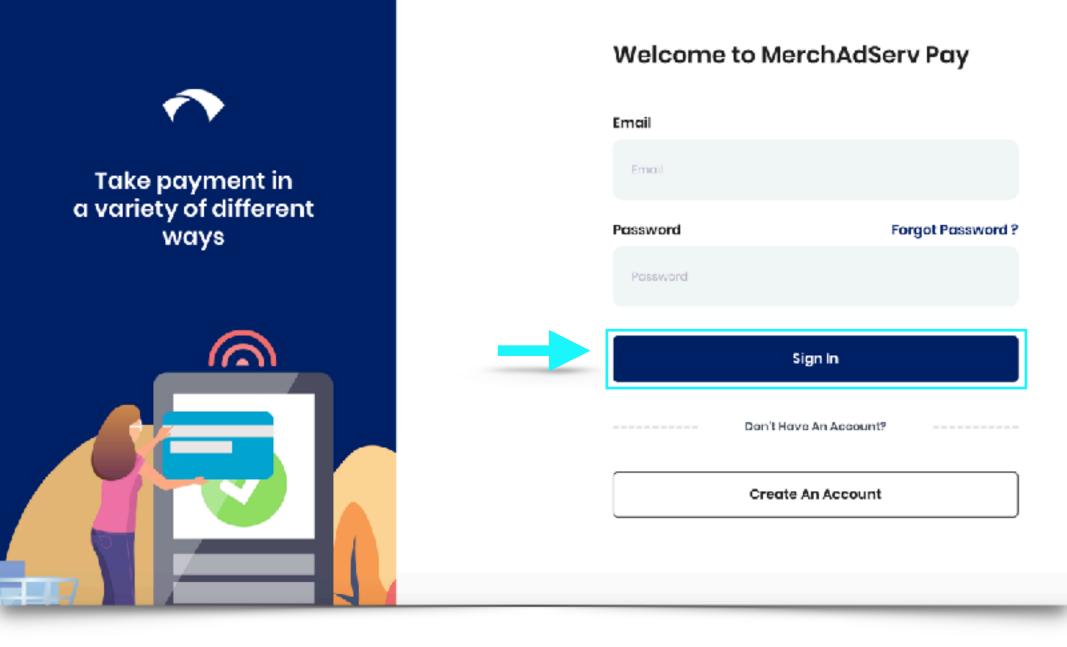
We have multiple features that will help to streamline the way you take payments and help you to get paid faster.

- → Easily take unlimited card payments on your phone, laptop or any smart device.
- → Request payments via email & SMS: track their progress & let our auto reminders do the chasing for you.
- → Create a simple shop to sell products & services online. No website needed.
- → Payments dashboard to view all payments, setup recurring payments and nudge outstanding payment requests

Login in HERE {hyperlink} to get started, and if you have any questions while getting set up, just reply to this email.

We're here to help,

### Check for a "Welcome Email"



Enter email & password then Click "Sign In"



#### Merchant Advisory Services

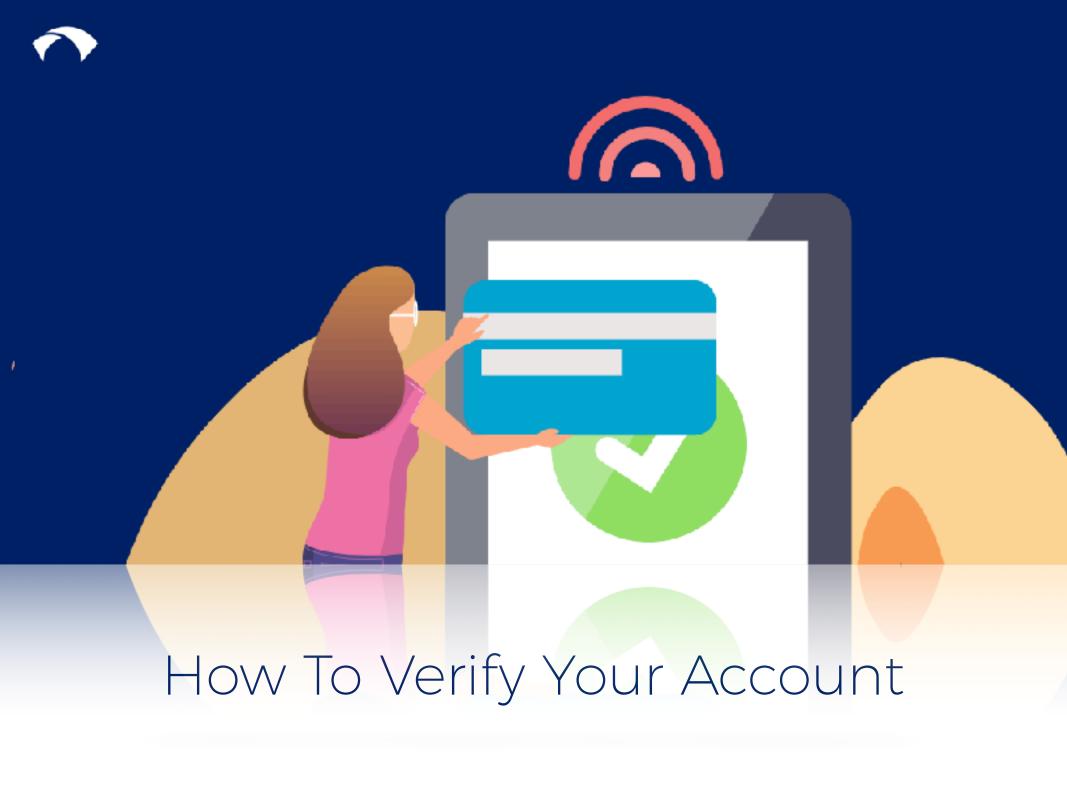
Q Search for articles...

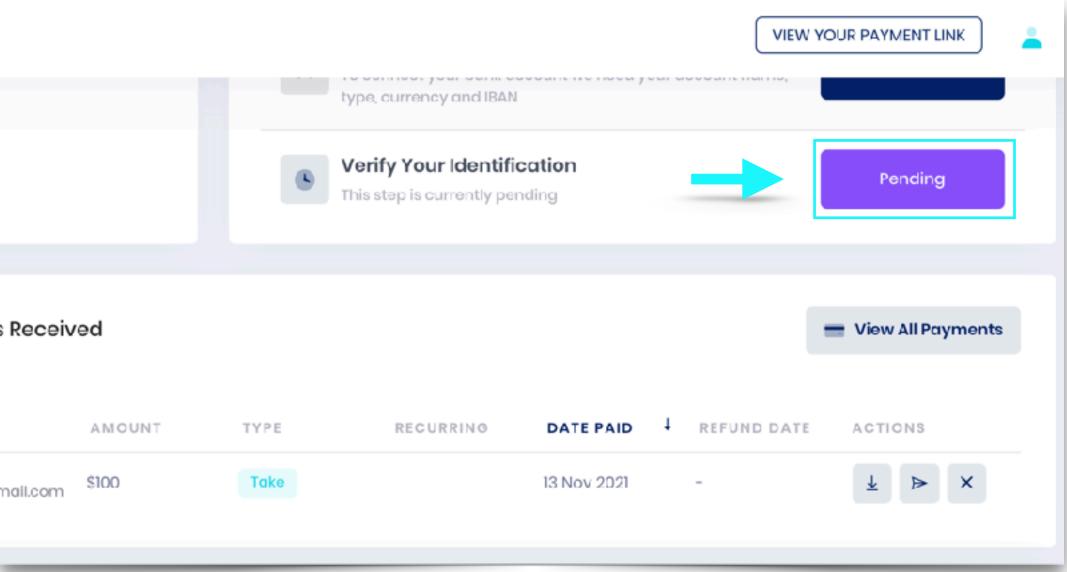




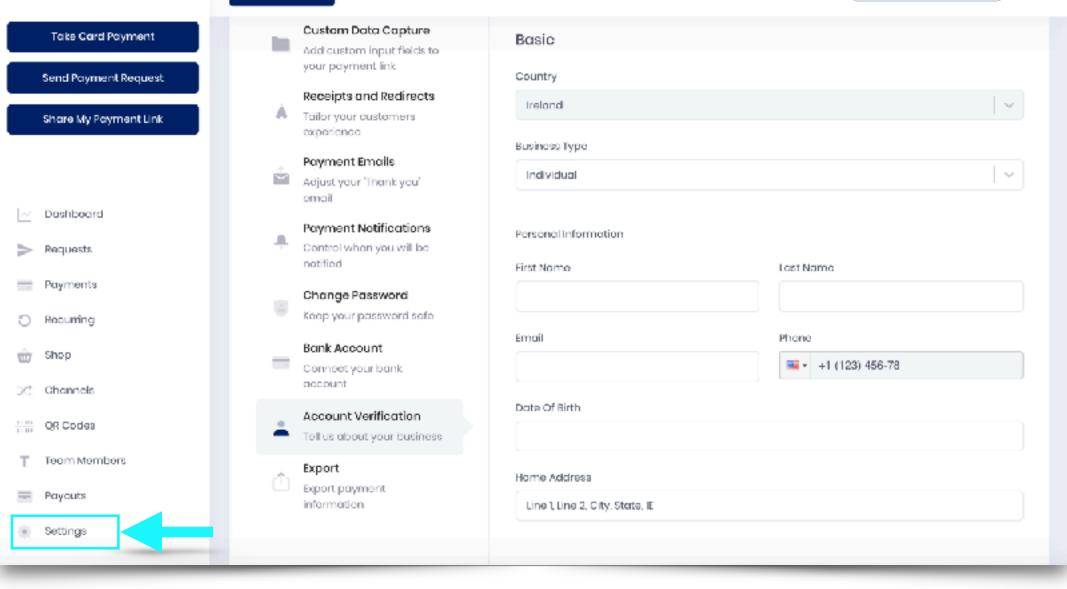
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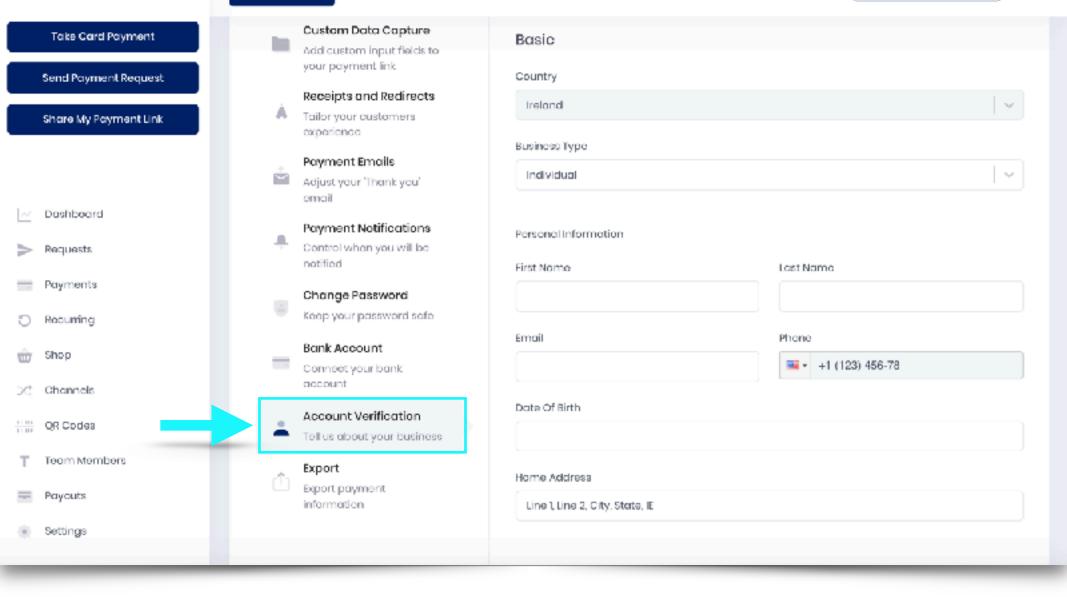




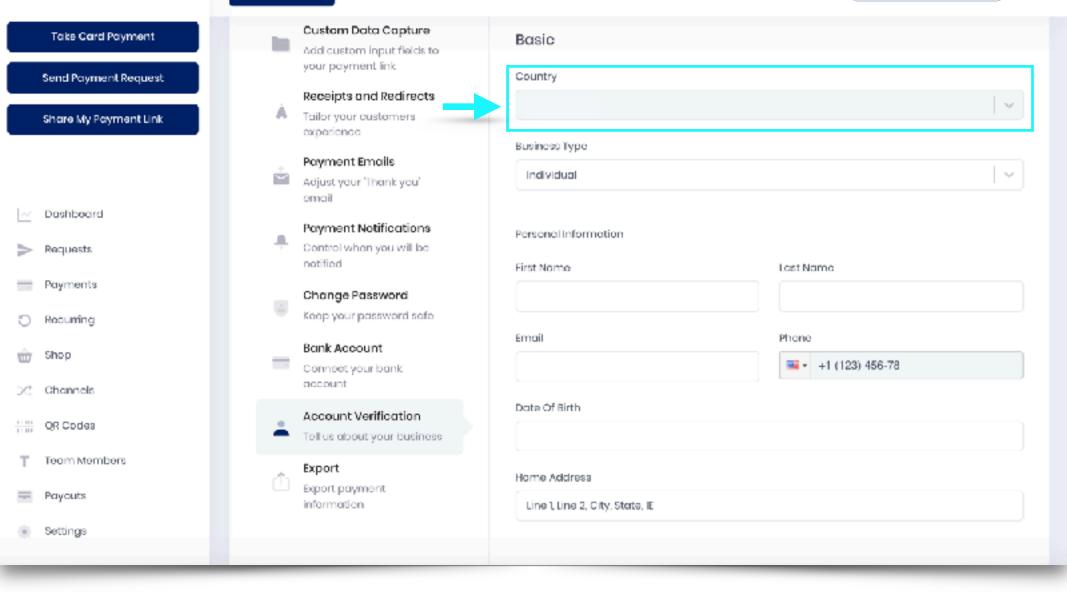
# Click "Pending"



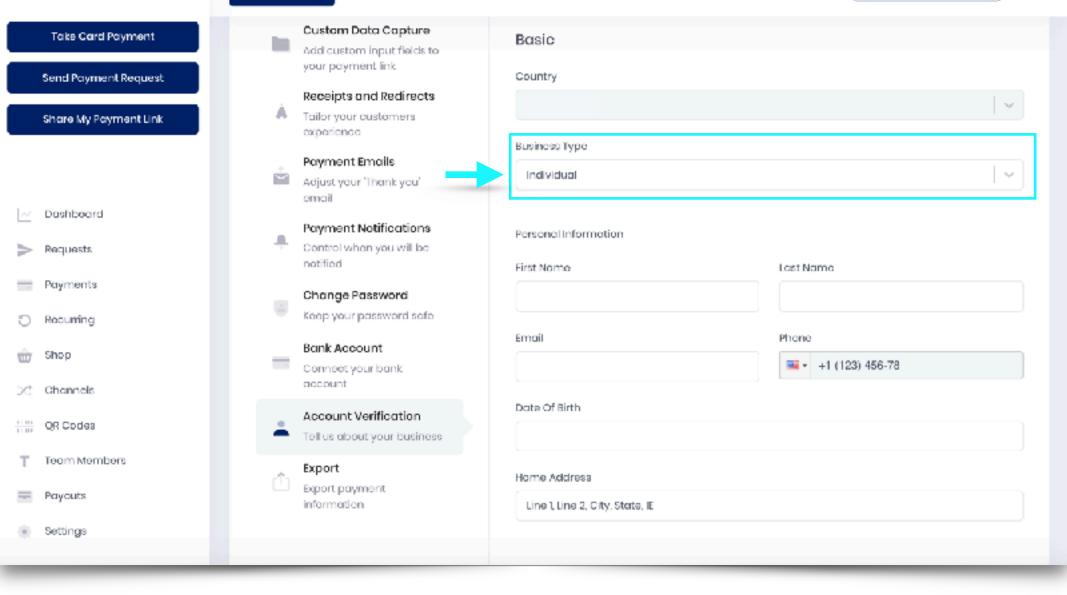
## Or click "Settings"



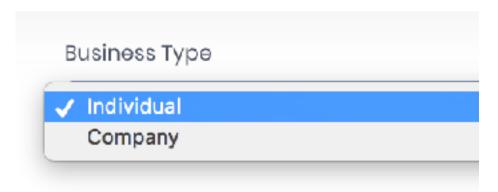
#### then "Account Verification"



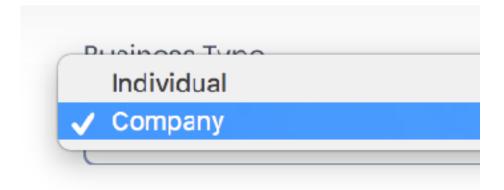
## Select "Your Country"



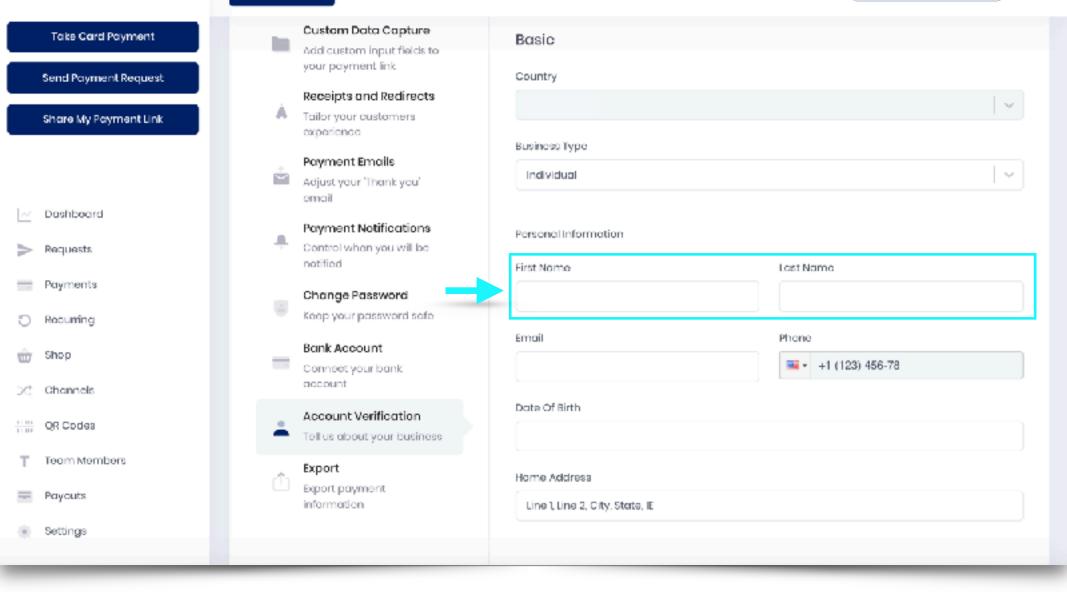
# Select A "Business Type" Individual or Company



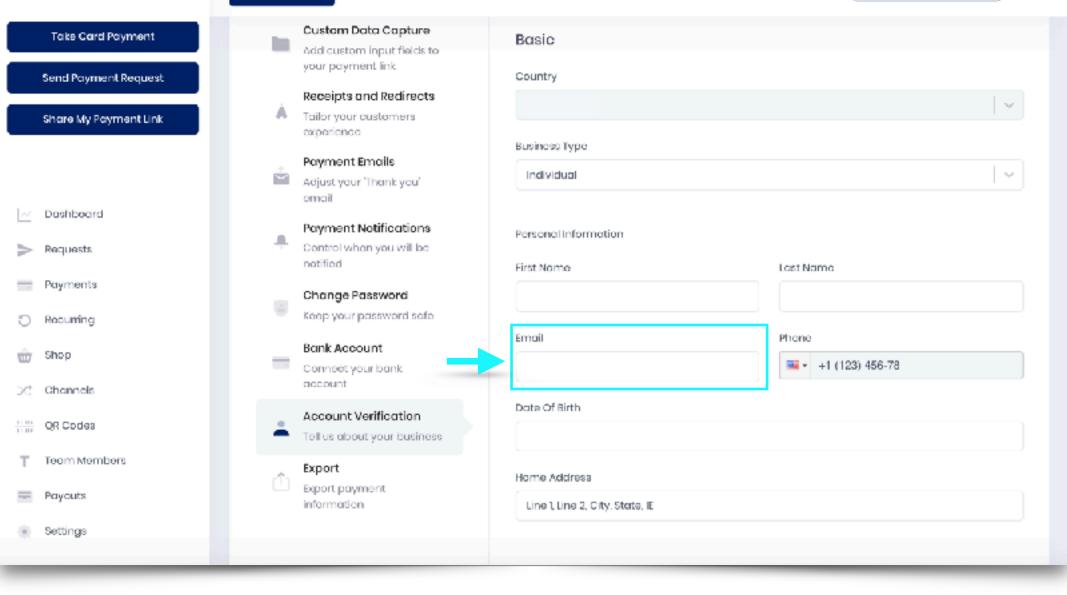
### Select "Individual" Then Go To Next Page



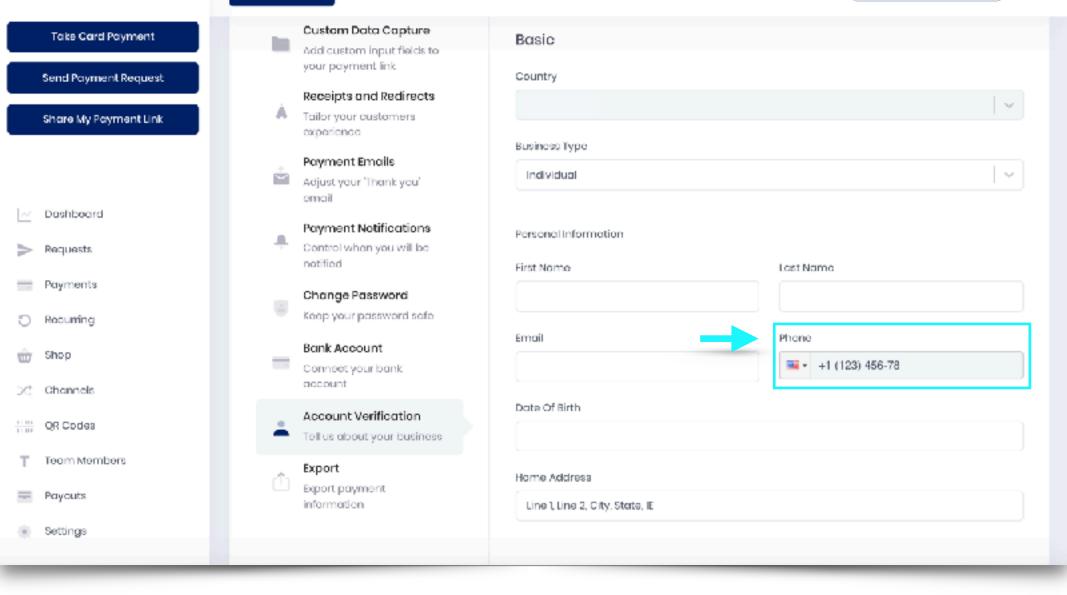
Select "Company" Then Go To Page 34



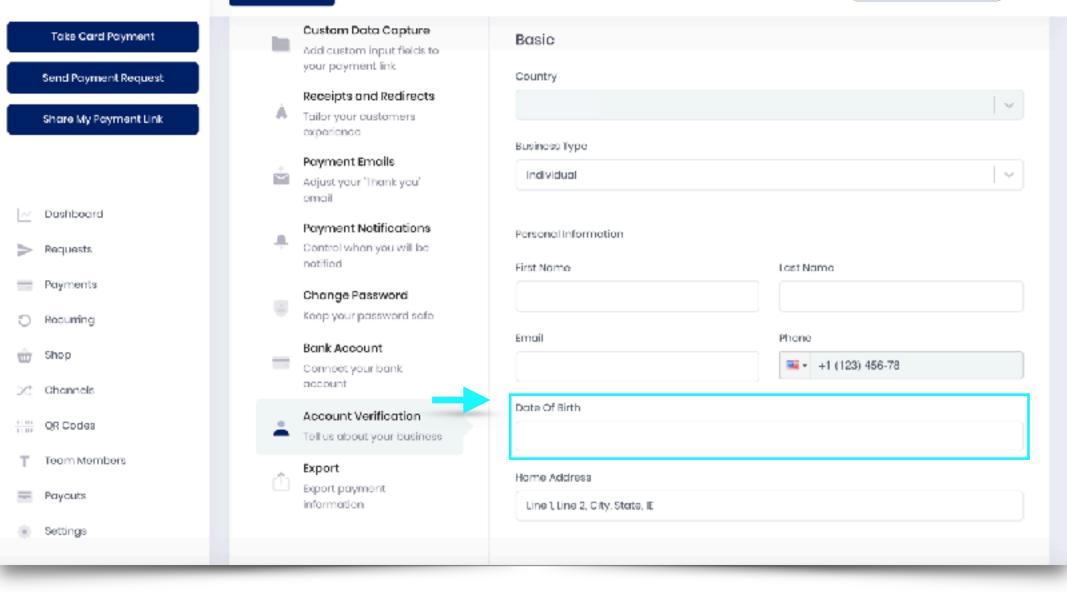
#### Add a "First & Last Name"



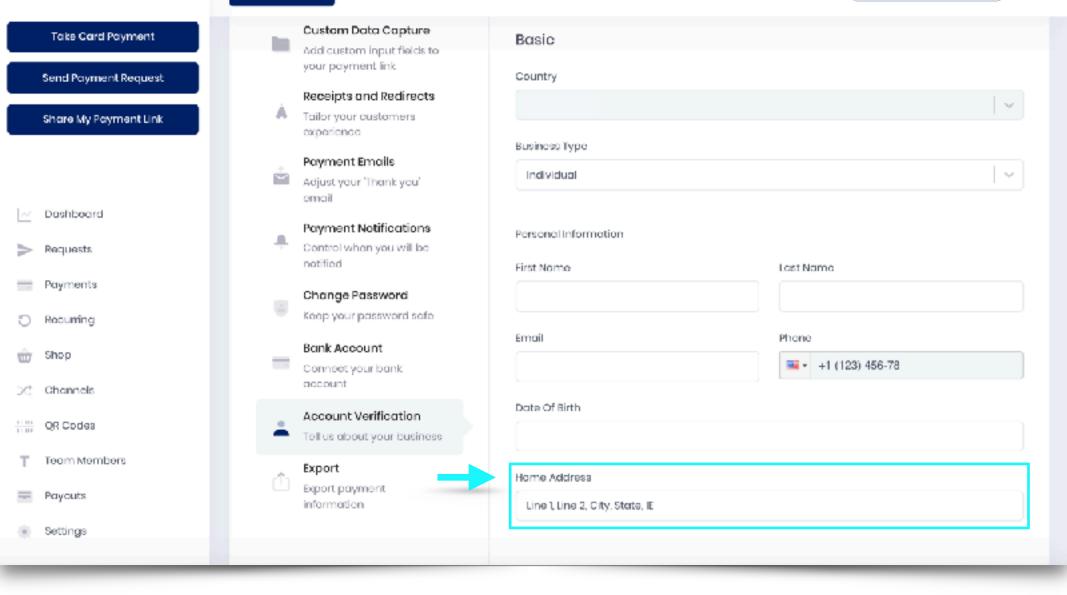
#### Add an "Email Address" for verification



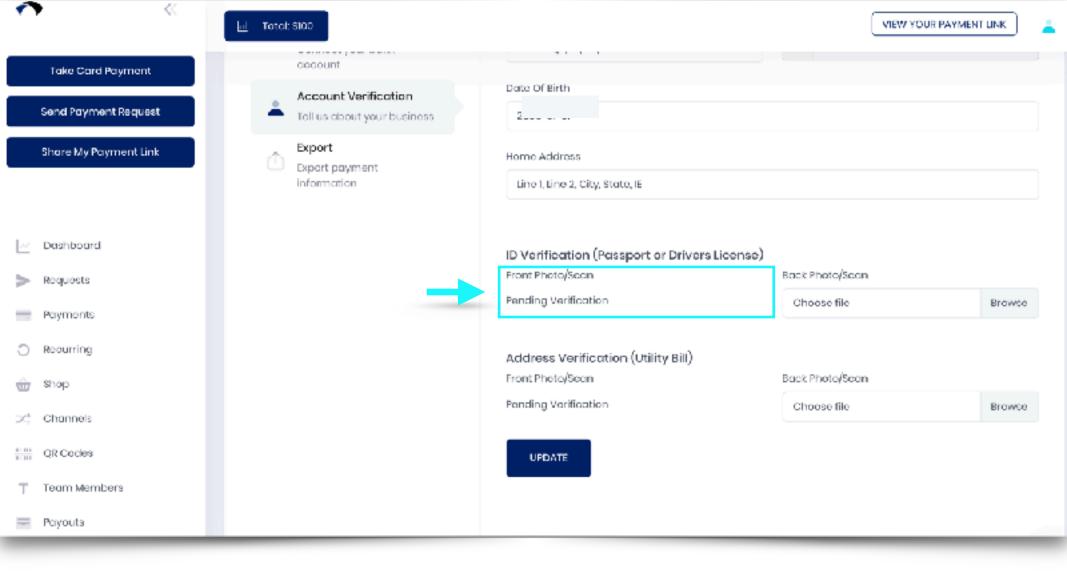
Add a "Phone Number" for verification



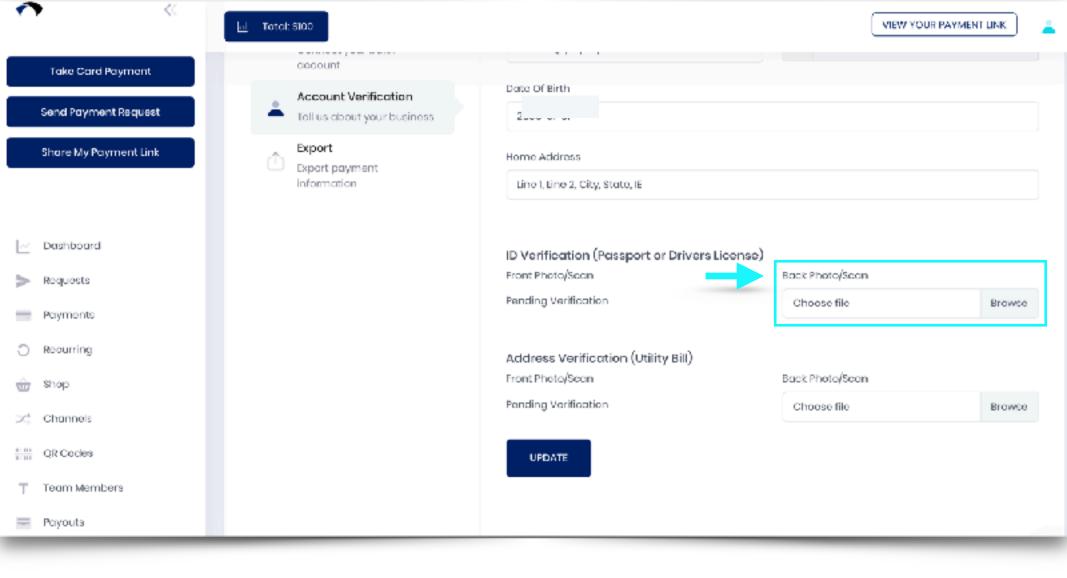
#### Add a "Date of Birth" for verification



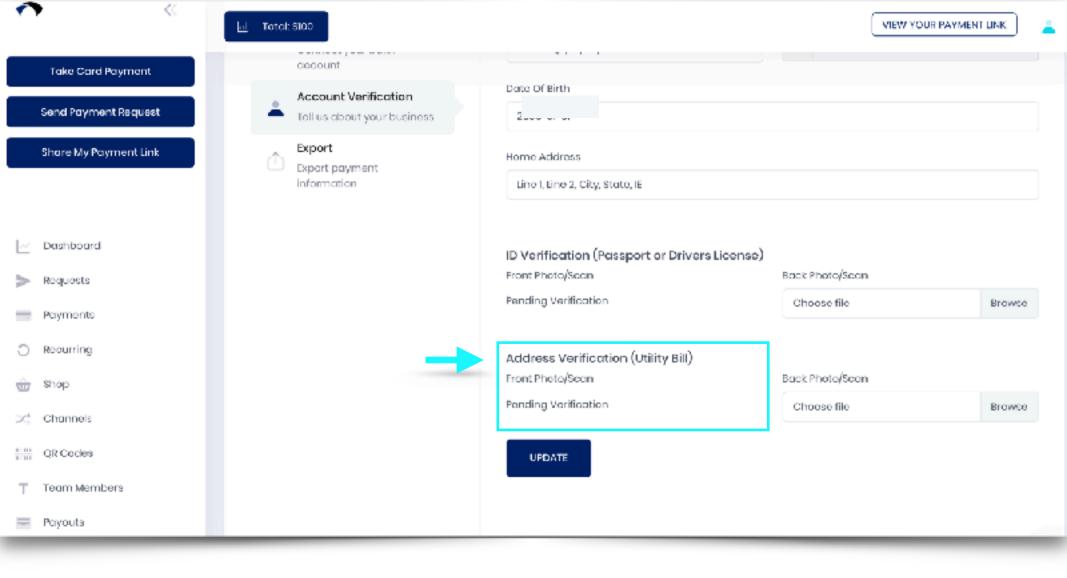
#### Add a "Home Address" for verification



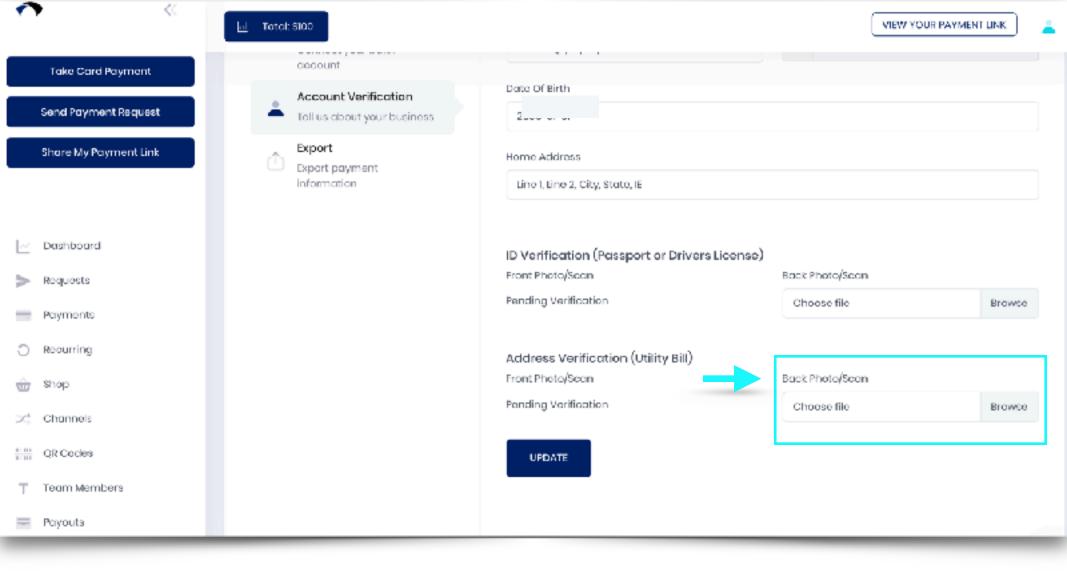
## Upload "Front of Photo of ID" for verification



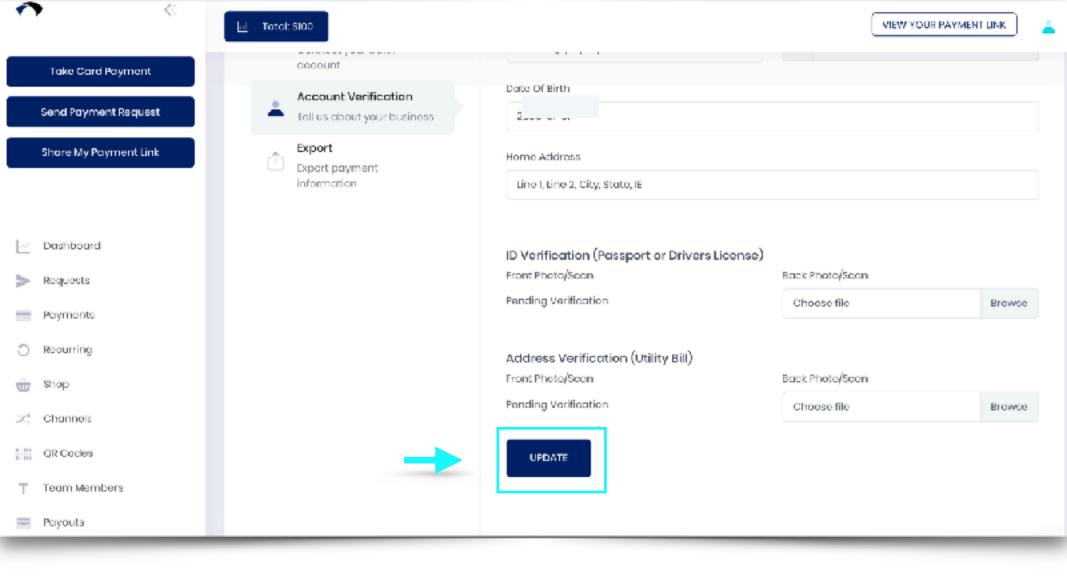
## Upload "Back of Photo of ID" for verification



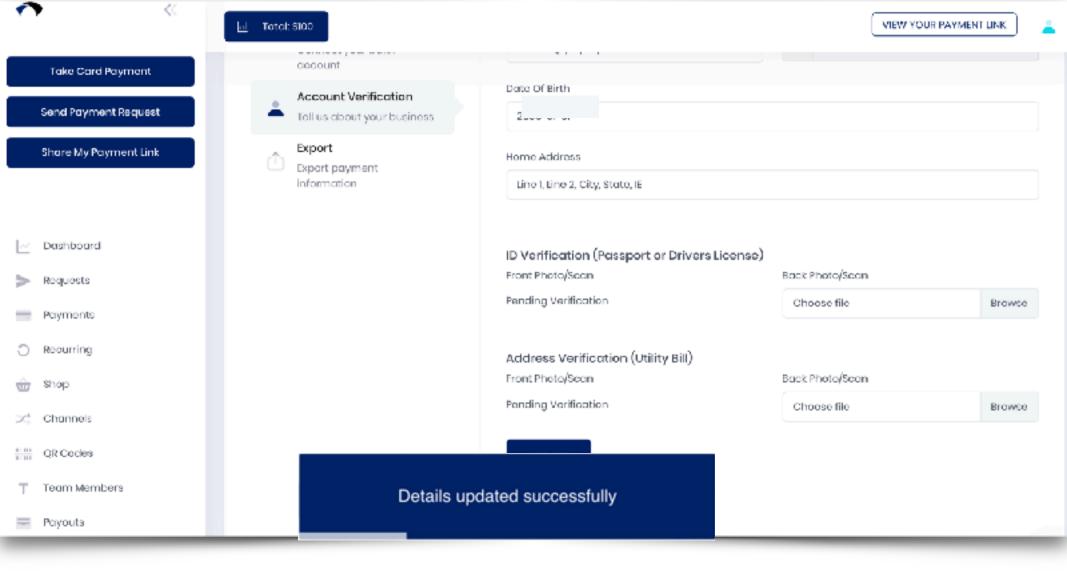
Upload "Front of Document" to verify address



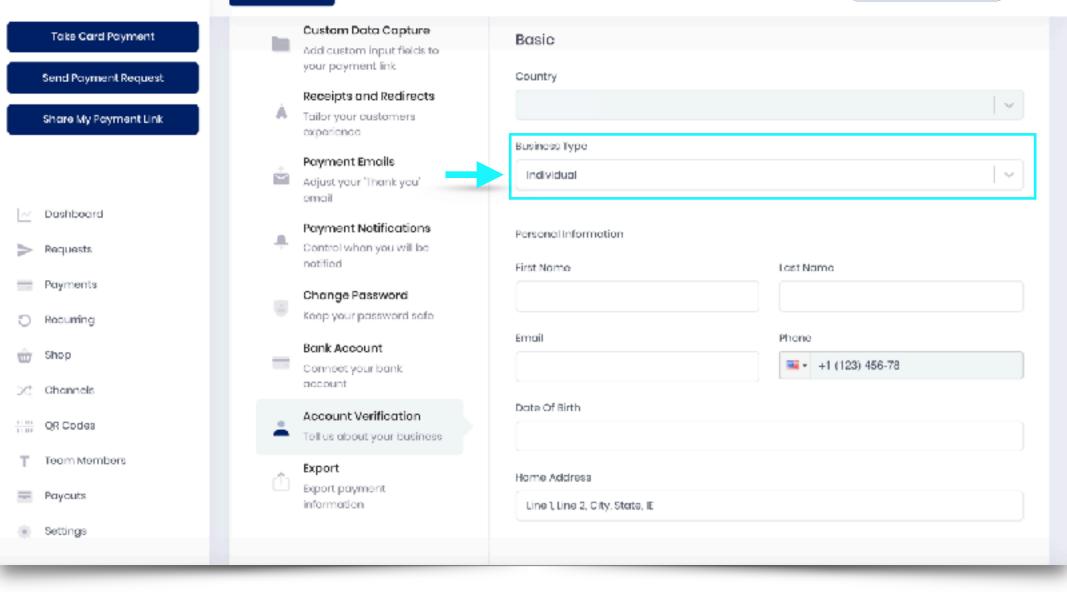
Upload "Back of Document" to verify address



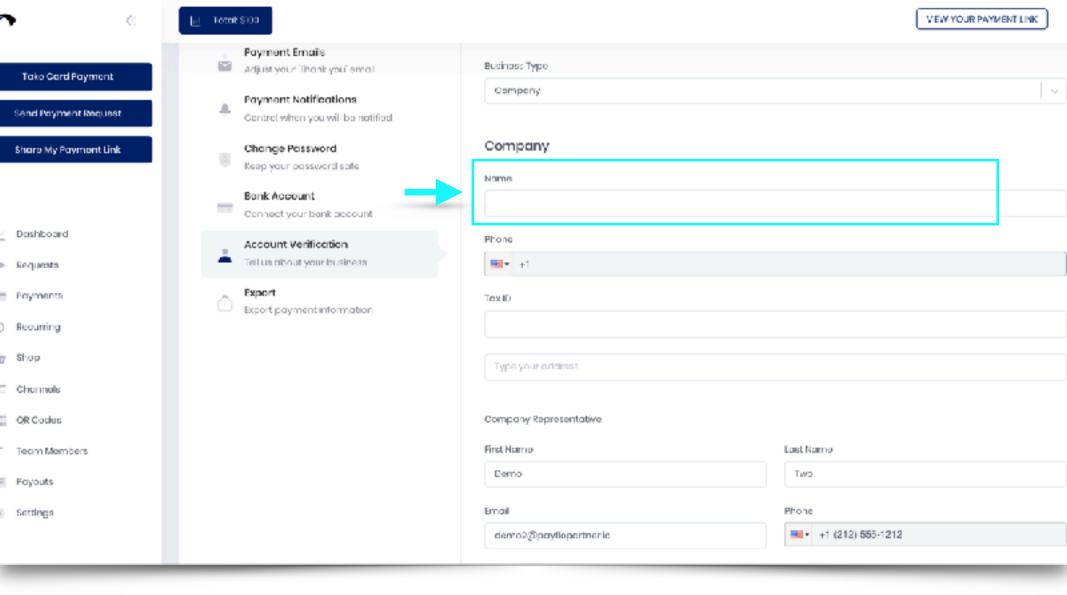
Click "Update" To Save Your Information



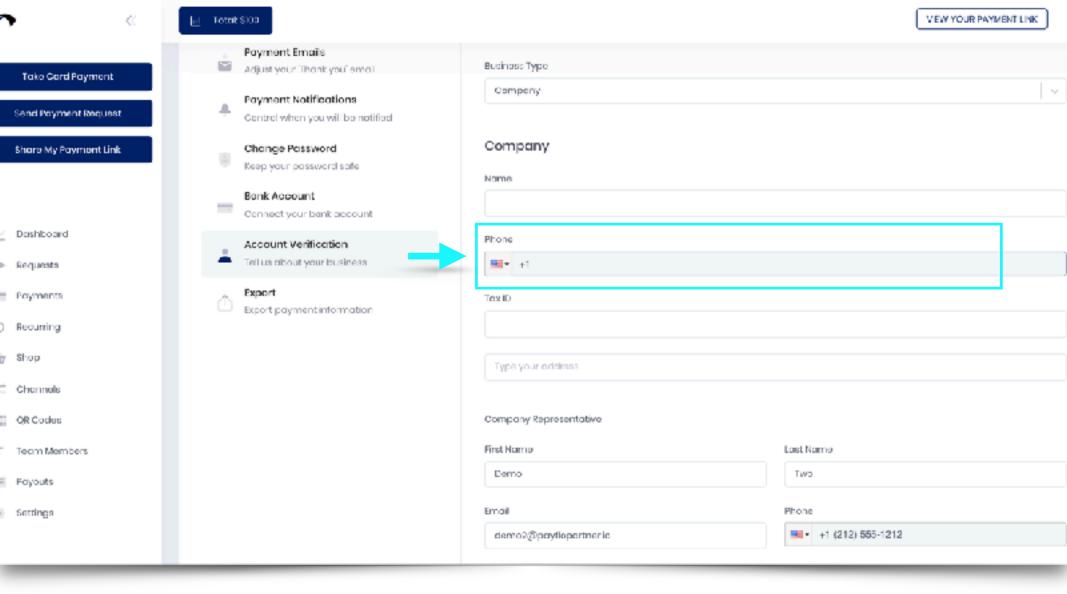
After clicking update you should see "Details updated successfully"



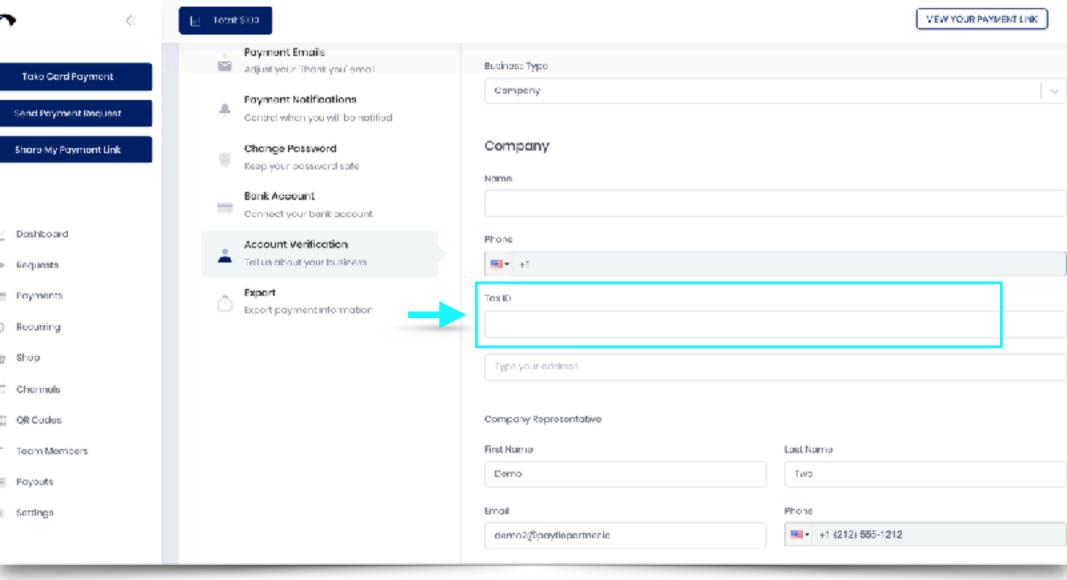
### If "Business Type" Selected is Company



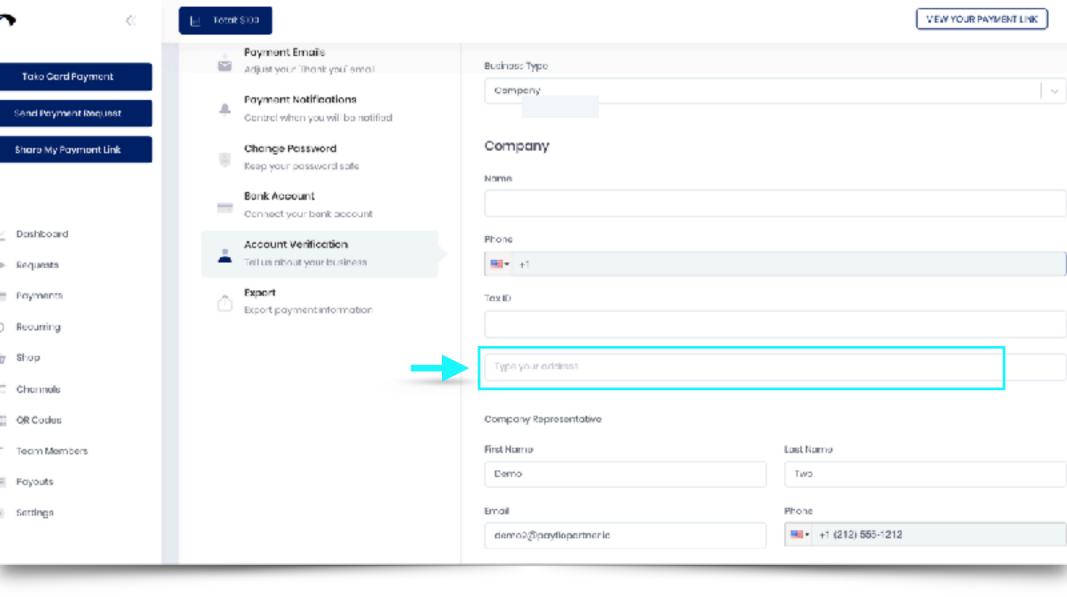
Add a "Company Name"



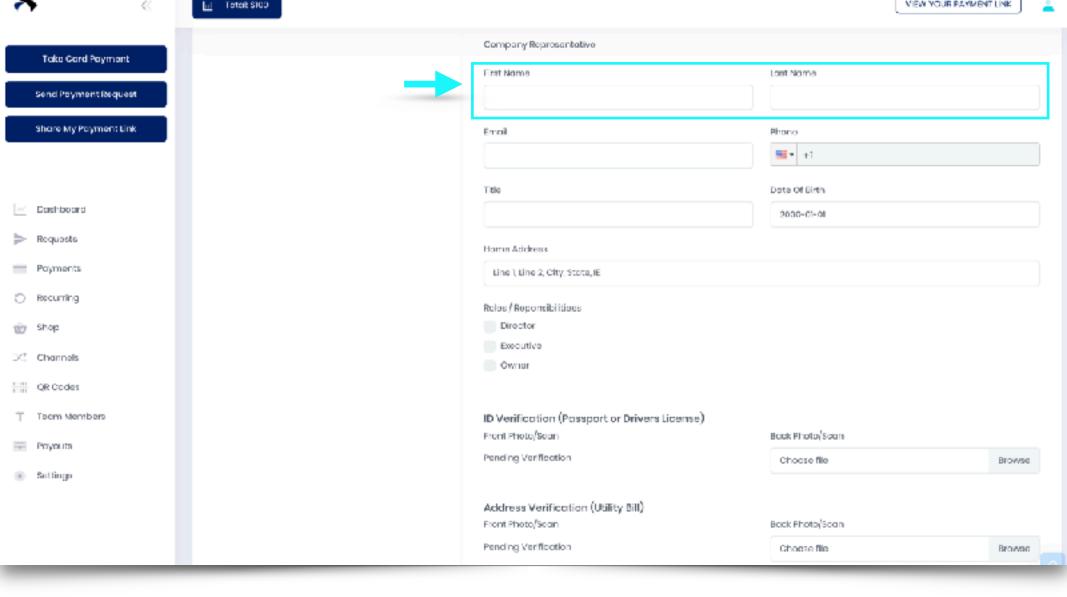
Add a "Phone Number"



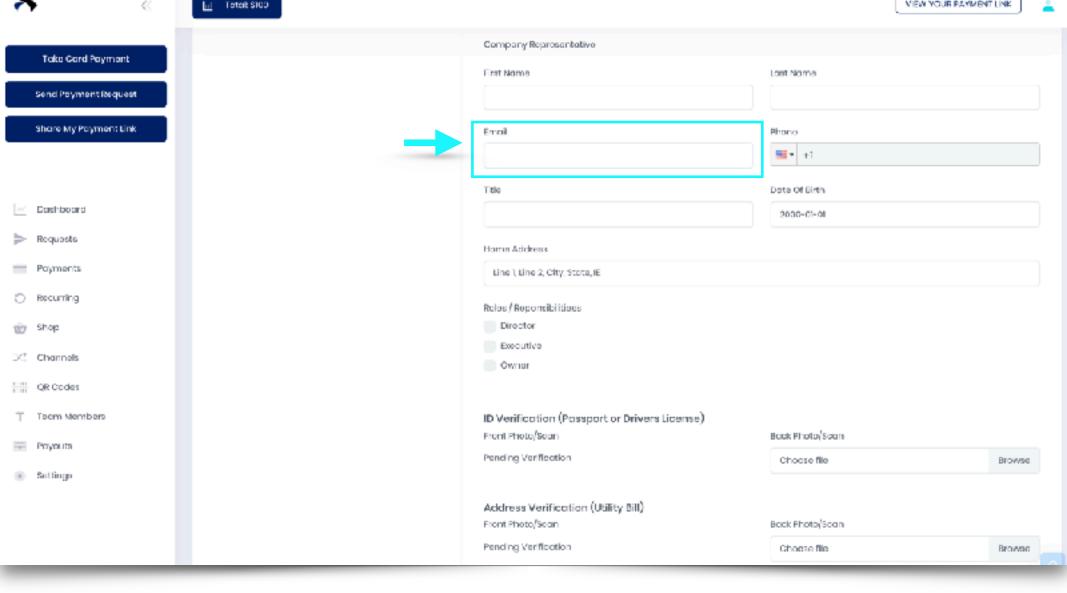
### Add a "Tax ID"



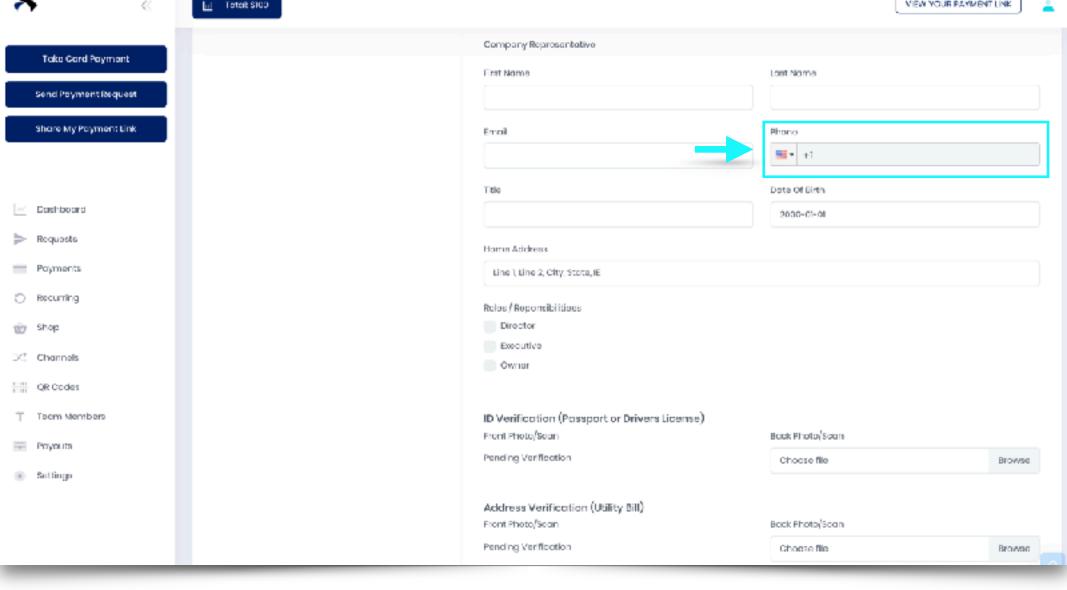
Add the legal "Business Address"



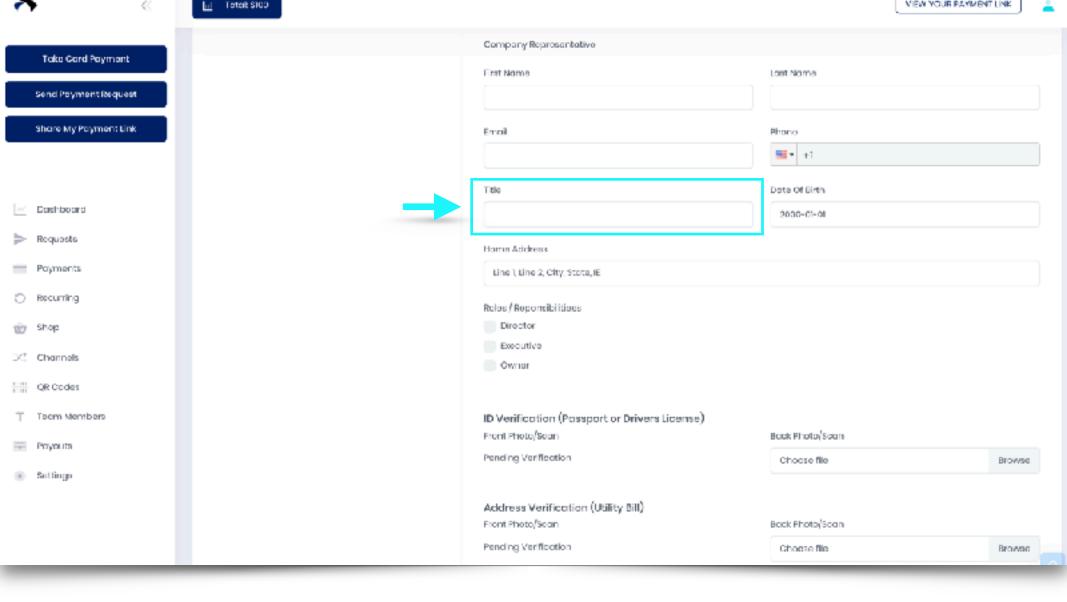
## Add the principal "Business Owner"



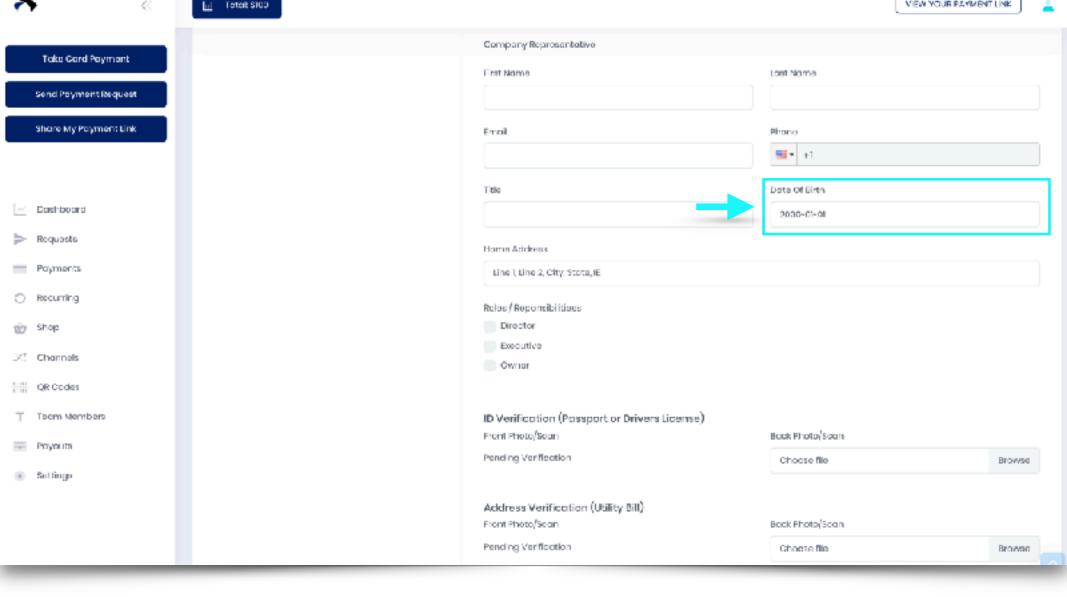
### Add the "Business Email"



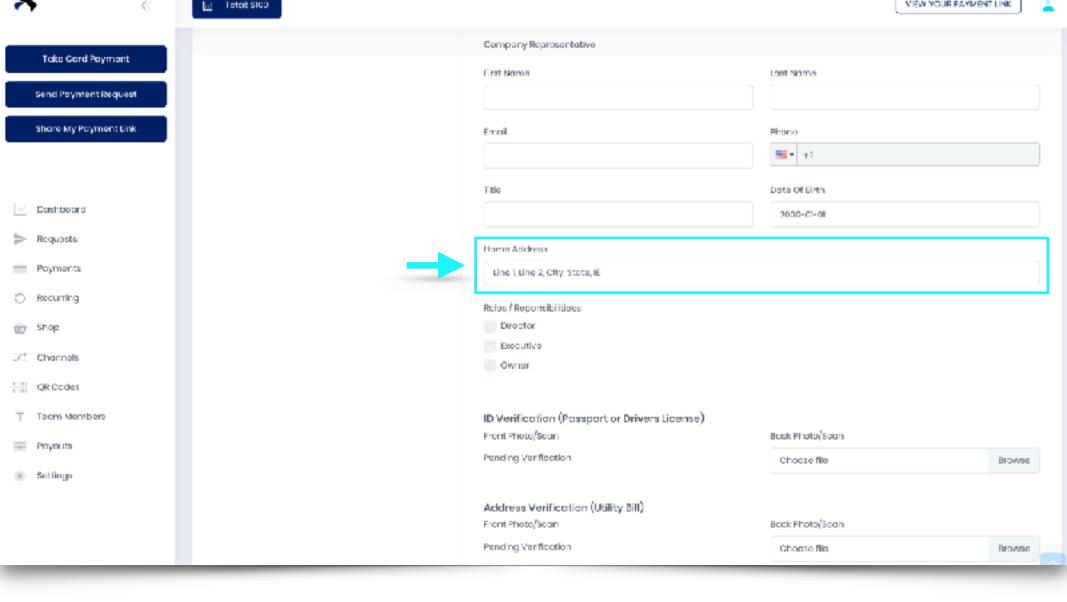
### Add the "Business Phone"



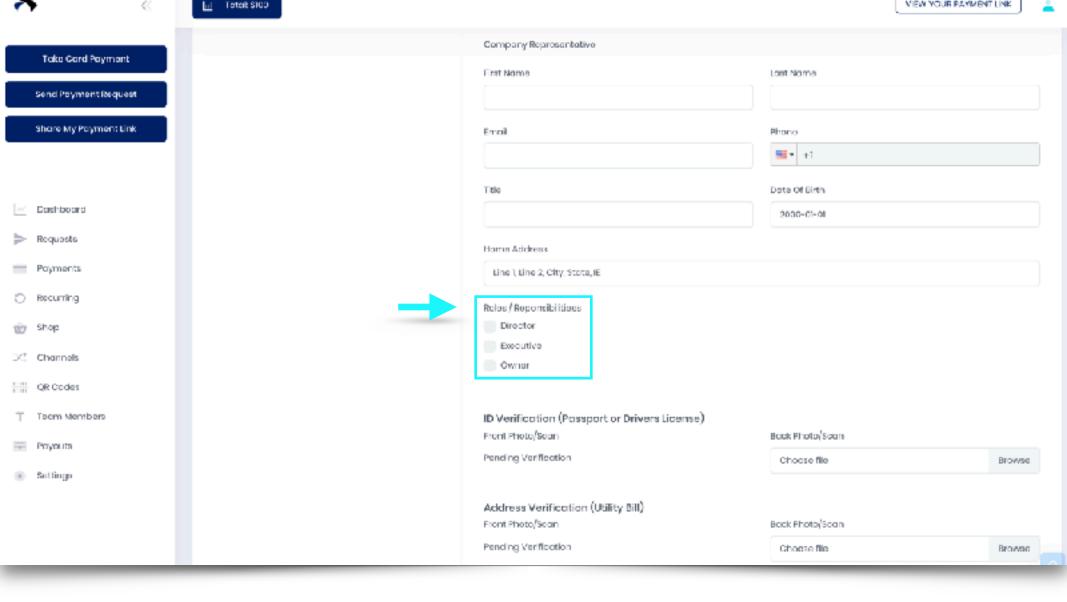
Add the "Title" of Company Representative



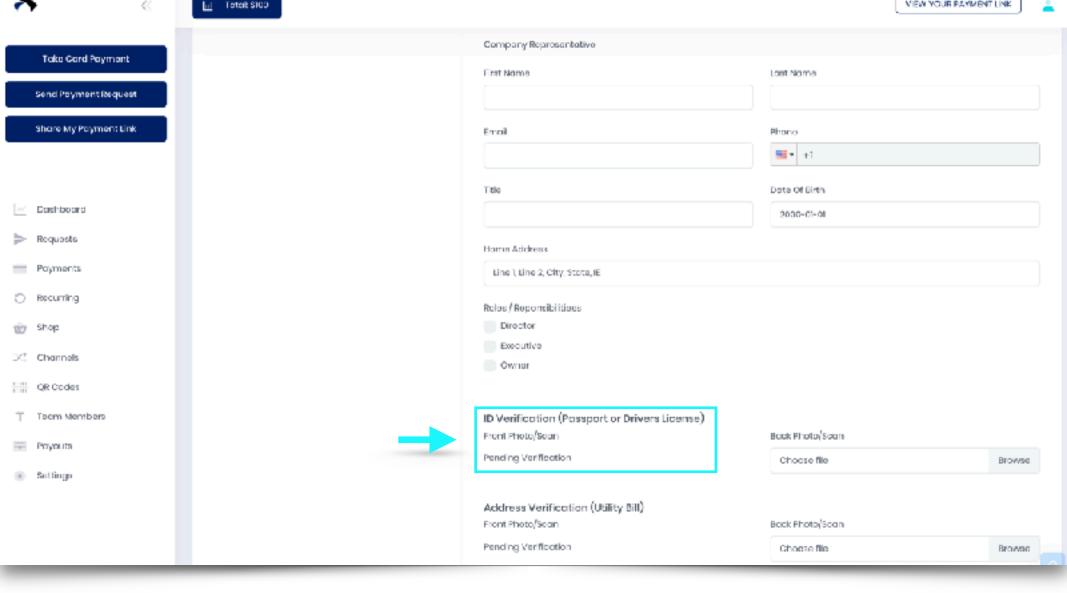
Add the "Title" of Company Representative



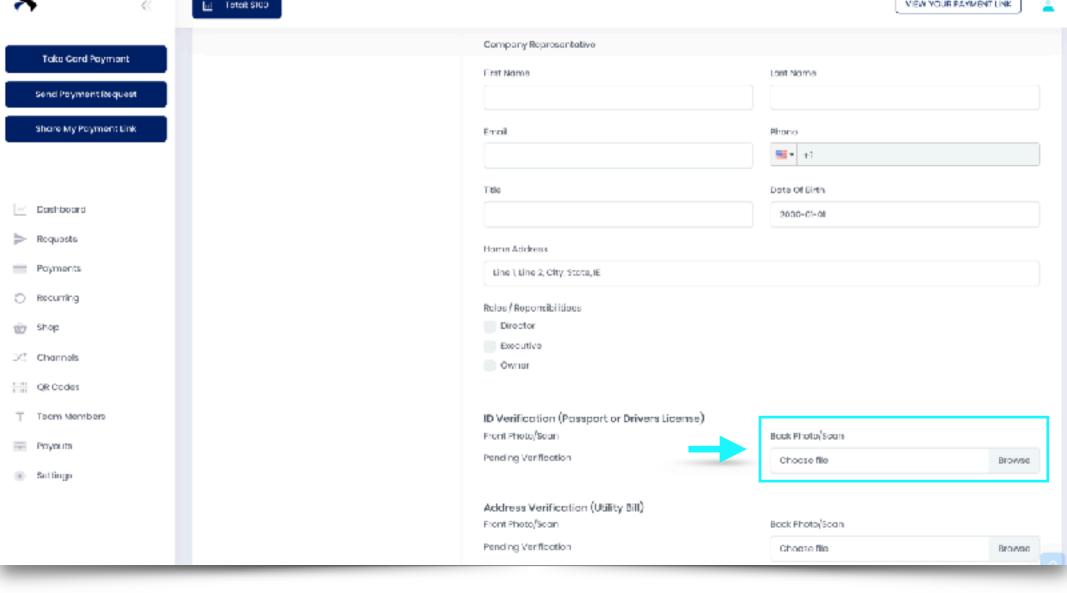
Add "Address" of Company Representative"



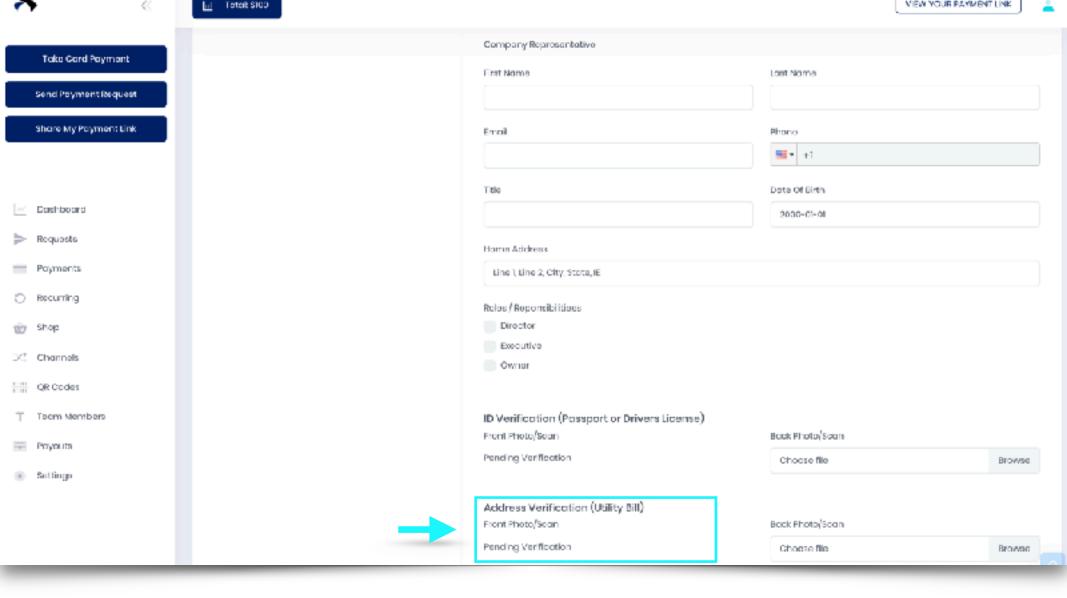
Select "Role" of Company Representative"



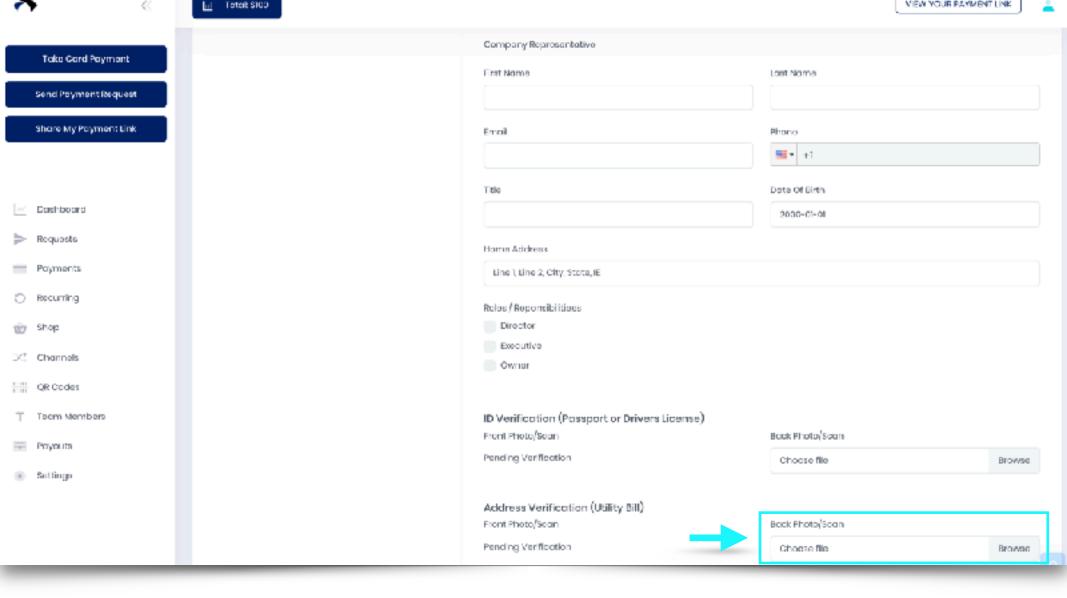
## Upload "Front" of ID for Verification



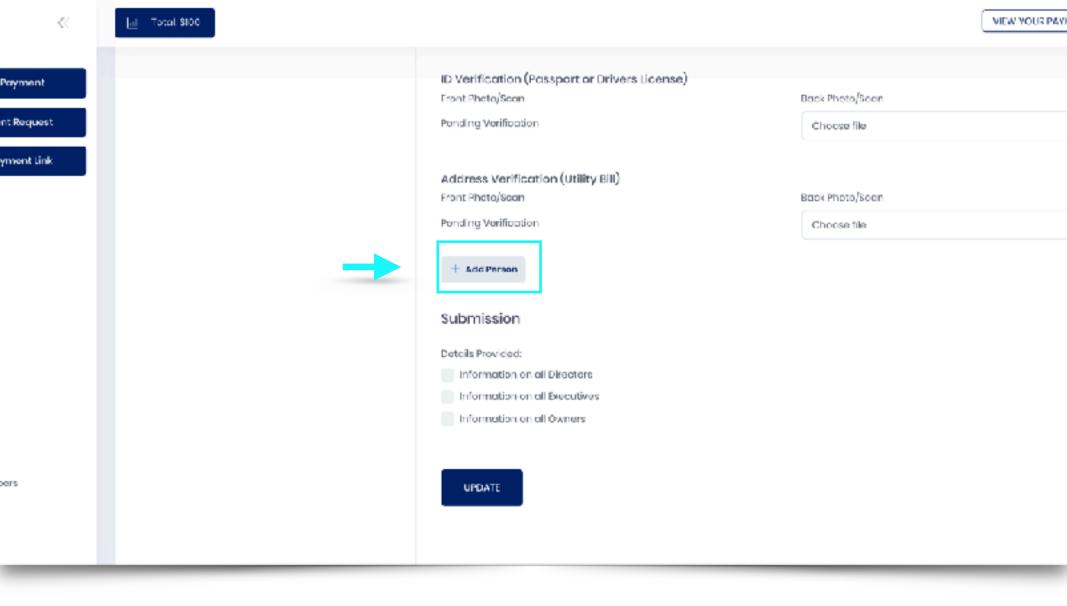
# Upload "Back" of ID for Verification



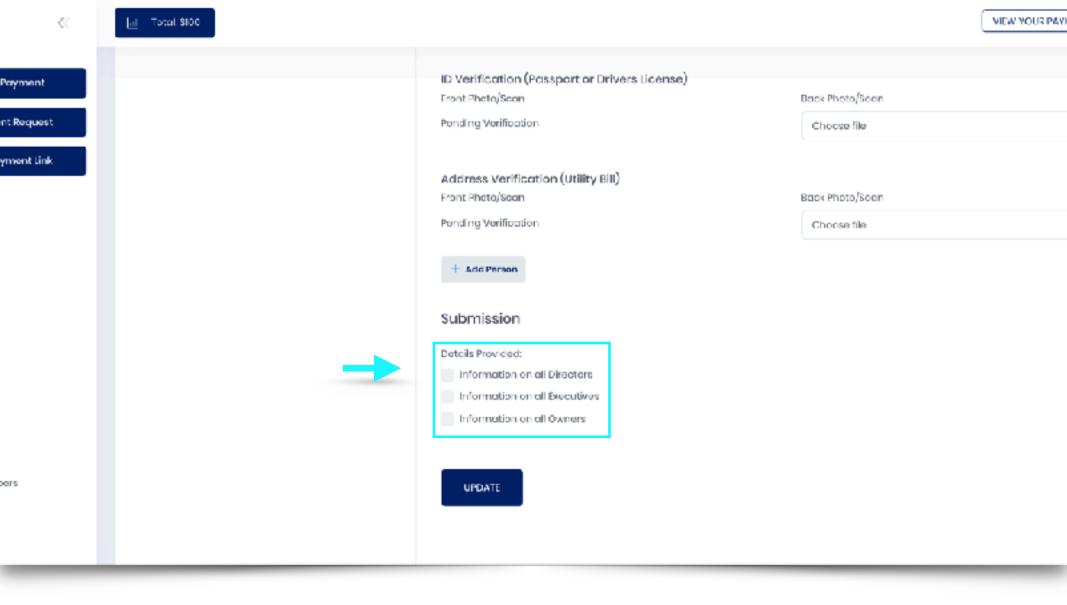
Upload Front of "Document" for Verification



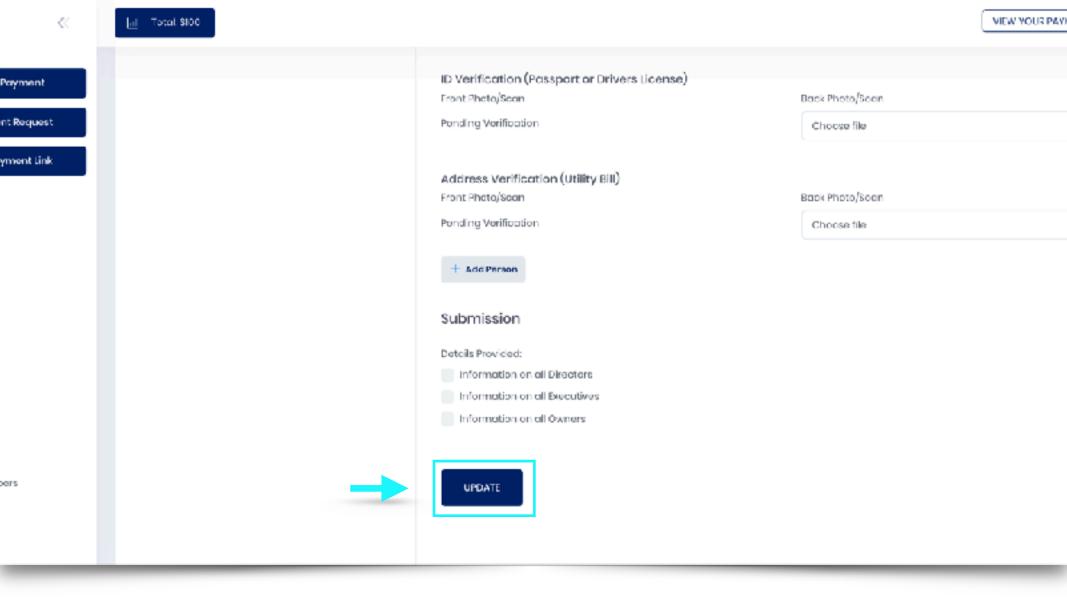
# Upload Back of "Document" for Verification



### Click "Add Person" for additional owners



Select Who Details Have Been Provided For



# Click "Update"



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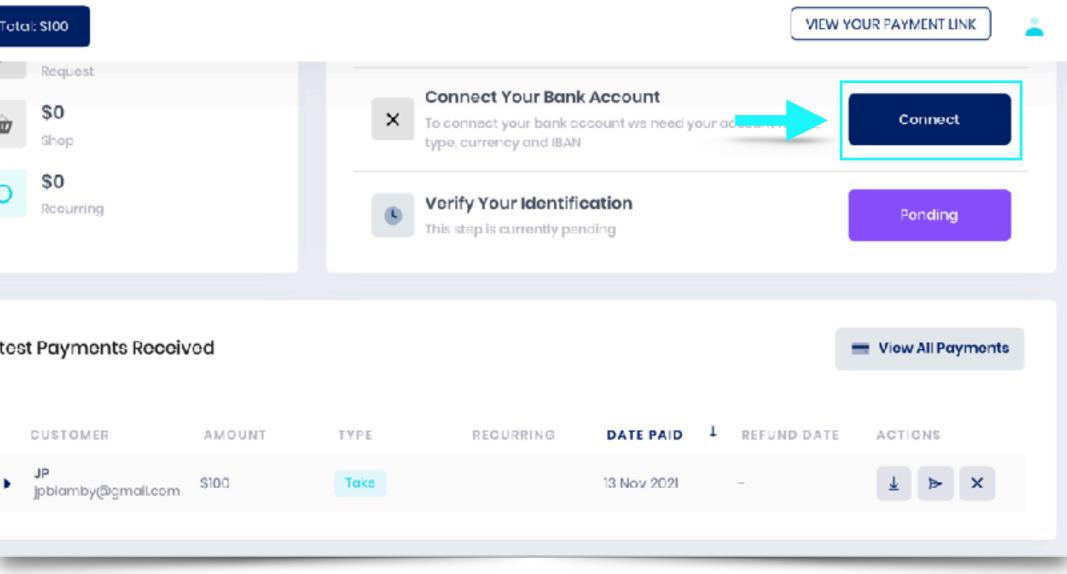




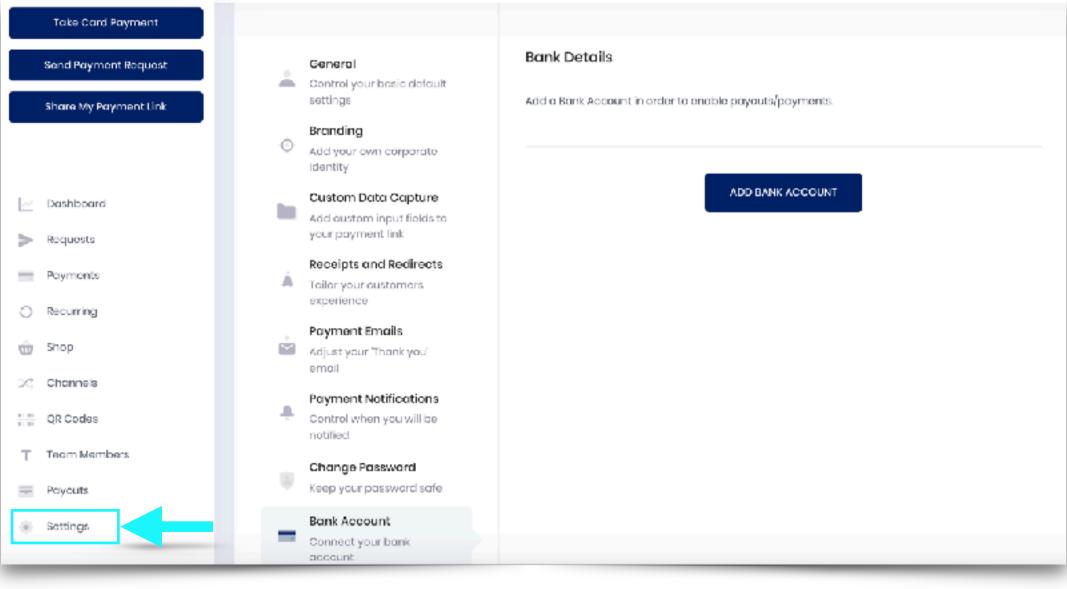
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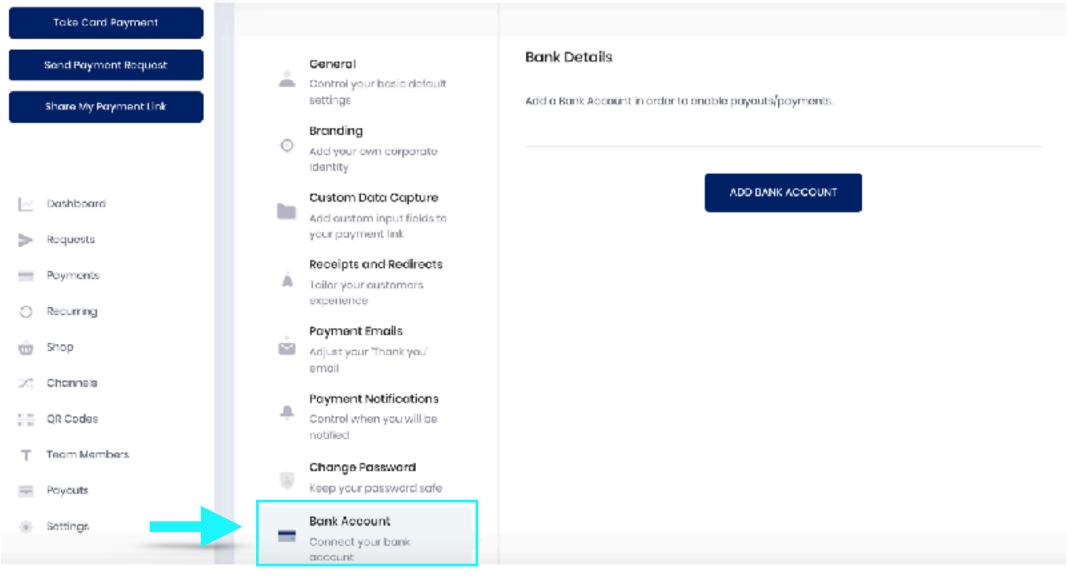




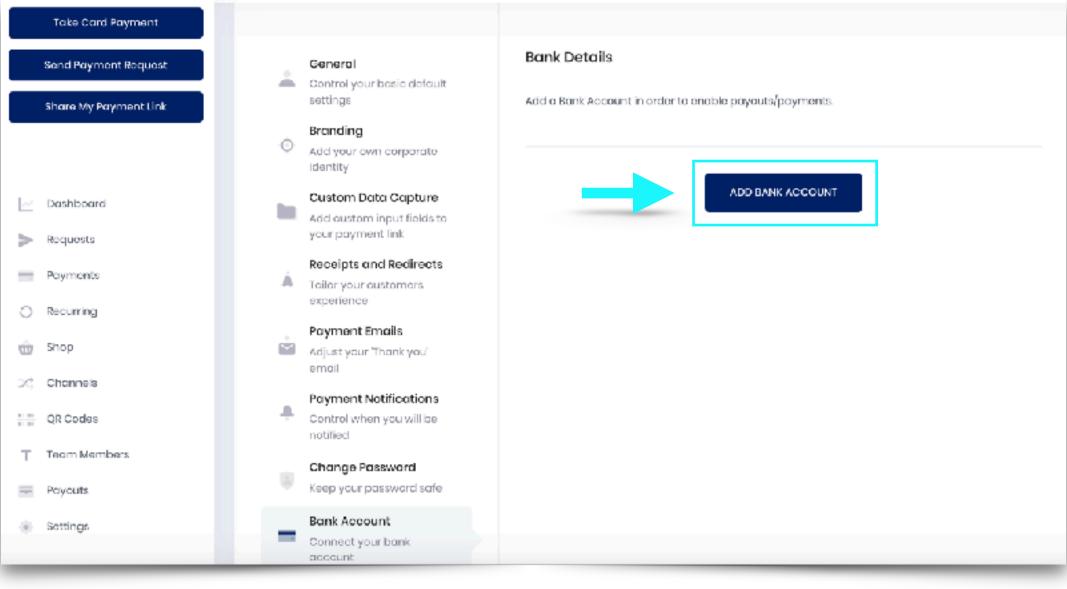
## Click "Connect"



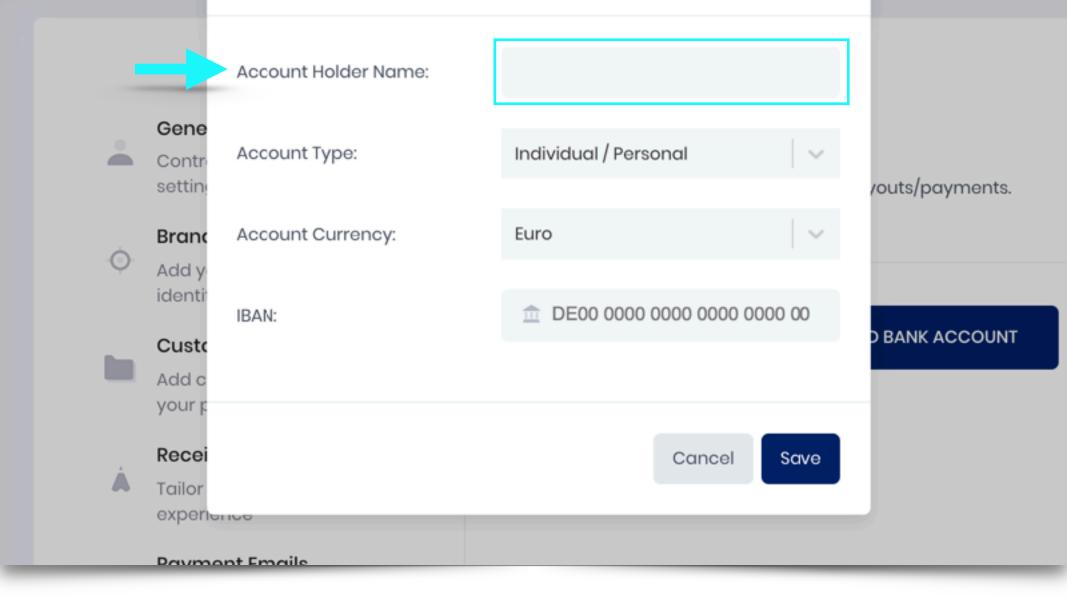
## Or click "Settings"



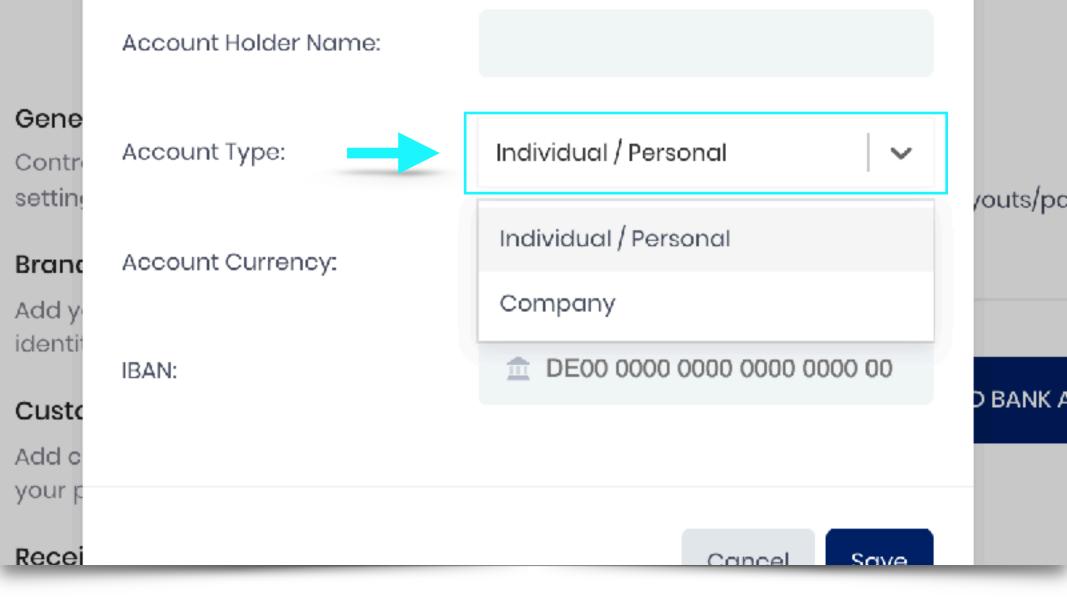
#### Then click "Bank Account"



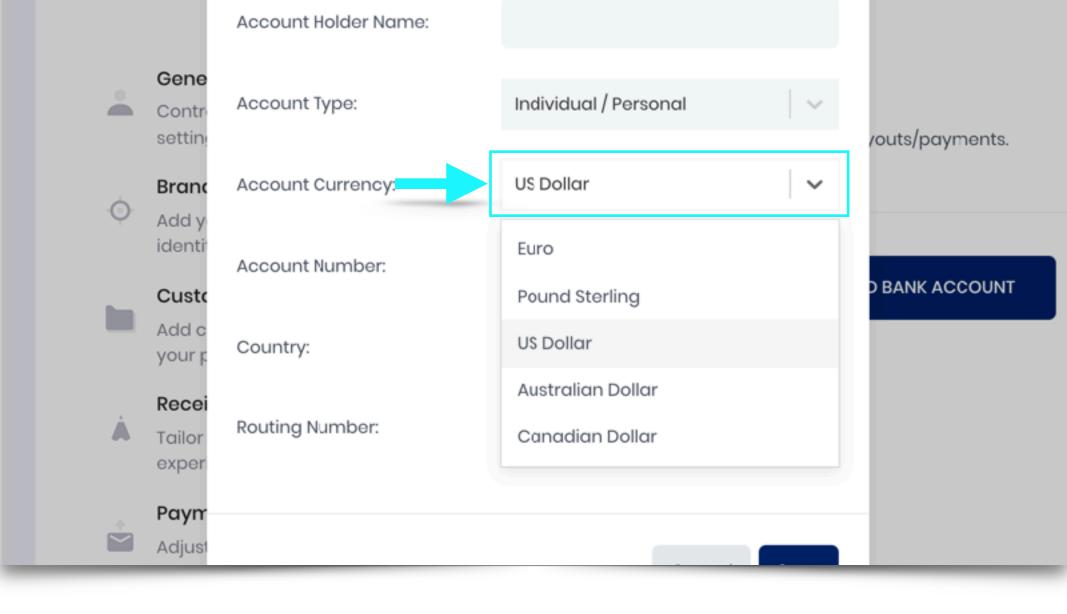
### Click "Add Bank Account"



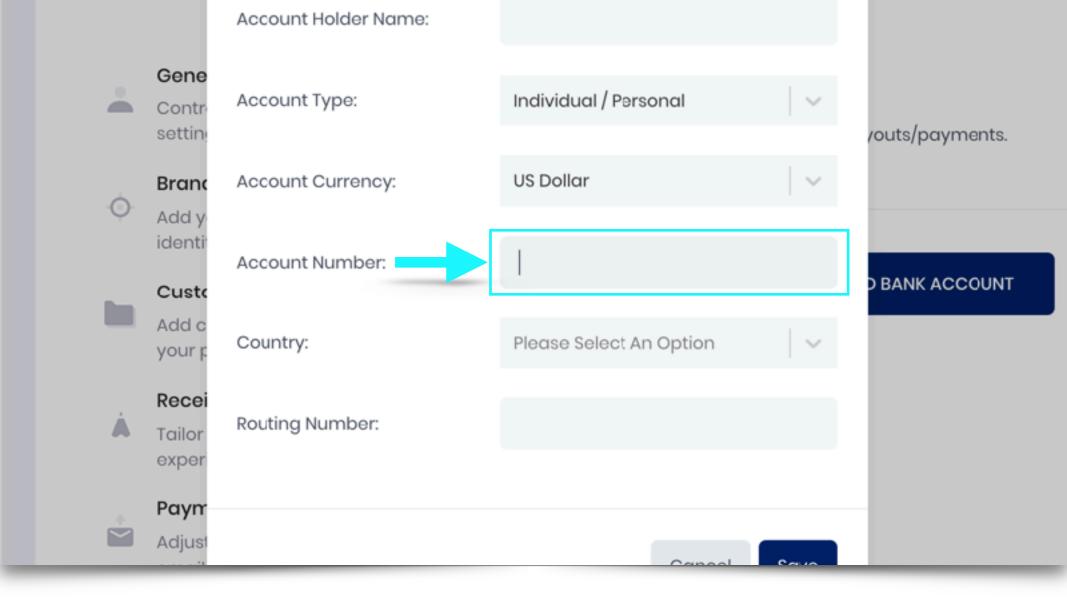
Add "Account Holder Name"



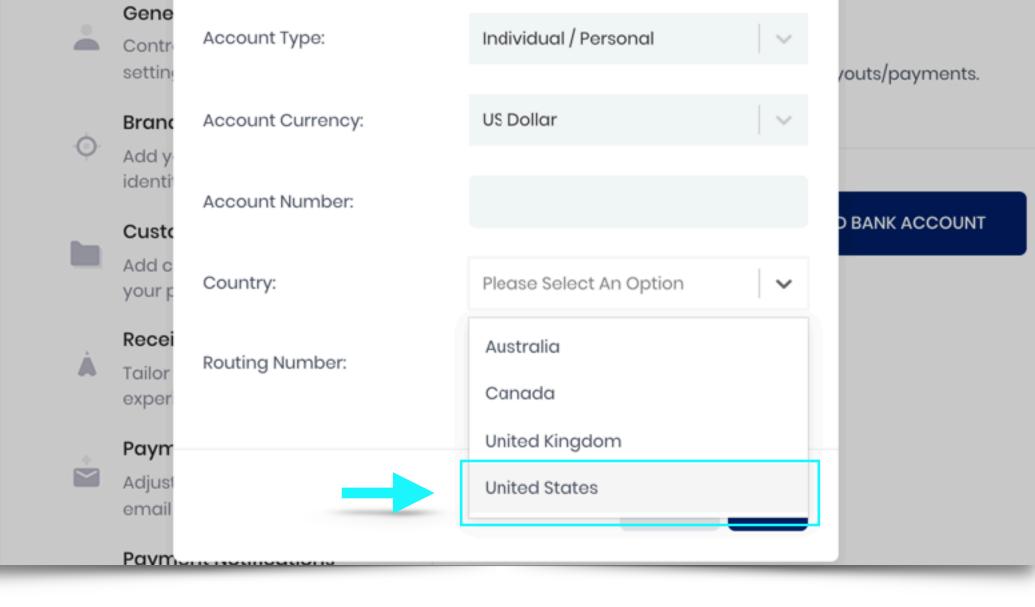
Select the "Type of Bank Account"



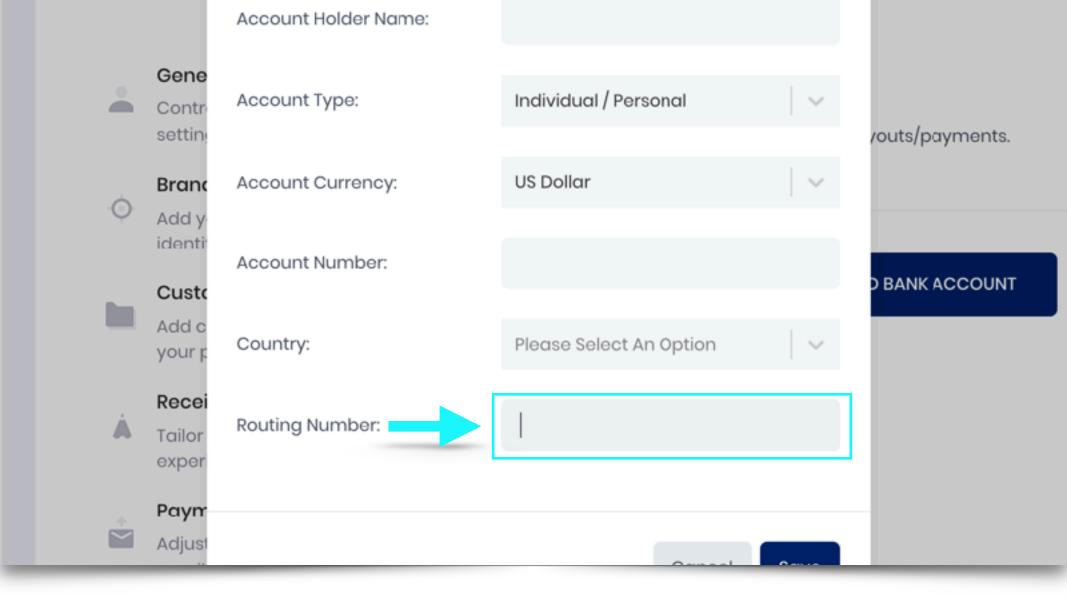
Select the "Currency"



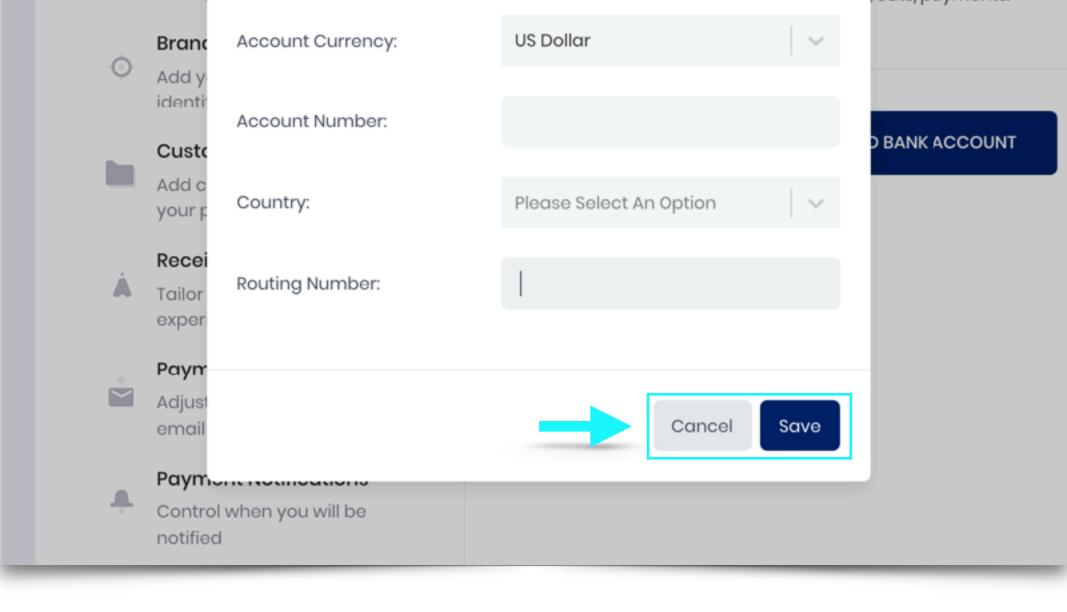
Add the "Account Number"



Select "Country"



Add the "Routing Number"



Click "Save" or Cancel to go back.



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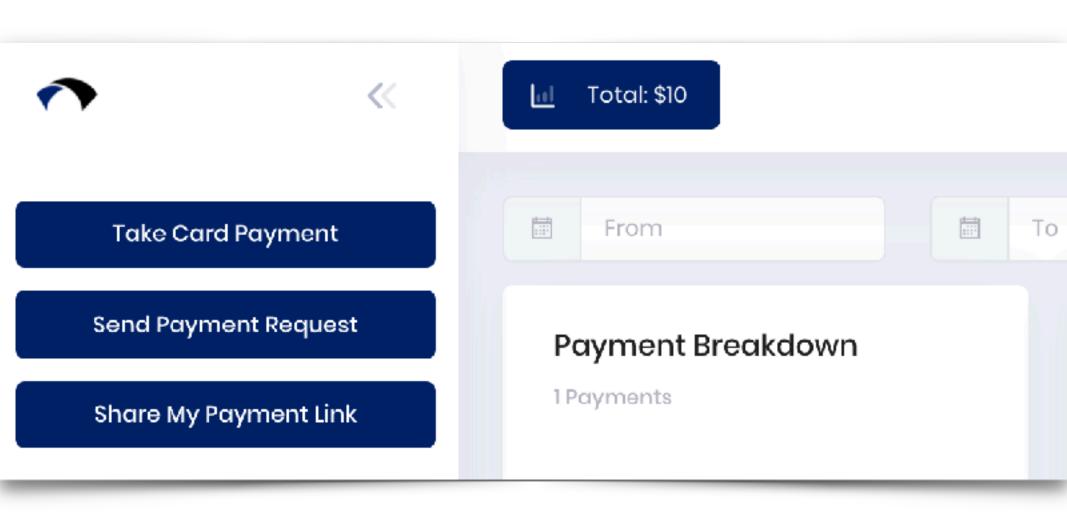




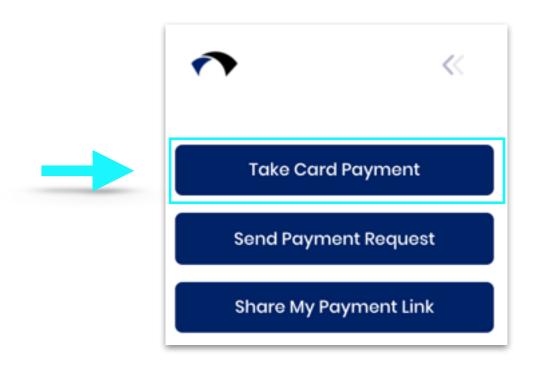
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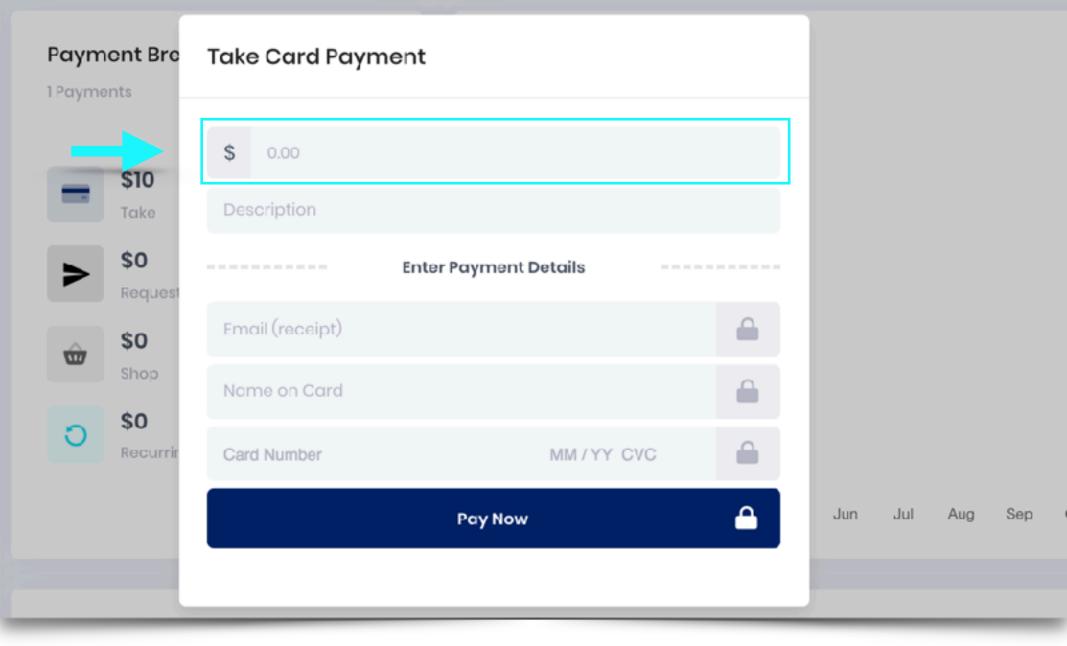




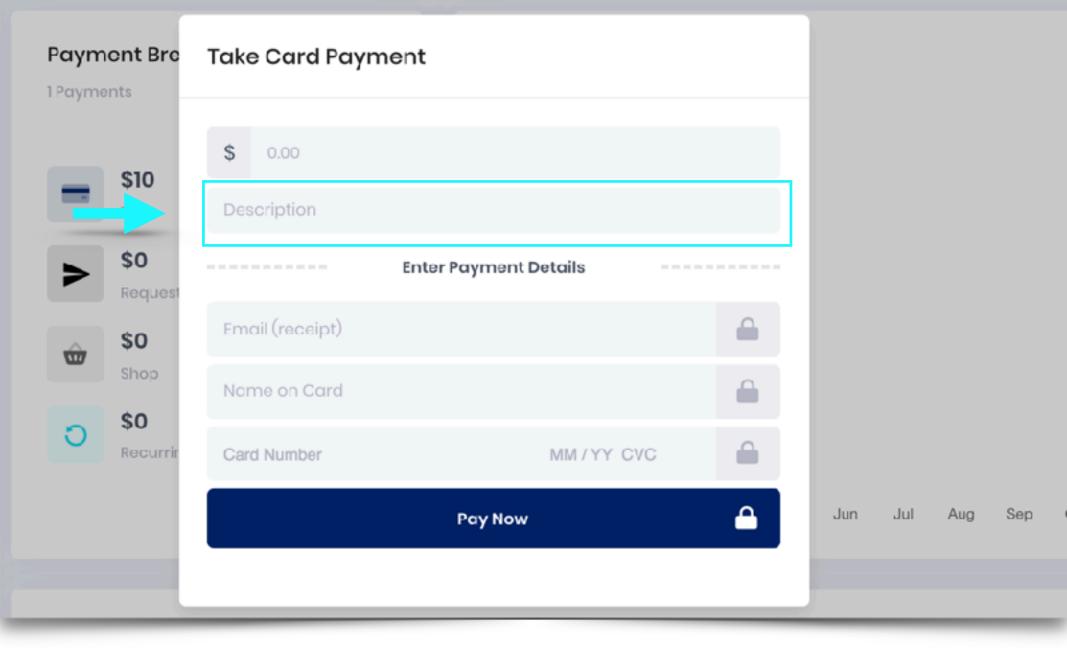
## Login In To Your Account



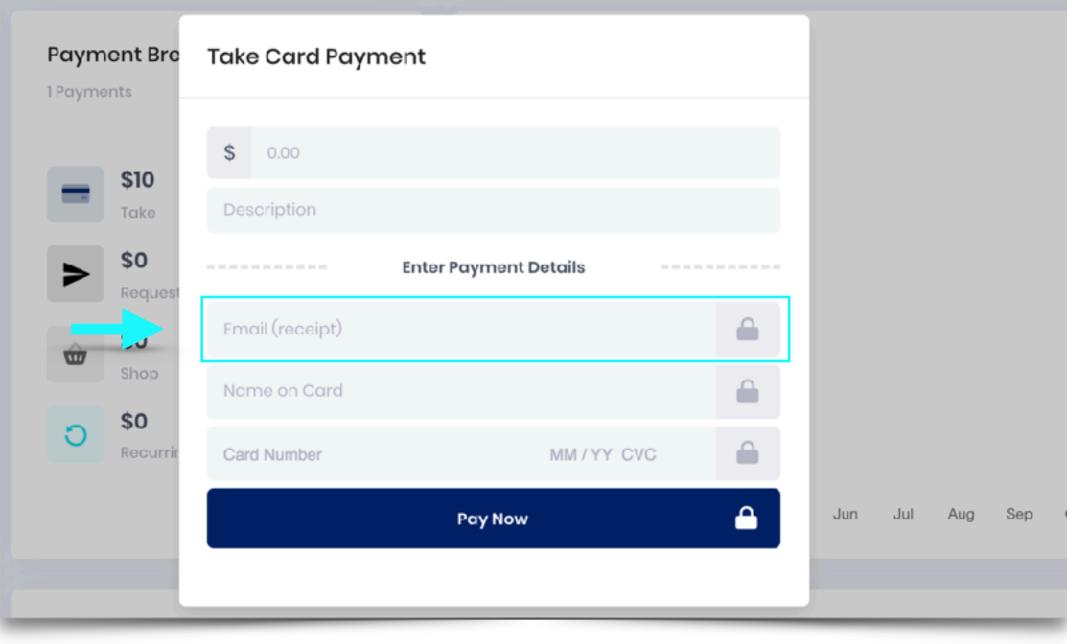
# Click Take Card Payment



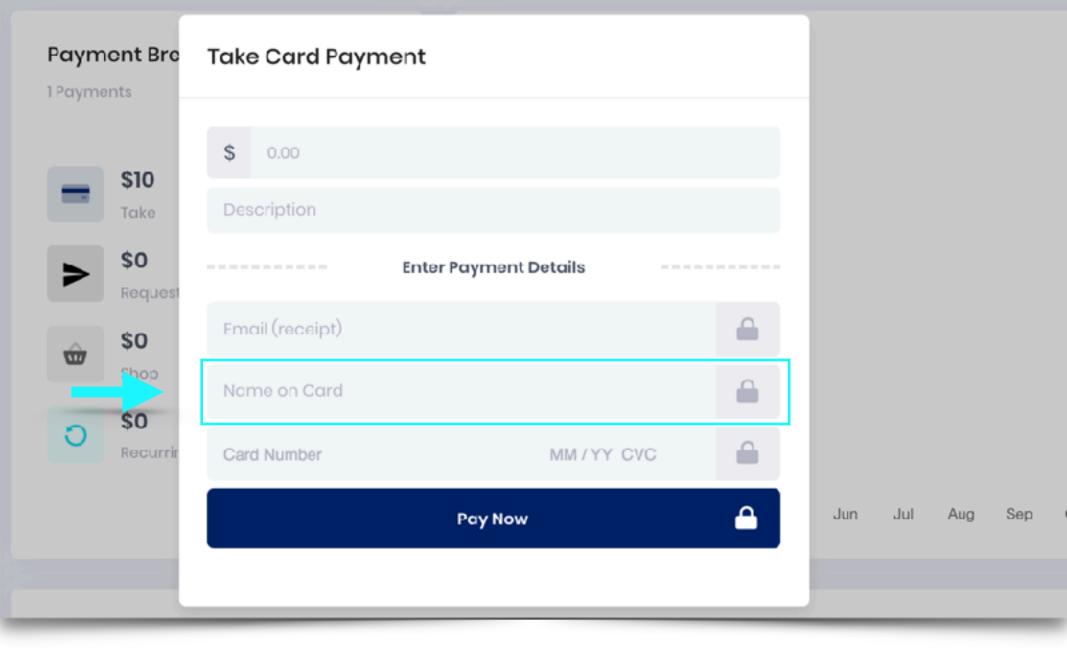
Enter Amount



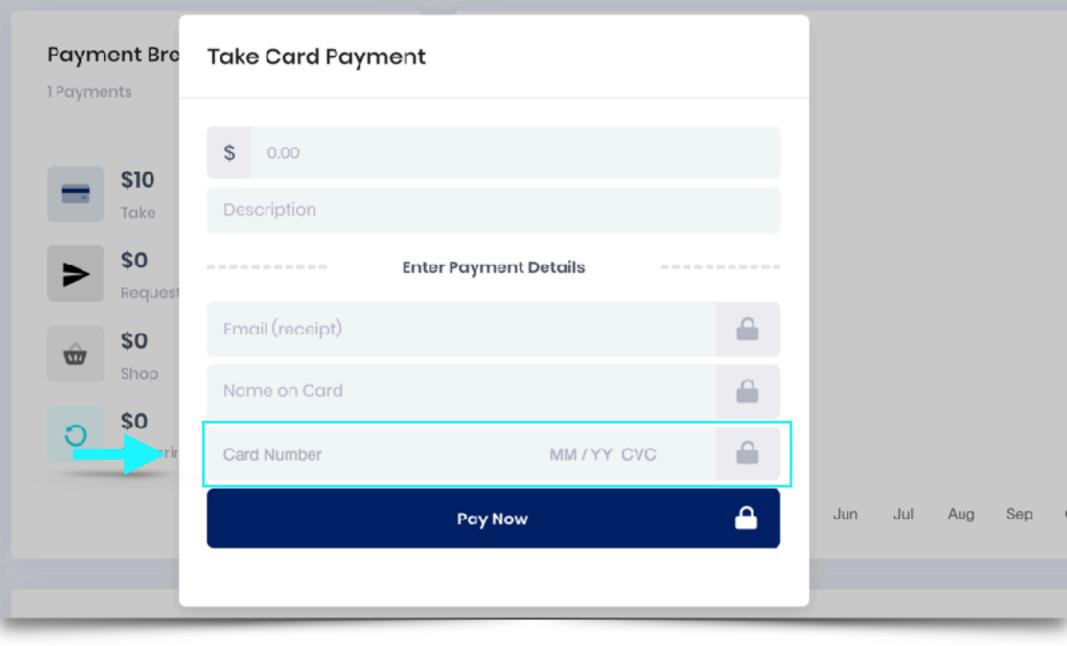
Enter Description



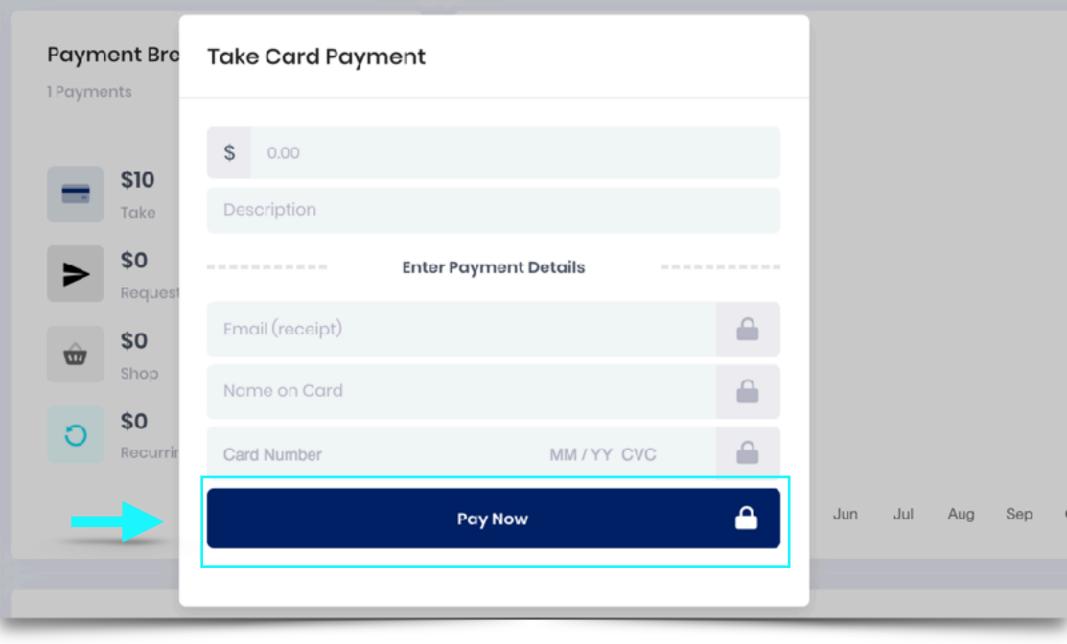
Enter Email Address



Enter Name On Card



Enter Card Number



Click Pay Now



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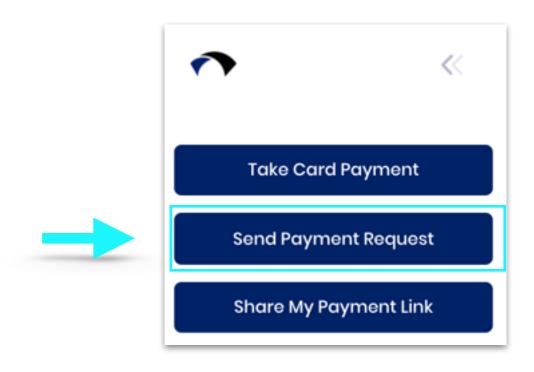




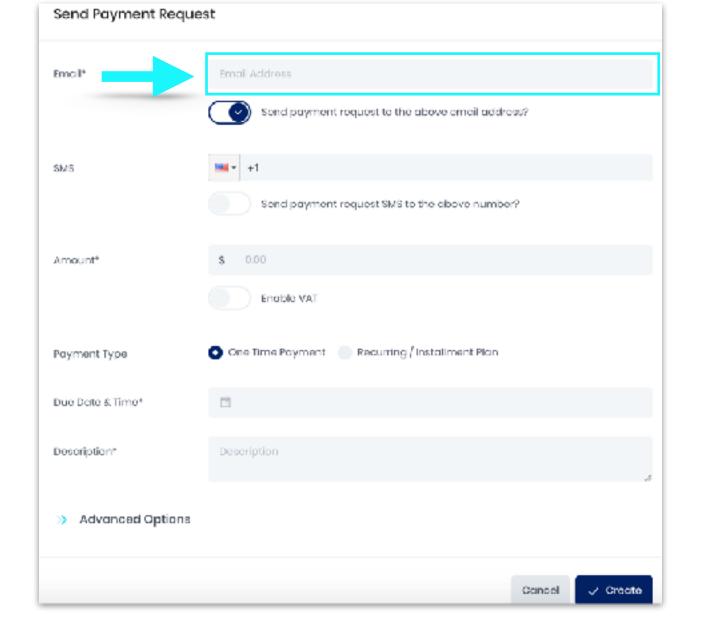
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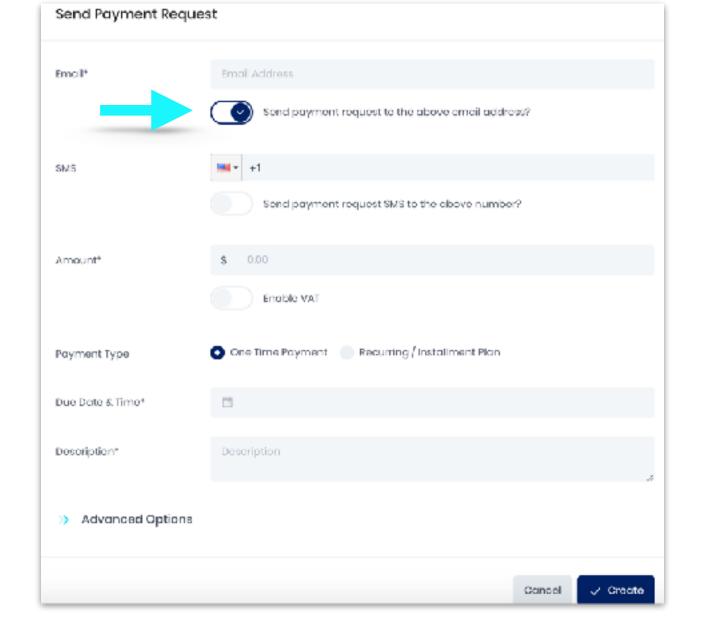




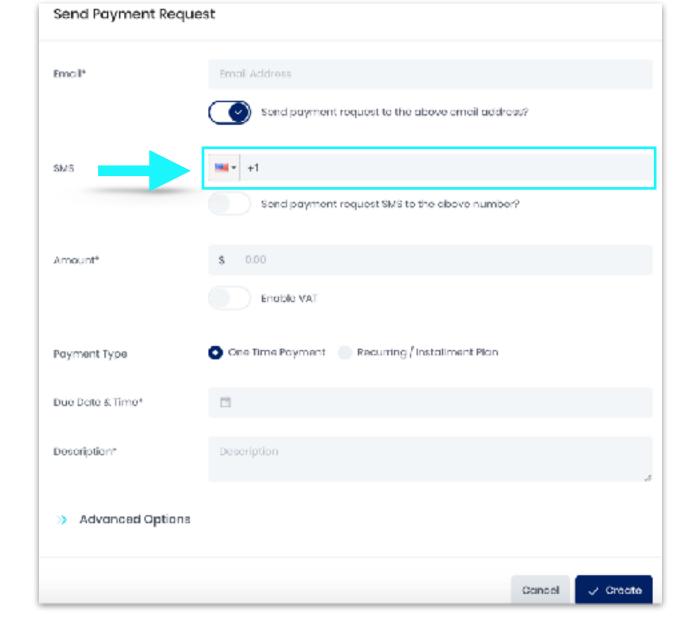
## Click Send Payment Request



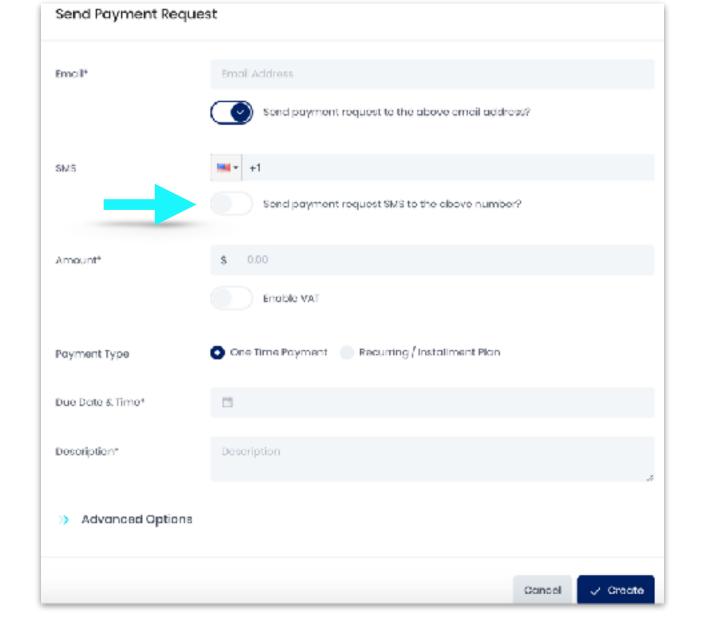
Click Send Payment Request



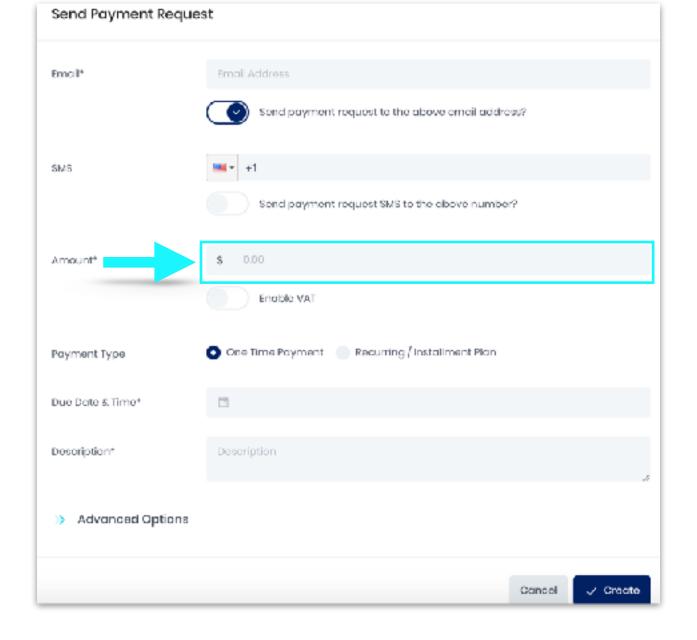
Checkbox for to Send As Email



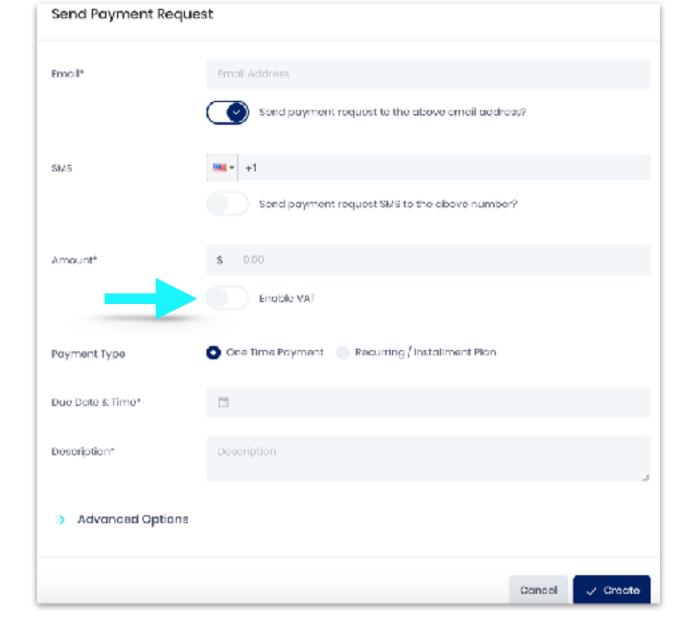
Enter Mobile Number of Customer



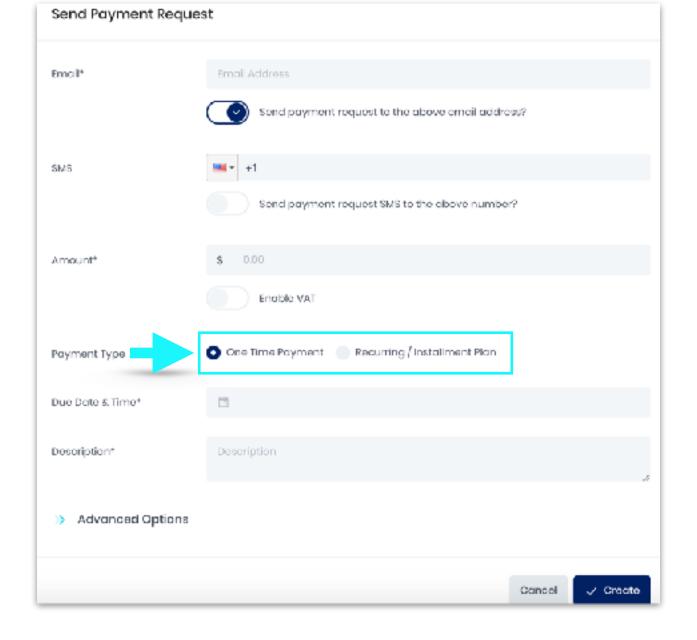
Checkbox to Send As Text Message



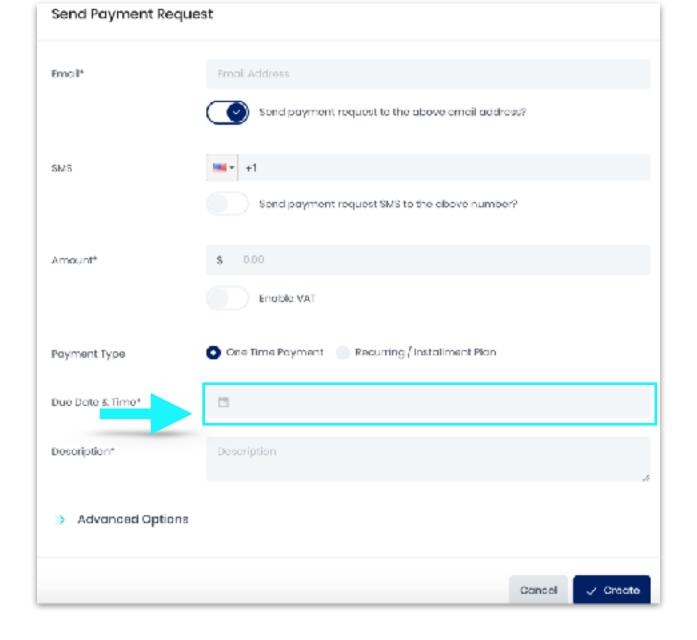
# Enter Amount of Payment



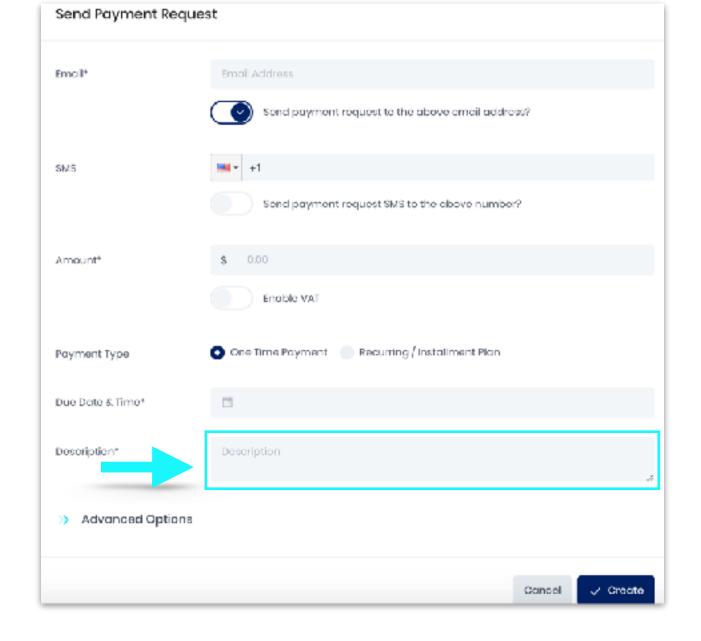
Checkbox Value Added Tax



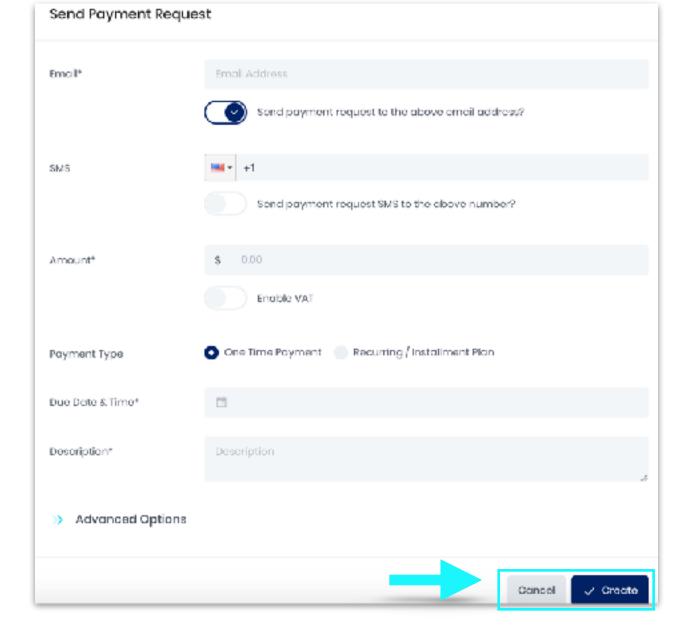
Select Payment Type



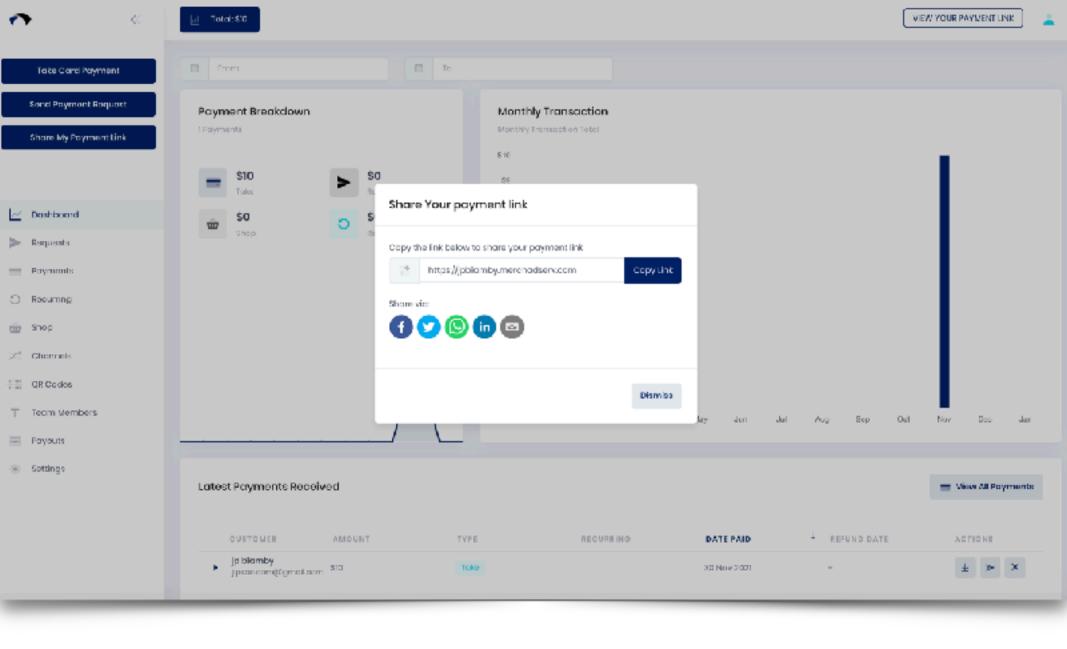
#### Select A Due Date



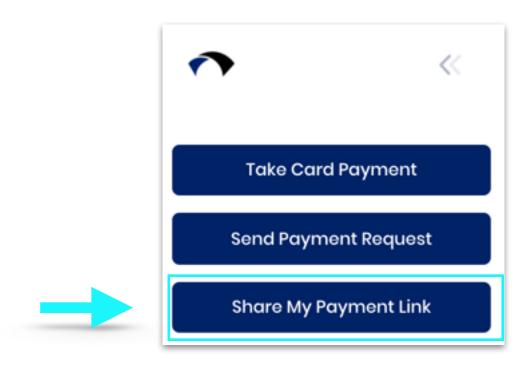
Add a Description for the Receipt



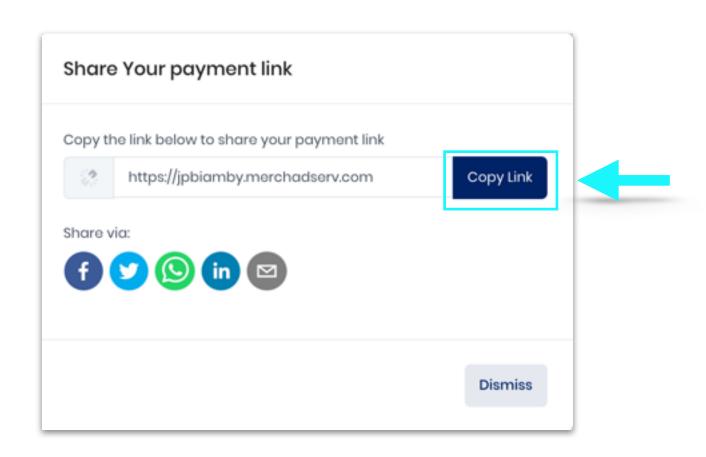
Click Create or Cancel



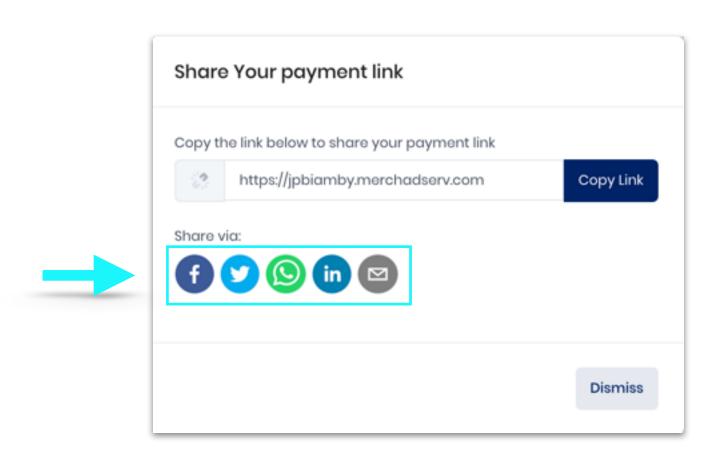
Share Your Payment Link



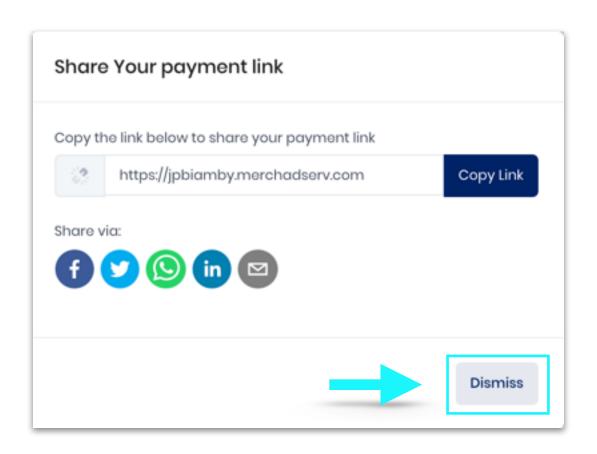
# Click Share My Payment Link



## Click Copy Link



Click App Icon To Share



#### Click Dismiss



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