

Azolve Limited

**Reference Guide
GoCardless and Stripe for Customers**

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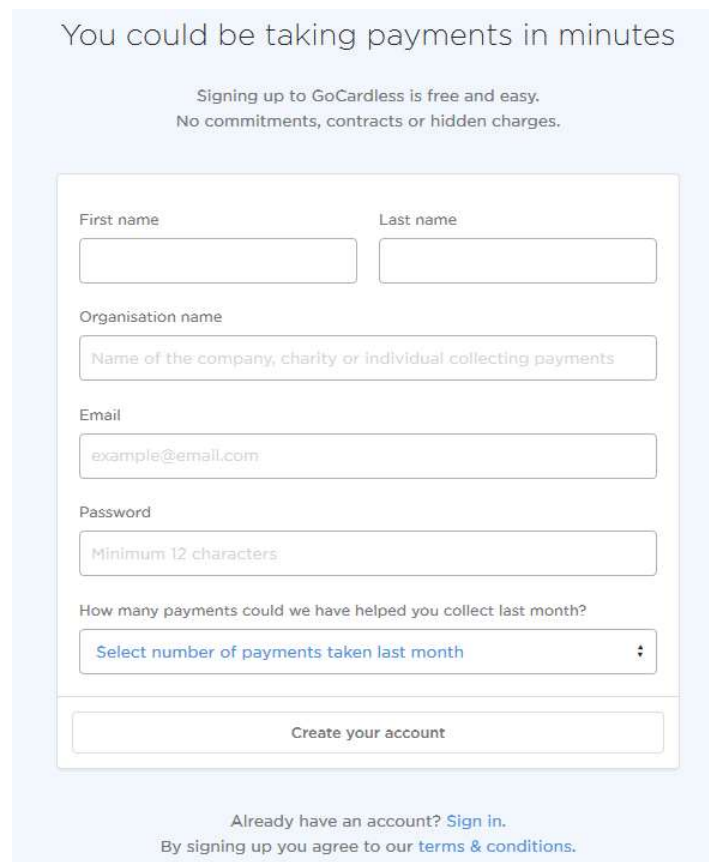
Introduction

This Reference Guide document is intended to guide Azolve Customers in completing their GoCardless and Stripe account setup to enable them to receive online payments to the specified bank account(s).

GoCardless

Create Account

To create a GoCardless account use this URL: <https://manage.gocardless.com/signup>



You could be taking payments in minutes

Signing up to GoCardless is free and easy.
No commitments, contracts or hidden charges.

First name

Last name

Organisation name

Email

Password

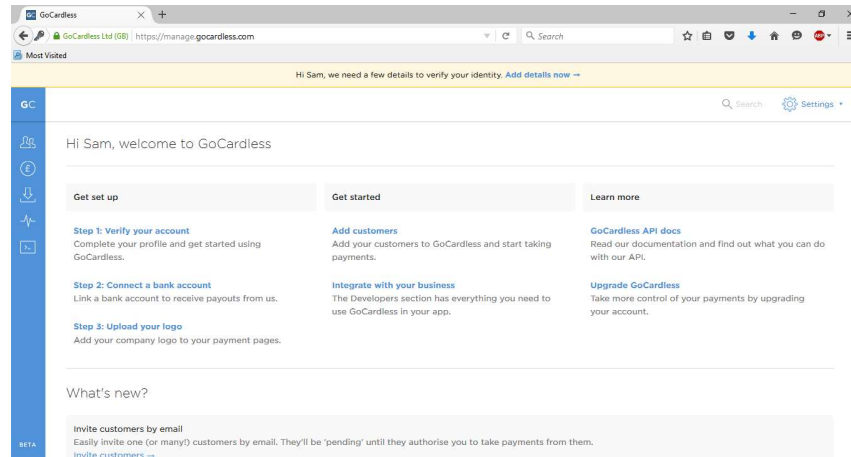
How many payments could we have helped you collect last month?

Already have an account? [Sign in.](#)
By signing up you agree to our [terms & conditions.](#)

Complete all the fields on the web form ensuring you use a valid email address (this will be used for validation and all notifications from GoCardless), enter a password and confirm the password before clicking "Create your account".

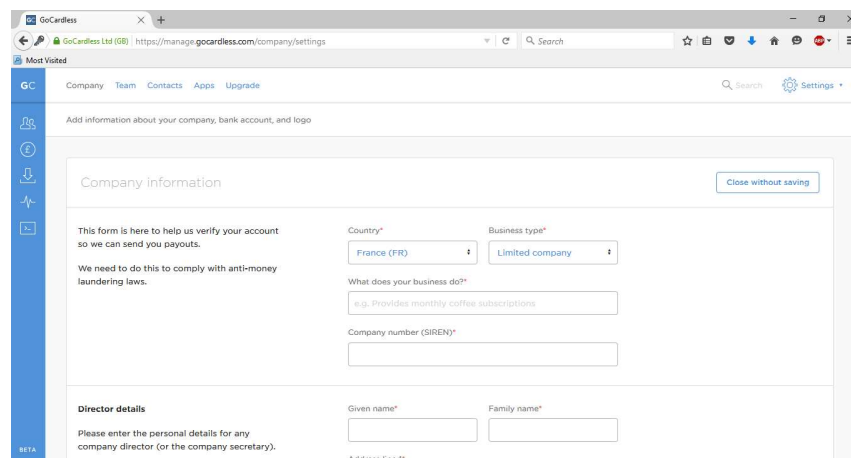
On first login to the GoCardless account a message is displayed at the top of the browser window advising that further details are required and until all details have been supplied the message will continue to be displayed.

Any payments received from your customers will be held by GoCardless and funds will not be released until these details have been provided.



Company

The only area that requires to be setup is the Company section. After clicking the **Add details now** link in the message the Company section will be displayed

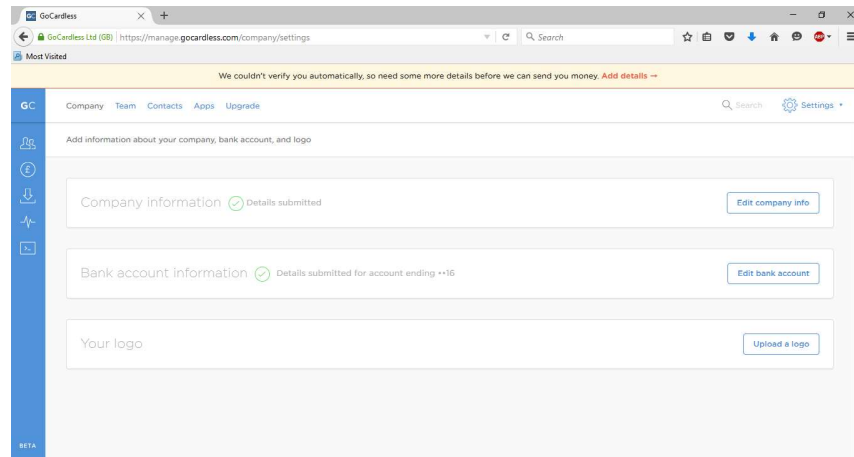


Mandatory fields are marked with a red asterisk and these are required to comply with anti-money laundering laws. The data required is:

- Country
- Business Type
- Business Activity
- Company Number
- Company Director (or Company Secretary) Name
- Company Director (or Company Secretary) Address including City and Postcode

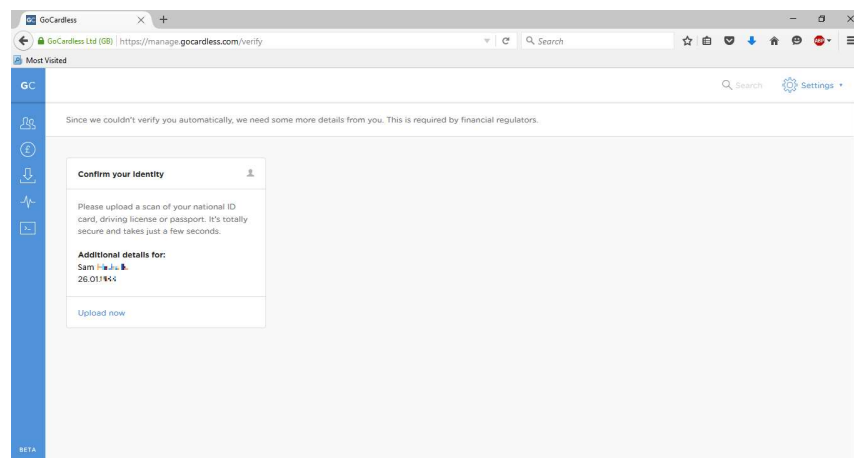
- Company Director (or Company Secretary) Date of Birth
- Bank Details – depending on the country of the bank account will mandate different fields, for the UK this is both Sort Code and Account Number or alternatively IBAN

When you revisit the Company details at a later date the sections will be compressed and show the status, to make changes use the Edit button on the right of the browser window

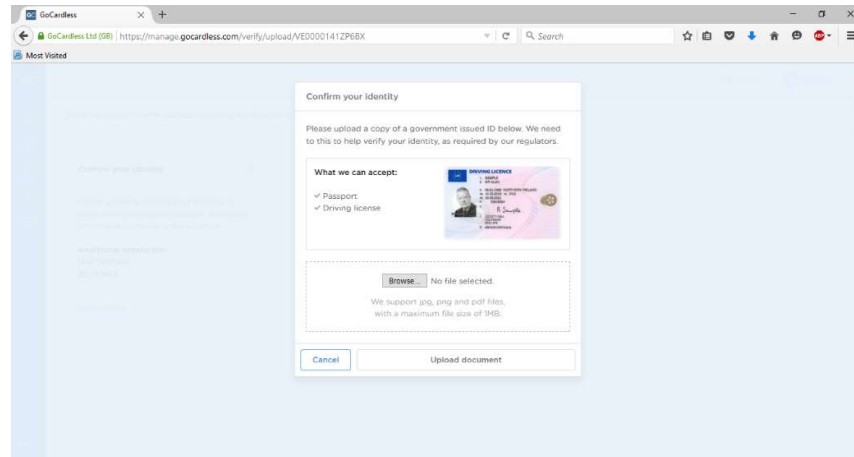


Additional Validation

As part of the anti-money laundering law compliance the Company Director (or Company Secretary) named in the Company section will need to provide a scanned proof of ID that matches their details. The acceptable documents are National ID Card, Driving License or Passport. An upload feature makes this an easy process



Clicking the **Upload Now** link displays and uploader feature with additional guidance.

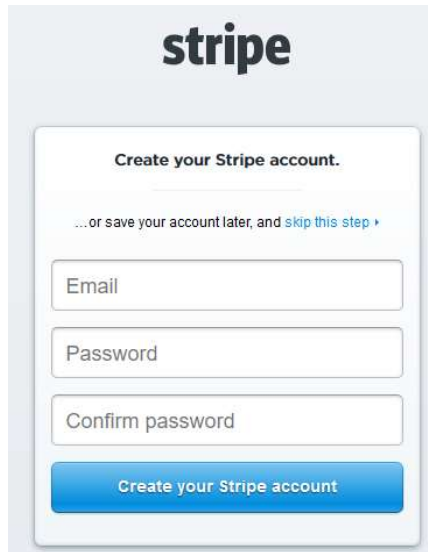


Once this validation has been completed the funds paid through GoCardless by your customers will be transferred to the bank account set earlier in the process.

Stripe

Create Account

To create a Stripe account use this URL: <https://dashboard.stripe.com/register>



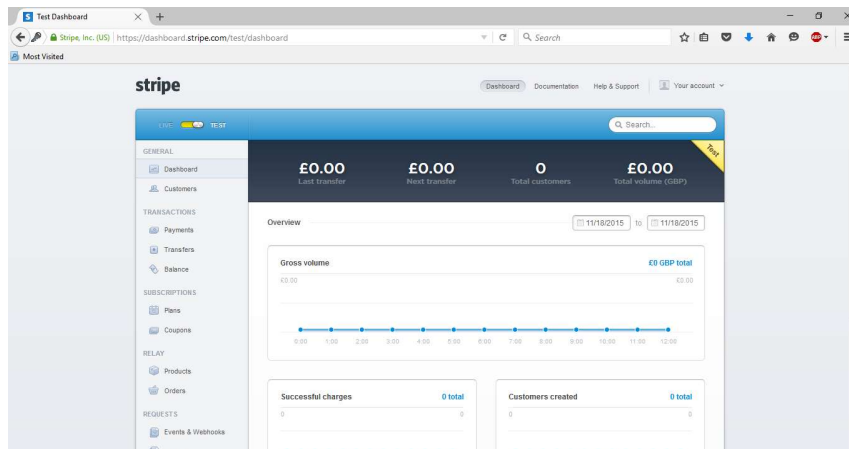
The screenshot shows the Stripe account creation page. At the top, it says "stripe" in a large font. Below that, it says "Create your Stripe account." There is a link that says "...or save your account later, and skip this step >". Below this are three input fields: "Email", "Password", and "Confirm password". At the bottom is a blue button that says "Create your Stripe account".

Enter a valid email address (this will be used for validation and all notifications from Stripe), enter a password and confirm the password before clicking “Create your Stripe account”.

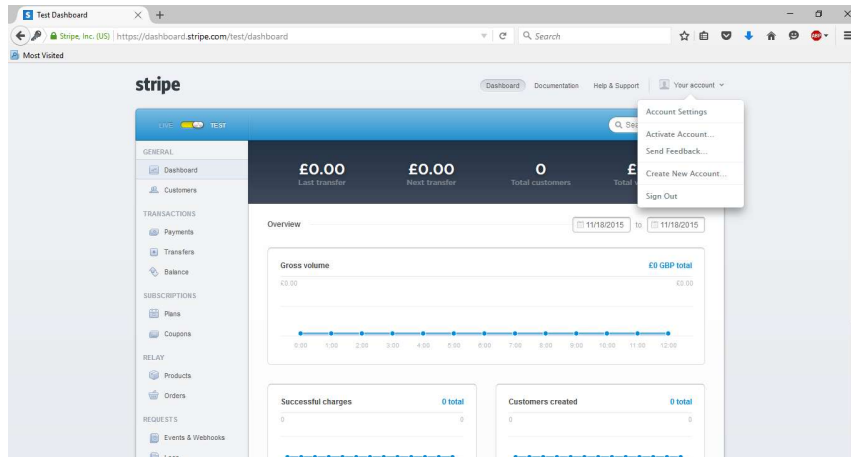
Various details need to be provided to configure and activate your account.

Any payments received from your customers will be held by Stripe and funds will not be released until these details have been provided.

The dashboard does not indicate missing information.



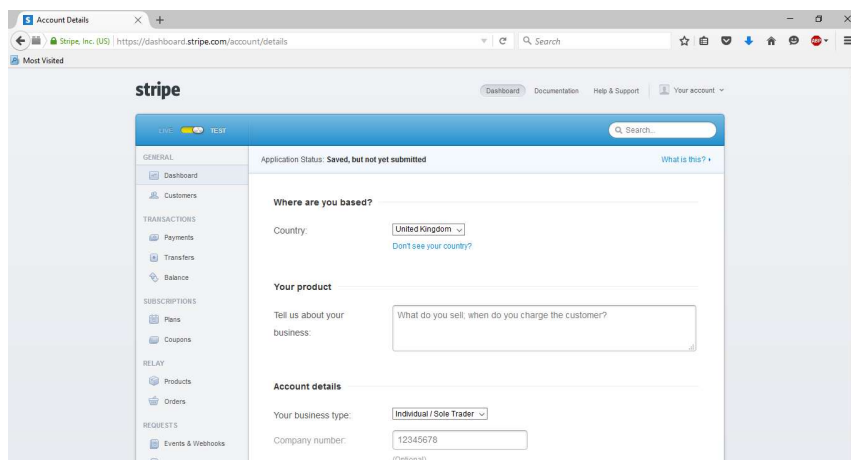
From the **Your account** link at the top right of the browser window and choose **Activate Account**



The data required is:

- Country
- Business Activity
- Business Type
- Business Address
- Business website
- Company Director (or Company Secretary) Name
- Company Director (or Company Secretary) Date of Birth
- Company Director (or Company Secretary) Address including City and Postcode
- Business Name
- Business Phone
- Bank Details – Sort Code and Account Number

Most fields are mandatory with those that are optional noted below the relevant fields (in this image the Company number field is optional)



The screenshot shows the 'Account Details' form in the Stripe dashboard. The application status is 'Saved, but not yet submitted'. The form includes sections for 'Where are you based?' with a 'Country' dropdown set to 'United Kingdom', 'Your product' with a text input field for 'What do you sell; when do you charge the customer?', and 'Account details' with a 'Your business type' dropdown set to 'Individual / Sole Trader' and a 'Company number' input field containing '12345678' (marked as optional).

Additional Validation

As part of the anti-money laundering law compliance the Stripe Account Holder (Company Director) details need to be provided and will require verification.