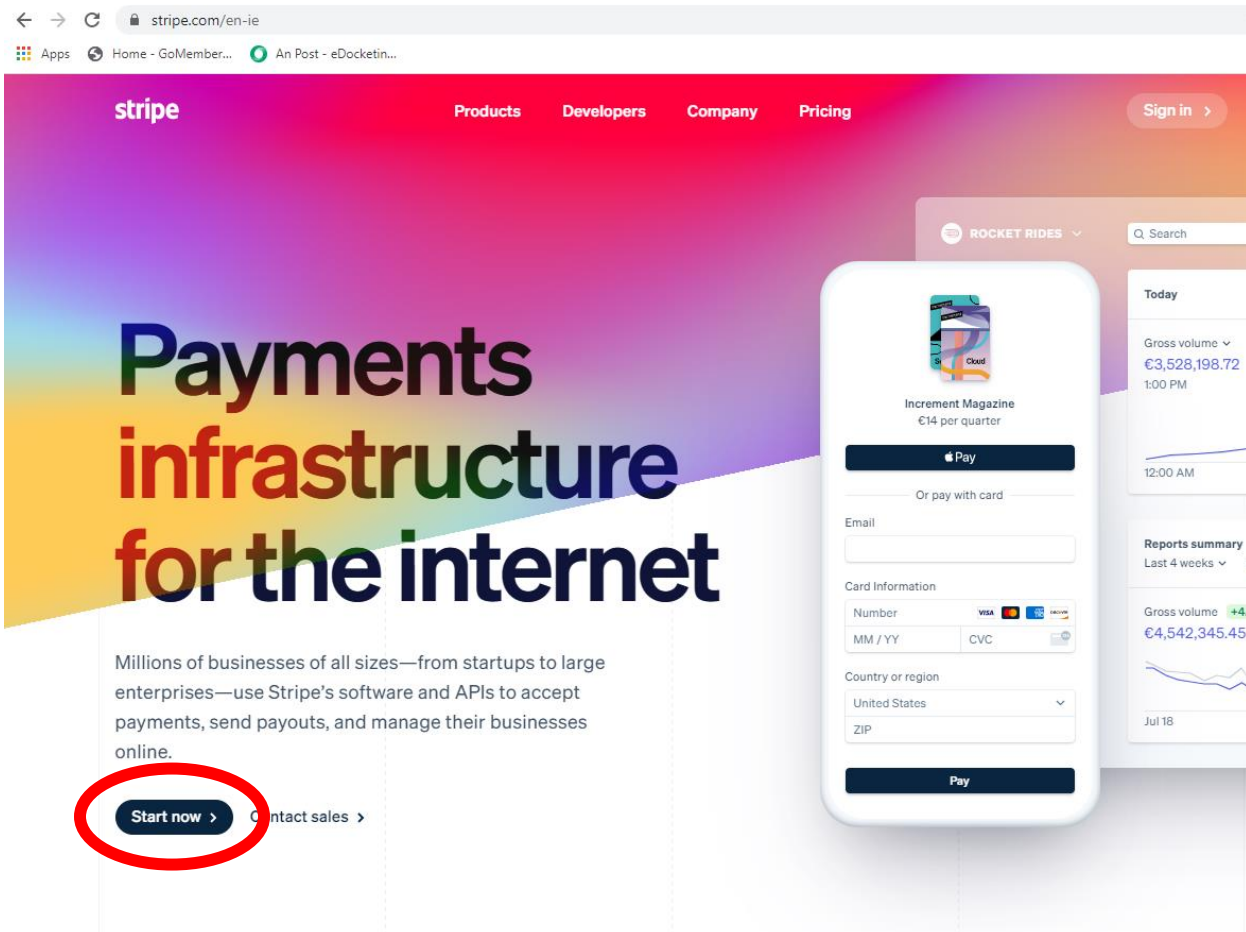


## How to set up Stripe

- Go to <https://stripe.com/en-ie>
- Click 'Start Now' circled below



The screenshot shows the Stripe website homepage. At the top, there is a navigation bar with the Stripe logo, links for Products, Developers, Company, and Pricing, and a Sign in button. The main content area features a large, colorful background with the text "Payments infrastructure for the internet". Below this, there is a paragraph of text: "Millions of businesses of all sizes—from startups to large enterprises—use Stripe's software and APIs to accept payments, send payouts, and manage their businesses online." At the bottom of this section, there is a "Start now >" button, which is circled in red. To the right of the main text, there is a mobile payment interface showing a transaction for "Increment Magazine" for €14 per quarter, with options to pay via Apple Pay or card. Further right, there is a dashboard snippet showing "Today" statistics, including a gross volume of €3,528,198.72 and a "Reports summary" for the last 4 weeks with a gross volume of €4,542,345.45.



- Fill in your details and click 'Create Account'. \*\*NOTE - This should be a generic club email address so that it can be passed on to future club officials

## Create your Stripe account

Email

XXXXXXXXXX@gmail.com

Full name

Joe Bloggs

Country 

 Ireland 

Password

- Don't email me about product updates. If this box is left unchecked, Stripe will occasionally send helpful and relevant emails. You can unsubscribe at any time. [Privacy Policy](#)

Create account

Have an account? [Sign in](#)

---



- You will be sent a verification email automatically, if you don't receive one you can request another by clicking 'verify your email' below. Check your Spam folder if you cannot see the email

Before you can activate your account, please [verify your email](#).

### Get started with Stripe, Daithi

- Build your payments integration  
Browse our developer docs to integrate Stripe into your website or app, or choose [prebuilt integrations](#) from our partners.  
[Explore docs](#)
- Send an invoice from the Dashboard [No-code option](#)
- Get your API keys
- Verify your email
- Add business details to activate your account

- Log into your email account and click the link in the verification email

Verify your email to start using Stripe Inbox x

Stripe <support@stripe.com>  
to me

**stripe**

Verify your email address so we know it's really you, and so we can send you important information about your Stripe account.

[Verify email address](#)

Have any questions so far? Visit [Stripe Support](#) or [contact us](#).

Thanks,  
Stripe

Stripe, 510 Townsend Street, San Francisco, CA 94103



- Once the email is verified, click Add business details circled below

The screenshot shows the Stripe dashboard interface. On the left is a navigation menu with options like Home, Payments, Balances, Customers, etc. The main content area is titled 'Get started with Stripe, Daithi' and contains several links: 'Build your payments integration', 'Send an invoice from the Dashboard' (with a 'No-code option' tag), and 'Get your API keys'. Below these is a confirmation message: 'The email [redacted]@gmail.com is verified'. At the bottom of this section, a button labeled 'Add business details to activate your account' is circled in red.

- Fill in your club address details. You can put your own address in here, it can be edited if there is a handover with club officials
- **Make sure to select 'Individual/Sole Trader' as the type of business**

The screenshot shows the 'Tell us about your business' form in Stripe. The form is titled 'Tell us about your business' and includes a sub-header 'Registered business address'. The address fields are: Country (Ireland), Name (Cycling Ireland), Street (Sport Ireland Campus), City (Blanchardstown), County (Co. Dublin), and Postcode (D15 CXC2). Below these is a dropdown menu for 'Type of business' which is set to 'Individual / Sole Trader' and is circled in red. A 'Next' button is at the bottom. A note on the right says: 'You can use your home address if you don't have a business address.'



- Fill in your personal info below

× | Activate your account

Tell us a few details about yourself.

**Business structure**

- Business representative**
- Business details
- Credit card statement
- Bank details
- Two-step authentication
- Summary

**Legal name of person**

**Email address**

**Date of birth**

**Home address**

**Phone number**

**Next →**



- Fill in your business info below
- Select Membership Organizations and Other membership organizations in the Industry drop-down
- In Business Website you can enter a club web address, Facebook etc. Or if you don't have one just enter [www.cyclingireland.ie](http://www.cyclingireland.ie)
- Type in Cycling Club into Product Description

× | Activate your account

Business structure

Business representative

**Business details**

Credit card statement

Bank details

Two-step authentication

Summary

## Business details

Tell us some basics about your business.

VAT number Optional

Industry

Other membership organizations

Business website

[www.cyclingireland.ie](http://www.cyclingireland.ie)

Product description

Cycling Club

Next →



- The information below will appear on a customer statement e.g. a rider booking onto your event or a member paying club fees. Enter your club name here

× | Activate your account

Business structure  
Business representative  
Business details  
**Credit card statement**  
Bank details  
Two-step authentication  
Summary

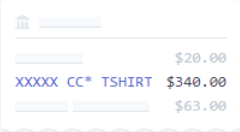
## Customer statement information

Statement descriptor  
XXXXX Cycling Club

Shortened descriptor  
XXXXX CC

Customer support phone number  
+353 1 855 1522

**Next →**



You may provide more specific details about a charge with dynamic suffixes. When a suffix is used, it is combined with the shortened descriptor on card statements.



- Fill in your club bank account details (IBAN) here. It is important to have a club account so that you can hand this over to future club officials

× | Activate your account

Business structure  
Business representative  
Business details  
Credit card statement  
**Bank details**  
Two-step authentication  
Summary

## Where should we send your payouts?

Currency  
EUR - Euro

Country of bank account  
Ireland

IBAN  
IE29AIBK93115212345678

Confirm IBAN  
IE29AIBK93115212345678

I, the account holder, am the only person required to authorise debits. By submitting a bank account, I authorise Stripe to transfer to and from this bank account through the Single Euro Payments Area (SEPA) debit system and confirm that I have read and agree to the [Services Agreement](#), including the SEPA Direct Debit Mandate.

Next →





- Once you have filled in your IBAN you will be asked to provide Two-step authentication. Use SMS text to your phone as this method

× | Activate your account

Business structure  
Business representative  
Business details  
Credit card statement  
Bank details  
**Two-step authentication**  
Summary

## Two-step authentication

Strengthen your account's security by protecting it with either your phone or an authenticator app in addition to your password. This is required by Stripe and will help ensure that no one else can log in to your account.

For improved reliability, we encourage you to enable multiple forms of two-step authentication as a backup.

**Use SMS**


Use an authenticator app

Next →

- Once you confirm your number you will be texted a 6 digit code. Enter this on the next screen  
\*\*Make sure to drop the 0 from your number e.g. +353 87 1234567

### Enter your mobile number

Mobile number

 +353 22 12345

By providing your mobile number, you agree to receive text messages from Stripe.

Cancel **Confirm phone number**



- Below is a summary of your details. If you are happy click Submit down the bottom


× | Activate your account

Business structure  
Business representative  
Business details  
Credit card statement  
Bank details  
Two-step authentication  
**Summary**


## Let's review those details

You're almost ready to start getting paid by Stripe. Double-check the info you provided to make sure it's correct.





### BUSINESS DETAILS

**Your business**   
www.cyclingireland.ie

Other information provided  
Phone, Industry




**Update support information**   
Shown as XXXXX CYCLING CLUB on customer statements  
1 855 1522

### MANAGEMENT AND OWNERSHIP

**Daithi**   
Account representative  
  
@gmail.com  
Born on   
Cycling Ireland  
Sport Ireland Campus  
Blanchardstown  
Co. Dublin D15 CX2 IE

Other information provided  
Phone

### BANK ACCOUNT

 **Bank of Ireland** EUR **Default**   
IBAN: BOFIIE2D 

### TWO-STEP AUTHENTICATION

✓ Two-step authentication is enabled.

By submitting this form, you agree to the [Stripe Services Agreement](#), to receiving text messages from Stripe, and you certify that the information provided is complete and correct.

**Submit**



- The important info you need to link your Stripe account to Cycling Ireland is the API key below. If you Click to Copy it will copy the link and you can then paste that into the CI Events or Membership system

A screenshot of the Stripe dashboard interface. On the left is a navigation sidebar with a search bar and a list of menu items: Home, Payments, Balances, Customers, Connected accounts, Products, Reports, Developers, View test data, and Settings. The main content area is titled "Get started with Stripe, Daithi" and contains several options: "Build your payments integration", "Send an invoice from the Dashboard" (with a "No-code option" tag), and "Get your API keys" (which is circled in red). Below "Get your API keys" are tabs for "Test API Keys" and "Live API Keys". Under "Live API Keys", there is a "Publishable key" field containing a long alphanumeric string and a "Click to copy" button (circled in red). Below that is a "Secret key" field with a "Reveal live key" button.