APPLIED®

Applied Pay®
Self Registration
Epic (US only)

Welcome to the Self–Registration Guide for Applied Pay!

You'll be using Applied Epic via the Browser to register your organization to begin accepting payments from your clients via Applied Pay.

Registering your Merchant Account with Applied Pay® is simple.

Because we built Applied Pay from the ground up, we're able to use our own underwriting and minimize the time and documentation required for your approval.

This guide will walk you through the registration process, providing you with clear, easy to follow instructions along the way. For additional help at any point in the process, reach out to our Implementation Team at **customersuccess@appliedpay.com** and a team member will assist you.

1. Pull Together your Registration Information

To start the process, you will need several pieces of banking, organization, and leadership information which are listed below.

1. **Banking Information for the account or accounts you will setup including:**
   - A scanned (.pdf) copy of a recent voided check for the account
   - Bank Account Type (Checking or Savings)

2. **Legal Organization Information as shown on Federal Tax and/or banking documents. If you are working with a DBA, you will need that as well. Information will include:**
   - Primary Contact (your Admin User)
   - Primary Email
   - Organization HQ Address and Phone Number
   - FEIN (US Federal Employee Identification Number)
   - Organization Web address
   - Website URL
   - Shareholder Type
   - Job Tittle

3. Personal Information for as many as three people who will be responsible for your Applied Pay Account (Owner, Controller, and Signatory). While a person may hold any number of these roles, each role is required. Personal information will include:
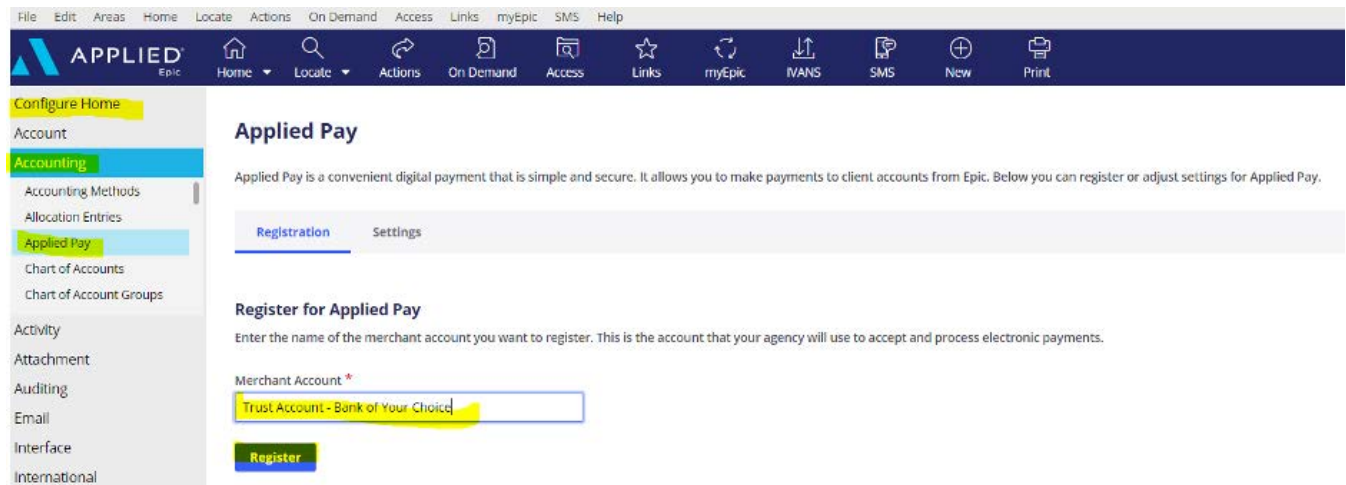
   - Full Name

   - Personal Address

   - Personal Phone Number

   - Last 4 of Social Security #

2. Login into Epic on your Browser

ATTN: Please contact our support team if you do not have your Epic browser link.

NOTE: If you have CSR24, you may also start your registration from CSR24 by following: Home > Configure > Payment Methods

To start the Registration process in Epic, navigate to Configure > Accounting > Applied Pay as shown below:

Enter the name of the branch, agency, or bank account (so that you can recognize it later) where you will receive payments and click **[Register]**.

3. Register your Merchant Account

The Registration process includes important information on fees, legal rules, and banking details. Please read through these areas carefully as you register.

On the first screen, the information here must match your registered business information with the government. The person entered here must have signing authority as they will be agreeing to the Terms and Conditions of the Applied Pay merchant account.

Proceed to the Add Details Screen and click the salmon/pink area to fill in each appropriate section below.

Add details

1. BUSINESS DETAILS
To prepare your account, we need information about your business.

paul's test   Complete details >

⚠ Please provide address, Registration number, Tax ID

2. DECISION-MAKERS
Provide the information of the owners, controlling persons, and signatories in your company. Keep in mind that one person may hold multiple roles. The requirements are as follows:

- Provide **all owners** holding 25% or more of your company. If you do not have any owners holding 25% or more then only controlling person and signatory are required.
- Provide **at least 1 controlling person.**
- Provide at least **1 signatory.**

⚠ Please complete signatory, controller

paul atest
Owner

⚠ Please provide City, Postal code, Street, ID number, Date of birth and nationality

+ Add another business owner

3. BANK DETAILS
To complete your account, let us know where to send your payouts.

+ Add a bank account

4. PCI DSS COMPLIANCE
The Payment Card Industry Data Security Standards (PCI DSS) are global requirements that aim to protect cardholder data. To accept card payments, your company must always be PCI DSS complicant.

Incomplete

Back to paul's test   Complete

Items to note:

Decision-Makers and Owners:

Each role will be required: Owner, Controller, and Signatory. If the same person satisfies all of these roles then you may have one person here. If you have multiple owners then you may list them here.

Bank Details:

Please make sure you upload a Bank Document in this section (if using a voided check, ensure the company name is visible and matches what you added previously).

Tip: We can also accept a recent bank-drafted letter which includes organization information, bank account number, and routing number if your bank account does not have checks.

Note: Bank account information normally verifies within 20 minutes. If you do not receive immediate verification, you may [Save] it and move on to the next Registration section. If the bank account information has not verified by the time you complete Registration, please reach out to Support here.

Once all sections have verified, click **[Complete].**

And you're on your way to the Applied Pay Portal! Welcome!
You'll soon be able to begin accepting payments through Applied Pay!

We welcome your comments on the Registration process! Please click the brief survey link here to provide feedback to Applied. Thank you!

Applied is here as your technology partner.
Visit appliedsystems.com to learn more and get started.