# Merchant Application

## Portal for application submitting

| | |
|---|---|
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| Version: | 1.0 |
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| Level of confidentiality: | Public |

| Editing | Validity date |
|---|---|
| Document creation | 11.11.2017 |

# Index

For faster and easier merchant onboarding we developed portal Merchant Application portal, where the merchant fills out the application and upload all the necessary documents. With this we avoid long collusion through e-mails.

# 1. Applying to portal

Click on the link https://applications.paywiser.eu and then click on the Merchant login:

## Welcome to Merchant Applications

### Login for Merchants

Before you can start working on your application you need to login first.You will need to create a new account using your mobile phone. Once you verify your phone number you will be able to edit the application and once done, submit it for a review and if approved, finally be able to use the Application for your business.

**Merchant login**

### Sign in to the service Merchant applications

Sign in with your phone number.

Enter your phone number...
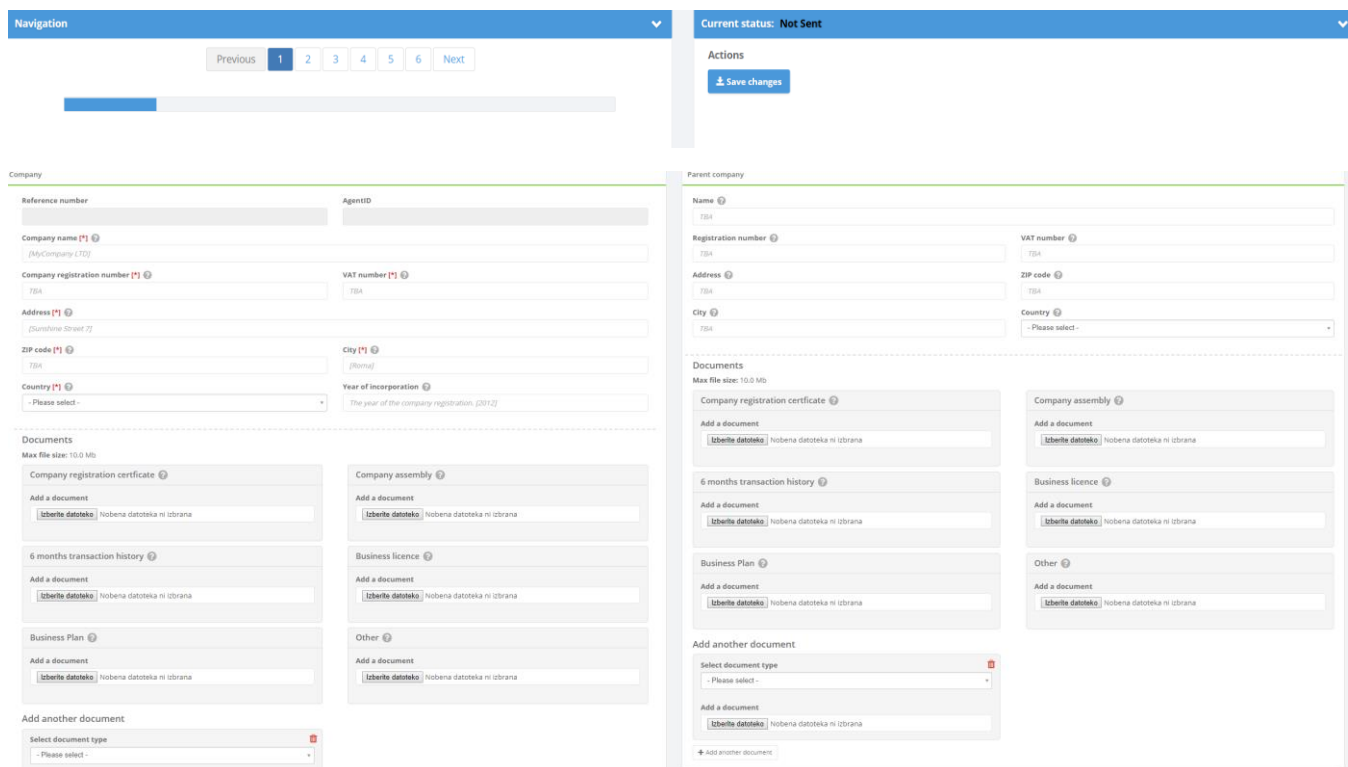
SIGN-IN

### Sign in to the service Merchant applications

Sign in with your phone number.

Enter the verification code...

VERIFY CODE    CANCEL

Enter your mobile phone number and click "SIGN-in" In few moments you will receive a SMS with confirmation code, which you enter and then click on "VERIFY CODE". After verification, you will be redirected to a new window, where you can start with new application.

## 2. Application submission



At this time, you can start filling out the application and submit it. Due to the large input of information it is advisable to first fill in mandatory information which are: Company name, Company registration number., VAT number, Address, ZIP code, City, Country and on 4. Page choose if you are applying for e-commerce POS payment. Then save the changes in order to create the application, and then you can continue with filling out the form. You can save the changes with "Save changes" button.

Fill as many data as you can on each page, as this will speed up your integration into the system.

When uploading documents, make sure they are in the right format and do not exceed the size of 2mb.

## CEO

**First name** ❓

[Luigi]

**Last name** ❓

[Ferrari]

**Country** ❓

- Please select - ▾

**City** ❓

[Roma]

**ZIP code** ❓

[00100]

**Address** ❓

[Via Appia 2000]

**Email** ❓

[luigi@gmail.com]

**Phone number** ❓

[+39 300 555 55 55]

**Document number** ❓

[YA12345678]

**Owners share [%]** ❓

- [100] % +

If the company is owned by more than one person and not just the CEO, you can add owners with a button to add the owner. The following window will appear:



After entering data and uploading documents, click on the button to save the changes and the additional owner will be added.

## Ownership

| First name | Last name | Actions |
|------------|-----------|---------|
| Owner | Second | ✏️ 🗑️ |

CEO

**First name** ❓

[Luigi]

**Last name** ❓

[Ferrari]

**Country** ❓

- Please select - ▼

**City** ❓

[Roma]

**ZIP code** ❓

[00100]

**Address** ❓

[Via Appia 2000]

**Email** ❓

[luigi@gmail.com]

**Phone number** ❓

[+39 300 555 55 55]

**Document number** ❓

[YA12345678]

**Owners share [%]** ❓

-  [100]  % +

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## Documents

**Max file size:** 10.0 Mb

### Utility bill ❓

**Add a document**

Izberite datoteko  Nobena datoteka ni izbrana

### ID front ❓

**Add a document**

Izberite datoteko  Nobena datoteka ni izbrana

### ID back ❓

**Add a document**

Izberite datoteko  Nobena datoteka ni izbrana

### Other ❓

**Add a document**

Izberite datoteko  Nobena datoteka ni izbrana

## Company contact
Same as CEO

**First name** ⓘ
`TBA`

**Last name** ⓘ
`TBA`

**Phone number** ⓘ
`TBA`

**Email** ⓘ
`TBA`

## Parent company contact
Same as CEO

**First name** ⓘ
`TBA`

**Last name** ⓘ
`TBA`

**Phone number** ⓘ
`TBA`

**Email** ⓘ
`TBA`

## Technical contact
Same as CEO

**First name** ⓘ
`TBA`

**Last name** ⓘ
`TBA`

**Phone number** ⓘ
`TBA`

**Email** ⓘ
`TBA`

## Financial contact
Same as CEO

**First name** ⓘ
`TBA`

**Last name** ⓘ
`TBA`

**Phone number** ⓘ
`TBA`

**Email** ⓘ
`TBA`

## Merchant contact
Same as CEO

**First name** ⓘ
`TBA`

**Last name** ⓘ
`TBA`

**Phone number** ⓘ
`TBA`

**Email** ⓘ
`TBA`

## Business type

**Business type** ⓘ
`Pizzeria`

**Business countries** ⓘ
`Italy, Slovenia`

**Support phone number** ⓘ
`+386 1 234 5678`

**Card statement text** ⓘ
`WIWA`

**Business model** ⓘ
`We sell pizza, pasta and beverages to locals and tourists in the busy town square. Most of our customers are middleclass workers. We purchase our materials in the local stores.`

**Payment type** ⓘ
`- Please select -`

### Properties

| ⓘAdult | ⓘGaming | ⓘGambling |
| ⓘFood supplements | ⓘSells products | ⓘSells own products |

**Max. delivery time** ⓘ

**Min. delivery time** ⓘ

## Sales

**Monthly revenue** ⓘ
`- 10000 +`

**Number of monthly card transactions** ⓘ
`- 10000 +`

**Projected monthly revenue** ⓘ
`- 15000 +`

**Projected number of monthly card transactions** ⓘ
`- 200 +`

**Minimum card transaction** ⓘ
`- 5 +`

**Maximum card transaction** ⓘ
`- 35 +`

**Average card transaction** ⓘ
`- 12 +`

**Number of chargebacks** ⓘ
`- 1 +`

**Payment currency** ⓘ
`EUR`

**Payout currency** ⓘ
`EUR`

**Number of cards originating in US** ⓘ
`- 0 % +`

**Number of cards originating in UK** ⓘ
`- 0.05 % +`

**Number of cards originating in EU** ⓘ
`- 0.9 % +`

**Number of cards originating in other countries** ⓘ
`- 0.05 % +`

**Share of customers paying with cards** ⓘ
`- 0.2 % +`

**Revenue share of the card payments** ⓘ
`- 0.3 % +`

**Other payment methods** ⓘ
`Cash`

| ⓘPreauthorized cards | ⓘUses Recurring |
| ⓘHas stored value account | |

## Bank

**Bank account owner** ⓘ
`Luigi Ferrari`

**Bank contact person** ⓘ
`Monica Soldi`

**Bank name** ⓘ
`Banca d'Italia`

**Address** ⓘ
`Rome, Italy`

**Phone number** ⓘ
`+39 06 47 921`

**Bank BIC** ⓘ
`AAGSIT21XXX`

**Bank IBAN** ⓘ
`TBA`

**Bank account currency** ⓘ
`EUR`

**Payout mode** ⓘ
`- Please select -`

## Documents
**Max file size:** 10.0 Mb

### Bank account proof ⓘ
**Add a document**
[ Izberite datoteko ] Nobena datoteka ni izbrana

### Other ⓘ
**Add a document**
[ Izberite datoteko ] Nobena datoteka ni izbrana

### Add another document

**Select document type** 🗑
`- Please select -`

**Add a document**
[ Izberite datoteko ] Nobena datoteka ni izbrana

After you fill out all the required fields and upload the documents, click Submit application:
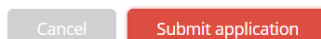


You can also cancel the application, or assign the rights to fulfill the application to an additional user.
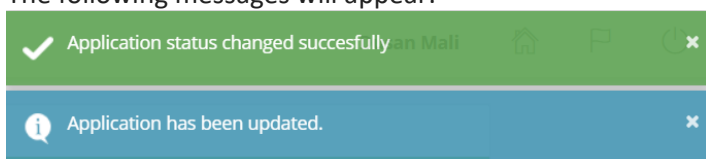


## Are you sure?

After you click submit, you cannot edit your application until it gets reviewed.

Cancel    Submit application

The following messages will appear:



Your application will then be submitted and sent for review. You will be notified by e-mail when the application is reviewed and accepted, or if it needs additional updates.

# 3. Application updating and editing

If the application needs to be corrected, it will show status returned:

| | View application | Dusan Mali | Podjetje d.o.o. | 1234567898 | | 1 | ◀◀ Returned |
|---|---|---|---|---|---|---|---|

The field for which update is required will be displayed as follows:

**VAT number**                                                                 Comment ❗ 🔍 ➕

34534534

Click on the magnifying glass to see the comment (example):

**Version: 1**
Wrong VAT number, please update it.
6.4.2018 - 07:23

Once you have corrected the field, you can again submit your application for review. Once all is completed correctly, your application will be accepted. You will be notified via e-mail about this, and it will also be visible when you sign in:

| | | Username | Company name | Registration number | | Status |
|---|---|---|---|---|---|---|
| All ▾ | | | | | All ▾ | |
| ➕ View | PayWiser (Test environment) | Dusan Mali | fdgdfg | 345345 | 2 | ✔ Approved |

# 4. Application signing

Once the application is accepted, it will also be signed by the provider, and then you must sign it too.





This information is only available for viewing and you cannot modify or comment on it. After reviewing and agreeing, click on the Accept application, and the following window will appear:



## Are you sure?

If you sign this application, account will be created for Payment Gateway.

Cancel    Yes

After pressing YES, your application will be signed:



Application status changed succesfully



By doing so, the submission of your application is completed. A Payment Gateway account will be created and you will be able to start processing payments shortly.