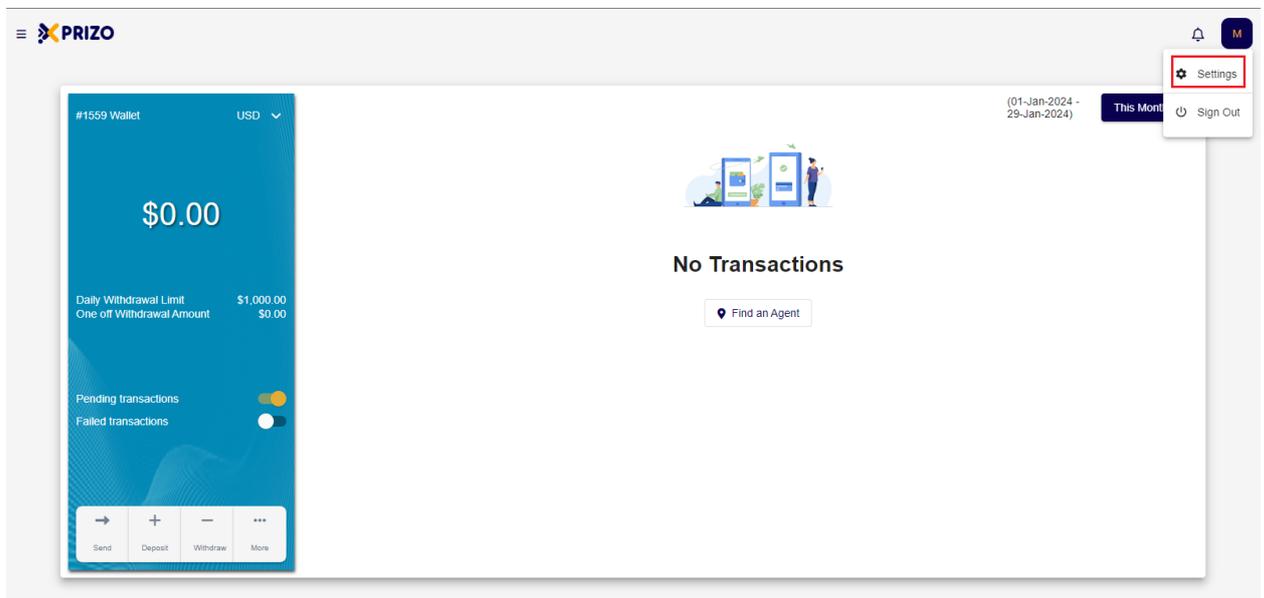


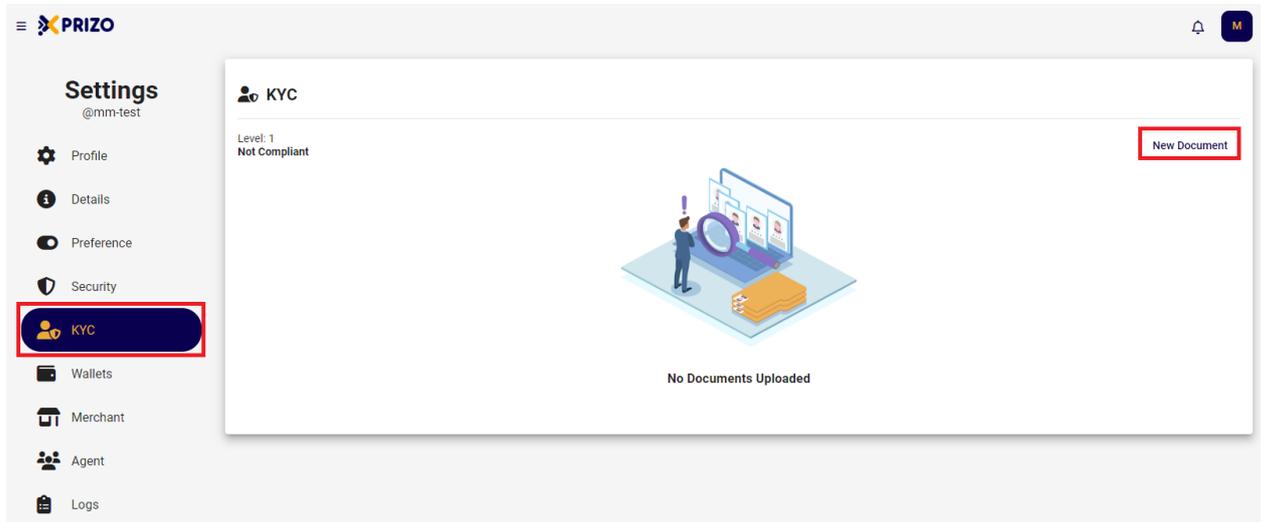
How to Complete KYC?

KYC

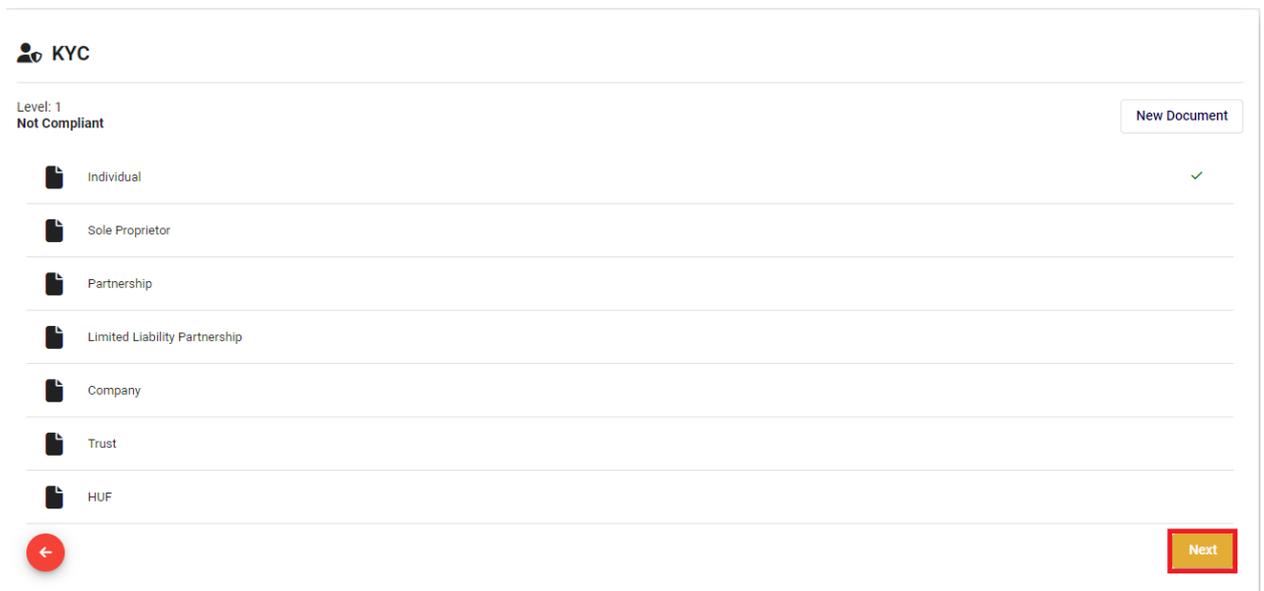
- Login to your account and access settings by clicking on your account's initial in the upper right corner.



- Navigate to the KYC tab in the navigation bar and click on "New Document" to initiate the KYC process.



- Choose the option that best suits your needs and proceed by clicking on "Next."



- Choose the desired document to proceed, then click "Next." To make changes, click on the back arrow  icon to modify your selection.

KYC

Level: 1
Not Compliant New Document

 Individual ✓
 Sole Proprietor
 Partnership
 Limited Liability Partnership
 Company
 Trust
 HUF

←
Next

- Click on the upload  button to choose the file for upload or click on the ✗ to remove the selected file. Once selected, click the "Submit" button to finalize the KYC process.

KYC

Level: 1
Not Compliant New Document

Selected Document
Individual

Selected Sub Document
ITPAS

Select file... 

←
Submit

- After completion, the KYC process will be in progress, and the back office will verify the uploaded documents.

KYC

Level: 1
Not Compliant

New Document

Code	Description	Status
I1PAS	KYC (#7889) sample.pdf	 ⋮

- Click on the ellipsis button  to preview the uploaded file or to delete the uploaded file.

KYC

Level: 1
Not Compliant

New Document

Code	Description	Status
I1PAS	KYC (#7889) sample.pdf	 ⋮

 Preview

 Delete

- Once the status changes to  in KYC, it will be assigned a level along with a valid until date. The user can now proceed to send a request to become a merchant.

 **KYC**

Level: 1
Valid Until: 31 Oct 2024

Code	Description	Status
I2IDC	KYC (#7890) sample.pdf	✓

Revision #5

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