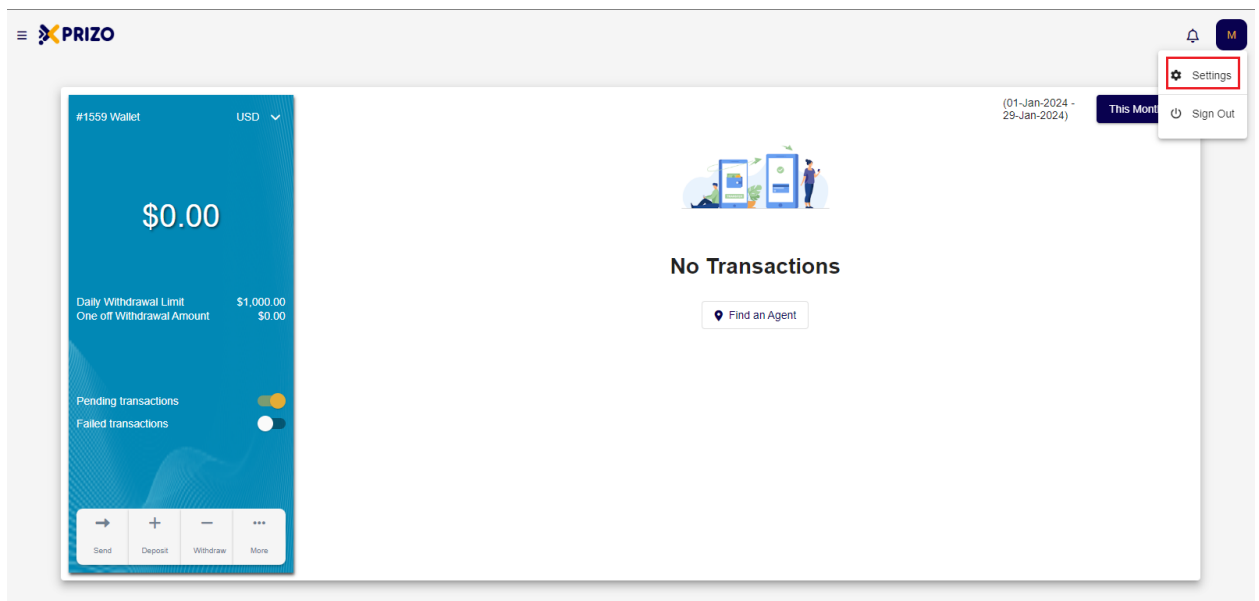


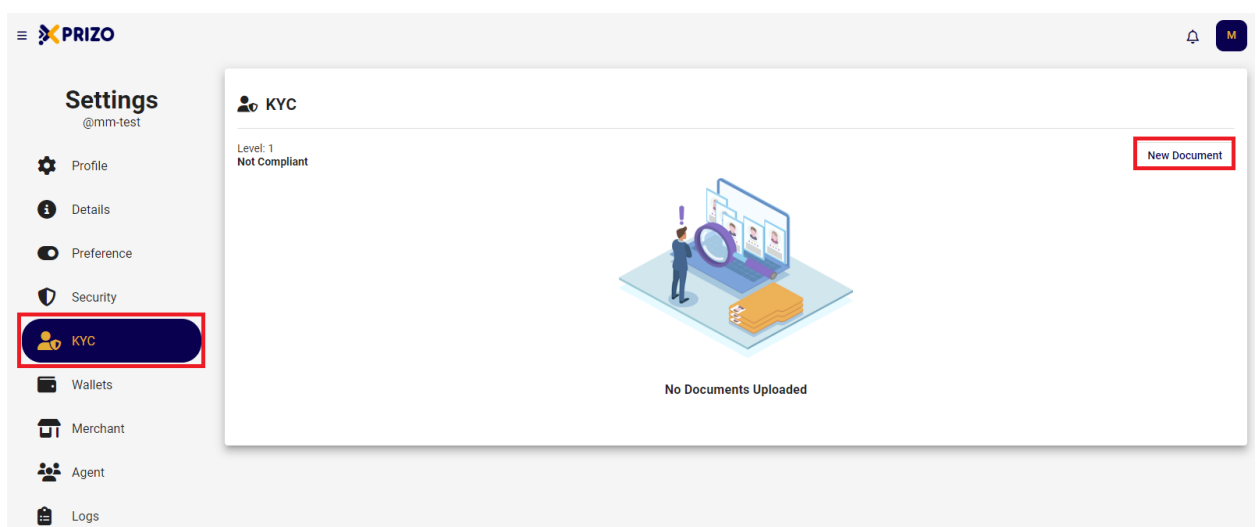
How to Complete KYC?

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."

KYC

Level: 1
Not Compliant New Document








 Individual ✓
 Sole Proprietor
 Partnership
 Limited Liability Partnership
 Company
 Trust
 HUF


 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

Selected Document: Individual New Document

Selected Sub Document: I1PAS

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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