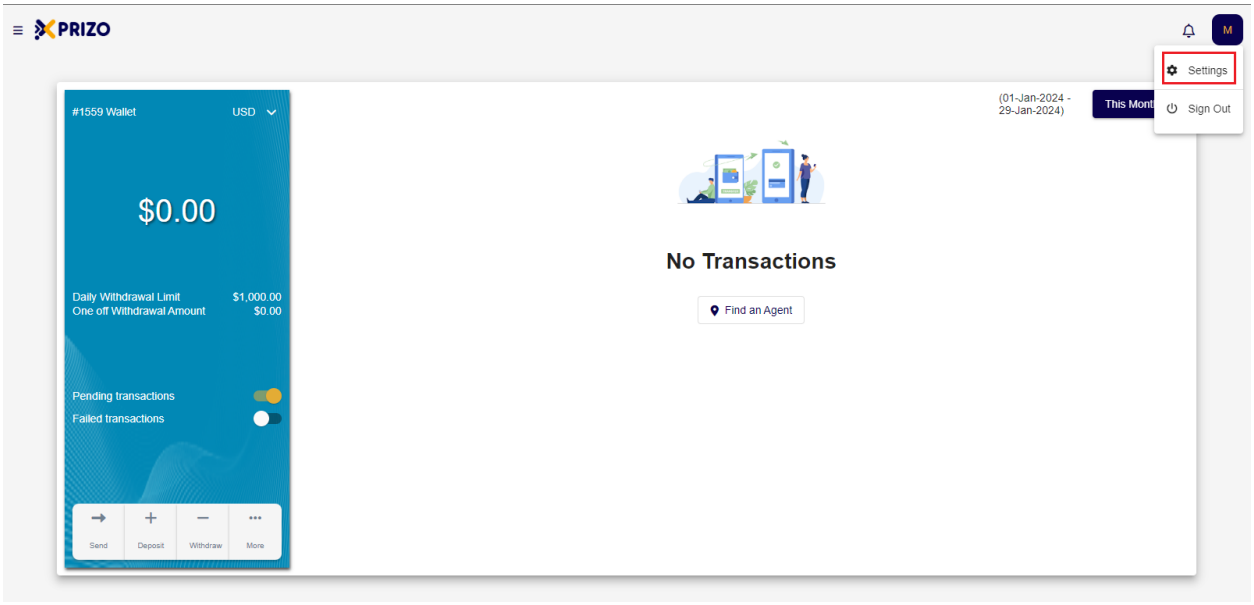
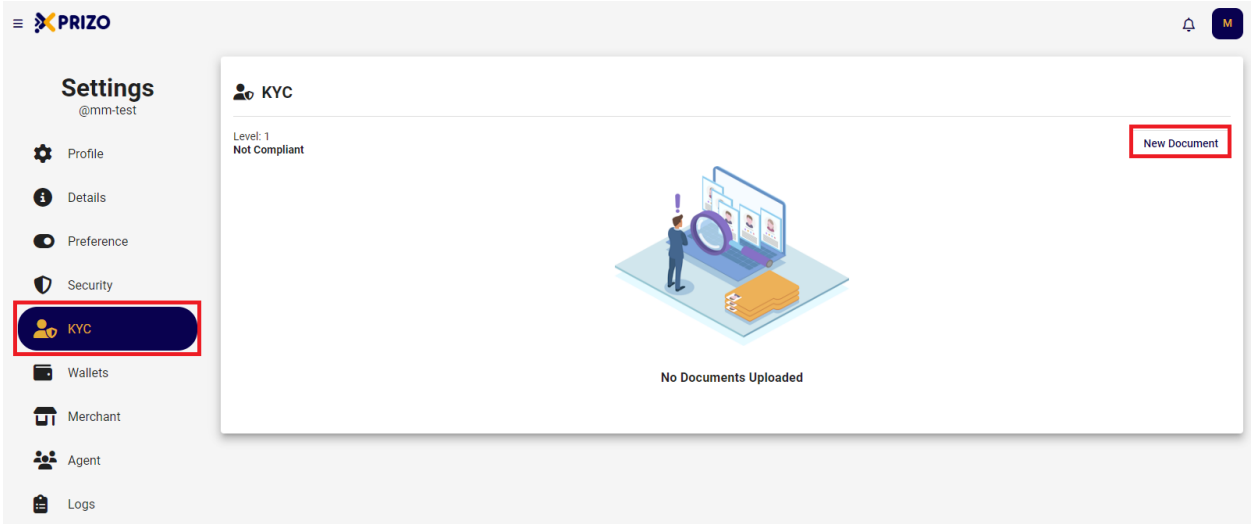
How to Complete KYC?

KYC

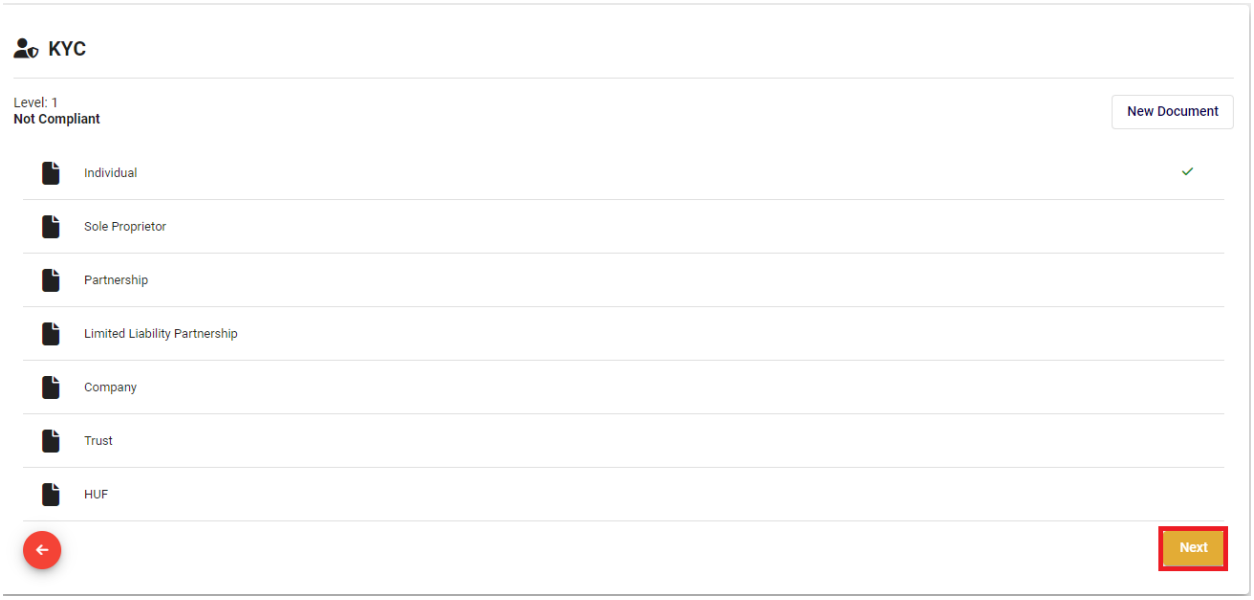
- Login to your account and access settings by clicking on your account's initial in the upper right corner.



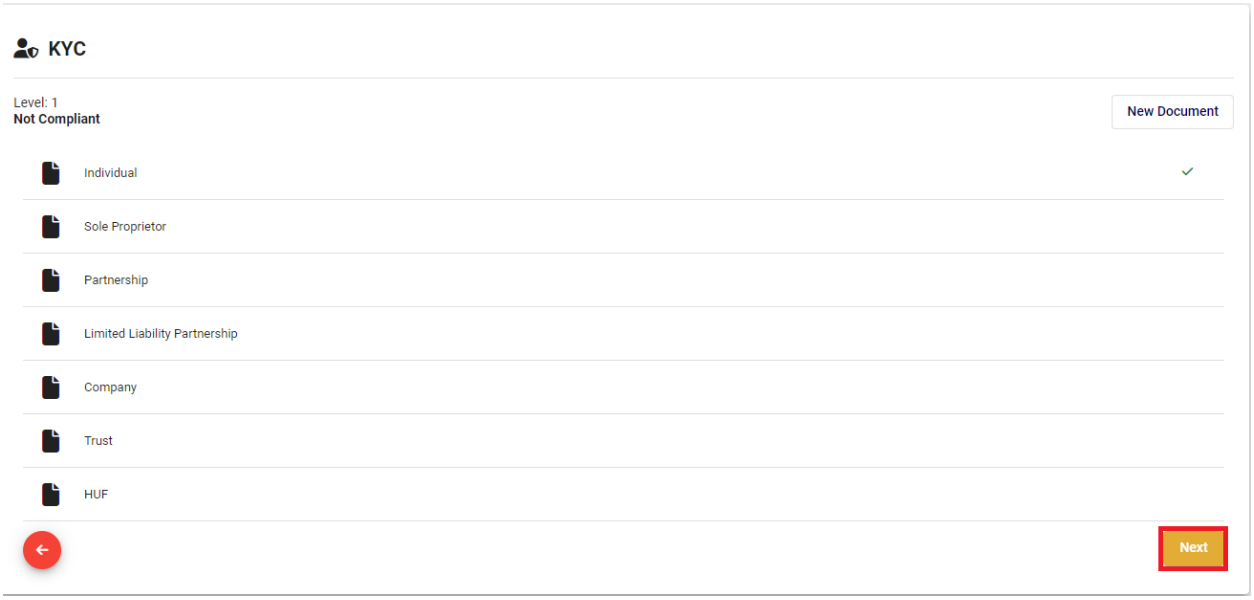
- Navigate to the KYC tab in the navigation bar and click on "New Document" to initiate the KYC process.



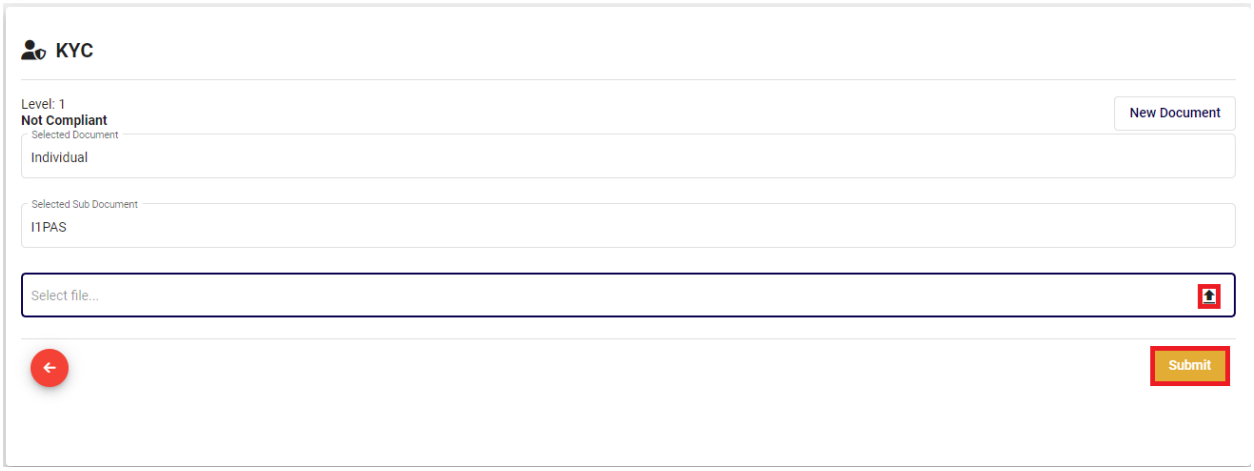
- Choose the option that best suits your needs and proceed by clicking on "Next."



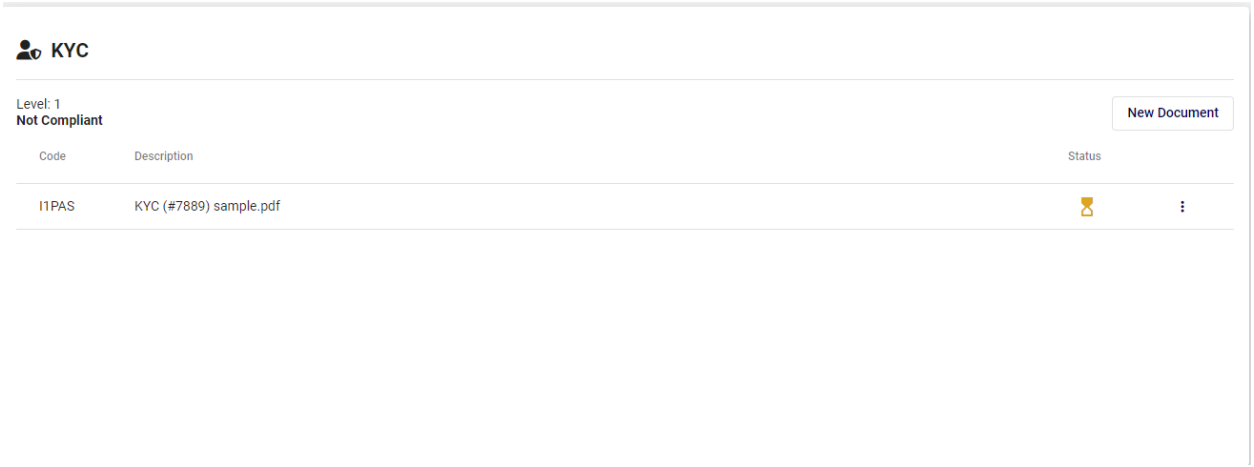
- Choose the desired document to proceed, then click "Next." To make changes, click on the back arrow icon to modify your selection.



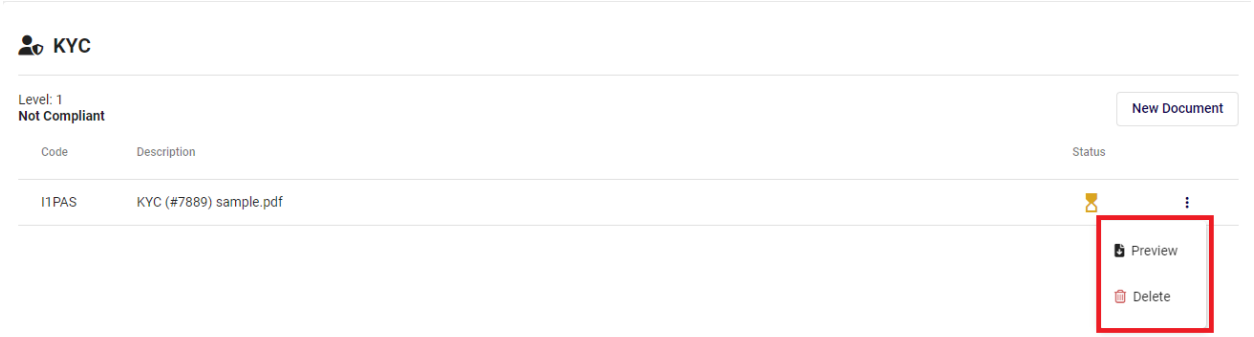
- Click on the upload button to choose the file for upload or click on the to remove the selected file. Once selected, click the "Submit" button to finalize the KYC process.



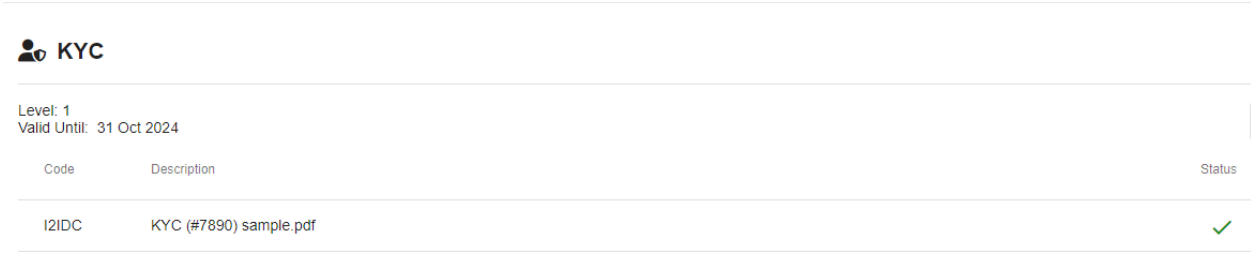
- After completion, the KYC process will be in progress, and the back office will verify the uploaded documents.



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



- 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.



Revision #5
Created 2024-01-29 08:52:57 UTC
Updated 2024-03-27 10:17:36 UTC