



T&Cs & Application Instructions

- 1) You will receive a contract from no-reply-agreement@valpay.com with the subject line “Continue to onboarding”. In that email, there will be a clickable link to access the Terms and Conditions of your contract. Click on that link.
- 2) This link will bring you to a new window which outlines key terms, your fee schedule for card present and card not present transactions as well as your full Terms and Conditions.
- 3) At the bottom of the page, input your first and last name and click “Agree”.
- 4) Once done, the message below will show. Click on the “Adyen onboarding” link to move on to the onboarding section for business information submission and underwriting. You can also access this link via a unique claim link which you receive via email with a copy of your signed T&Cs.

Signed on Sat Jul 08 2023 02:18:15 GMT+0000 (GMT)

A copy of your contract has been sent to you by email, please continue [Adyen onboarding](#).

- 5) In the Adyen onboarding, you will need to enter company details, decision maker information and payout details.
- 6) In the decision makers section, you will be asked to provide a controlling person, an owner with more than 25% ownership and at least one signatory. **Please note that one person can be all 3 of these** (ex: a 100% owner of a business filling out the application). ****If you don't have any owners with more than 25% ownership, you can simply provide a signatory and controlling person****
- 7) For anyone who needs to be added as any or all of these 3 roles, click on “Add Decision Maker”. On the following screen in the “role” dropdown, click on the checkbox for any or all of the 3 roles that said person qualifies for. In the case of the 100% owner who is filling out the application, you would select all 3 checkboxes.

Personal details

Why do I need to fill in this information?

Role

Select the applicable role(s)

- Controlling person
Authorized to make major business decisions (may or may not be an owner)
- Owner
Someone who owns 25% or more of the company (directly or indirectly)
- Signatory

8) In providing all required personal details of each decision maker, you will be asked to enter their address. **Please ensure to enter their address as it appears on their driver's license or government issued ID, and not the business address.**


9) Once completed for all decision makers, you are on to the final section of providing payout details. This is where you will receive your funds and get your fees taken out of. **The quickest way of getting approved** is to verify the bank account via mobile bank app or bank website, but there is also an option of providing account details by uploading a bank document such as a bank statement or voided check.

Bank account country

You can only use a bank account in the country where your company is registered.

 United States ▼


Verification method




Instant

Verify the account via mobile bank app or bank website

To quickly and safely verify the account you need access to the online banking environment associated with this account holder.

Powered by  Trustly



May take a few hours or days

Provide account details and upload a scan of a bank statement

Manually provide your account details and upload a bank statement.

 [How does verification with our partner Trustly work?](#) ▼

Save and go to overview

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