

STRIPE QUICK-START GUIDE

Stripe is Uruut's payment processor. Their system will handle all of your transactions and get your funds quickly transferred to your organization at the close of your successful campaign. They are the most secure payment processor on the market, so you can rest assured that your donors' and sponsors' information will be safe in their fully PCI (Payment Card Industry) Compliant virtual vault. The steps below will ensure that your account set-up is quick and easy.

WHAT YOU'LL NEED, BEFORE YOU GET STARTED:

- Your organization's web address
- A description of what your organization does
- Your organization's legal name
- Your organization's Tax ID #
- Your organization's registered business address
- The project manager's legal name
- The project manager's DOB
- The project manager's SSN
- The phone number associated with your organization
 - If there is not one, we suggest you use the PM's phone number
- Your organization's bank checking routing number
 - It's the 9-digit number in the lower left corner of your checks
- Your organization's bank checking account number
 - It's the usually 12-digit number to the right of the routing number (excluding the check number, which follows it)
- The project manager's email address
- A secure password for the account

THE PROCESS – STEP BY STEP

1. Enter your organization's web address.

Your website:

mycompany.com

?

2. Enter a brief description of your organization.

Tell us about your business:

What do you sell; when do you charge the customer?

3. Select the average payment size. The system should default to \$10-1,000. This is correct. Although you will receive some over this amount, your average will fall in this range. You can leave both boxes below the average payment unchecked.

Your average payment is:

\$10 - \$1000 ▾

☐ My business processes more than \$150,000 a month on average

☐ My business sells and ships physical products

THE PROCESS – STEP BY STEP (CONTINUED)

4. Enter the basic details of your organization. Be certain that you change your business-type to Non-Profit.

Business details

Country:

United States ▾

Your business type:

Non-profit ▾

Legal name:

Company, Inc. ?

EIN (Tax ID):

12-1234567

Don't have one yet? [Apply online.](#) (Sadly, the website has opening hours. Really.)

Business address:

Street

Zip

City

▾

Special Note: Be sure that the name you use is the organization's legal, registered name.

Your business type:

Non-profit ▾

THE PROCESS – STEP BY STEP (CONTINUED)

5. Enter the Project Manager's name, DOB and SSN. This person will be the organization's fiduciary and representative. They will also serve as the contact person for all inquiries.

You, the company representative

Legal name:

Date of birth:

Social Security Number:

We use the last four digits to verify your identity.

Credit card statement details

Your business name and phone number will appear on your customers' credit card statements. Don't worry, you can change this information later.

Business name:

Phone:

6. Enter your organization's banking information. The routing number is the 9-digit number in the bottom left-hand corner of a check. The Account number is the 12-digit number that follows it. Be sure that you don't include the check number, at the end of the line.

Bank details

Your bank account must be a checking account.

Routing number:

Account number:

THE PROCESS – STEP BY STEP (CONTINUED)

7. Finally, enter the Project Manager's email address and select a secure password.

Almost done! Save your Stripe account

Email:

Password:

THAT'S IT! YOU'RE ALL DONE!

Now, let's get to work on the fun stuff... If you have any other questions on setting up Stripe please contact us through the contact page on the website.