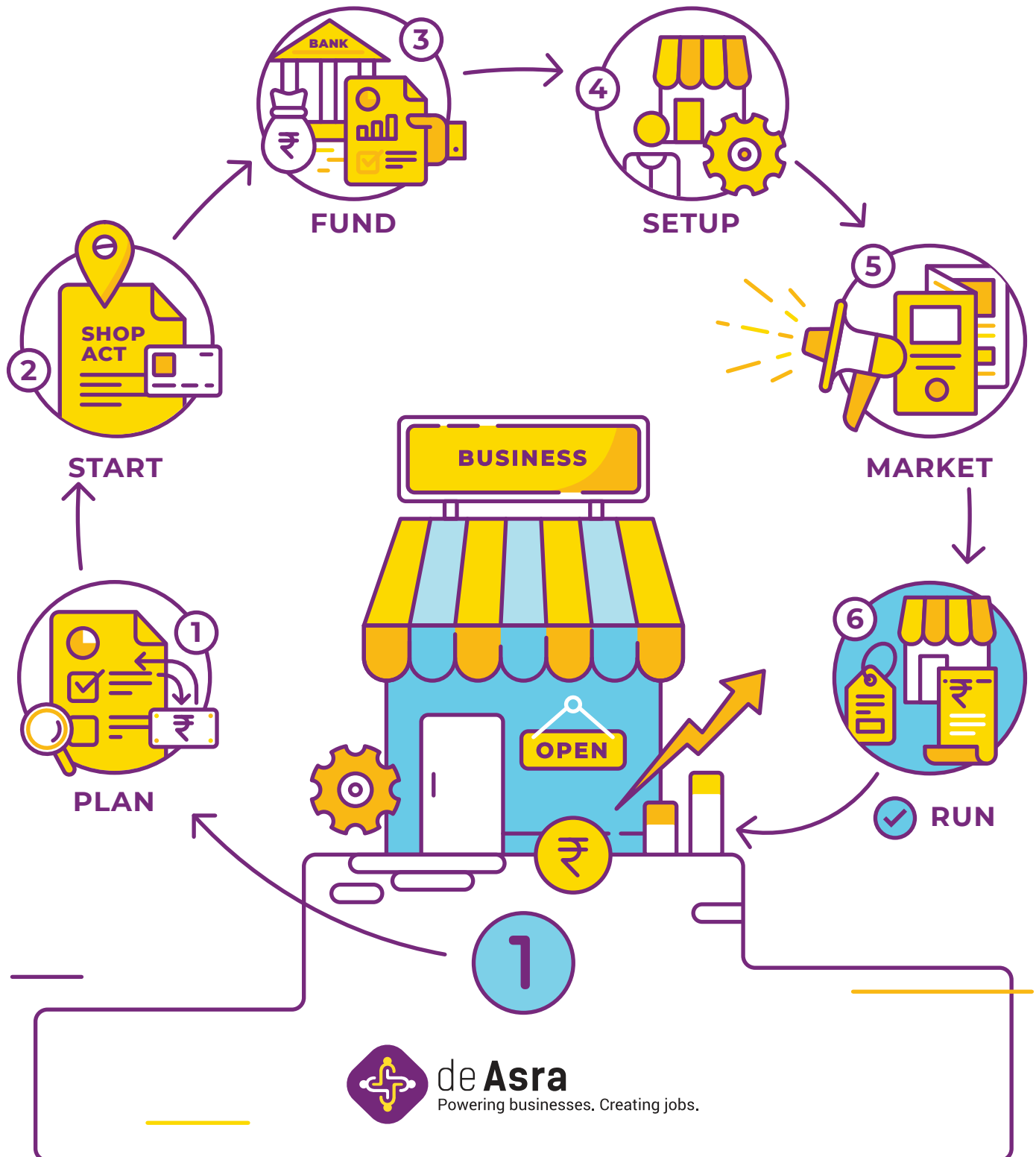


DIGITAL PAYMENT COLLECTION CHECKLIST





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Digital Payment Collection

1. Introduction

deAzzle Web is a one-stop solution for small businesses to organize themselves and grow, as it helps automate key business processes. One of the crucial aspects of any business is to collect payment on time, reconcile those and figure out the income on a monthly or annual basis. Collecting payments via cash and cheque delays the cash flow and also requires human intervention which is expensive.

deAzzle helps to solve the problem of payment collection by offering digital payment channels. With deAzzle, any business can collect payments on their website, and send payment links through email/SMS.

2. How deAzzle helps Businesses

- It makes a request to a website which has 'pay online' button
- It sends payment link through deAzzle web/app
- It keeps track of all inflow transactions in one place
- It generates reports related to income
- It sends an automated receipt to the end customer after the payment is completed online

3. How To Setup Your Business With deAzzle Web

- Go to <https://smartbiz.deazle.in/sign-in>
- Click on 'New Registration'
- Fill up the 'Seller Registration' form with 'Name' and 'Mobile Number'
- Your account is thus created
- Now 'Login' to the panel with mobile number and OTP which is sent on the same mobile no.
- Complete the KYC process
- Add customers and send them a payment link
- Make request for a website with us which has pay online button

4. List of Documents for KYC (Only if online payment is a requirement)

Once you register your business on deAzzle Smartbiz, set up a payment method for which you need to get your KYC done. The payment merchant and the documents are listed below:



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Payment Merchant: Instamojo

You need to upload the following document in order to have your KYC done on Instamojo-

- Scanned copy of Shop Act/Udyog Aadhar/Company registration certificate
- Scanned copy of current account cheque book's front-page details
- Scanned copy of Business PAN Card/ Proprietor PAN Card

5. Packages And Pricing

Free for one year.

Payment gateway charges per transaction.

6. Turn Around Time (TAT)

Following is the TAT for all deliverables under this service:

- deAzzle smartbiz registration: 5-7mins
- Instamojo KYC: 2-3days

7. Deliverables

You will get the following deliverables:

- deAzzle business account with Instamojo integration for online payment collection
- Facility to send payment link through deAzzle Web/App
- Facility to send an automated receipt



Good Luck For Your Business.



deAsra Foundation

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