WePay - Setup guide

This article applies to:

WePay eliminates stress for small businesses needing to accept credit cards. With WePay, it’s easy to accept credit cards in minutes. WePay offers fast setup, transparent pricing and integrated, painless processing. Take the stress out of getting paid and get back to running your business.

1. Click on your avatar and choose **Settings** from the lower left of the page

![Settings menu]

2. Click "**Billing Settings**"

![Billing settings menu]

3. Click "**add another payment processor**"

![Add another payment processor]

*Add another payment processor*
4. Click "Finish setup with WePay"

5. A pop-up stating "You're ready to get paid" will give you the option create an invoice or not

6. If you click "Ok, got it" you will be directed to you email for "Please set up your WePay account"

7. Scroll to the bottom and click "Set up your account"

8. To set up your account
   1. Set your password
   2. Accept the "Terms of service" and "Privacy policy"
   3. Click "Continue"
9. Choose your entity type

10. Scroll down and click "Next"

11. As soon as the "Next" button has a white cast to it, scroll up

12. Select your "Industry category" and "Industry type"
13. Scroll down and click "Next"

14. As soon as the "Next" button has a white cast to it, scroll up

15. Enter your legal name and home address

16. Scroll down and click "Next"
17. As soon as the "Next" button has a white cast to it, scroll up.

18. Enter your phone number, date of birth, and last 4 of your social security number:

Tell us about yourself (Step 2 of 2)

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Date of birth (Age 18+)</th>
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Social Security Number:

XXX-XX

We use 2FA to verify your identity using the last four digits of your SSN.

19. Scroll down and click "Next".

20. As soon as the "Next" button has a white cast to it, scroll up.
21. Click "Submit" to complete account setup

22. You can then add your settlement details