

# WePay - Setup guide<sup>@</sup>

This article applies to:

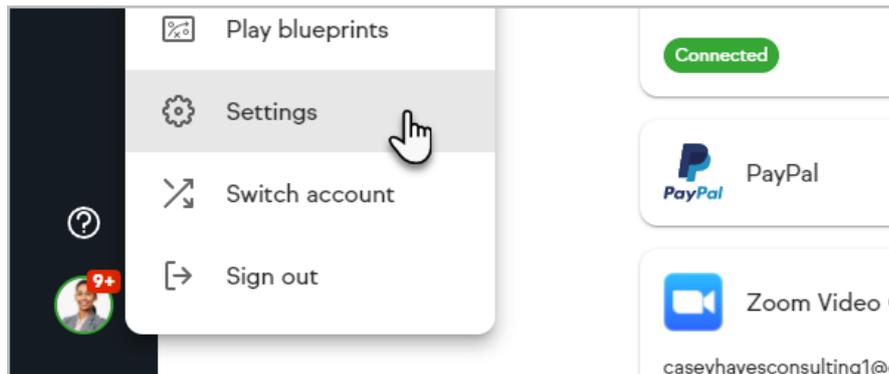
[Pro](#)

[Max](#)

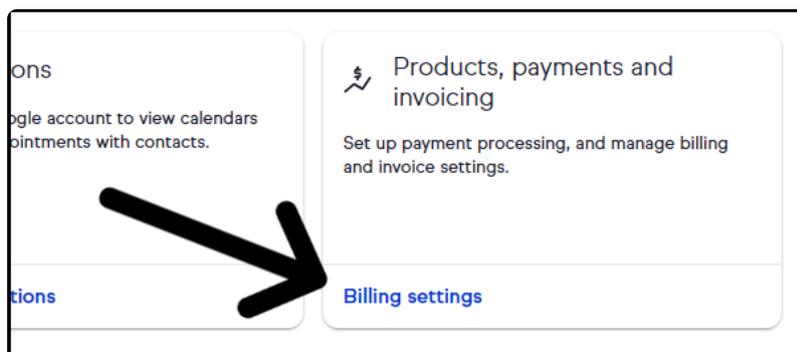
WePay closed its UK operations in August 2023. Customers will not be able to add a new WePay connection to their Keap account. There will be more information to come.

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.

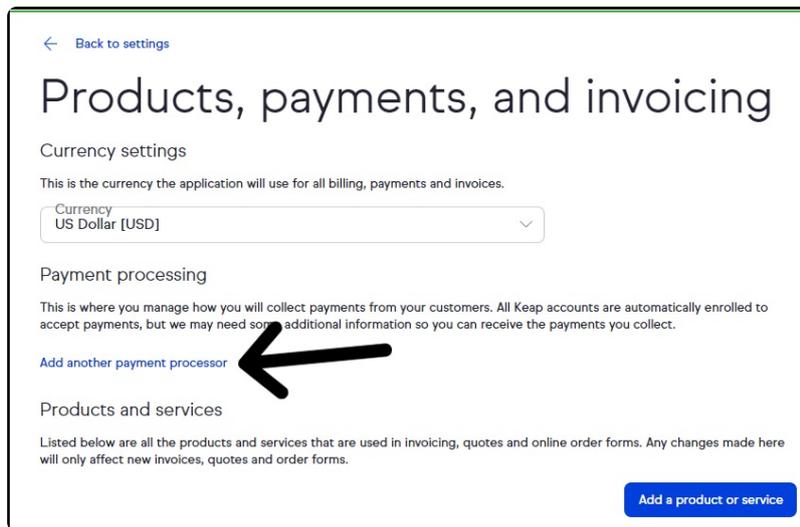
1. Click on your avatar and choose **Settings** from the lower left of the page



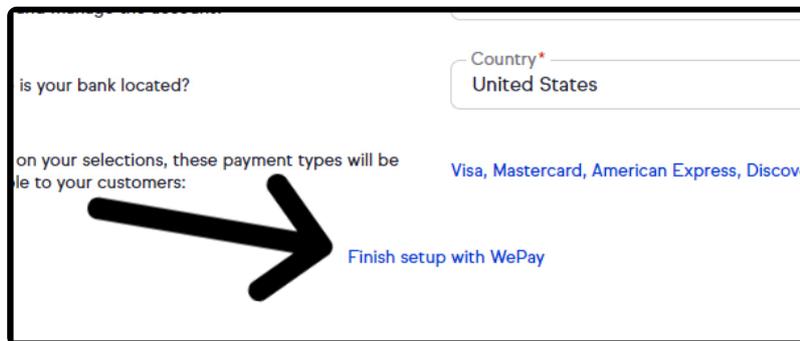
2. Click "**Billing Settings**"



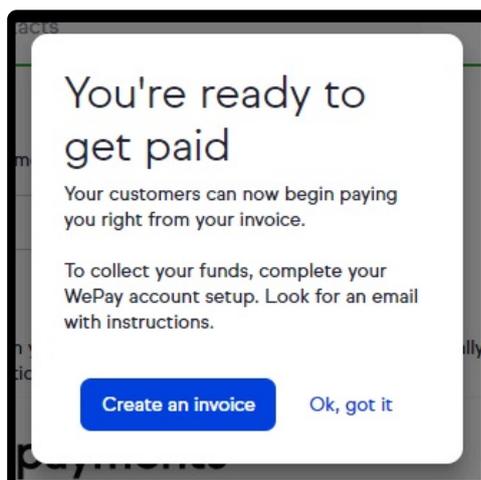
3. Click "**add another payment processor**"



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"**

accurate identification information about yourself and your bank account. If you do not provide this information, Keep Payments will refund all payments your payers 30 days after you accept your first payment.

[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**"

Please enter a password below to secure your Keep Payments account. For increased security, we recommend using a different password from your Keep ID.

Don Smith  
DonTSmith@alwayshelpful.org

Set password

.....

I agree to Terms of Service and Privacy Policy.

[Continue](#)

9. Choose your entity type

Account Setup

The following information must be supplied specifically for the business or individual on which tax information will be collected and reported to the IRS.

Account Details (Step 1 of 3)

Please choose one of the following **entity types**

 Sole proprietor	 Individual	 Business	 Nonprofit	 Trust	 Government
---------------------	----------------	--------------	---------------	-----------	----------------

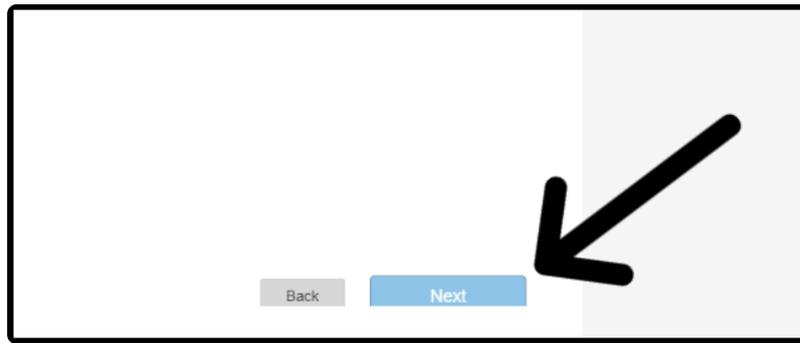
- Your business is registered with the government, or formed under a partnership agreement.
- Your business has an EIN.



10. Scroll down and click "**Next**"

[Next](#)

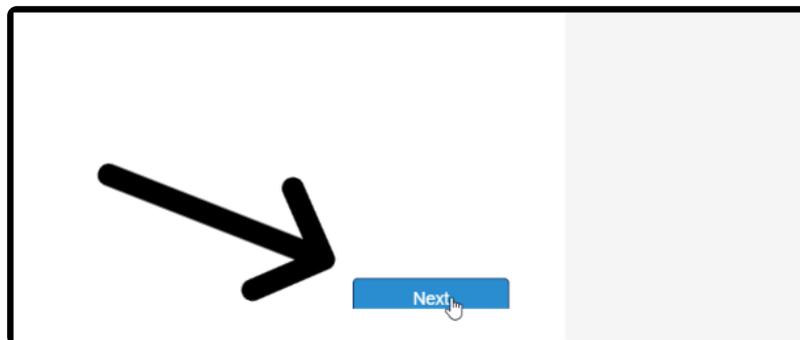
11. As soon as the "Next" button has a white cast to it, scroll up



12. Select your "Industry category" and "Industry type"

A screenshot of a mobile application form titled 'Account Details (Step 2 of 2)'. The form has two sections. The first section is labeled 'Industry category' and has a green checkmark next to it. Below this label is a text input field containing 'Business Services'. The second section is labeled 'Industry type' and also has a green checkmark next to it. Below this label is a text input field containing 'Advertising Services'.

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

Tell us about yourself (Step 1 of 2)

Legal Name

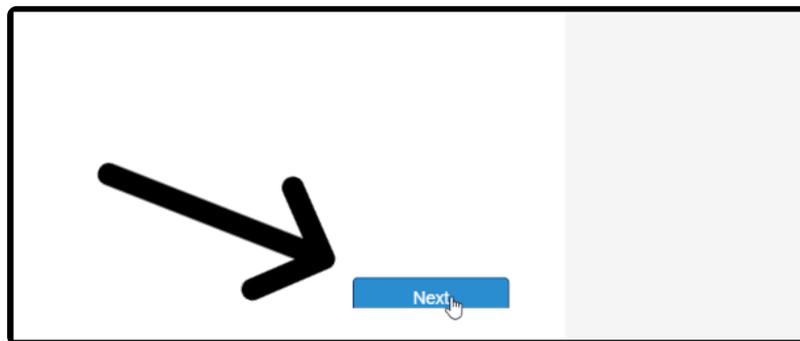
First name  Middle name (optional)

Home Address

Home Address

City

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)

Phone Number

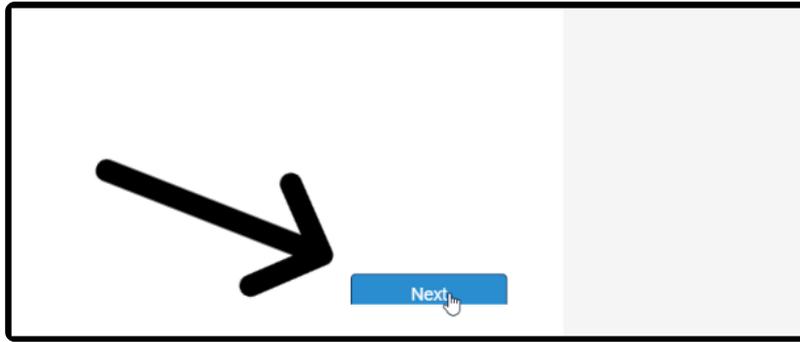
Date of birth (Age 18+)

Social Security Number

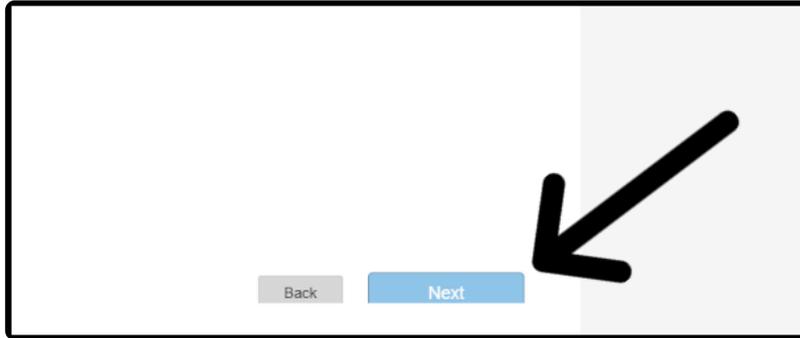
XXX - XX -

We will attempt to verify your identity using the last four digits of your SSN

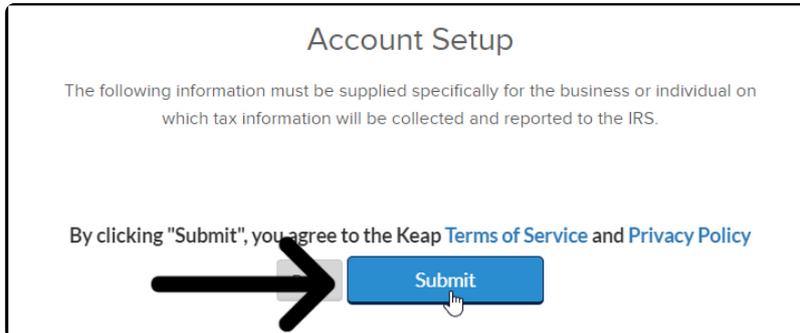
19. Scroll down and click "Next"



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

