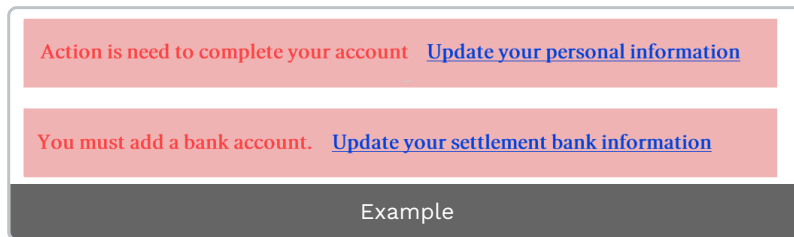


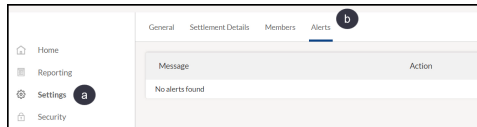
WePay - Verifying Customer Identify KYC

This article applies to:

1. If KYC needs to be entered, you will see an alert at the top of your homepage



2. This will also be found in the "Alerts" section of your merchant center under **Settings > Alerts**



KYC – Know your customer ('KYC') is the process of verifying the identity of a customer/merchant and their business. The term is also used to refer to the bank and anti-money laundering regulations which governs these activities.

3. Click "Update your personal information"
4. Choose business type and industry under "Account Details"

Verify your information

We're required to collect and verify certain information about our customers.

Protecting your information is our priority. [Learn more about our Terms of Service and Privacy Policy](#)

Account Details

YOUR BUSINESS TYPE? ✓
Individual

YOUR INDUSTRY?
Choose one

Note: For CAD merchants, State is replaced with Province and SSN is replaced with SIN

Personal Information
This is used to confirm your identity

FIRST NAME	LAST NAME	
PERSONAL STREET ADDRESS		
CITY	PROVINCE Province	POSTAL CODE
PHONE NUMBER		
BIRTH MONTH Month	DAY Day	YEAR Year
SIS <input checked="" type="checkbox"/> (Optional)		

5. Read **Terms of Service** and **Privacy Policy** and then check the box

I have read and agree to the [Terms of Service](#) and [Privacy Policy](#)

Cancel Submit

6. Click "Submit"

I have read and agree to the [Terms of Service](#) and [Privacy Policy](#)

Cancel Submit

Note: The **Terms of Service** has important information for merchant types that are unable to process through WePay. Reading this will help eliminate account closures later.