How-To Guide:

Apply for SC Pay Powered by Fullsteam

OVERVIEW

This guide provides step-by-step actions for Applying for SC Pay Powered Fullsteam including:

- What to provide during the application process.
- How to access the application.
- Who to contact if you have questions.

Note: If you are interested in learning more about SC Pay, please contact your Storage Commander Account Manager. sales@storagecommander.com or 951-672-6257

Fullsteam Payment Processing: Completing an Application

If you have been sent an invitation to apply, you must click on the link sent to you via email to begin your application.

If you log out without completing your application, you can access it again by clicking on this link: https://merchantapp.io/storagecommander.

If you need assistance, call (334) 329-6775, option 4 Monday through Friday, 8AM to 5PM CT or email us at paymentservices@fullsteam.com.

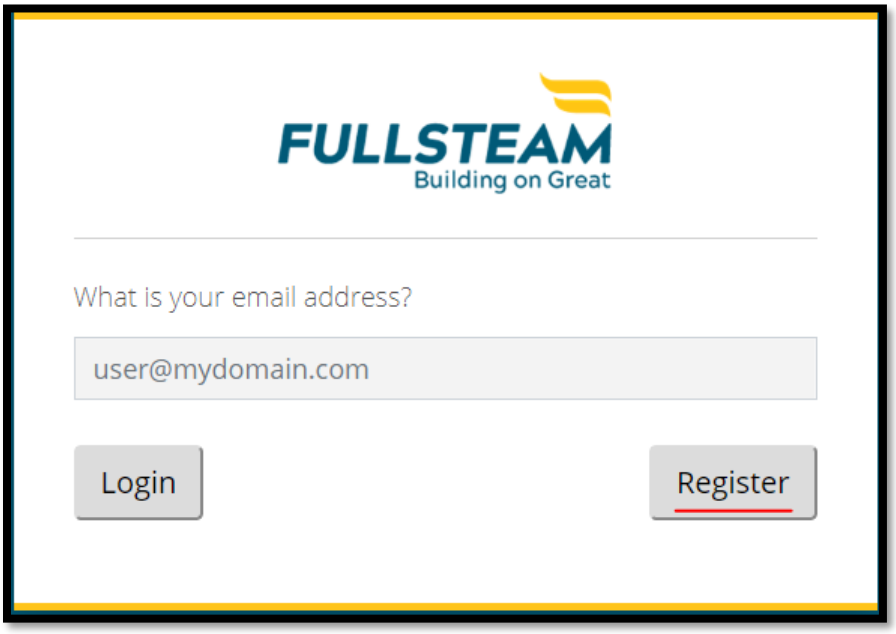
To begin your application, you will need the following items:

- All Business Information
  - Legal Name
  - DBA Name, if applicable
  - Tax Identification Number
  - Physical Business Address
  - Ownership Type
  - Date of Establishment
  - Phone Number
  - Email Address
  - Website
  - Credit Card Processing Amount
- Authorize Account Holders' Information
  - Social Security Number
  - Date of Birth
  - Physical Home Address
  - Phone Number
  - Email Address
- Banking Information (For credit card deposits)
  - Account Type (Personal/Business)
  - Routing Number
  - Account Number

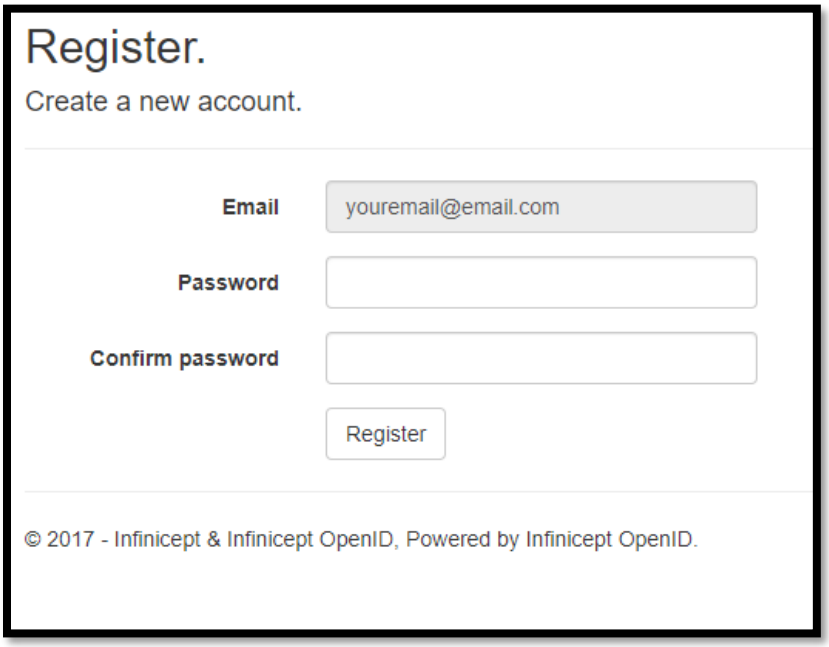
The Application

In your invitation to apply, you must click on the link to direct you to the application.

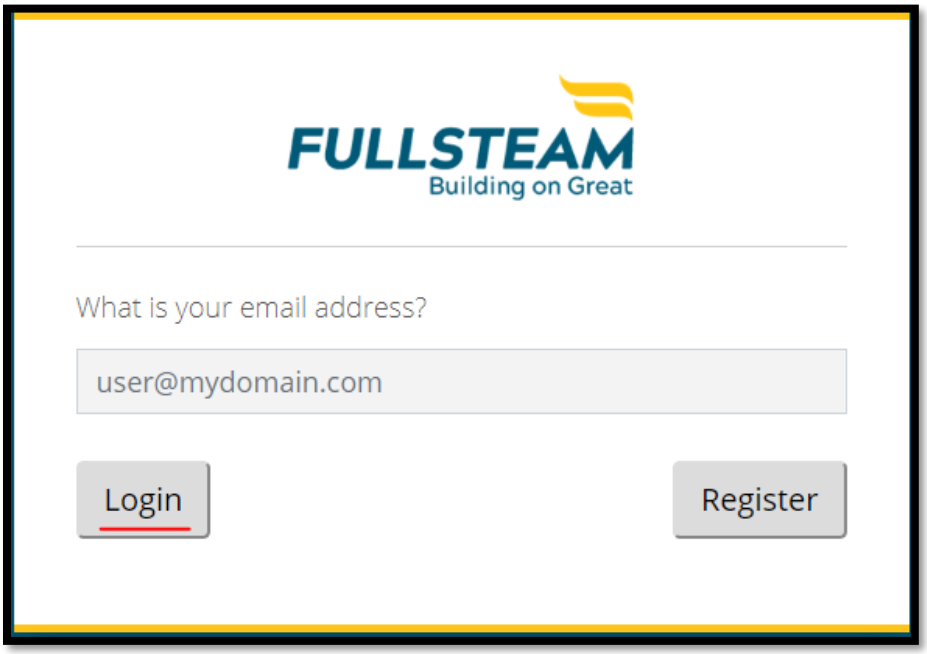
1. When you arrive at this page, if you have not registered already, you must register.
   - Insert the email address you would like to use for your application and click “Register.”



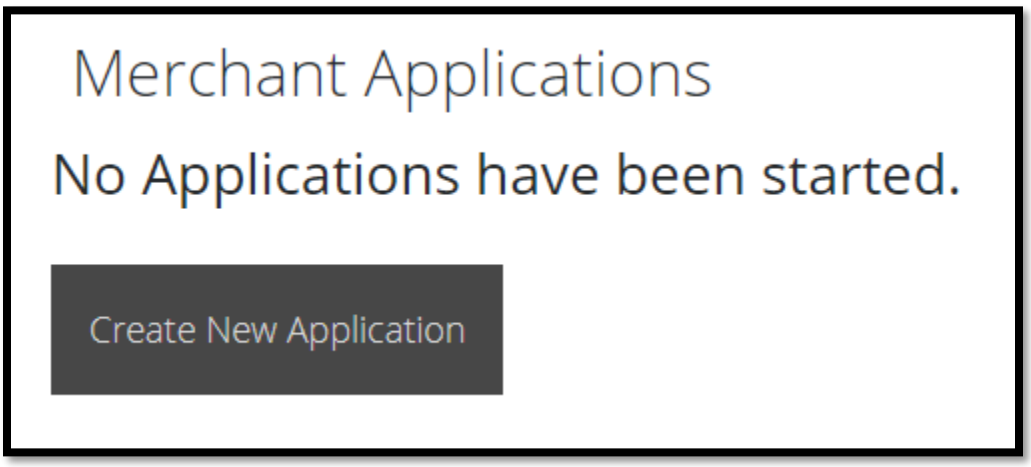
2. Create a password; then click “Register.”



NOTE: If you have registered before, you need to click “Login.” On the next page you will need to enter your previously selected password and click “Login.”

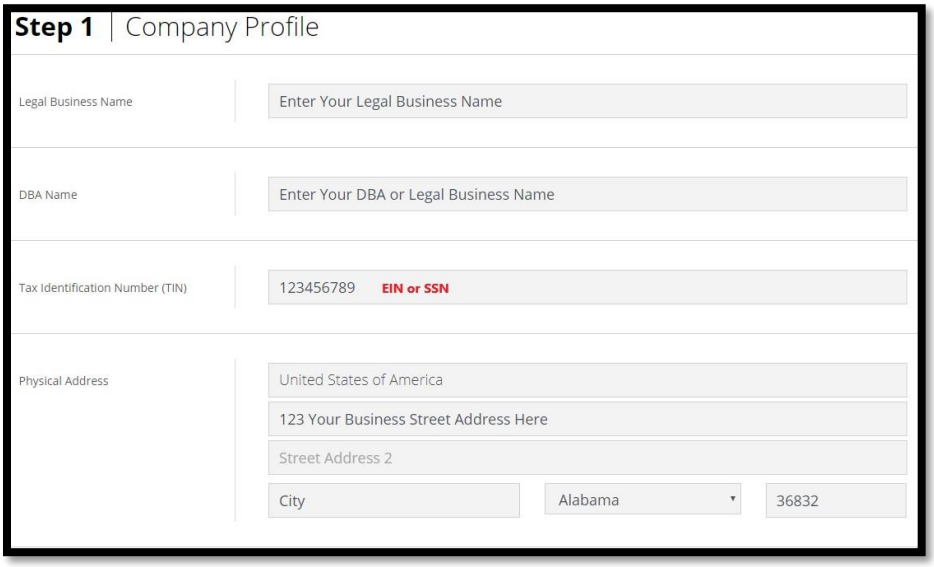


3. Once you have logged in, you will need to create a new application.
4. Click “Create New Application” to create a new application.



On the next page, you will enter your business’s information.

SPECIAL NOTE: Your tax ID number will be the 9-digit number that you received on your SS-4 Form from the IRS or, in the case of some sole proprietorships, it will be your SSN. This tax ID number field must be your federal tax ID, not your state or local tax ID.



5. In this dropdown, you will select your ownership type: Government, Sole Proprietorship, Non-Profit, Partnership, Limited Liability Company, Private Corporation, or Public Corporation.

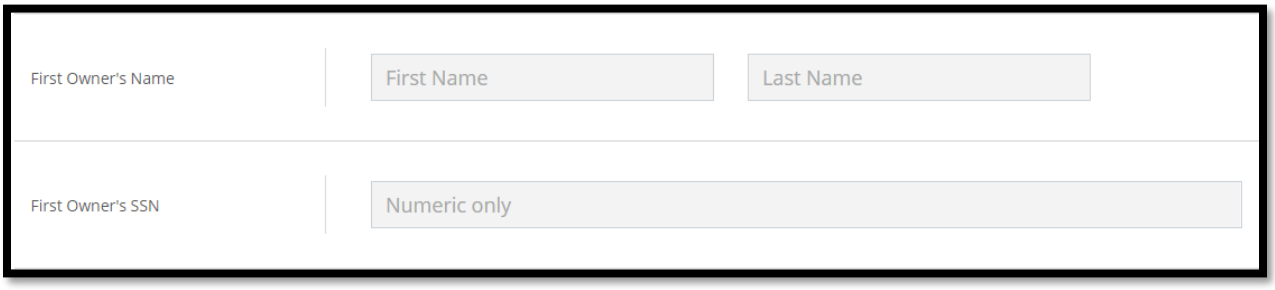
6. **The date fields are easily overlooked**, as they are pre-filled. Ensure that your establishment date is entered correctly.

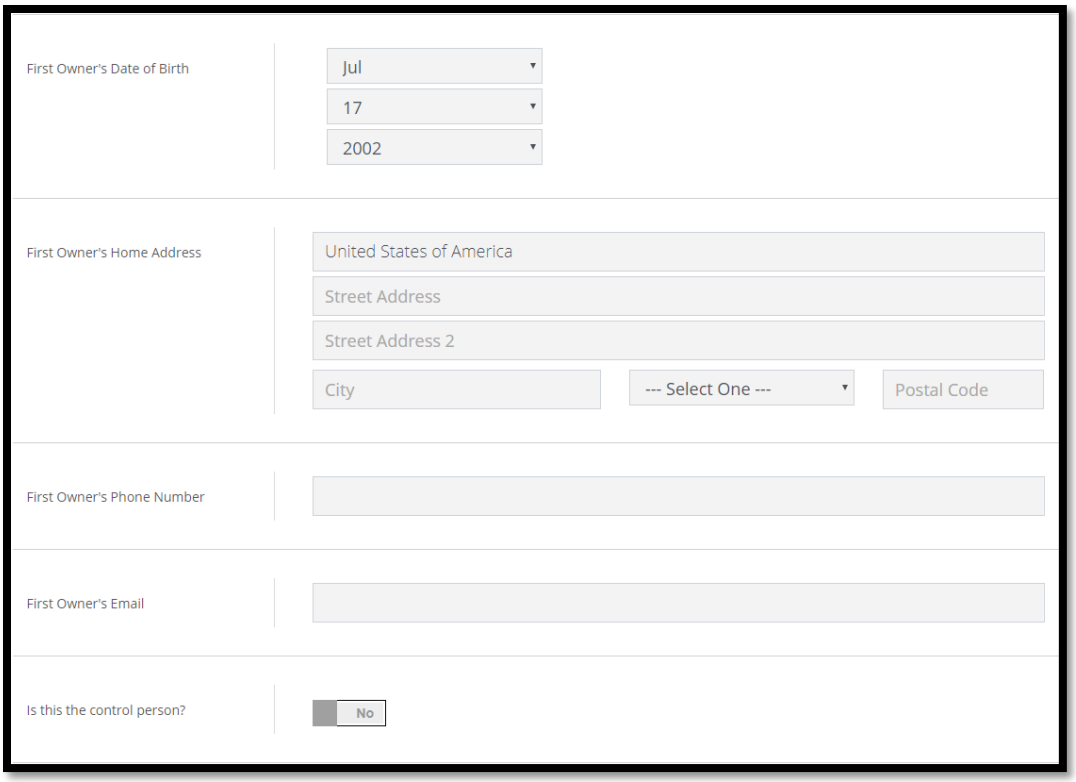
7. Click “Next.”

8. Authorized Account Holder or Ownership – does anyone including yourself own 25% or more of the company? Click “Yes.”

**In almost all cases, the answer to the question above will be “Yes.”

9. We must gather the correct items to complete our underwriting review. We are required by the USA PATRIOT ACT to collect this information. Ensure your correct SSN, date of birth, and address are entered.





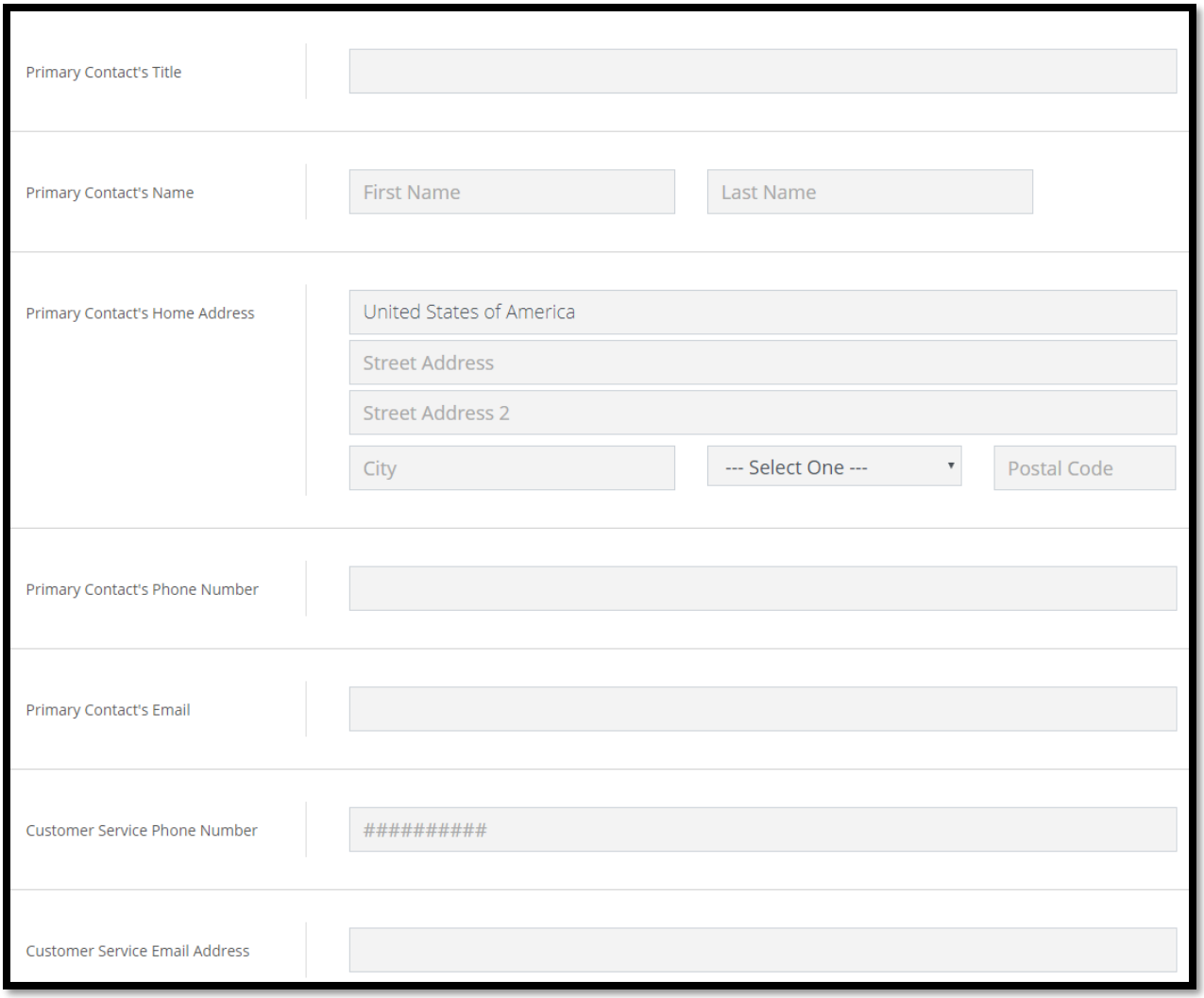
PLEASE NOTE: If you are a sole proprietor and you state that you **do** have a control person, you will receive the error below when you try to go on to the next step. Simply change the answer to "No" to proceed.

10. Answer the below questions for every individual who owns 25% of the company or more. You may list up to four owners.

In the following special circumstances, businesses owned by trusts or other businesses, do the following:

- If the business is owned by a trust, list each trustee.
- If the company is owned by a business, list the business's control person.

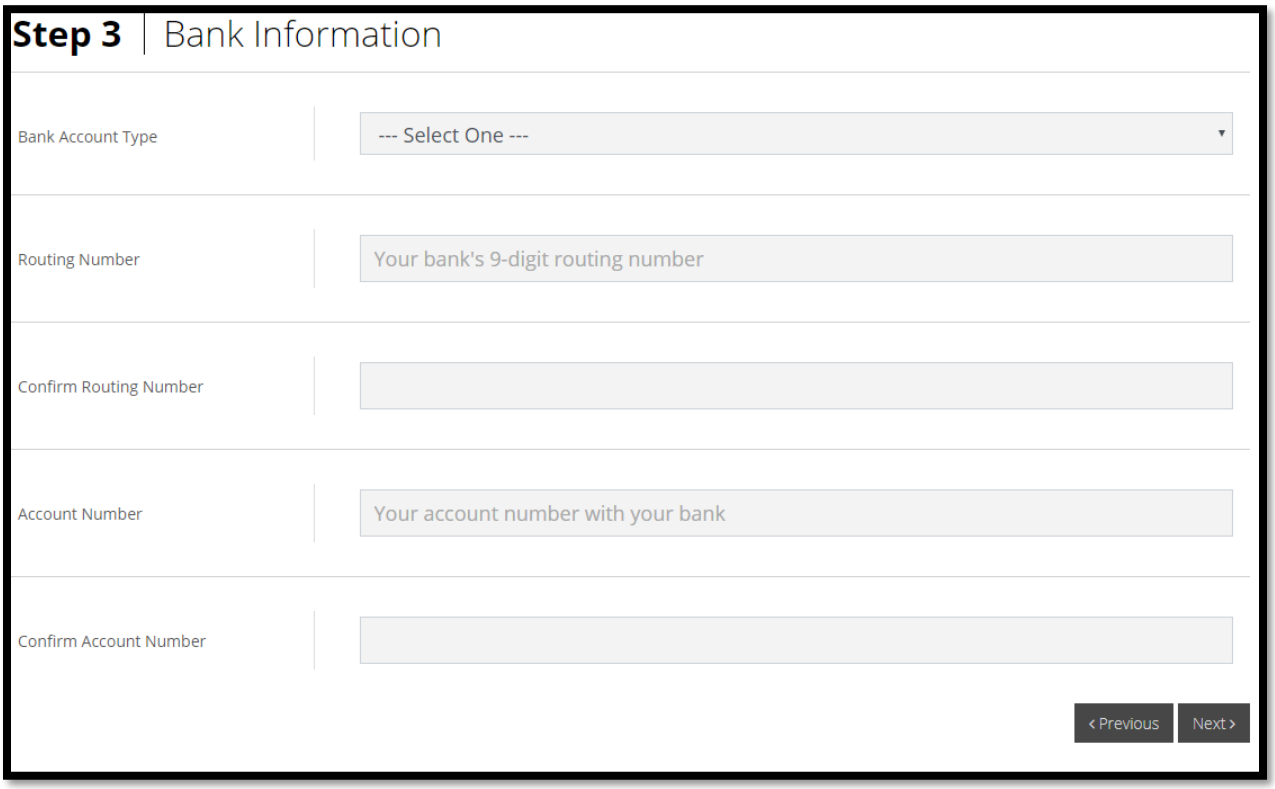
11. Enter your business's primary contact information and click "Next."



‹ Previous Next ›

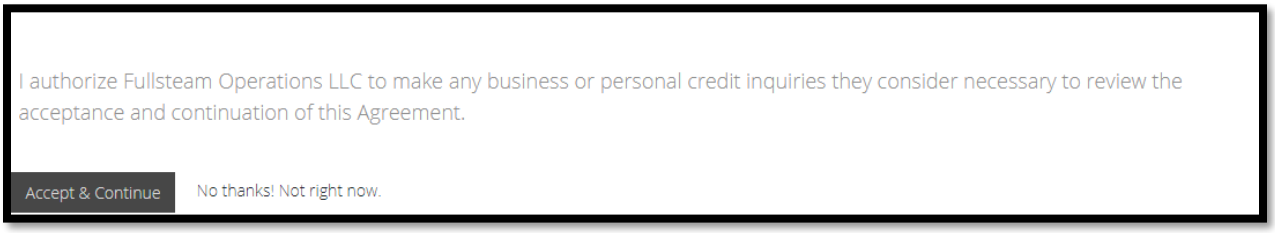
12. Provide the information for your business's account. We must ask for a copy of a voided check (starter check is not acceptable) or a bank verification letter after you apply to ensure accurate and timely funding.

NOTE: unless a business is a sole proprietorship, a personal checking account is not normally used. For most other business types, the account must be a business account with the business's legal or DBA name in the account title.



13. Click "Next" when finished.

The next page includes the pricing for your business, along with the Sub-Merchant Payment Processing Agreement.



The pricing and agreement must be accepted to submit the application. Once you click "Accept & Continue," you will not be able to access the application for changes. If anything needs to be changed once you have submitted your application, email paymentservices@fullsteam.com or call (334) 329-6775, option 4 Monday through Friday, 8AM-5PM CT, to speak to a representative.