



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.

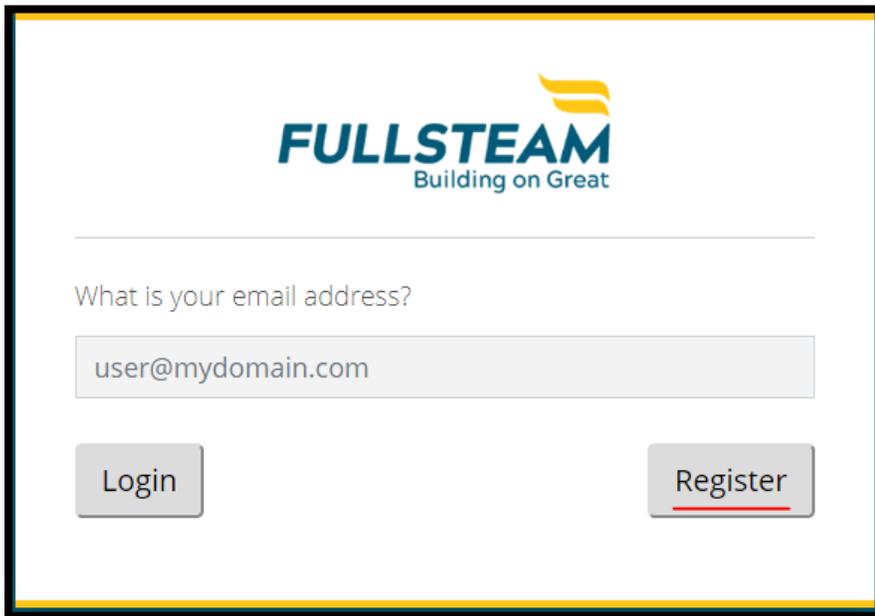
To begin your application, you will need the following items:

- 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

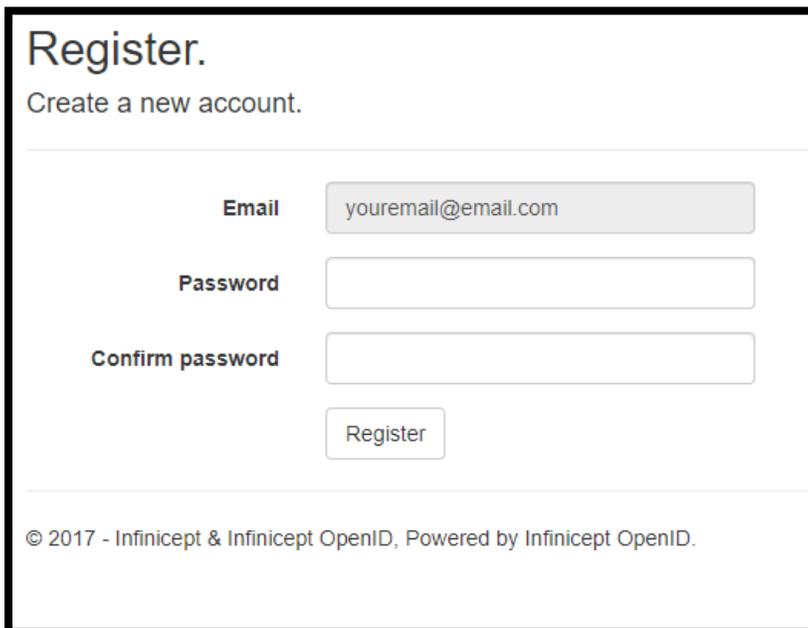
In your invitation to apply, you must click on the link to direct you to the application.

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."



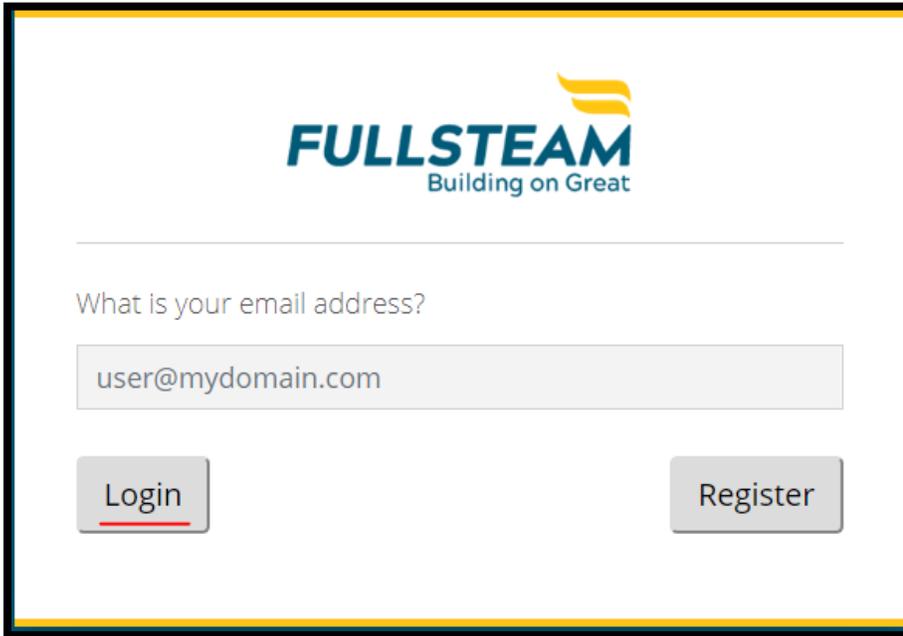
The screenshot shows the FULLSTEAM logo at the top, with the tagline "Building on Great". Below the logo is a horizontal line. Underneath the line, the text "What is your email address?" is displayed. A text input field contains the email address "user@mydomain.com". Below the input field are two buttons: "Login" on the left and "Register" on the right. The "Register" button has a red underline.

2. Create a password; then click "Register."



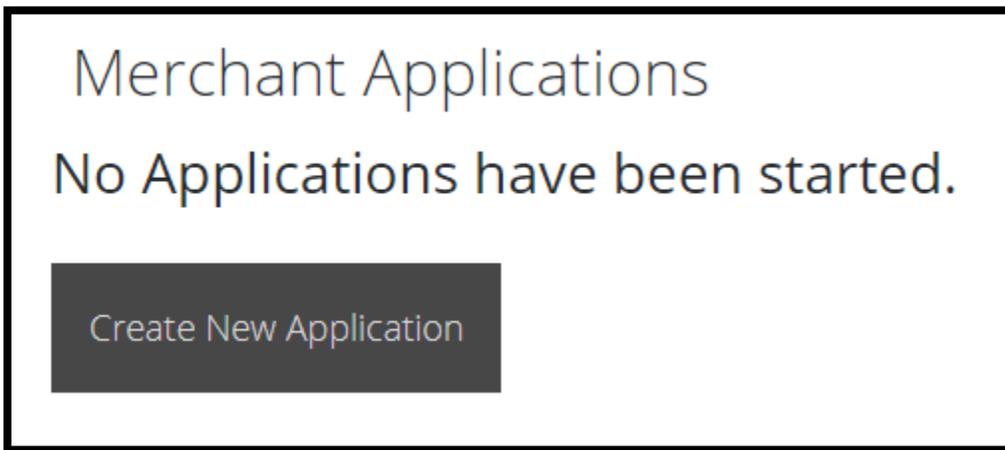
The screenshot shows the "Register." heading and the instruction "Create a new account." Below this is a form with three input fields: "Email" (containing "youremail@email.com"), "Password", and "Confirm password". A "Register" button is located below the "Confirm password" field. At the bottom of the page, there is a copyright notice: "© 2017 - Infincept & Infincept OpenID, Powered by Infincept OpenID."

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.”



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



The screenshot shows the heading "Merchant Applications" in a large, dark font. Below the heading is the text "No Applications have been started." in a slightly smaller, dark font. At the bottom of the page is a dark grey button with the text "Create New Application" in white.

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.

Step 1 | Company Profile

Legal Business Name

DBA Name

Tax Identification Number (TIN)

Physical Address

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

Ownership Type

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

Date Established/Incorporated

Business Phone Number	<input type="text" value="3343296775"/>
Business Email Address	<input type="text" value="businessemail@email.com"/>
Business Website	<input type="text" value="http://businesswebsite.com"/>
Do you anticipate to process more than \$250,000 annually?	<input type="text" value="No"/>

7. Click "Next."

<input type="text"/>	<input type="button" value="Next >"/>
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8. Authorized Account Holder or Ownership – does anyone including yourself own 25% or more of the company?
Click "Yes."

Step 2 Owner Information	
Are there any owners with 25% or more ownership?	<input type="radio"/> No

****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.

First Owner's Name	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
First Owner's SSN	<input type="text" value="Numeric only"/>	

First Owner's Date of Birth	<input type="text" value="Jul"/> <input type="text" value="17"/> <input type="text" value="2002"/>
First Owner's Home Address	<input type="text" value="United States of America"/> <input type="text" value="Street Address"/> <input type="text" value="Street Address 2"/> <input type="text" value="City"/> <input type="text" value="--- Select One ---"/> <input type="text" value="Postal Code"/>
First Owner's Phone Number	<input type="text"/>
First Owner's Email	<input type="text"/>
Is this the control person?	<input checked="" type="checkbox"/> No

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.

A sole proprietor should never have a control person.

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.

Are there any other owners with 25% or more ownership?	<input checked="" type="checkbox"/> No
<hr/>	
Does anyone other than an owner listed above control the business operations?	<input checked="" type="checkbox"/> No
<hr/>	

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

Primary Contact's Title	<input type="text"/>		
Primary Contact's Name	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	
Primary Contact's Home Address	<input type="text" value="United States of America"/>		
	<input type="text" value="Street Address"/>		
	<input type="text" value="Street Address 2"/>		
	<input type="text" value="City"/>	<input type="text" value="-- Select One --"/>	<input type="text" value="Postal Code"/>
	<input type="text"/>		
Primary Contact's Phone Number	<input type="text"/>		
Primary Contact's Email	<input type="text"/>		
Customer Service Phone Number	<input type="text" value="#####"/>		
Customer Service Email Address	<input type="text"/>		

< 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.

Step 3 | Bank Information

Bank Account Type	<input type="text" value="--- Select One ---"/>
Routing Number	<input type="text" value="Your bank's 9-digit routing number"/>
Confirm Routing Number	<input type="text"/>
Account Number	<input type="text" value="Your account number with your bank"/>
Confirm Account Number	<input type="text"/>

13. Click “Next” when finished.

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

I authorize Fullsteam Operations LLC to make any business or personal credit inquiries they consider necessary to review the acceptance and continuation of this 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.