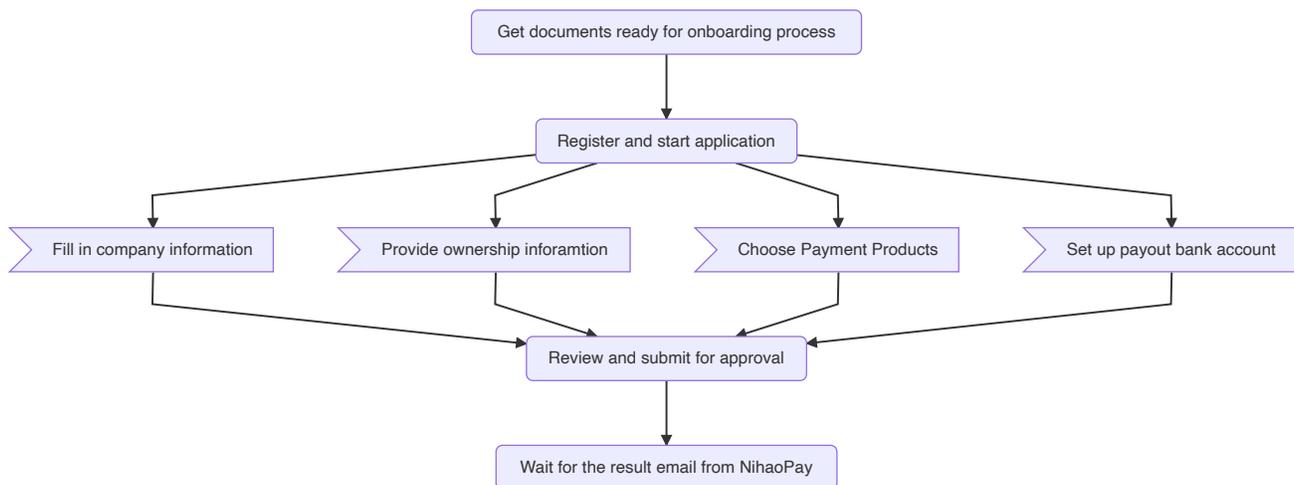


NihaoPay Merchant Online Application Guidelines

🕒 Dec 03, 2020

Onboarding Steps



Onboarding Process

1. Get documents ready and click the application link

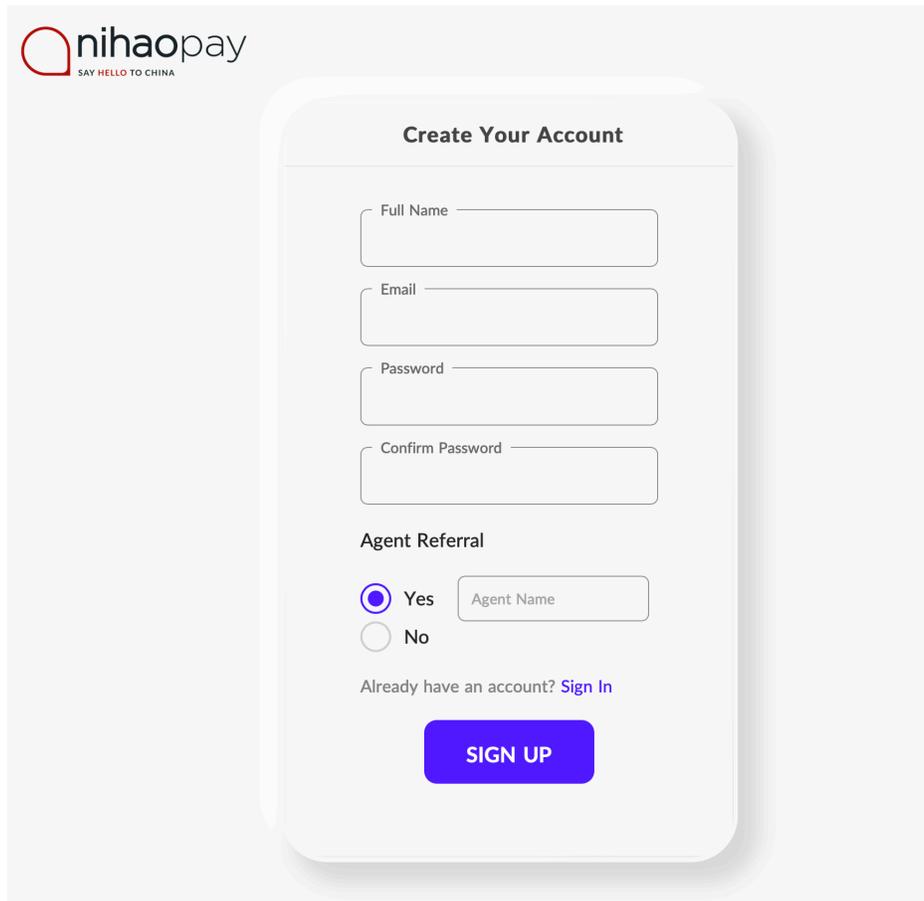
Open the email sent by NihaoPay sales manager and click the onboarding link to start application.

Please get the following documents ready for application:

- Copy of company registration document
- Copy of valid passport or ID card of the company's director/legal representative and Ultimate Beneficial Owner(s)
- Supporting materials of payment scenario(s), e.g. website url or store address and store photos
- Copy of most recent bank statements or voided check of your business bank account

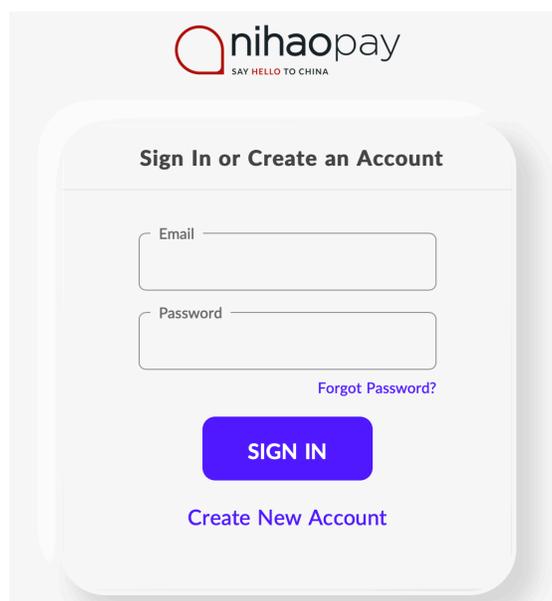
2. Register/Sign in

Enter your Name and email on the registration page to create an account.



The screenshot shows the 'Create Your Account' page for nihaopay. The page features the nihaopay logo at the top left with the tagline 'SAY HELLO TO CHINA'. The main heading is 'Create Your Account'. Below this, there are four input fields: 'Full Name', 'Email', 'Password', and 'Confirm Password'. Underneath these fields is the 'Agent Referral' section, which includes two radio buttons: 'Yes' (selected) and 'No'. The 'Yes' option is accompanied by an 'Agent Name' input field. At the bottom of the form, there is a link that says 'Already have an account? Sign In' and a prominent blue 'SIGN UP' button.

After creating an account, click the link sent to your email to activate your account. Sign in and click the 'Apply' button to start your application.



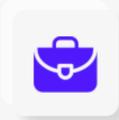
The screenshot shows the 'Sign In or Create an Account' page for nihaopay. The page features the nihaopay logo at the top left with the tagline 'SAY HELLO TO CHINA'. The main heading is 'Sign In or Create an Account'. Below this, there are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot Password?'. At the bottom of the form, there is a prominent blue 'SIGN IN' button and a link that says 'Create New Account'.

3. Fill in company information

In this section we ask you to provide your company registration information and basic business information, including:

- Company registration information
- Business information
- Tax ID Number/VAT identification number
- Description of services or products sold
- Contact information

1 Business > 2 Ownership > 3 Solution > 4 Settlement > 5 Terms > 6 Submission



Company Information

Tell us about your business.

Company's Business/ DBA Name The name to be displayed on the payment page of Alipay and WeChat Pay.

Company's Legal Name The name of the business entity that appears on legal documents.

Tax ID/ VAT Number

Registration Number

Registration Start Date YYYY-MM-DD

Registration Expiration Date YYYY-MM-DD

Business Registration

Please upload a clear copy of your current business registration in JPEG, JPG, PNG, or PDF format. (Max file size is 5MB)





Contact Information

The person of contact for future communication regarding your NihaoPay account.

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title		
<input type="text"/>		
Phone Number		
<input type="text"/>		
United States +1		
▼		
Email Address		
<input type="text"/>		

4. Provide ownership information

In this section we ask you to provide the ownership information of your company, including:

- Information and a copy of ID of the company director or legal representative
- Information and a copy of ID of any shareholder who, directly or indirectly, owns 25% or more of the company's equity interests

Business > **2** Ownership > 3 Solution > 4 Settlement > 5 Terms > 6 Submission



Ultimate Beneficial Owner

Please provide the following information for an individual(s), if any, who, directly or indirectly, through any contract arrangement, understanding, relationship, or otherwise owns 25% or more of the equity interests of the legal entity listed above.

Ultimate Beneficial Owner
[+ NEW](#)

First Name	Last Name	Position/Title	Actions
No Entry.			

No individual owns 25% or more of the legal entity.



Company Director

Please provide the following information for an individual with significant responsibility for managing or directing the entity, including, an executive officer or senior manager (e.g., CEO, CFO, COO, President); or Any other individual who regularly performs similar functions.

Company Director
[+ NEW](#)

First Name	Last Name	Position/Title	Actions
No Entry.			

5. Choose payment product(s)

Choose the payment method at your preference and provide information about your payment scenario(s) to help us set up the payment solutions for you.

Business > Ownership > **3 Solution** > 4 Settlement > 5 Terms > 6 Submission



Payment Method

Which payment method(s) do you want to add?



UnionPay



Alipay



WeChat Pay



Payment Scenarios

Please provide information about your payment scenario(s) to help us set up your payment solution.

Online Payment

- + PC
- + In-APP
- + WeChat Platform

In-store Payment

- + Static QR Code
- + POS

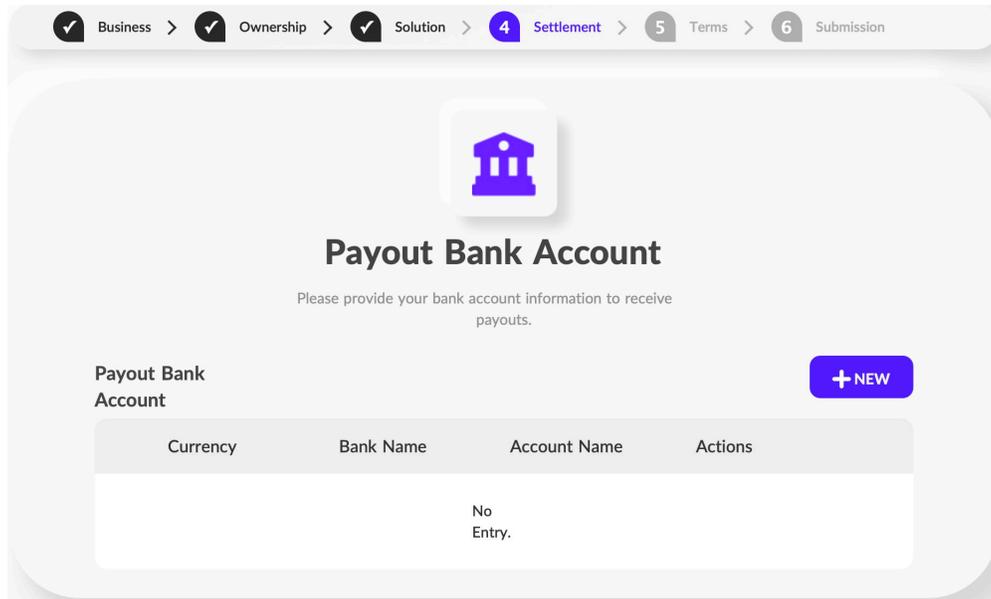
Supporting materials are required for payment scenarios:

Payment Scenario	Support Material(s) Required
Website	Website address that NihaoPay will be integrated to
App	App name; App download link
WeChat Mini-program	Mini-program name; App-ID
In-store	Store address; Proof of address; 3 store photos

6. Set up payout bank account

Add your business bank account information in order to receive funds and choose the payout schedule at your preference. When you start processing live payments from your customers with NihaoPay, NihaoPay automatically makes payouts of your available account balance to your bank account based on your account's payout schedule.

The type of bank account information required depends on where your bank account is located.



For some payment solutions, the payout schedule may be fixed, and minimum payout amounts may apply. Please contact your NihaoPay sales manager for more details.

7. Review and submit

Review is allowed after read and agree to the NihaoPay Services Agreement . Follow these steps to complete the application:

- Read and agree to NihaoPay Services Agreement
- Use the review mode to check the provided information
- If everything is correctly provided, sign and submit the application
- Application complete

I certify that I have the authority to provide the information on this document and to verify its truth and accuracy. I certify that all statements contained in this document and any other information contained in supporting documentation submitted, are true and correct.

I am authorized to sign and submit this form and any Appendices on behalf of the company, and I have authority to disclose the information contained in this document.

Please sign below:

[Clear](#)

I agree my electronic signature has the same force and effect as my written signature.

8. Check the application status

NihaoPay's application team will review as soon as possible after receiving your application and give you feedback in about 3 - 5 business days. The application result will be sent to your registered email. You can also check the application status by contacting [NihaoPay Application Team](#) with your case number.