365Pay Banking Information Setup in ADM – External



Add Account Information

- 1. Open ADM and click on the **Admin** tab.
- 2. Click **Banking Information** from the drop-down menu.

Admin 👻	Super 🗸							
Transaction								
Device	Device							
Тах								
Special Payment								
Category	Category							
Deposit	Deposit							
Reason Co	Reason Code							
Staff	Staff							
Users and	Users and Roles							
Guest Pas	Guest Pass							
Consumer								
National Accounts								
Routes								
Promotions								
VDI Provid	ers							
Banking In	formation							

- 3. On the **Banking Information** page, there are several sections where you can add information to the following:
 - a. Business Entity click the **Pen** in the upper, right corner of the section. Add your information and click **Save**.

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Announcement Important: For Legacy to V5 PC Swaps, please review the guide for Phase 3. After Installation Tax Mapping step after your PC swap is complete. This does not apply if you have custom VDI. [More]		
Banking Info		
The highlighted fields below are negative by Steps. Doe immediately to enable psycols		
Here company directors been adder? Click the buttor to confirm or use the Add Person hallon below to add any directors Confirm Directors Added		
Theorem Entry Name Mathematical Address To their Solater Solater Try To their Solater Try To	or postal code	
Piece Number Int provided Audraha Bauteran Medale Int provided Bauteran Regularized content in Unit Number Occument here X and Principal		
Please add account representative using Add Person		
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b. Account Representative – click the **Add Person** button and the following window will display. Add your information and click **Add**.

Add Person				x
		Details		^
First Name		Email		
Last Name		Phone Number		
Role	Representative			
	Owner (25% or more)	Country	Australia 🗸 🗸	
		Address	Address Line 1	
Job Title	CEO, Manager, Partner		Address Line 2	
Date of birth	DD MM YYYY		City	
			Choose State/Territory 🗸	
			Postal Code	
Identity Document				
Front	Upload a file			*
				Add Cancel

c. Bank account – click the **Add Bank Account** button and the following window will display. Add your information and click **Add**.

Bank Account				Х
Currency	Australian Dollar	~	Account Holder Type	
Country	Choose Country	~	Account Holder Name	
Account Number				
Routing Number				
				Add Cancel

- d. Click the following two buttons under Banking Info:
 - Confirm Owners Added
 - Confirm Directors Added

365 Locatio	n 😢 Pro	duct -	Menu +	Reports al	Admin •	Super •		Meas Ideas
Announcer Important:	ient For Lega	acy to \	/5 PC Sv	vaps, plea	se review	the guide	e for Phase 3: After Installation Tax Mapping step after your PC swap is complete. This does not apply if you have custom VDI. [More]	
Banking Info								
The highlighted fields be Due immediately to enal	iow are requi le payouts	red by Str	ipe.					
Have all owners been a Confirm Owners Addee	ded (own 25	% or more)? Click the I	outton to confirm	n or use the Ad	d Person butt	ton below to add owners	
Have company directors Confirm Directors Add	been added' d	? Click the	button to co	nfirm or use the	Add Person b	utton below to	add any directors	
Business Entity								
			Busi	A F Bus ness Registrat D	Name CN/ABN - TFN Phone Number siness Website tion Document bocument back	e test Not provide Not provide Not provide Not Provide Not Provide	ed Address No street address No city statehentory, c ad Australia ed	v postal code
Please add account repre	entative usir	ig Add Per	rson					
Please add a bank accou	t							
Add Bank Account								

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All the information will be routed directly to the processor.

Information is filled out only one time per organization and will apply to all ADM locations in that org.

Note: After submitting the information, <u>return</u> to the page in a few days to confirm that nothing else is required. If additional information is required, it will be noted on the page. **(You will <u>not</u> be notified.)**

- Each Representative or owner will have to submit verification documents.
- Accepted documents vary by country, however a passport scan is preferred.
- Both the front and back is usually required for government issued ID's and driver's licenses.
- All files must be in JPEG or PNG and smaller than 8M. <u>PDF format will not be accepted</u>!
- All files should be in color, rotated with the image right side up.
- All information should be clearly legible.

Note: This information will only be sent to the processor for verification and is not stored by 365.

Processor Payout

The payout schedule occurs daily, on a seven-day rolling basis. It is automatically deposited directly into the customer's account less any fees.

To review and confirm accurate payouts, operators can view Recent Payouts from ADM. To find this information:

- 1. Click on the **Admin** tab in ADM.
- 2. Select **Banking Information** from the drop-down menu.