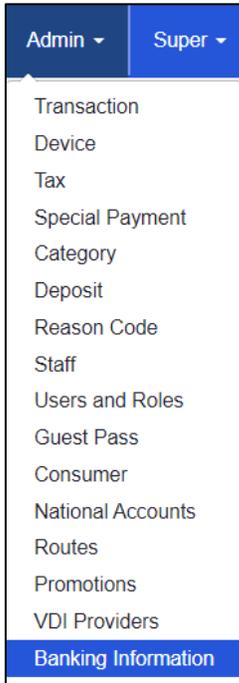


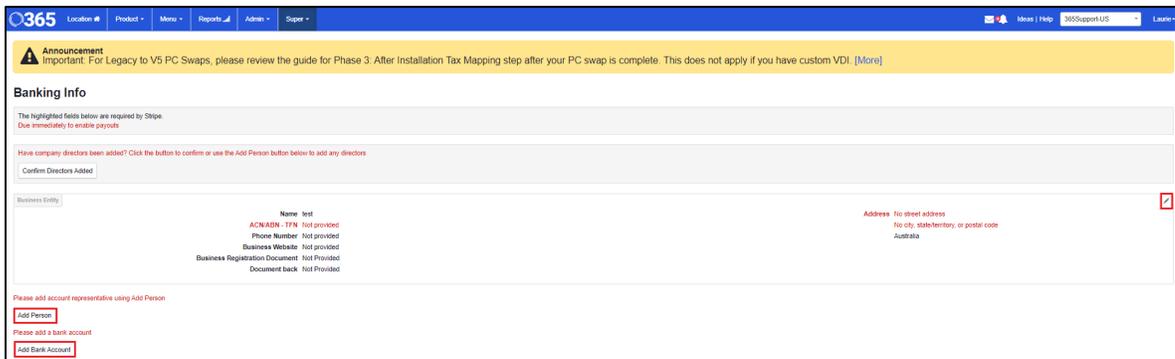


## Add Account Information

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



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**.



# 365Pay Banking Information Setup in ADM – External



b. Account Representative – click the **Add Person** button and the following window will display. Add your information and click **Add**.

**Add Person**

Details

First Name

Last Name

Role  Representative  Owner (25% or more)  Director  Executive

Job Title

Date of birth DD MM YYYY

Email

Phone Number

Country

Address

Identity Document

Front

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

**Bank Account**

Currency

Country

Account Number

Routing Number

Account Holder Type

Account Holder Name

d. Click the following two buttons under **Banking Info**:

- **Confirm Owners Added**
- **Confirm Directors Added**

**365** Location Product Menu Reports Admin Super

**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 required by Stripe  
Due immediately to enable payouts

Have all owners been added (own 25% or more)? Click the button to confirm or use the Add Person button below to add owners

Have company directors been added? Click the button to confirm or use the Add Person button below to add any directors

Business Entity

Name	test	Address	No street address
ACN/ABN - EFN	Not provided		No city, state/territory, or postal code
Phone Number	Not provided		Australia
Business Website	Not provided		
Business Registration Document	Not Provided		
Document back	Not Provided		

Please add account representative using Add Person

Please add a bank account

# 365Pay Banking Information Setup in ADM – External



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, **return 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 not 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. PDF format will not be accepted!
- 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.