

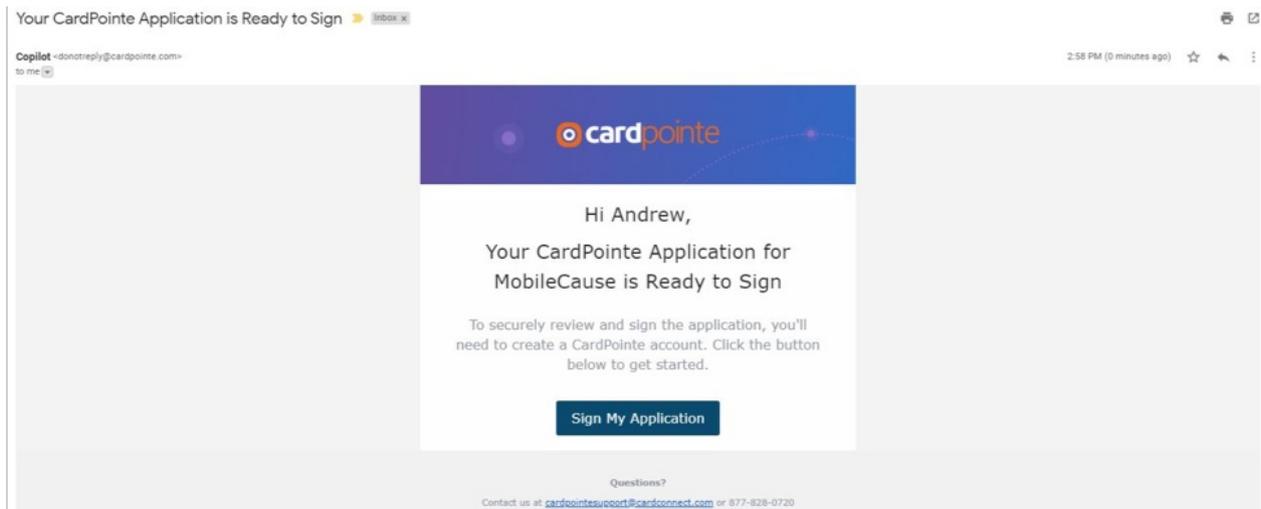
# Digital Signature Process

Last Modified on 09/21/2023 8:54 am PDT

Even though we have a special relationship with CardConnect, and we channel much of the required information to them on the back end, this form still needs to be filled out completely; it is their standard form for all their clients.

You will receive an email from [donotreply@cardpointe.com](mailto:donotreply@cardpointe.com)

## Select **Sign My Application**



The form you are taken to is CardConnect's standard application for any business that wants to apply for a Merchant Account. Because of GiveSmart Fundraise's relationship with CardConnect, you don't need to fill in every single detail. These steps will guide you through everything you need to check, fill out and ignore so you can start collecting donations with your GiveSmart Fundraise account.

Create a **username** and **password** for CardPointe.

**cardconnect.** | CardConnect

① Business Details > ② Banking & Processing > ③ Equipment > ④ Agree & Sign



### Sign-up

Save your application and manage payments using your CardPointe login.



### Review Application

Make sure everything looks correct and complete any missing fields.



### Agree & Sign

If everything looks good, agree to the terms of service and sign the application.

<b>Username</b>	?	Enter your new CardPointe username		
<b>Password</b>	?	Enter password		Strength <div style="width: 50px; height: 5px; background-color: #ccc; border: 1px solid #ccc;"></div>
<b>Confirm Password</b>		Re-enter password		

*This login will be used to access CardPointe, your new portal to manage payments.*

Create Account

Note that the digital signature form can be re-accessed by signing in directly at [mcmERCHANT.cardconnect.com](https://mcmERCHANT.cardconnect.com) using the established credentials.

## Checklist

This is how you digitally sign your merchant account application. All the information will be pre-populated from the application that you already submitted to GiveSmart Fundraise.

### Step 1 - Business Details

- Verify your organization's legal name and DBA name is correct
- Verify all other pre-populated info for accuracy

Use Business Address for Legal Mailing Address

#### Business Details

Years In Business	Less than 1 year	▼
Type of Ownership	Non-Profit Org	▼
Tax ID (EIN)	121234567	

#### Industry

Selected Industry	8398 - Charitable And Social Service Organizations	<a href="#">Change industry</a>
<b>Description</b> Merchants classified with this Industry are non-political fund-raising organizations engaged in soliciting charitable donations/contributions on behalf of organizations engaged in social welfare services, or social service organizations engaged in social welfare services.		
<b>Included Industries</b> Fund-Raising Organizations - Non-Political Organizations - Non-Political Public Radio, Television		
<b>Related Industries</b> <a href="#">5931 - Used Merchandise and Secondhand Stores</a> <a href="#">8641 - Civic, Social, Fraternal Associations</a> <a href="#">8651 - Political Organizations</a> <a href="#">Show All Related Industries</a>		

## Step 1 (Continued) - Contact Info and Business Address

- Verify the information prepopulated

## Welcome

Please review the information listed below. Fill in any missing fields and correct any mistakes. Once you are satisfied, click next to be taken to the next section.

If you'd like to see a summary of your processing fees, check out this [pricing structure](#) snapshot.



### Business Info

#### Business Contact Info

**Business Legal Name**

Use Business Legal Name for Tax Filing Name

Use Business Legal Name for DBA Name [?](#)

**DBA Name** [?](#)

**Business Phone**

**Website** [?](#)

## Step 1 (Continued) - Owner Info

This section is asking for an owner's or officer's information with the company or organization. This should be filled in with the person who will be digitally signing the form, as a representative of the organization.

This information is required due to recent Federal Banking Laws. The Financial Crimes Enforcement Network (FinCEN) has implemented a new rule via the Bank Secrecy Act which dictates only an executive officer or manager (e.g. CEO, CFO, COO, managing director, general partner, president, etc.) or any individual who regularly performs similar functions, must be identified (by Social Security Number) and must sign the merchant account application. If you'd like to learn more about these recent changes, [click here](#).

The individual who signs the merchant account application for a nonprofit organization must provide their full legal name, date of birth, residential address, and social security number. Providing your personal information simply allows CardConnect to verify you/your organization as a customer. Note that providing this personal information does not make you personally liable for the account.

Once you submit your merchant account application, the information you provide will be checked against the list of Specially Designated Nationals (SDNs) and similar lists maintained by the U.S. government. Providing your personal information will not result in a hard inquiry on your credit report, nor will it affect your credit score.

- **Date of birth (DOB)** is required.
- The **social security number** is a required field to complete the application.
  - The application will only ask for the last 4 digits of the SSN, unless the system is not able to verify your contact info.
  - *The Bank Secrecy Act (BSA), also known as the Currency and Foreign Transactions Reporting Act, is legislation passed by the United States Congress in 1970 that requires U.S. financial institutions to collaborate with the U.S. government in cases of suspected money laundering and fraud.*
  - *These new rules implemented pertain to Beneficial Ownership in a two-pronged approach, both an ownership-prong, and a control-prong. This control-prong dictates that an executive officer or manager (e.g. CEO, CFO, COO, managing director, general partner, president, etc.) or any individual who regularly performs similar functions, must be identified and must sign the merchant account application.*
  - *The Financial Crimes Enforcement Network (FinCEN) has implemented new rules around Bank's Due Diligence under the Bank Secrecy Act (BSA). Over the years, BSA has been strengthened through subsequent anti-money laundering (AML) laws. This includes parts of USA PATRIOT Act compliance, which focus on money laundering in the form of terrorist financing.*
- Just because of the way the application works, you will need to enter a **Phone Number**.
  - This should be pre populated.
- You do not need to fill in the **Mobile Phone Number**.
- You will need to enter a **Residence Address**. Just enter it manually, Make sure it is complete, including **City, State**, and **Zip**.
  - The Residence Address *must* be different from the Business Address.

## Owner Info

### Business Owner Information

First Name	Andrew	Last Name	NPO
Date of Birth	 07/08/1991		
SSN	 614725554		
Email	apharo@mobilecause.com		

Use Business Phone (888-661-8804) for Owner Mobile Phone

Mobile Phone	8886618804
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Use Business Address (1111 MobileCause Ave) for Owner Residence Address

### Residence Address

Address	Search for an address 	
Street Address 1	1111 MobileCause Ave	
Street Address 2	Street Address 2	
City	Los Angeles	
State	CA 	Zip 93001
Country	United States of America 	

Ok. Looks great, let's move on!

## Step 1 Complete

- If everything is correct and any needed information added, you can click **Ok. Looks great, let's move on.**

## Step 2 - Banking & Processing Information

Here, you will need to enter your Bank information that you provided us in the form of the Voided Check or Bank Letter in the initial application. This is important to populate with **the correct** information or the application will not go through. So please enter the correct information and verify it.

- Do **NOT** put a checkmark in I require separate Deposit and Withdrawal account.
- Verify your **Bank Name**
- Verify the bank account **Routing Number**
- Verify the **Account Number**
- **OPTIONAL: Select** Look up my account With Plaid **to auto-verify your bank account for direct-deposit without manually entering in the banking info.**

## Banking & Processing Information



Banking Info

Let's make sure we have your banking information on file so processing funds can be deposited in your account. Look up and instantly verify your account using your banking credentials or enter the routing and account numbers manually.

Use same account for Deposit and Withdrawal

### Deposit and Withdrawal Account

Bank Name	Bank Name		
Account Type	Select an option <span>▼</span>		
Routing Number	Routing Number	Account Number	Account Number



Processing

### Goods & Services

Credit Card Processing

## Step 2 (Continued) - Goods & Services

A lot of this step is pre-populating with information from the application. Do not change any of these because these are filters that we need to move forward creating the account.



## Goods & Services

### Credit Card Processing

Average Annual Card Volume

Average Transaction Amount

### Mode of Transaction

Indicate the approximate share of card volume per mode of transaction (total must equal 100%).

In Person	0%	▼
Telephone	0%	▼
Online	100%	▼



### Product / Service Delivery Windows

Do customers typically receive goods/services at the time of purchase?

Yes  No

**Ok. Looks great, let's move on.**

## Step 2 Complete

- Once this section is complete, select **Ok. Looks great, let's move on**.

## Step 3 - Equipment

There is nothing that you need to do here so just click **Ok. Looks great, let's move on**.

## Equipment

Below is the equipment that you have chosen for your new account. You can order more equipment after you finish the application.



Equipment

### Your New Equipment

Ship Equipment To 16551 Cagwin Dr, Lockport, IL 60441

Ship to another address

No image available	<b>CardPointe Gateway (RapidConnect North)</b> CardPointe Gateway (RapidConnect North)	Qty 1	-
Total:			\$0.00

## Step 4 - Agree & Sign - Step 1

### Merchant Services Program Terms and Conditions (Program Guide)

- To proceed, scroll all the way to the bottom of the document
- Check the **I have read and agree to the Merchant Services Program Terms and Conditions (Program Guide)**
- Select **Complete Step 1**

## Agreements

Please carefully review the agreement(s) below to ensure your information and payment processing preferences are accurately reflected. If you have any questions, please contact your representative. We look forward to being your payments partner.



### STEP 1

#### Merchant Services Program Terms and Conditions (Program Guide)



### STEP 2

#### Merchant Processing Application and Agreement



After reviewing the agreement(s) above, please sign and click 'I Agree'.

Sign Here

Enter Your Full Name as Kirsten Primozic

## Step 4 - Agree & Sign - Step 2

### Merchant Processing Application and Agreement

- The fees should reflect your agreed upon processing fees reflected in your GiveSmart Fundraise contract, so make sure to **verify that the percentage is correct**.
- There are **no transaction fees, monthly fees, or cancellation fees** because of our special agreement with CardConnect.
- After reviewing, scroll to the bottom of the document, enter your initials, and check the **have read and agree to the Merchant Processing Application and Agreement** box, then select **Complete Step 2**.

## Step 4 - Agree & Sign - Step 2 (Continued)

### Merchant Processing Application and Agreement

- In **Sign Here**, you will need to type in your name that you entered in the initial application.
- Click **I Agree** to digitally sign and agree to the request.

## Application Processing

When you click **I Agree**, it will take you back to the main screen and now you'll see your status is **In Progress** so that means your digital signature request was successfully signed and submitted to CardConnect.

If everything is in order, your merchant account should be approved within five business days. When it is, we will then link it to your GiveSmart Fundraise account and send a follow up email to the contact on the application, confirming that your Merchant Account is live and linked to your GiveSmart Fundraise account as well as additional information regarding CardPointe, the merchant portal.

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