

Click the link below to create your Stripe account:

<https://dashboard.stripe.com/register?redirect=%2Faccount%2Fonboarding>

The screenshot shows the Stripe registration page. On the left, under the 'stripe' logo, there are three bullet points: 'Get started quickly' (Integrate with developer-friendly APIs or choose low-code or pre-built solutions), 'Support any business model' (E-commerce, subscriptions, SaaS platforms, marketplaces, and more—all within a unified platform), and 'Join millions of businesses' (Stripe is trusted by ambitious startups and enterprises of every size). The main form is titled 'Create your Stripe account' and includes fields for 'Email' (filled with 'Branch@pcuk.org'), 'Full name' (filled with 'Branch Name'), 'Country' (a dropdown menu set to 'United Kingdom'), and 'Password' (filled with dots, with a feedback message: 'Nice work. This is an excellent password.'). There is an unchecked checkbox for 'Email me about product updates and resources...' and a 'Create account' button. Below the button is a link: 'Have an account? Sign in'.

Once you have entered the Branch email address (branch@pcuk.org) the **Full Name** – this should be the Branch Name which is used on the Branch bank account and a **password**, you can then select **Create account**.

You will be asked to verify your email address; it will send an email to the Branch email to be verified. This email will be sent from - notifications@stripe.com

Once your account has been activated you will be asked to log in again, the following screen will show:

You will need to select '**Activate Payments**'

The screenshot shows the 'Activate payments on your account' screen. At the top, it says 'stripe' and 'Activate payments on your account'. Below this, it says 'Fill in your business profile to start accepting payments. Any progress you make will be saved, so you can always finish later.' There are two buttons: 'Activate payments →' and 'Skip for now'. Below this, there are two columns of information. The first column is titled 'What information will I need?' and says 'You'll be asked to provide standard business details, such as contact information and industry type.' The second column is titled 'How long does it take?' and says 'Complete your business profile in 5-10 minutes, so you can take your first payment straight away.'

1. The type of business must be **Individual/Sole Trader**

× | Activate payments

1 Verify your business

- Business type
- Business details
- Fulfillment details
- Public details

2 Add your bank

3 Secure your account

4 Add extras

5 Review and finish

Let's start with some basics

Choose your location and business type to get started.

Business location

United Kingdom

Type of business

Individual / Sole Trader

Continue →

There will be just one name on the account so to ensure there is segregation of duty between administering the account and recording of information, the name on the Stripe account should not be the Treasurer so we would recommend that the account is set up in the name of the DC or another committee member not the Treasurer.

2. **Personal details:** You will be asked to enter the **'Legal Name'** first and last name, **DOB** and **Home address**. We recommend you add the DC or another committee member not the Treasurer.

- 1 Verify your business
 - Business type
 - Personal details**
 - Business details
 - Fulfillment details
 - Public details
- 2 Add your bank
- 3 Secure your account
- 4 Add extras
- 5 Review and finish

Verify your personal details

Stripe collects this information to verify your identity and keep your account safe.

Legal name

First name

Last name

Email address

ellie.elkhamlichi@pcuk.org

Date of birth

DD / MM / YYYY

Home address

United Kingdom

Address line 1

Address line 2

Town or City

Postal code

Phone number

+44 121 234 5678

Continue →

3. _____
4. **Business details:** Next you will need to select the 'Industry type', click on '**Membership Organizations**' and then select '**Charities or social service**

organizations' & continue.

× | Activate payments In progress

- 1 **Verify your business**
 - Business type
 - Personal details
 - Business details**
 - Fulfillment details
 - Public details
- 2 **Add your bank**
- 3 **Secure your account**
- 4 **Add extras**
- 5 **Review and finish**

Tell us more about your business

Stripe collects this information to better understand and serve your business.

VAT number Optional

Industry

Business website

Product description

Continue →

5. Fulfilment Details: Please select 'Within one day' from the dropdown & continue

× | Activate payments In progress

- 1 **Verify your business**
 - Business type
 - Personal details
 - Business details
 - Fulfillment details**
 - Public details
- 2 **Add your bank**
- 3 **Secure your account**
- 4 **Add extras**
- 5 **Review and finish**

Describe how you fulfill orders

In order to help Stripe keep your business compliant, we need to know a little bit more about how you provide goods or services.

On average, how long after paying will your customers typically receive their goods or services?

Continue →

6. You will then be asked to enter the 'Statement Descriptor' this should be the Branch Name & 'Shortened descriptor'

Statement Descriptor = Your statement descriptor shows up on your customers' bank or credit card statements. It should be 5-22 characters

Shortened descriptor E.g Rallies/Events = You may provide more specific details about a charge with dynamic suffixes. When a suffix is used, it is combined with the shortened descriptor on card statements.

x | Activate payments In progress

1 Verify your business

- Business type
- Personal details
- Business details
- Fulfillment details
- Public details**

2 Add your bank

3 Secure your account

4 Add extras

5 Review and finish

Add public details for customers

This information may be visible in payment statements, invoices, and receipts.

Statement descriptor

⚠ Please provide a statement descriptor.

Shortened descriptor

⚠ Please provide a shortened descriptor.

Customer support phone number

Continue →

Your statement descriptor shows up on your customers' bank or credit card statements. It should be 5-22 characters.

YOUR BUSINESS NAME	\$20.00
YOUR BUSINESS NAME	\$340.00
YOUR BUSINESS NAME	\$63.00

7. Bank Details: You will need to enter the Branch bank account details here

x | Activate payments In progress

1 Verify your business

2 Add your bank

- Bank details**

3 Secure your account

4 Add extras

5 Review and finish

Add your bank to receive payouts

A payout is the transfer of funds from Stripe to your bank account.

Currency

Country of bank account

Sort code

Account number

Confirm account number

Continue →

I, the account holder, am the only person required to authorise debits. By submitting a bank account, I authorise Stripe to transfer to and from this bank account through the Bankers' Automated Clearing Services (BACS), protected by the Bacs direct debit guarantee, and confirm that I have read and agree to the Services Agreement, including the Bacs Direct Debit Instructions.

8. **Two-step authentication** - Stripe requires two-step authentication to keep your account secure. We would recommend selecting **'Use SMS'** this will send a code to the mobile number you have entered.

× | Activate payments In progress

- 1 Verify your business
- 2 Add your bank
- 3 Secure your account
 - Two-step authentication
- 4 Add extras
- 5 Review and finish

Keep your account secure

Stripe requires two-step authentication in order to keep your account secure. By using either your phone or an authenticator app in addition to your password, you ensure that no one else can log in to your account.

We encourage you to enable multiple forms of two-step authentication as a backup in case you lose your mobile device or lose service.

Use an authenticator app

Add a security key

Use SMS

Continue →

9. **Tax Calculation – Select 'No thanks'**

× | Activate payments In progress

- 1 Verify your business
- 2 Add your bank
- 3 Secure your account
- 4 Add extras
 - Tax calculation
- 5 Review and finish

Optional

Automate VAT calculation

Monitor your tax obligations, automatically collect the right amount of tax, and file returns via our partners with [Stripe Tax](#).

Select your product category

This will be used for calculating the right amount of tax. You can change this anytime in settings.

General - Services

Miscellaneous services. This code will only treat services as taxable if the jurisdiction taxes services generally.

You won't be charged until you finish setting up your Tax settings. Pricing starts at 0.5% per transaction. [Terms](#) apply.

Continue →

No thanks

10. Summary - Review and finish up

You're almost ready to start exploring Stripe. Take a moment to review and confirm your information. Then once you have reviewed your details you can select **'Agree & Submit'** to finalise the process.

Please Note: When the account has been opened, the account is configured to ensure that payments are made automatically into the Branch bank account within the minimum time rather than the money sitting in the Stripe account. (With Paypal you have to withdraw the funds but with Stripe it can be set up to automatically pay into the relevant account).