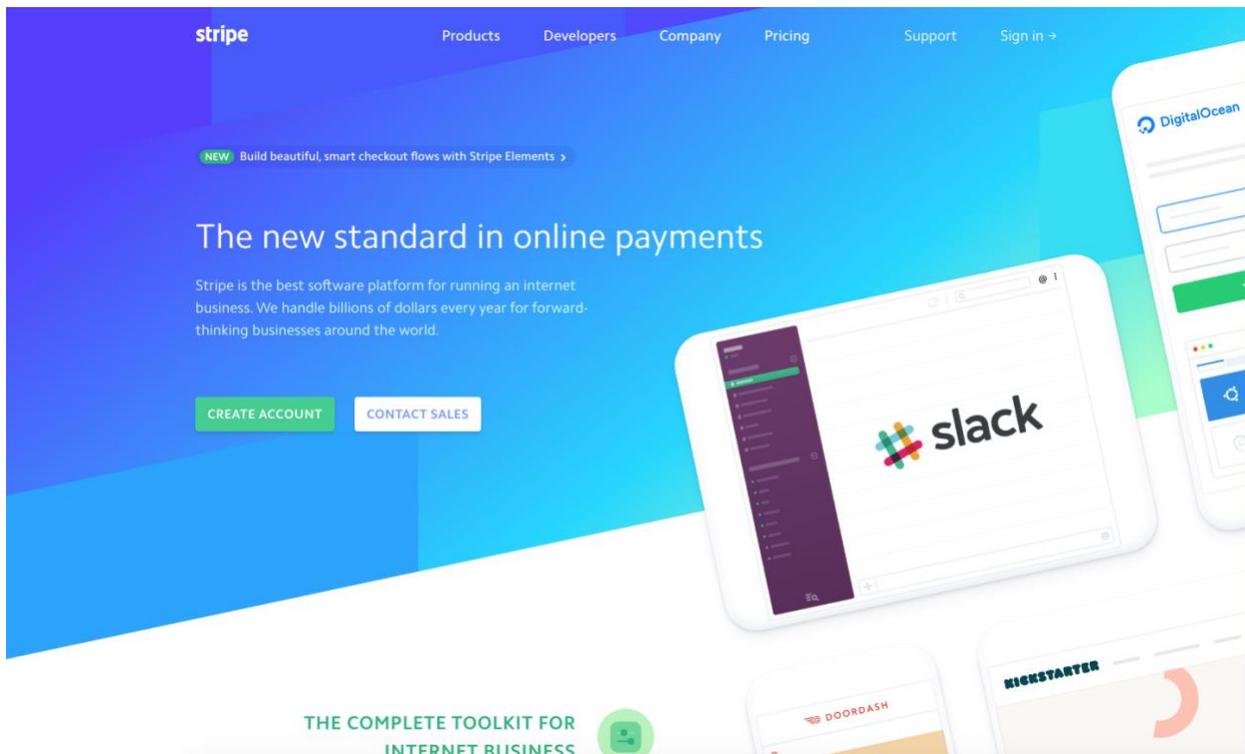


stripe **SETTING UP AN ACCOUNT**

Setting up a Stripe account is a very quick and easy process; here are the steps to take in order to create and verify your account, as well as give Nimble access to view your API keys to connect your account with the website.



In your browser, go to <https://stripe.com/> and locate the **CREATE ACCOUNT** button.

Fill out the information in the form:

- The email account you want to use that will be associated with the Stripe account
- Your Full Name
- And a secure password (you will be prompted to update this password to meet Stripe's criteria)

Click the reCAPTCHA "I am not a robot" box

Then click "Create your Stripe account" to complete the setup process.

Stripe Account Creation form

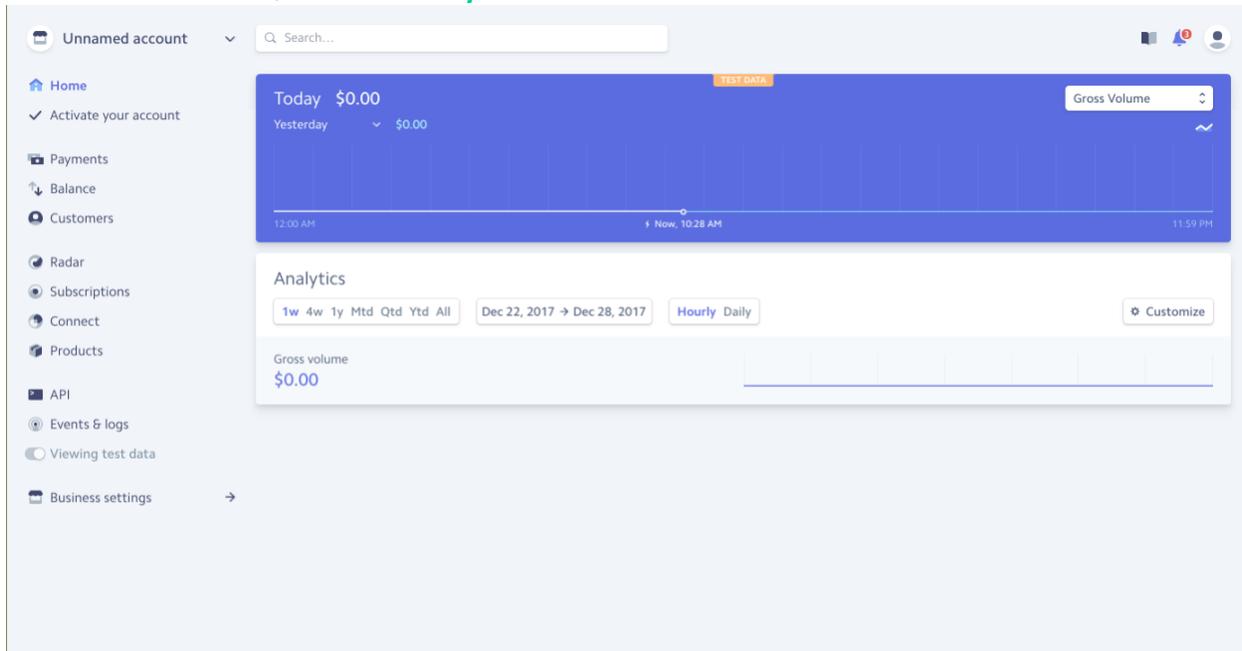
After setting up your account you should be taken to your **Dashboard**.

Here you will be able to see a daily report of earnings and activity.

You should have received an account activation email to the email which you used for the Stripe account setup. Check that email account (and your spam if it does not appear in your inbox) to see if you received an email from Stripe with the subject line **“Confirm your Stripe email address!”**

If, after a few minutes, you have not received this email, you can do the following:

In the menu on the left, click **Activate your account.**



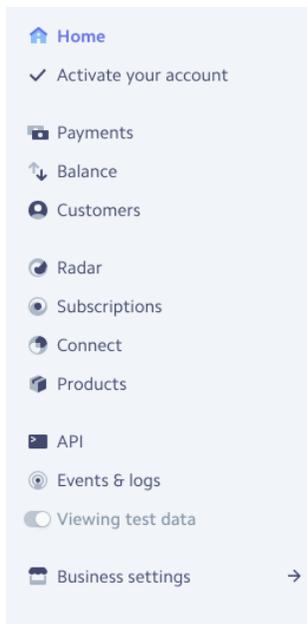
Stripe Dashboard

On the right, click the “Resend verification email” button to send another email. After 10 seconds or so, refresh your email and you should have an email from Stripe to confirm your account.



Click on the link in the email to verify your account.

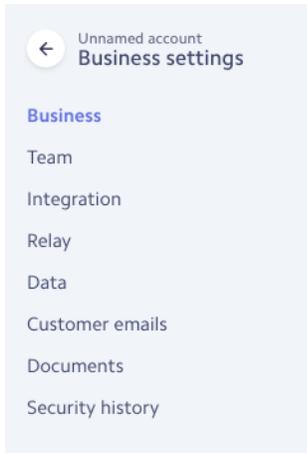
Steps continued on the next page →



API KEYS AND PARTNERING WITH NIMBLE

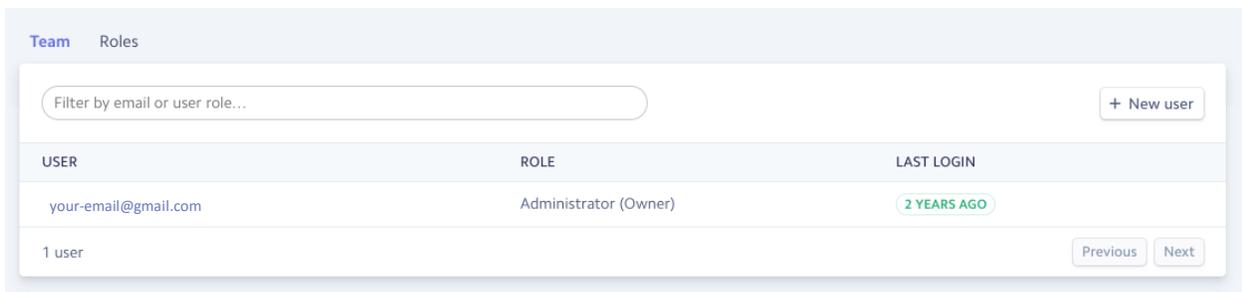
Next, you will need to add Nimble as an administrator to your account. This will allow us to retrieve your API keys to plug into your website and allow you to start accepting payments.

In the menu on the left, click on **Business settings** at the very bottom.



On the Business settings page, click on **Team** in the menu on the left.

In the Team section, click on **+ New user** in the top right



Steps continued on the next page →

Invite new users

Enter the email addresses of the users you'd like to invite, and choose the role they should have.

- Administrator Best for business owners and company administrators i
- Developer Best for developers or people primarily using the Stripe API i
- Analyst Best for people who need full access to Stripe data, but don't need to update business settings i
- Support Specialist Best for employees who regularly refund payments and respond to disputes i
- View only Best for people who need to view Stripe data, but don't need to make any updates i

An invite will be sent to 1 new user.

Cancel **Invite**

Type **nimble@networkts.com** into the text box to indicate that you are sending an invitation to Nimble@networkts.com (our nimble Stripe account email)

Select **Administrator** in the menu below.

Click **Invite** to send the email invitation.

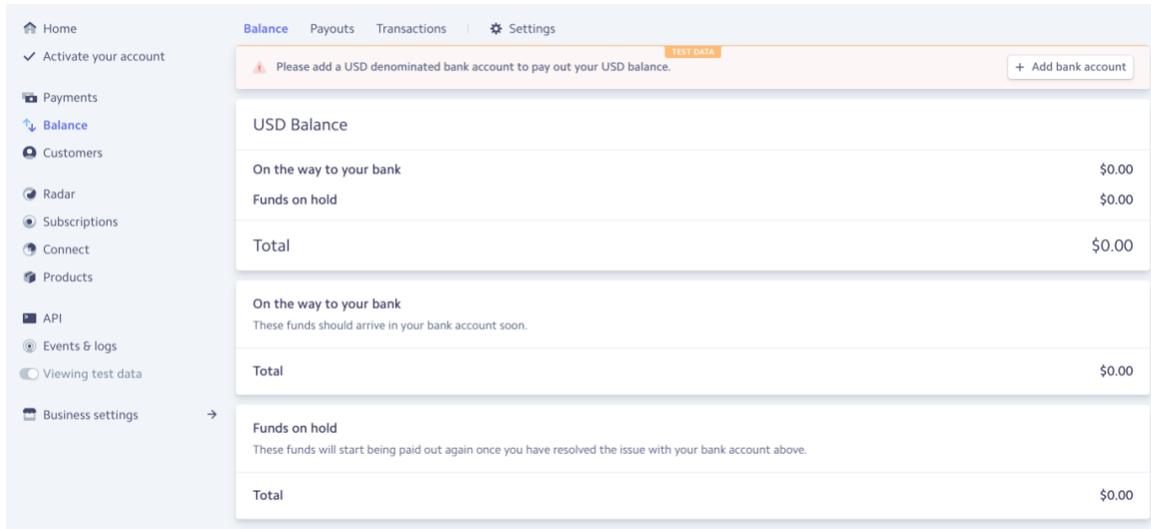
After you have sent your invitation you can find a list of Team members on the Team page. This will display their role (the access they have), their last login or invitation status, and an option to remove this user.

USER	ROLE	LAST LOGIN	
<input type="text" value="Filter by email or user role..."/>			+ New user
nimble@networkts.com	Developer	INVITATION SENT	Remove
your-email@gmail.com	Administrator (Owner)	3 MINUTES AGO	
2 users			Previous Next

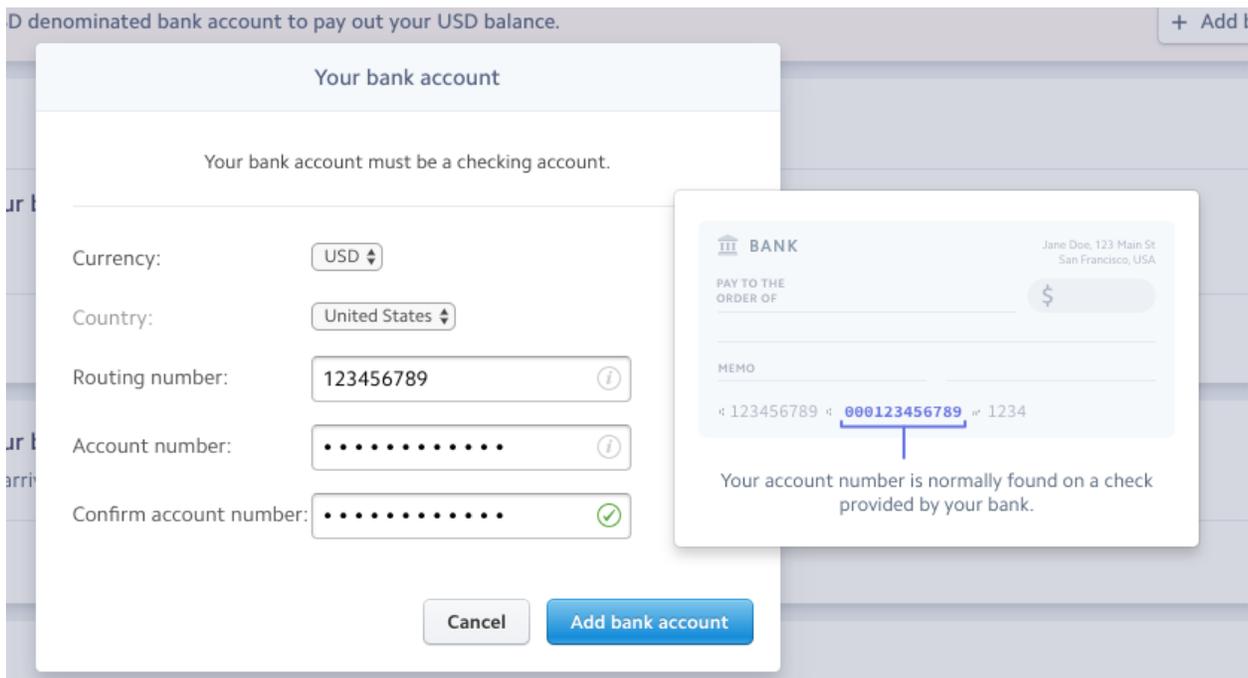
Steps continued on the next page →

After you have sent the Admin invitation to Nimble, you can begin setting up the account details of your Stripe account. This will include connecting a bank account/card to accept payments, and also providing information about your business.

To connect a bank account to your Stripe account, click on **Balance** in the left menu. On this page you should see an orange box alerting you that you need to add a bank account. Click on the **+ Add bank account** button on the right.



Here, simply fill out the information regarding your bank account and click **Add bank account** when finished to complete the process.



Once a Nimble admin adds your API keys your website can begin accepting payments!