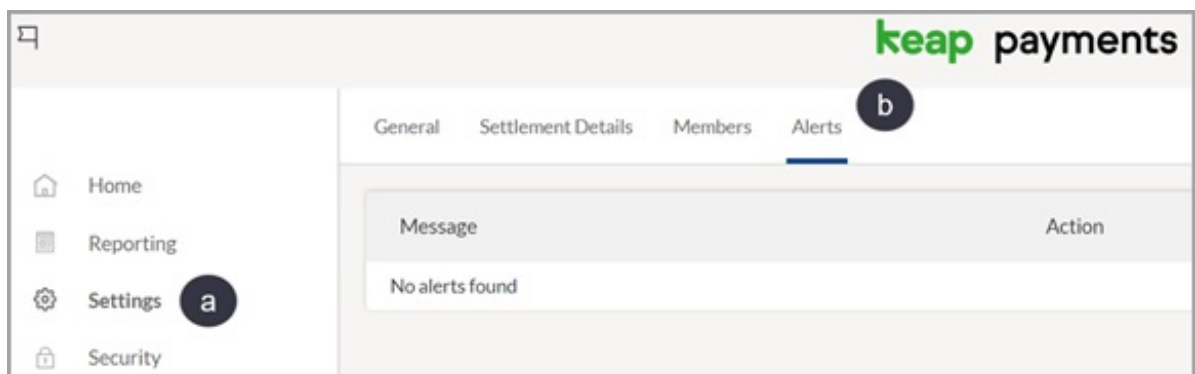


Verifying Customer Identify KYC🔑

Know your customer (KYC) is the process of verifying the identity of a customer/merchant and their business. The term is also used to refer to the bank and anti-money laundering regulations which governs these activities.

1. If you see an alert at the top of your homepage, click **Update your personal information**. Alerts are also found in your merchant center under **Settings > Alerts**.



2. Choose your business type and industry from the drop down options.

A form titled "Verify your information". Below the title is a message: "We're required to collect and verify certain information about out customers. Protecting your information is our priority. Learn more about our Terms of Service and Privacy Policy". The form has two sections. The first section is "Account Details" and contains a dropdown menu for "YOUR BUSINESS TYPE?" with a green checkmark icon and the option "Individual" selected. The second section is "YOUR INDUSTRY?" with a dropdown menu and the option "Choose one" selected. Both dropdown menus have a downward arrow icon.

3. Enter your personal information. Note for CAD merchants: State is replaced with Province and SSN is replaced with SIN.

Personal Information This is used to confirm your identity	FIRST NAME		LAST NAME	
	PERSONAL STREET ADDRESS			
	CITY		PROVINCE Province ▼	POSTAL CODE
	PHONE NUMBER			
	BIRTH MONTH Month ▼		DAY Day ▼	YEAR Year ▼
	SIN ✓ (Optional)			

4. The **Terms of Service** has important information for merchant types that are unable to process through Keap Payments. Read **Terms of Service** and **Privacy Policy**. If you agree, check the box and click **Submit**.

<input checked="" type="checkbox"/> I have read and agree to the Terms of Service and Privacy Policy
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>