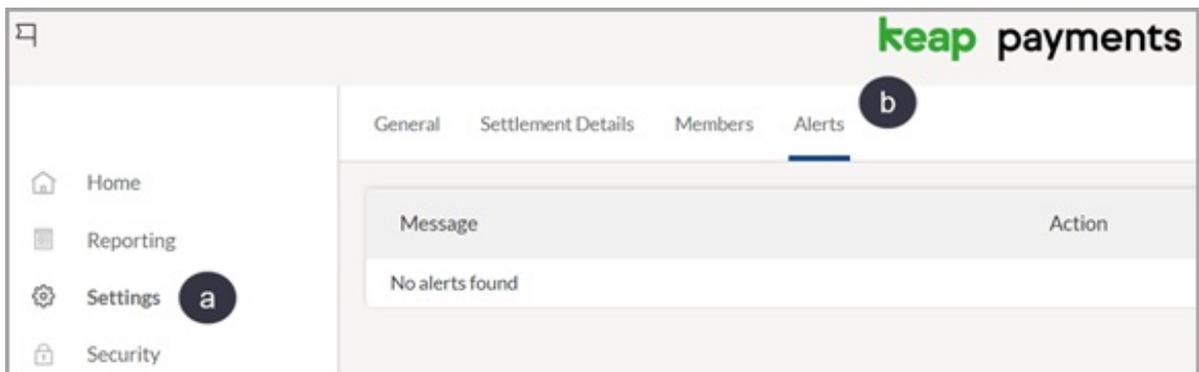


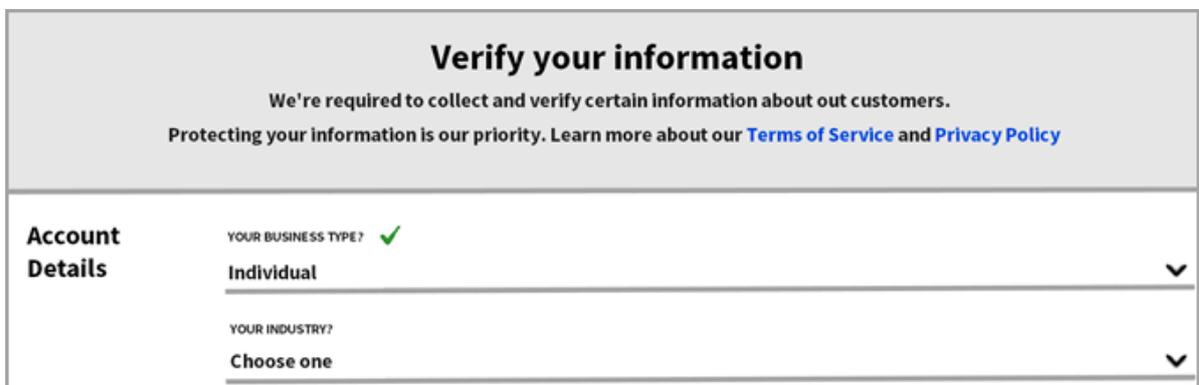
# Verifying Customer Identify KYC

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.



**Verify your information**

We're required to collect and verify certain information about our customers.  
Protecting your information is our priority. Learn more about our [Terms of Service](#) and [Privacy Policy](#)

**Account Details**

YOUR BUSINESS TYPE?  **Individual** 

YOUR INDUSTRY? **Choose one** 

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**.

I have read and agree to the [Terms of Service](#) and [Privacy Policy](#)