

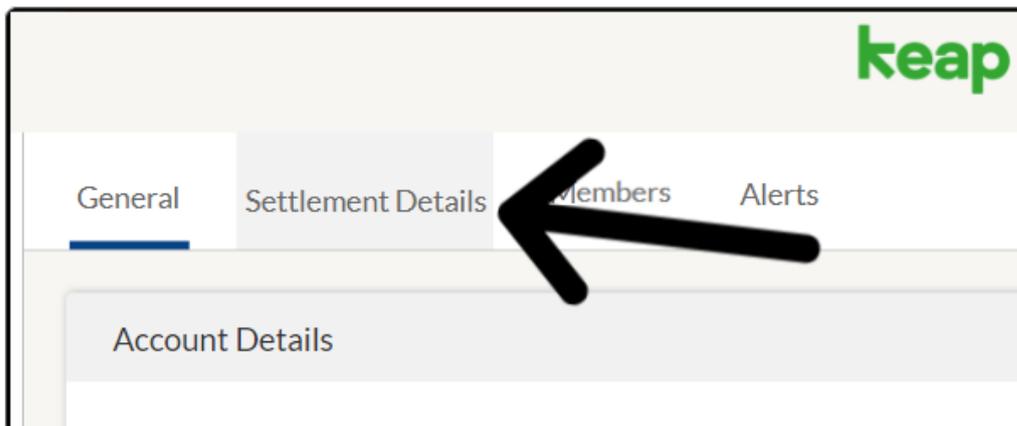
# Keap Payments add/change payout

## Setting up a new settlement option

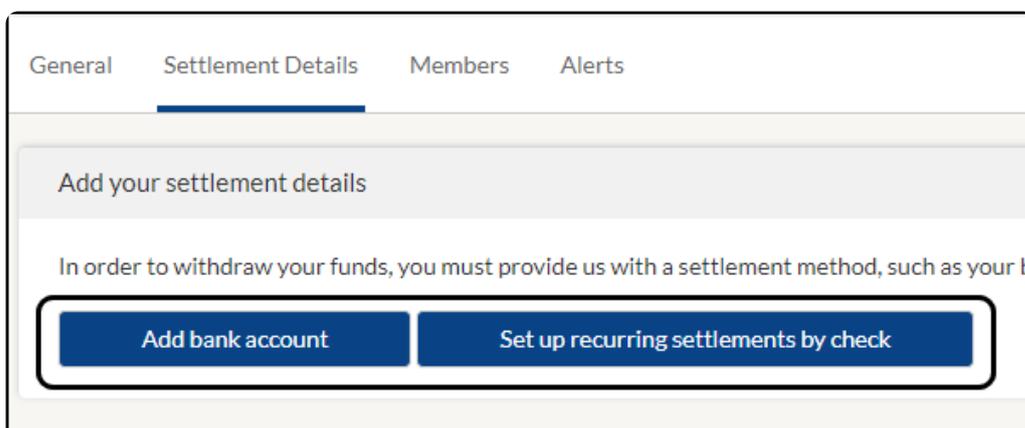
1. Click on "Settings" in the menu on the left-hand side of the page



2. Click on the "Settlement Details" tab

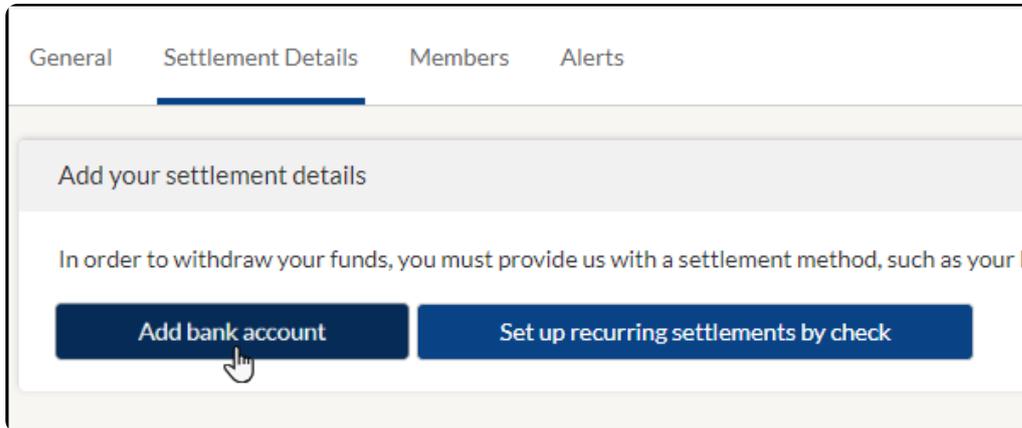


3. To link a bank account for direct transfer or receive a paper check



# Add Bank Account

1. Click the "Add bank account"



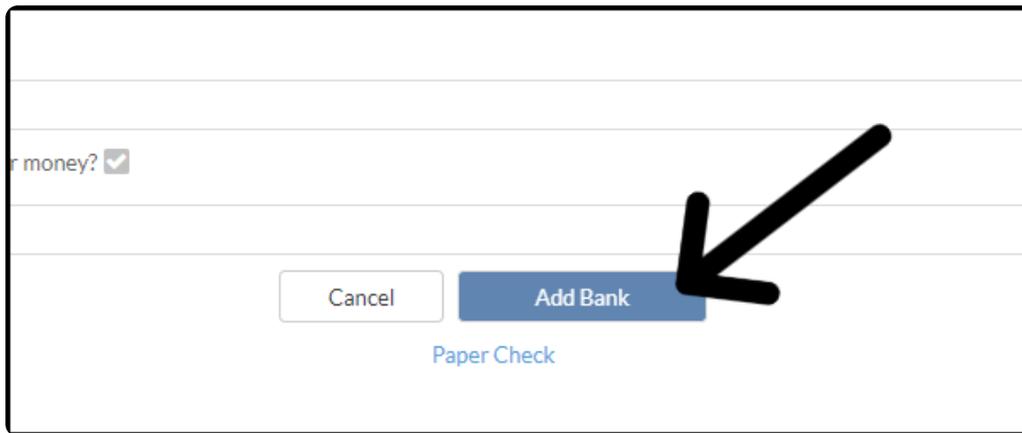
2. Enter your "Routing Number", "Account Number", and "Bank Name"

The screenshot shows a form with four input fields, each with a checkmark icon to its right. The fields are: 'Routing Number', 'Account Number', 'Confirm Account Number', and 'Bank Name'. Each field is currently empty.

3. Select "Account Type" and "How often you would like to be paid"

The screenshot shows a form with two main sections. The first section is 'Account Type' with a checkmark icon to its right. Below it is a dropdown menu with 'Checking' selected. The second section is 'How often should we send your money?' with a checkmark icon to its right. Below it is a dropdown menu with 'Select transfer period' selected. The dropdown menu is open, showing the following options: 'Select transfer period', 'Daily', 'Weekly', and 'Monthly'.

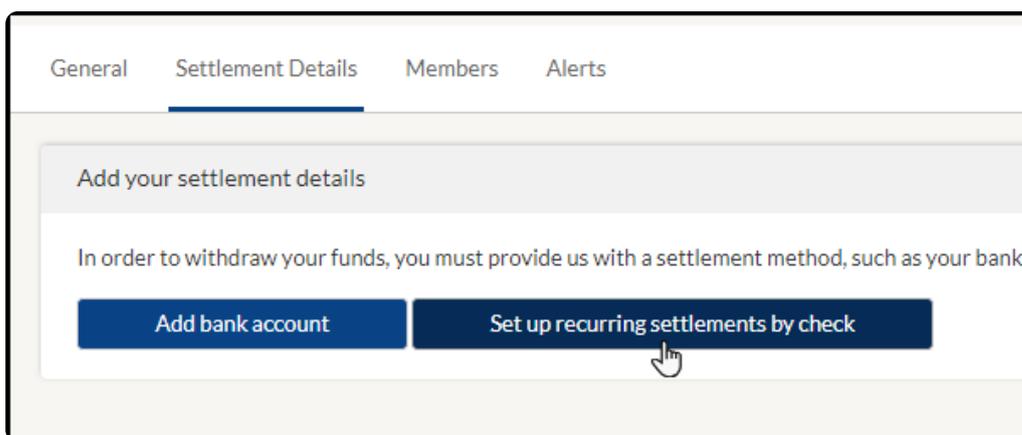
4. When finished click "Add bank account"



**Note:** Canada Merchants will need to enter the Transit Number, Financial Institution Number, Account Number, and Bank Name

## Setup Paper Check

1. Click the "Set up recurring settlements by check"



2. Enter your full street address

**Add settlement details**  
Address of where we should send paper check.

Street Address

Street Address 2

City

State  Zip Code

State

3. Select how often you would like to receive checks

State

How often should we send your money?

Choose one

Choose one

Weekly

Monthly

[Link your Bank Account](#)

4. Add "Memo" (optional)

Memo

[Link your Bank Account](#)

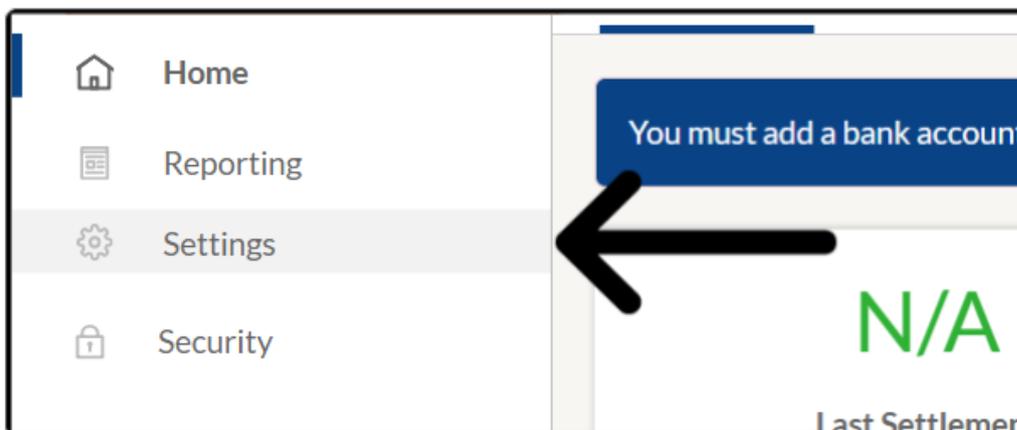
5. Click "Save"



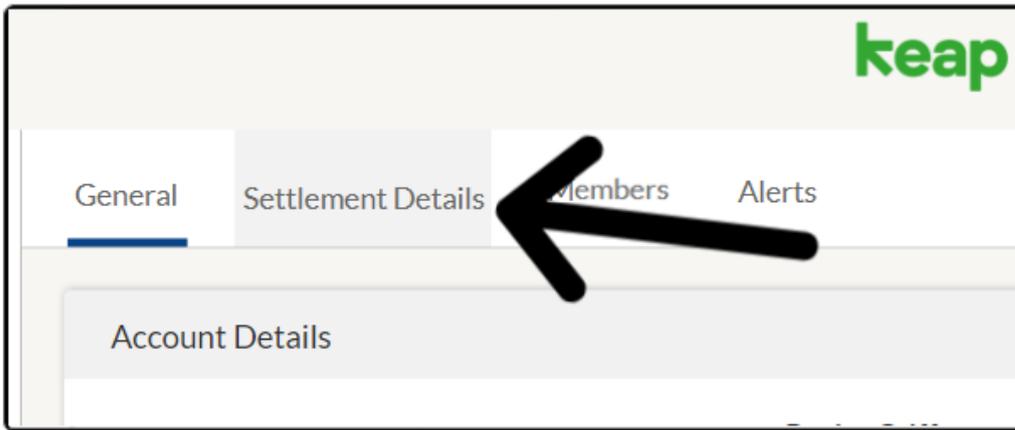
**Note:** Pay out schedule, Daily, Weekly - every Monday, Monthly - 1st of the month. Paper check only available in US and not recommended for fast processing.

## Change Payout

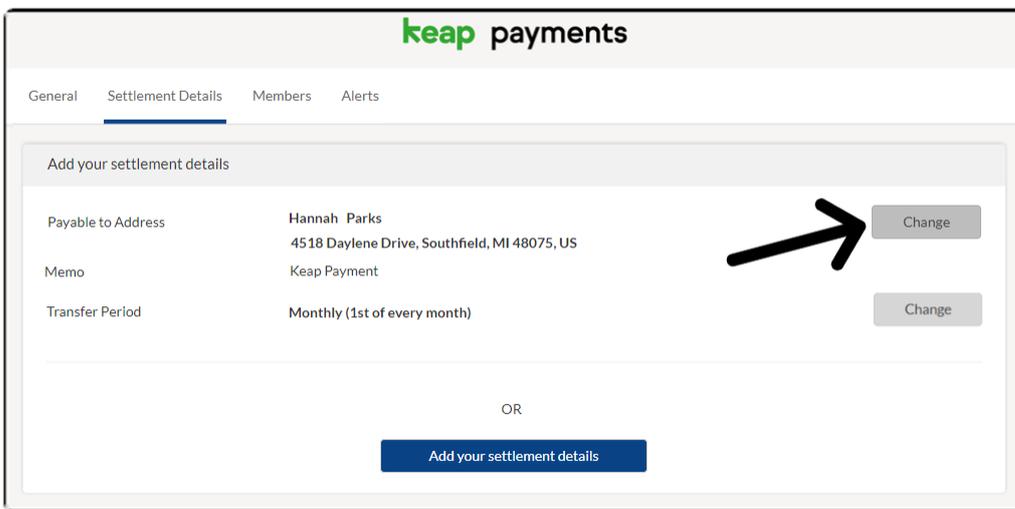
1. Click on "Settings" in the menu on the left-hand side of the page



2. Click on the "Settlement Details"



3. Click "Change"



4. To change to a paper check click "Paper Check" link and fill out the information as notated above

