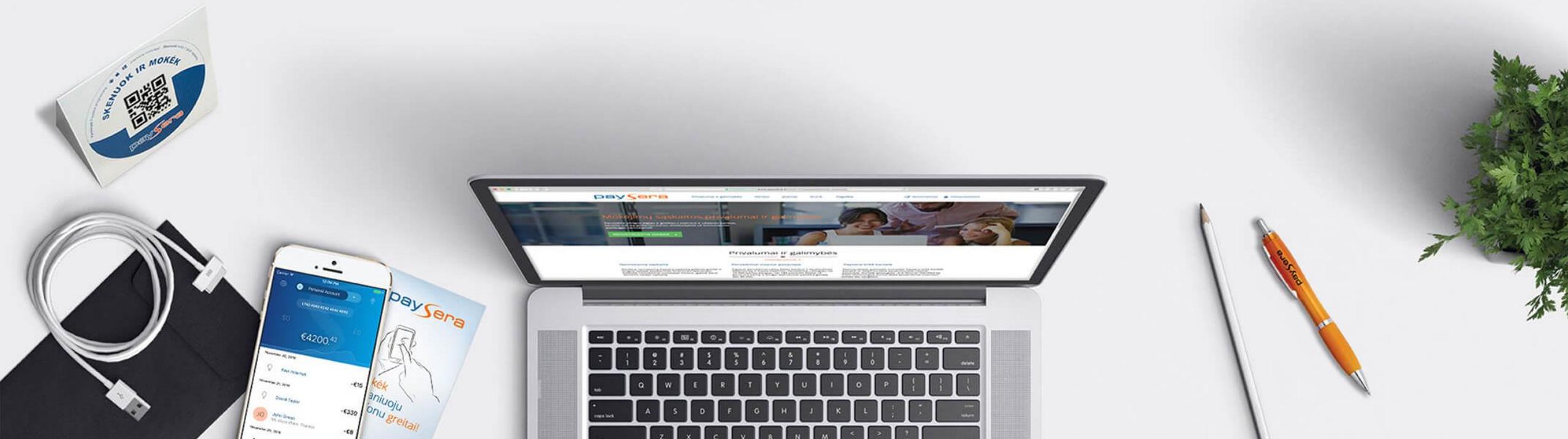


Dear future Paysera Client,

We are glad that you have chosen Paysera. You will start using all the advantages of the Paysera account shortly!

Registration in the system is fast and easy: you simply have to get your ID document and know the company code.

Follow the instructions and join us!



# OPENING A COMPANY ACCOUNT AND CREATING A PROJECT

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paySera

# 1. REGISTRATION

The screenshot shows the Paysera website's registration process. At the top, the 'REGISTRATION' button is highlighted with a red circle and the number 1. Below it, the 'Open an account' form has the 'Business account' radio button selected and highlighted with a red circle and the number 2. A yellow information box explains that a business account can only be opened by the head of the company. Below this, a green button labeled 'I am the head of the Company' is highlighted with a red circle and the number 3. At the bottom, the 'Open an account' button is highlighted with a red circle and the number 4. The registration form includes fields for Country (Lithuania), Email (youremail@email.com), Password (two fields), Name, Surname, and Phone (+37012312345). A checkbox at the bottom indicates agreement with the General payment service agreement, Privacy policy, and Recommendations for the safe use.

An account in the name of a company can be opened by the **head or the legal representative of the company**.

If the company account is being opened by the legal representative of the company, the steps on opening an account will differ from the provided below, as the representative needs to provide a power of attorney confirmed by e-signature of the head of the company or approved by a notary public (we are sending you the example of a power of attorney, which has to be sent after completing registration and identification procedures in the system, together with the instructions).

1. Go to [www.paysera.lt](http://www.paysera.lt) and click **Registration**.
2. On the page opened select **Business account**.
3. If you are the head of the company, confirm it by clicking **I am the head of the Company**.
4. Fill in the required fields in the registration form and click **Open an account**. When opening an account, you will be primarily registered as a natural person.

# 2. REGISTRATION CONFIRMATION

1. After filling in the required fields, you will be notified that a registration confirmation email has been sent to your indicated email address.

2. You will receive the registration confirmation email with an account **activation link**. Click the link in order confirm your registration.

3. Shortly you will receive an email confirming your successful registration in the system.

4. In order to start using the services, click **Log in to the account**.

The image displays two screenshots from the Paysera website. The top screenshot, labeled '1', shows a 'Registration confirmation' page with a 'Return to frontpage' link and the Paysera logo. Below the title, it states: 'Registration confirmation letter has been sent to your email address (testavimas@mail.com). Check your email and complete the registration by activating your account. If you have not received the letter, please check your "Inbox" or resend the registration confirmation letter. Check the email inbox and finish the registration'. The bottom screenshot, labeled '2', shows an email confirmation from Paysera. It includes the Paysera logo, 'Dear Client,', 'Thank you for registering in Paysera!', and 'Your account activation link: <https://bank.paysera.com/activate/J5Y8KP>'. It also notes that the link is valid for 5 hours and provides a 'here' link for a new one. At the bottom, it offers support contact information: 'If any questions arise, please search for answers at the support center Contact by email support@paysera.com or phone +44 20 80996963. Paysera Client Service Department'. To the right of these screenshots is a third screenshot, labeled '3', showing a 'Hello, You have successfully started using Paysera!' message. It provides a unique number '5430195' and includes a play button icon over the Paysera logo. Below this, it states 'The next step is identification.' and lists several services available after identification, such as 'Use an IBAN account number', 'Make inner and bank transfers for free', and 'Order a Paysera payment card'. At the bottom of this screenshot, there is a 'Back to account' link and a 'LOG IN TO THE ACCOUNT' button, both labeled '4'.

# 3. PHONE NUMBER CONFIRMATION

**Paysera account** View accounts

**ACCOUNT INFORMATION**

Account balance

Account statement

In order to use all the services you need to carry out identification. **1** [Carry out identification](#)

**Client's identification**

You are not done with the identification. Finish identification and you will be able to use the services.

**Actions you need to perform**

Confirm your phone number **2** [Perform](#)

**Phone number confirmation**

1 step out of 2

Please enter your phone number according to the international format (e.g. +370xxxxxxx):

+37061234567 [Send the confirmation code](#)

**3** [Confirm the number](#)

Please enter the code received via SMS:

**4** [Confirm the phone number](#)

1. Log in to the Paysera account and select **Carry out identification** if you want to use the account services.
2. To confirm your phone number, select **Perform**.
3. Enter your phone number and click **Confirm the number**.
4. Enter the code received via SMS message and click **Confirm the phone number**.

# 4. DOCUMENT VERIFICATION

1. After confirming the phone number, finish the identification procedure by selecting **Perform** and submitting a photo of your personal document.
2. If you have a camera on your computer, take a photo so your face is clearly visible. Perform further actions according to the instructions.
3. In case you don't have a camera on your computer, but you have a smartphone, click **I do not have a camera**. Select the applications for completing the identification and click **Continue**. Download the mobile application to your smartphone and perform further actions according to the instructions.
4. In case you don't have neither a computer camera, nor a smartphone, click **I do not have a suitable device**.
5. Submit photos of your passport or ID card and perform further actions according to the instructions.

Client's identification

You are not done with the identification. Finish identification and you will be able to use the services.

In order to successfully perform the identification, please turn on your video camera.

2 Waiting for camera to be turned on...

Submit a photo of a personal document

1 Perform

Perform

Submission of a personal document via mobile application

Login > Upload the document > Enter data

3 Please select which application you will use to perform the identification:

Android iOS

Select the document

> Upload the document > Enter data

document you are going to submit. Only these types of documents are suitable for

ID card Passport

ence permit

4 I do not have a suitable device >

5 Continue

# 5. OPENING OF A COMPANY ACCOUNT

The screenshot displays the 'Account and Service Settings' page. On the left, a navigation menu includes 'Login confirmation', 'Paysera account', 'ACCOUNT INFORMATION', 'PAYMENT CARDS', 'TRANSFERS', 'CURRENCY', and 'SETTINGS'. The 'SETTINGS' menu item is highlighted with a red circle and the number '1'. The main content area is divided into sections: 'Services' (with 'Service Management' and 'Company Account' options), 'Client Identification' (with 'Identification Level' and 'KYC Questionnaire' options), and a 'Service management' dropdown menu. The 'Company Account' option is highlighted with a red box and the number '2'. The 'Service management' dropdown is open, showing options like 'Enable/Disable', 'Affiliate program', 'Company account', 'Client menu', 'Know Your Client Questionnaire', 'My documents', 'Identification', and 'Login history'. The 'Know Your Client Questionnaire' option is highlighted with a red box and the number '4'. Below the settings, the 'Opening of a company account' form is visible, featuring a dropdown for 'Lithuania', a text input for 'Company code', and a 'Check' button highlighted with a red box and the number '3'.

After the identity of the head of the company is confirmed, you are able to open a company account. The document verification usually takes 1 business day.

1. In the left menu select **Settings** > **General settings**.

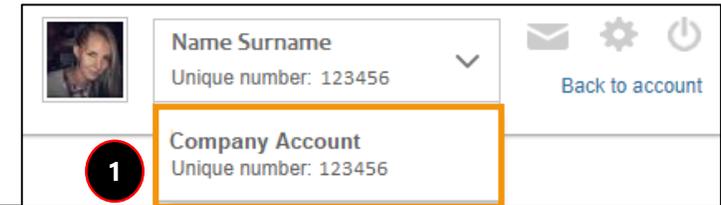
2. Select **Company account** and click **Open**.

3. If the company is registered in Lithuania, you need to provide the company code and click **Check**.

4. If the company is registered in another country, submit the required documents and we will open an account for your company. You need to provide the company registration document and a document confirming the appointment of the head of the company where the name of the head of the company must be indicated. In order to submit the documents, click a **cogwheel** in the upper menu bar and select **My documents**.

# 6. ORDERING SERVICES

1. Log in to your account, in the upper menu bar select the company account.
2. In the left menu, select **Settings** > **General settings**.
3. Click **Service Management**.
4. Chose the desired payment collections services and order them.
5. Here you can also order other services.

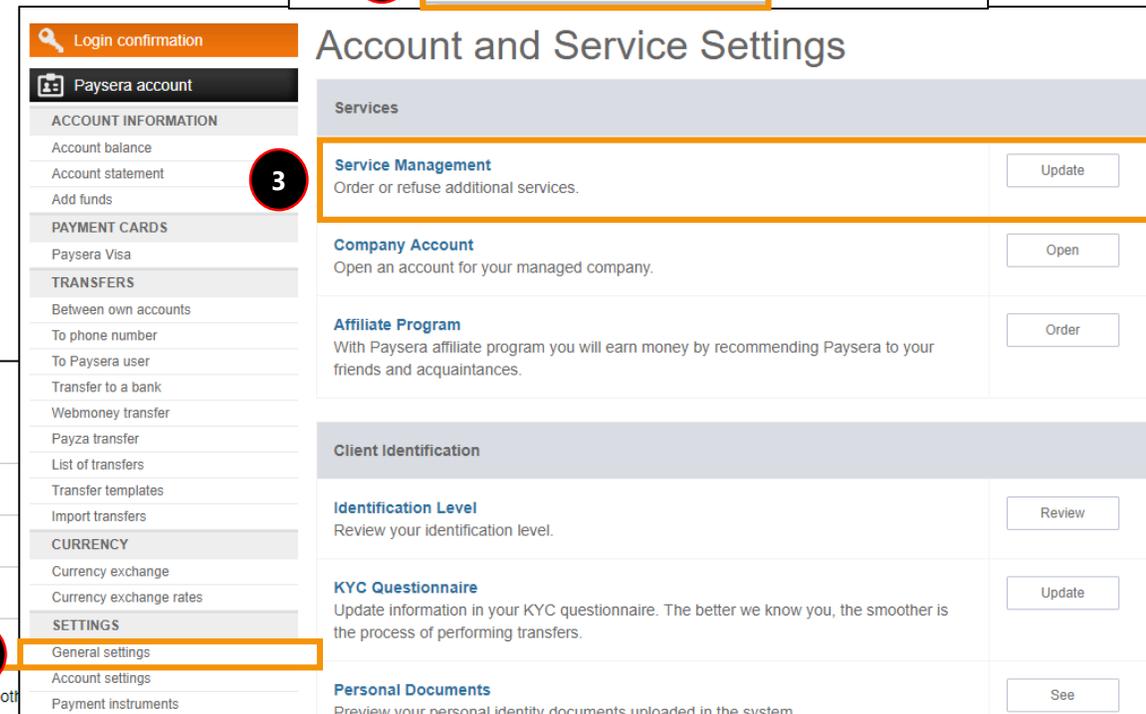


User profile menu with a dropdown arrow. The 'Company Account' option is highlighted with a red box and a red circle with the number 1.

Name Surname  
Unique number: 123456

Company Account  
Unique number: 123456

Back to account



Account and Service Settings page. The 'Service Management' option is highlighted with a red box and a red circle with the number 3.

Account and Service Settings

Services

**Service Management**  
Order or refuse additional services. [Update]

**Company Account**  
Open an account for your managed company. [Open]

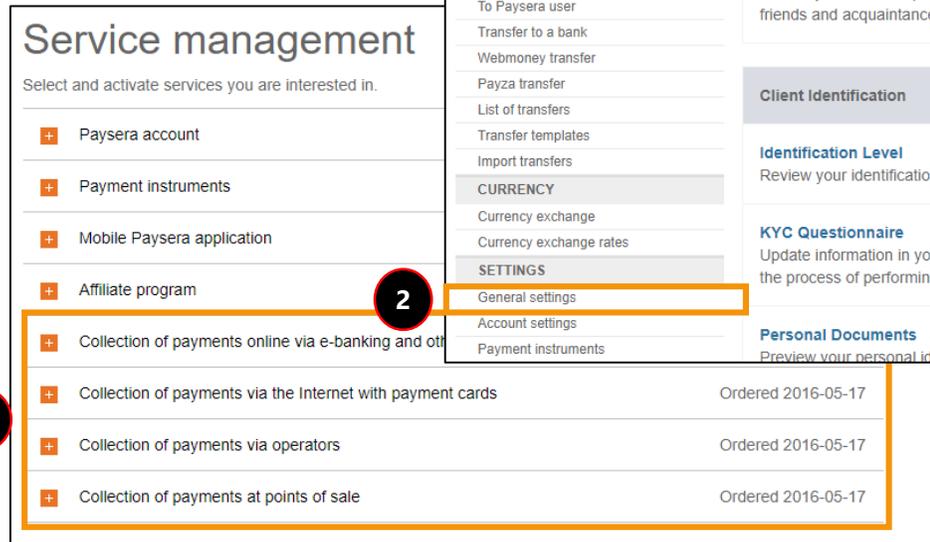
**Affiliate Program**  
With Paysera affiliate program you will earn money by recommending Paysera to your friends and acquaintances. [Order]

Client Identification

**Identification Level**  
Review your identification level. [Review]

**KYC Questionnaire**  
Update information in your KYC questionnaire. The better we know you, the smoother is the process of performing transfers. [Update]

**Personal Documents**  
Preview your personal identity documents uploaded in the system. [See]



Service management page. The 'General settings' option is highlighted with a red box and a red circle with the number 2. The 'Collection of payments via the Internet with payment cards' option is highlighted with a red box and a red circle with the number 4.

Service management

Select and activate services you are interested in.

- + Paysera account
- + Payment instruments
- + Mobile Paysera application
- + Affiliate program
- + Collection of payments online via e-banking and other services
- + Collection of payments via the Internet with payment cards
- + Collection of payments via operators
- + Collection of payments at points of sale

Ordered 2016-05-17

# 8. CREATING A PROJECT

The screenshot displays the Paysera account management interface. On the left, a sidebar menu is visible under the heading 'Payment gateway', with 'Manage projects' highlighted. In the main content area, the 'Adding a new project' form is shown. The form includes a 'Service provider' section with two radio button options, a table for 'Project URL address' with columns for 'Project URL address', 'Status', and 'Show', and a 'Service description' section with a language dropdown and a text area for a detailed description. A red circle with the number '1' is placed over the 'Manage projects' menu item. A red circle with the number '2' is placed over the 'Add a new project' button. A red circle with the number '3' is placed over the 'Service provider' section.

1

2

3

1. Create a new project for collecting payments. In the left menu, select **Payment gateway > Manage projects.**
2. Click **Add a new project.**
3. Fill in and save the required information on your activity. Information on the activity executed online is obligatory due to audits of the bank with the aim to avoid possible fraud or money laundering. For your convenience, there are some examples of how to fill in the information.
4. The provided information is verified and the project is confirmed and activated in one business day.
5. There is a possibility to perform test payments before the project is activated.

# **CONTACT US**

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## **Client Support Center**

Menulio st. 7, Vilnius

+370 5 2071558

[support@paysera.com](mailto:support@paysera.com)

I-VII 8:00 a.m. 8:00 p.m.

