Dear future Paysera Client,

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

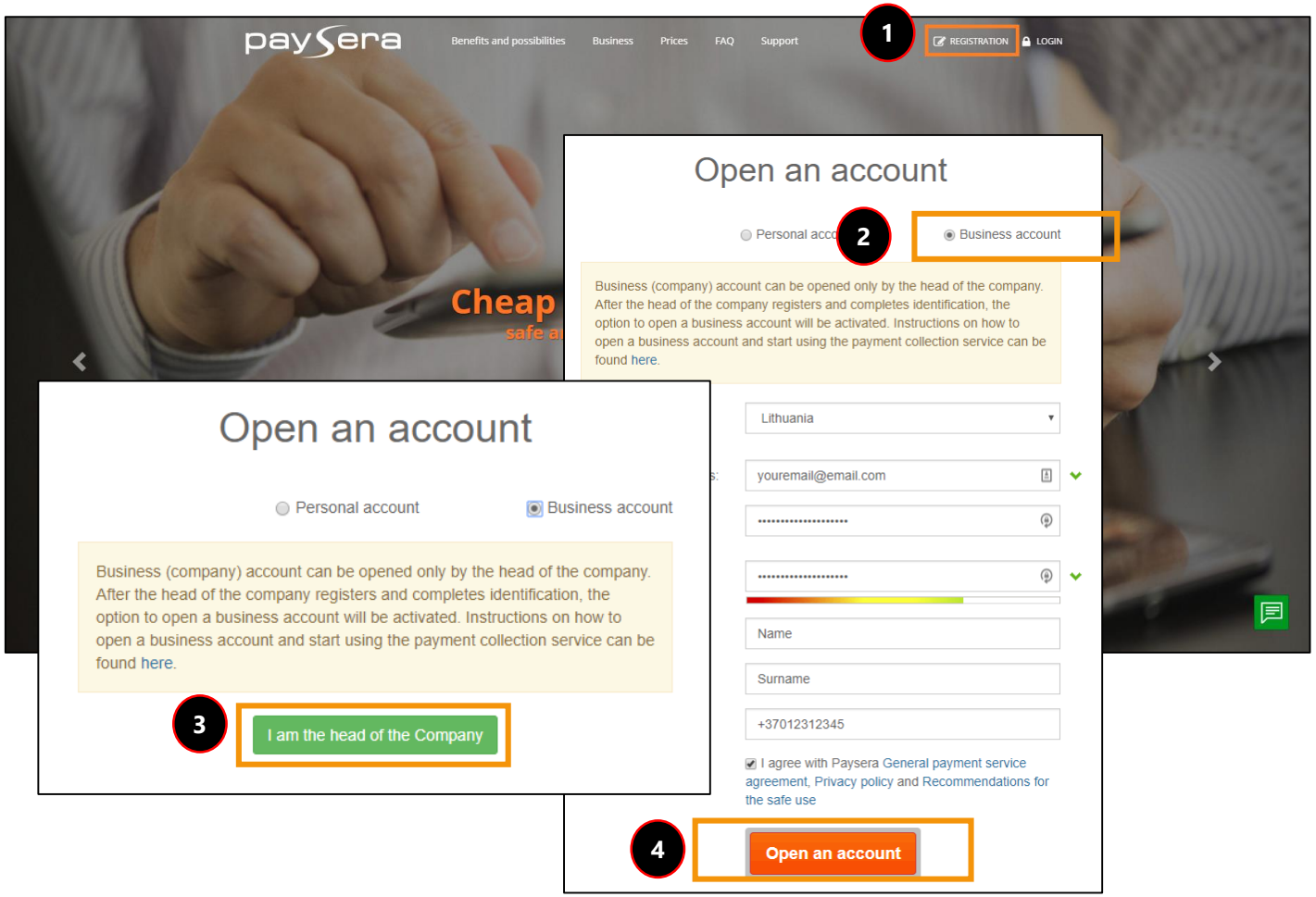
Registration in the system is fast and easy: you simply have to get your ID document and know the company code.

Follow the instructions and join us!

OPENING A COMPANY ACCOUNT AND CREATING A PROJECT

paysera

1. REGISTRATION



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 registraton and identification procedures in the system, together with the instructions).

1. Go to 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.

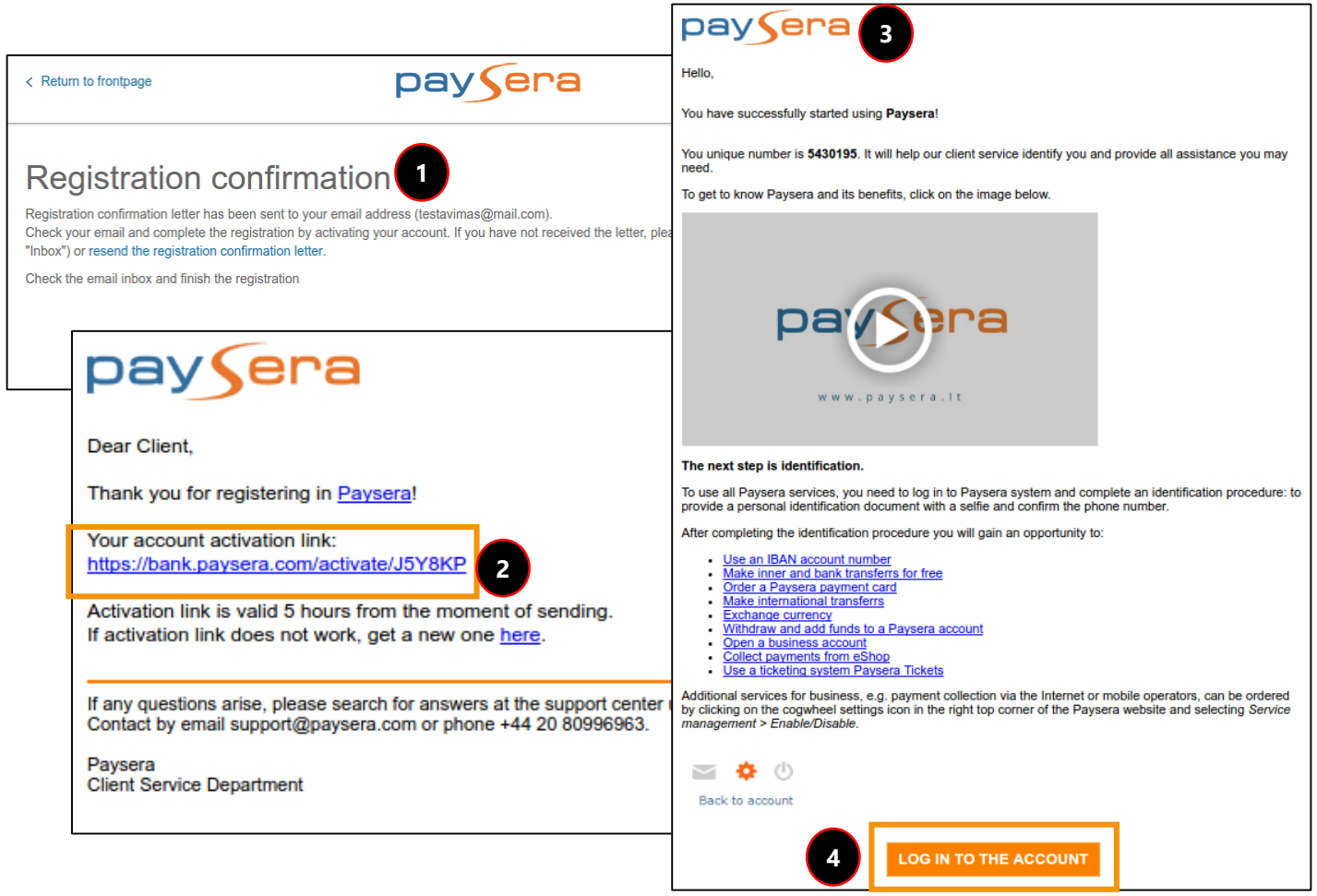
2. REGISTRATION CONFIRMATION

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

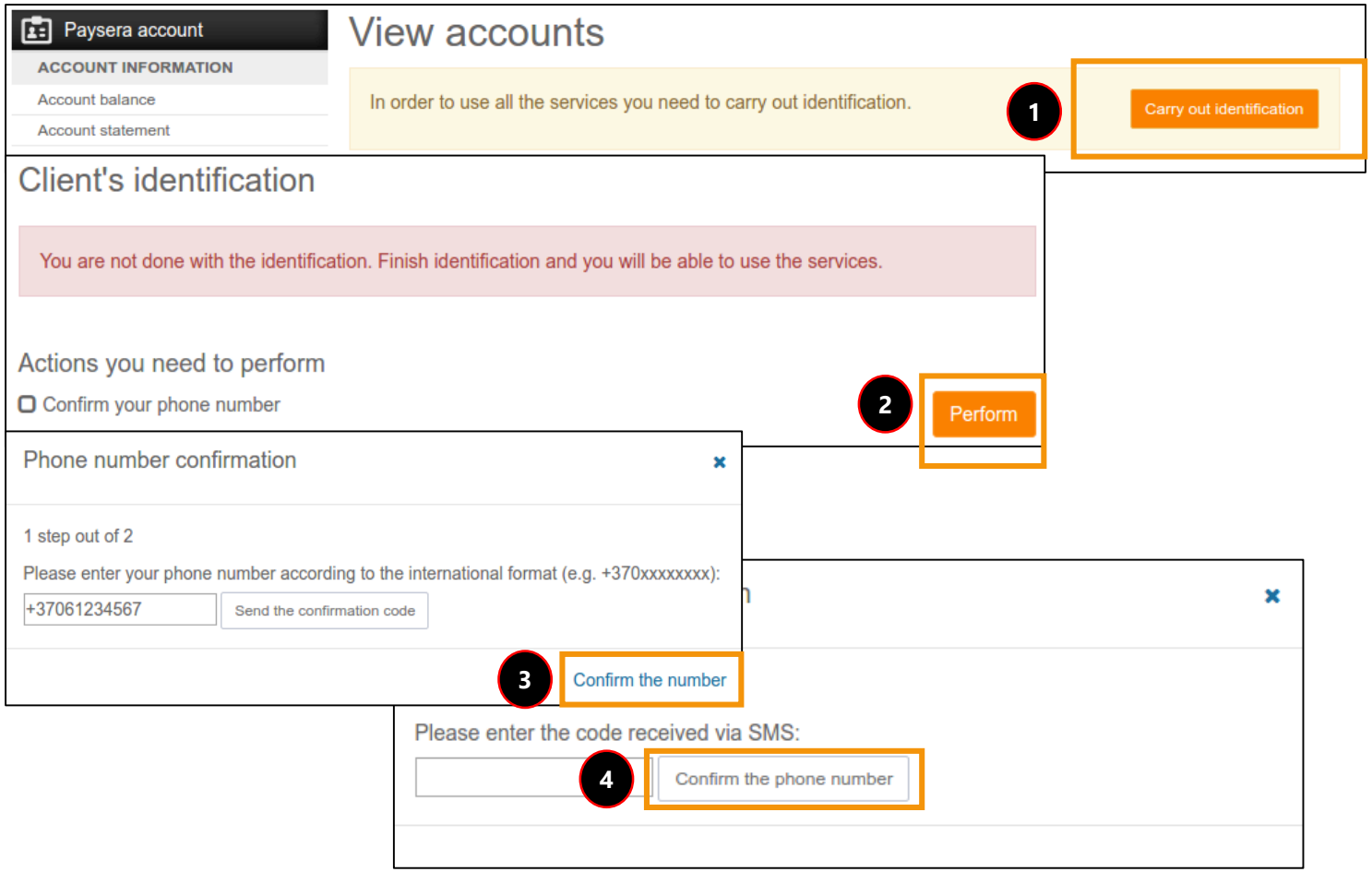
2. You will receive the registration confirmation email with an account **activation link**. Click the link in order confirm your registration.

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.**



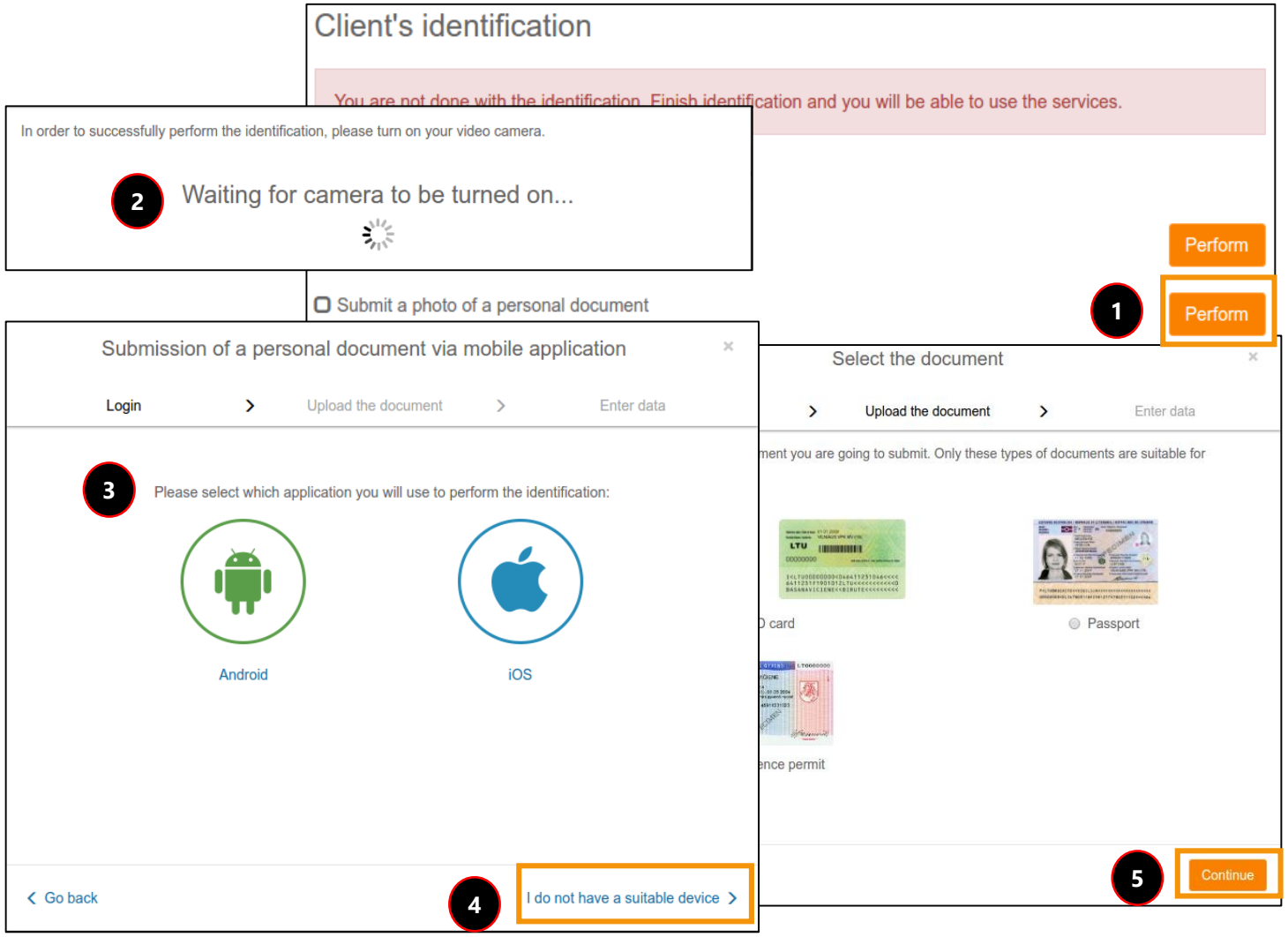
3. PHONE NUMBER CONFIRMATION



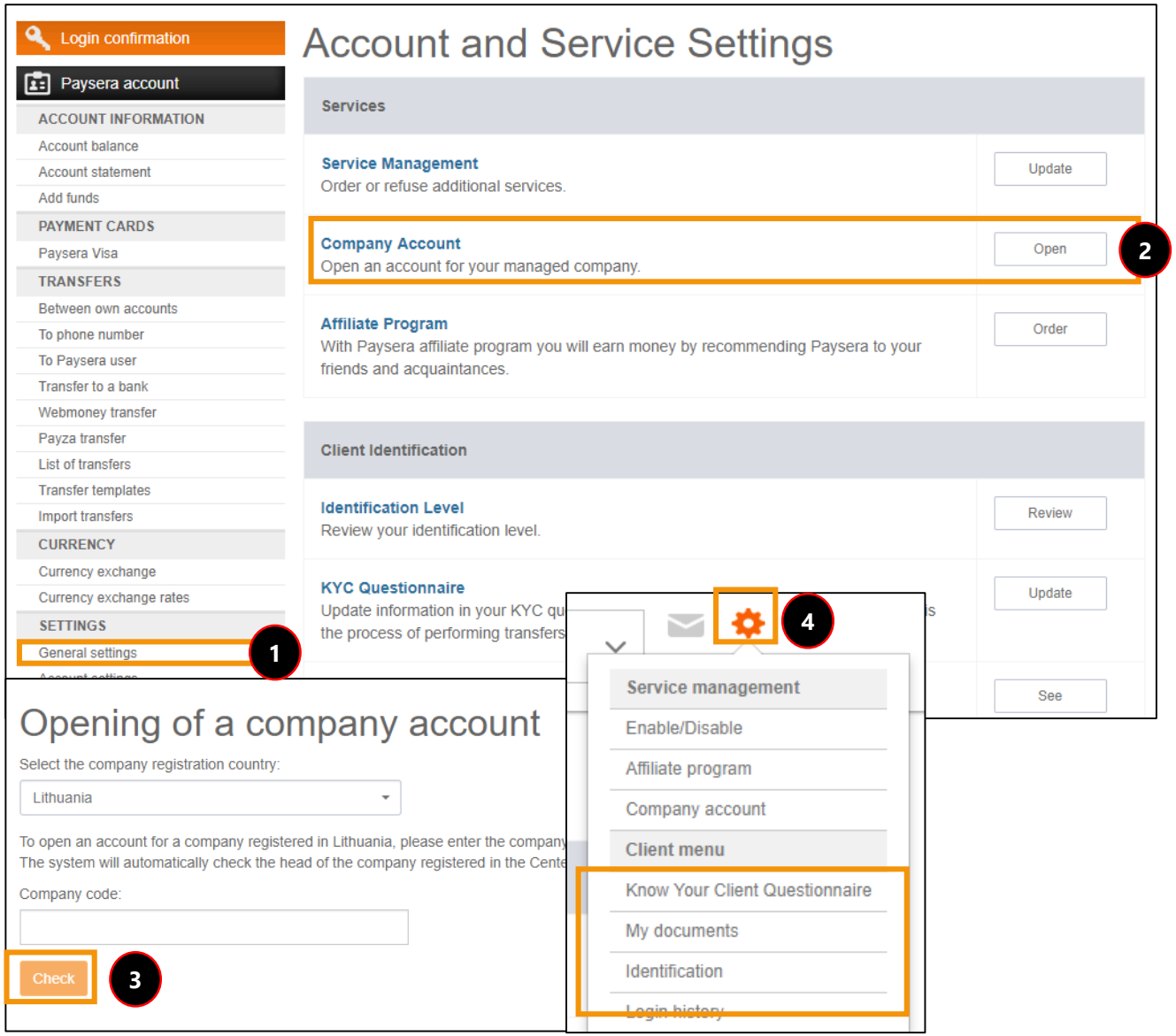
1. Log in to the Paysera account and select **Carry out identification** if you want to use the account services.
2. To confirm your phone number, select **Perform**.
3. Enter your phone number and click **Confirm the number**.
4. Enter the code received via SMS message and click **Confirm the phone 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 your 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 don't have neither a computer camera, nor a smartphone, click **I do not have a suitable device**.
5. Submit photoes of your passport or ID card and perform further actions according to the instructions.



5. OPENING OF A COMPANY ACCOUNT



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**.

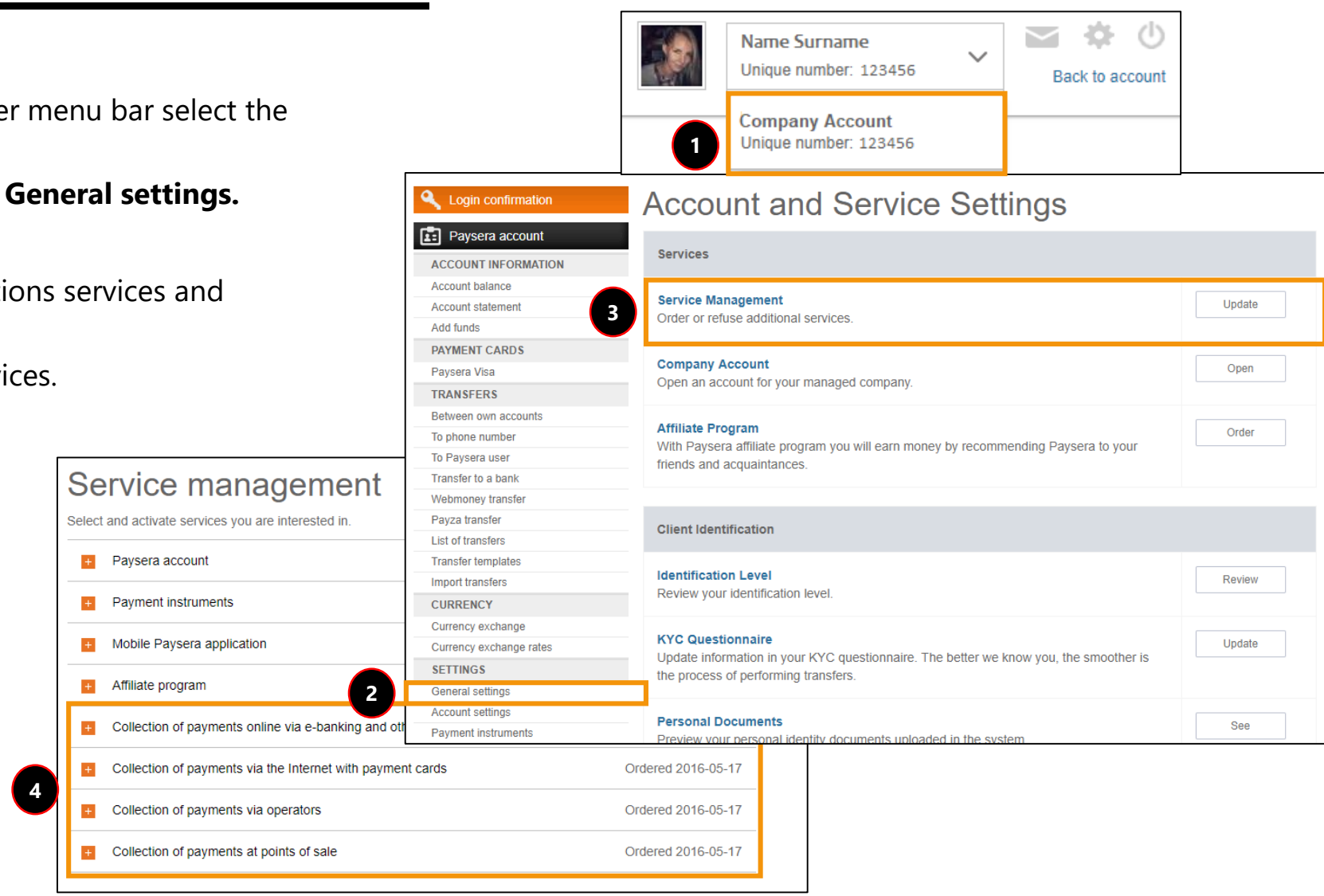
2. Select **Company account** and click **Open**.

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

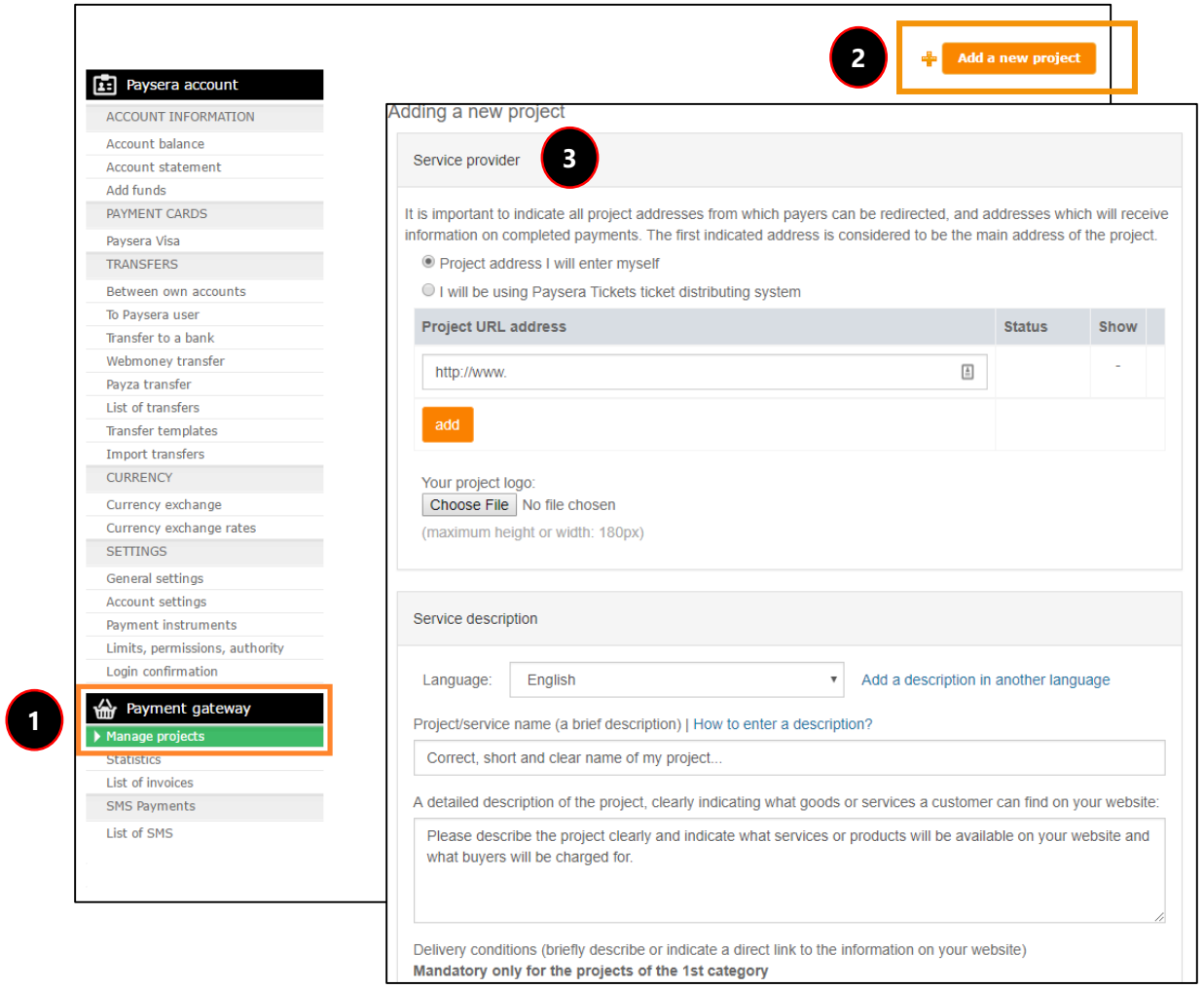
4. If the company is registered in another country, submit the required documents and we will open an account for your company. You need to provide the company registration document and a document confirming the appointment of the head of the company where the name of the head of the company must be 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.



8. CREATING A PROJECT



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 convinience, 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 perfom test payments before the project is activated.

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