

HOW TO CREATE A STRIPE ACCOUNT

1. Go to www.stripe.com

2. Click **Create Account.**



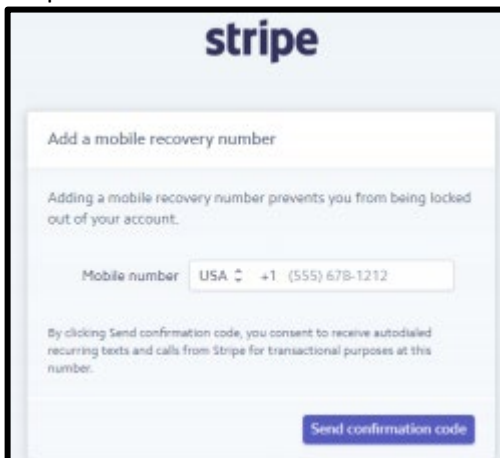
3. Enter the information on this screen and then click **Create your Stripe Account.**



The screenshot shows the 'Create your Stripe account' form. It includes the following fields and elements:

- Header: 'Create your Stripe account.'
- Input fields: 'Email', 'Full name', 'Password', and 'Confirm password'.
- Checkbox: 'I'm not a robot' with a reCAPTCHA logo and 'reCAPTCHA Privacy - Terms' link.
- Button: 'Create your Stripe account' (blue).

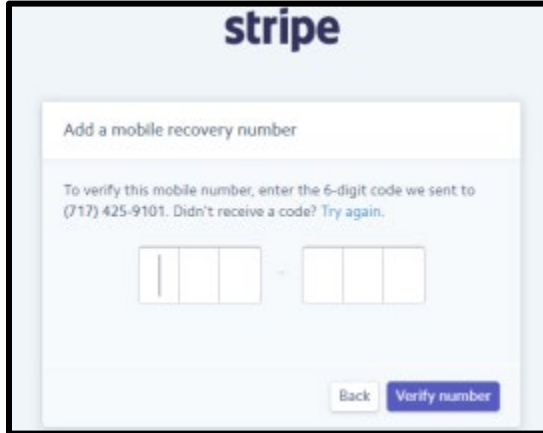
4. Add a mobile recovery number to prevent getting locked out in the future. You have the option to skip this step.



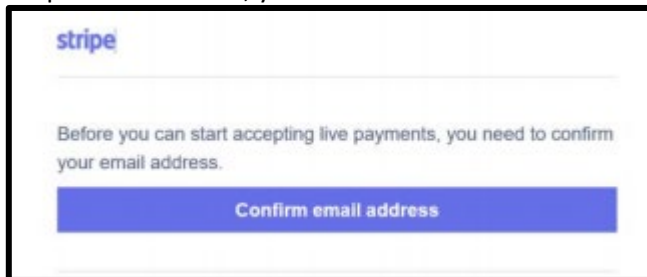
The screenshot shows the 'Add a mobile recovery number' screen. It includes the following elements:

- Header: 'stripe' logo.
- Section: 'Add a mobile recovery number'.
- Text: 'Adding a mobile recovery number prevents you from being locked out of your account.'
- Input field: 'Mobile number' with a dropdown for 'USA' and a text input containing '+1 (555) 678-1212'.
- Text: 'By clicking Send confirmation code, you consent to receive autodialed recurring texts and calls from Stripe for transactional purposes at this number.'
- Button: 'Send confirmation code' (blue).

5. If you add a mobile number in the previous step, you will be asked to enter the 6-digit code sent to your mobile phone. Enter this number in the boxes provided. You will not have to do this if you skipped step 4.

A screenshot of the Stripe mobile verification interface. At the top is the 'stripe' logo. Below it is a white box with the heading 'Add a mobile recovery number'. The text inside says: 'To verify this mobile number, enter the 6-digit code we sent to (717) 425-9101. Didn't receive a code? Try again.' There are two input fields for the 6-digit code, separated by a hyphen. At the bottom are two buttons: 'Back' and 'Verify number'.

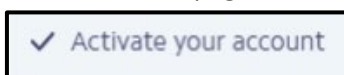
6. Confirm your email address. Follow the steps within the email sent to your email account to validate your Stripe account. First, you will click on **Confirm email address** within the body of the email.

A screenshot of an email confirmation screen from Stripe. It features the 'stripe' logo at the top left. The main text reads: 'Before you can start accepting live payments, you need to confirm your email address.' Below this text is a large blue button with the text 'Confirm email address'.

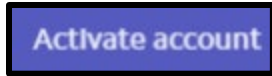
7. Enter the password that you created and click **Confirm your email**.

A screenshot of a login screen for email confirmation. The heading is 'Confirm your email'. Below it is a sub-heading 'Log in to confirm your email address.' There are two input fields: the first contains the email address 'amajan@pakeys.org' and the second is labeled 'Password'. A link 'Forgot your password?' is located below the password field. At the bottom is a blue button with the text 'Confirm your email'.

8. From the Home page, click **Activate your account** on the left menu.

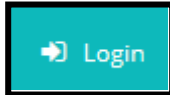
A screenshot of a button with a checkmark icon and the text 'Activate your account'.

9. Complete the Account application by answering all the questions and entering all information requested on the application page.
10. Click **Activating account** on the bottom right of the Account application.

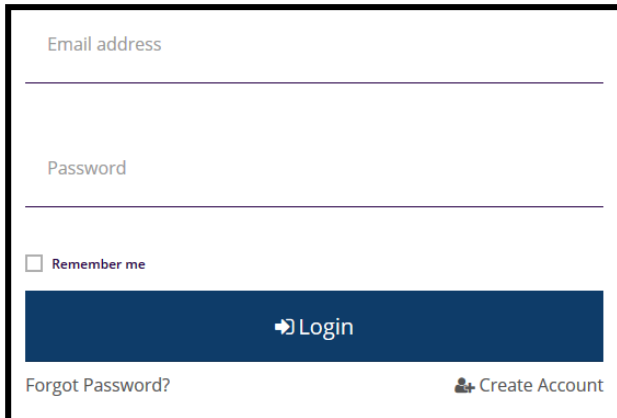


11. Follow any additional prompts in STRIPE.
12. Go to www.papdregistry.org.

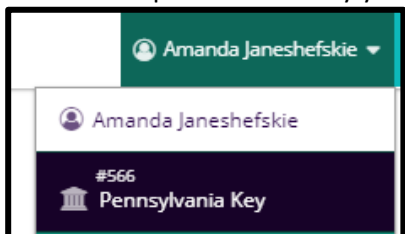
13. Click **Login** in the top right corner.



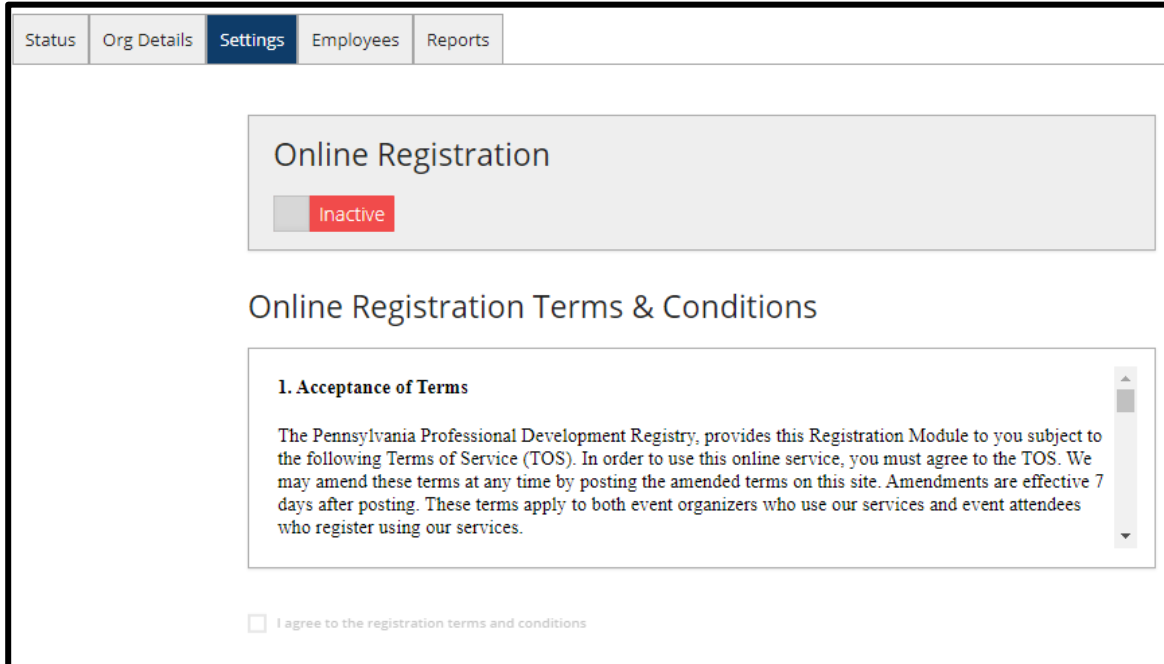
14. Enter your email address and password, then click **Login**.

A login form with two input fields: "Email address" and "Password". Below the fields is a checkbox labeled "Remember me". At the bottom is a dark blue button with a white right-pointing arrow and the text "Login". Below the button are two links: "Forgot Password?" and "Create Account" with a plus icon.

15. Click the drop-down menu by your name and select your organization profile (purple box).



16. Click the **Settings** tab, then click on **Inactive** to change status to Active. You will see a pop up on your screen after this step.



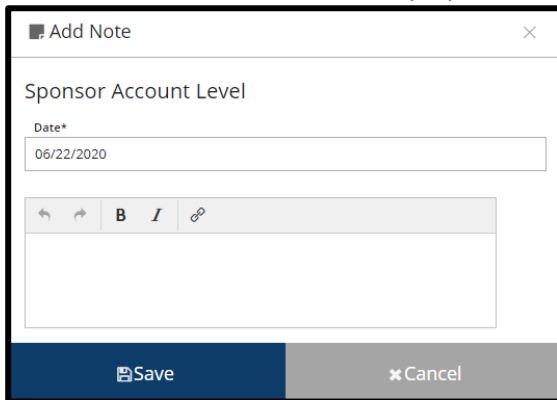
The screenshot shows a navigation menu with tabs for Status, Org Details, Settings, Employees, and Reports. The Settings tab is active. Below the menu, there is a section titled "Online Registration" with a red "Inactive" button. Underneath is a section titled "Online Registration Terms & Conditions" containing a scrollable text area with the following text:

1. Acceptance of Terms

The Pennsylvania Professional Development Registry, provides this Registration Module to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.

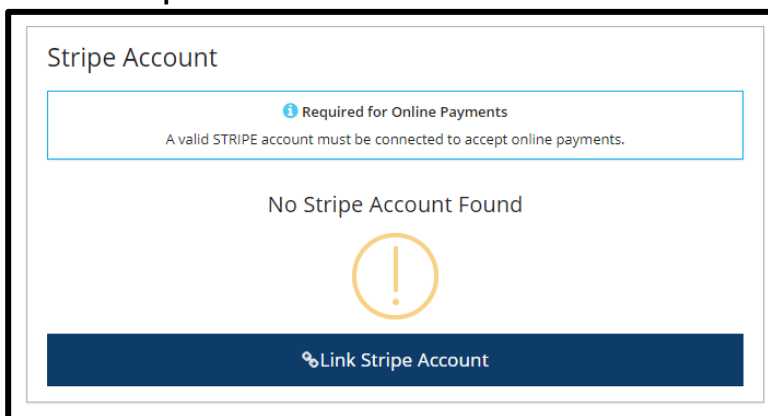
At the bottom of the terms section, there is a checkbox labeled "I agree to the registration terms and conditions".

17. Click **Save** on the screen which display the date.



The screenshot shows a dialog box titled "Add Note" with a close button (X). The main heading is "Sponsor Account Level". Below it is a "Date*" field containing the date "06/22/2020". There is a rich text editor below the date field with icons for undo, redo, bold (B), italic (I), and link. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

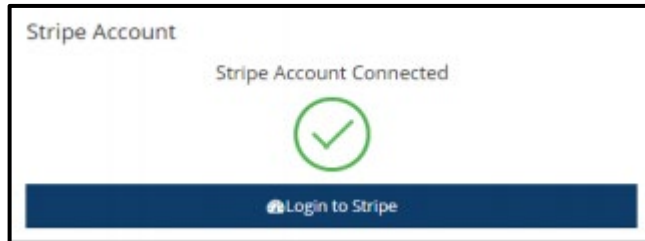
18. Click **Link Stripe Account**



The screenshot shows a "Stripe Account" section. At the top, there is a blue box with a required field icon and the text "Required for Online Payments" and "A valid STRIPE account must be connected to accept online payments." Below this, the text "No Stripe Account Found" is displayed. In the center, there is a large yellow warning icon (exclamation mark inside a circle). At the bottom, there is a blue button labeled "Link Stripe Account".

19. Enter your STRIPE email and password.

20. You are now connected to STRIPE.



21. Click the **settings** tab on the bottom right of the screen to take you back to the online registration page. Click on the box below the terms and conditions to accept the terms and conditions.

22. You may modify any of the default tabs below the terms and conditions

You are all set! When you schedule an event, you can select online registration and participants will pay through the Registry to your STRIPE account. Please make sure to read the information within STRIPE.com on how to transfer funds to your bank account once your event is complete. You will also need to determine how to refund individuals if an event is cancelled or if a person unregisters from the event.