



Creating your Stripe Club Merchant Account

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SportLoMo Ltd.

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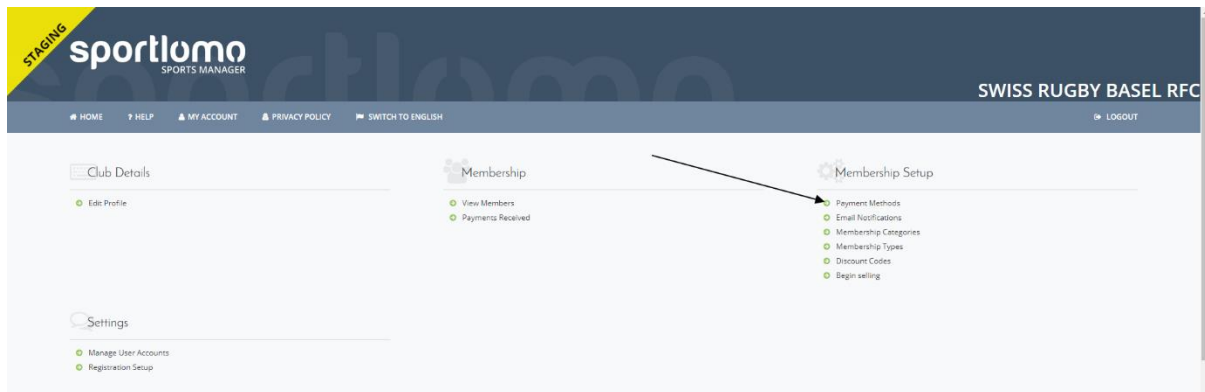


If you wish to sell your own membership packages through your Sportlomo club account and take membership fees for your club it is necessary for you to onboard with our payment provider Stripe. The steps below details how you can create your merchant account (onboard) with Stripe. There is no charge for this, the only charges will be a transaction fee of

Step 1

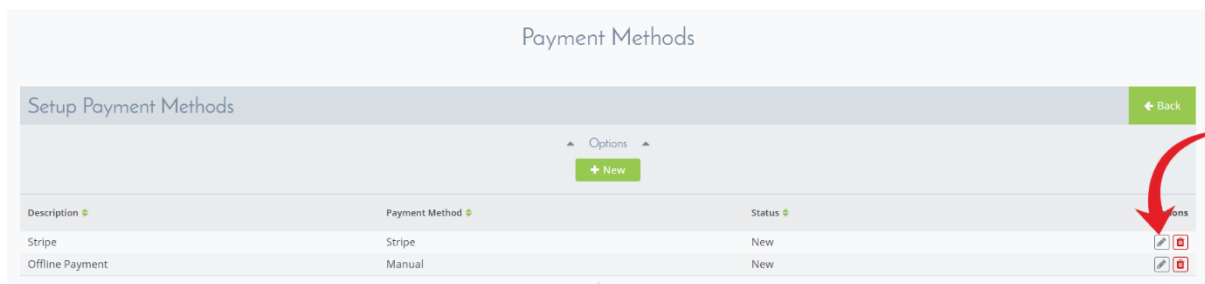
Log into your Suisse Rugby club admin account at fsr.sportsmanager.ie

On your club administration panel, please click “Payment Methods”



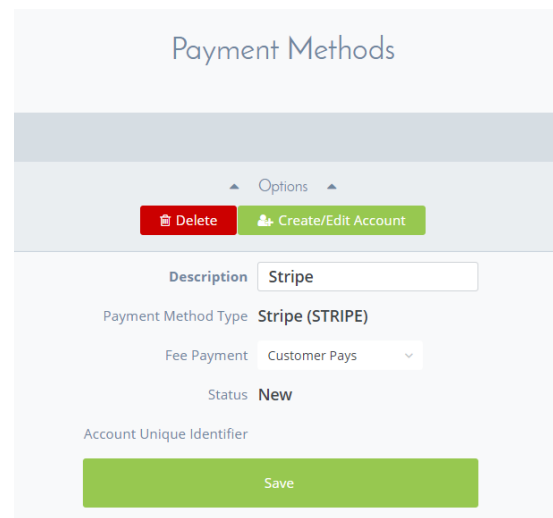
Step 2

Next click the edit icon on the Stripe row



Step 3

Please select the Green button called “Create / Edit Account”



Step 4

Fill out all details asked for, do not leave any information field blank. If your club does not have a tax number just enter a fake value to get through the registration ie: 99999999999, click next

The screenshot shows the 'Application Form' for Stripe Connect, specifically the 'Association Details for Payment Provider' section. The form is divided into two main sections: 'Business Trading Information' and 'Bank Account Information'. The 'Business Trading Information' section includes fields for Legal name (Test Rugby Club), Email Address (john.lee@sportlomo.com), Business Tax Id (999999999), City (Bern), Address (12 Rose Apartments), Postal Code (1200), and Phone Number (4165550110). The 'Bank Account Information' section includes fields for Bank Name (Stripe Test Bank), Account Holder Name (John Dough), Account Type (Company), Country (Switzerland), Currency (Swiss Franc), and IBAN (CH89370400440532013000). The form has a 'Back' button in the top right corner and 'Previous' and 'Next' buttons at the bottom right.

If the information is correct after a few seconds the form will access Stripe Connect and it will pass you through to Stripe to finish your onboarding.

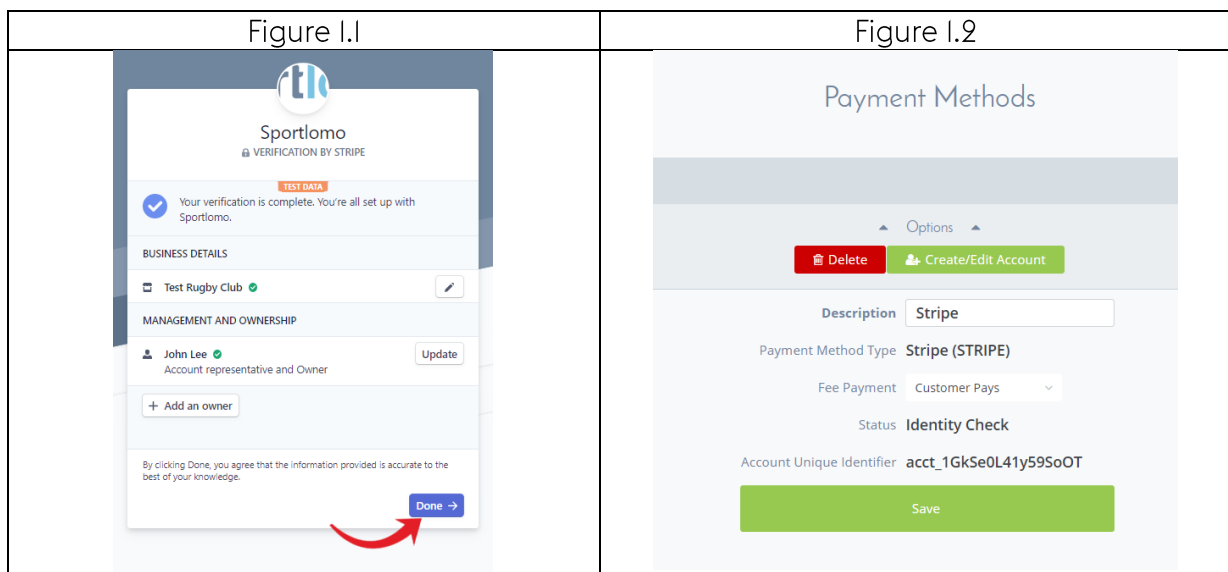
The page will access the Stripe Verification page, you must verify as a business owner in order to activate your account, do not skip this section as it is necessary to complete Stripe onboarding.

Stripe have confirmed that where they use the term “Business owners” in the sense of a non-profit/ Sports club, this refers to anyone who has executive control over the organization.

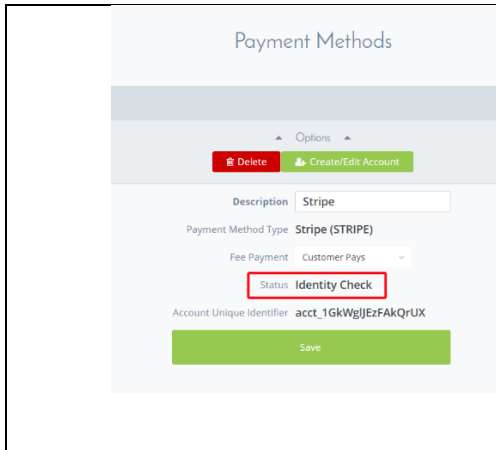
They will ask you to tick the box that you own 25%, which they will interpret that you are a club executive who has substantial control over the organisation, and they will accept this as a sufficient response for onboarding a Sports club.

You can change the language display by selecting the menu on bottom right of page. You can select yourself as you have filled details in the last steps or add someone new. Click next when you have added these details.

If all details are entered correctly, you will then be presented with these pages below – (figure I.1 - click on Done and you will be returned to Sportlomo, (figure I.2) where your status will be displayed as Identity Check. Stripe will review this information and if they need further information, you will be contacted by us and asked to provide further information. E.g., Upload a passport photo as an identity check.



Submitting a Photo Identity to Stripe

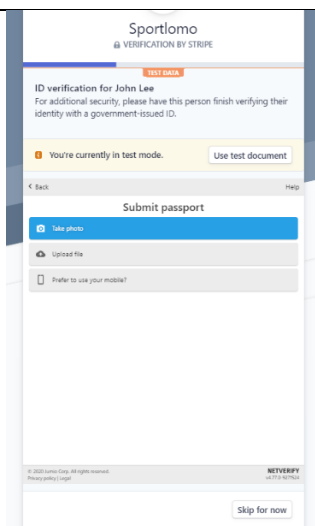
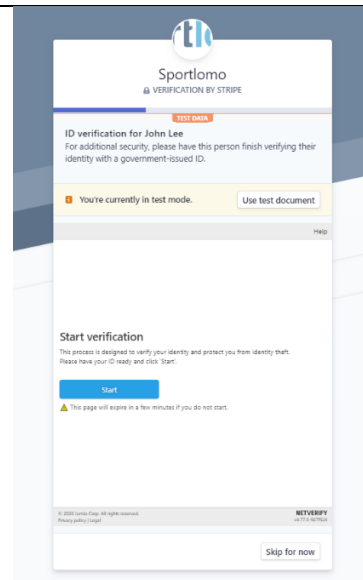


The likelihood is that you will be asked to submit a photo identity to prove you are the account holder. Stripe will trigger an email from our system asking you to log back in and upload a photo verification.

You can see from the picture to our left your status has changed to “Identity check” – click on Create/Edit account again and click on next on your completed application form where you will be brought back to Stripe

On your Stripe form, please start the Verification process - please advise there is a security time out on this section so do not delay too long.

Do not skip this section as it is a necessary step to create your merchant account fully



Follow the instructions that Stripe provide and select the identity form that you will upload. You can upload from mobile or from your PC.

Our advice is to take a good quality photo of your documentation prior to this and store it on your PC so you can upload it when requested.

Please ensure it is in either .jpg or .png format and make sure it is clearly readable with no sections missing from the photo

Once successful click done and return to Sportlomo where you will see your status has changed to “Activation request sent”. Stripe will assess and if all is correct will approve very quickly.