

Your Guide to Signing up for QikServe Payment Service

Welcome to QikServe Payment Service. We'll guide you through the sign-up process for setting up your payments account.

Sign-in to dashboard

- To start, you should have received an email from our team inviting you to your global dashboard where the sign-in process begins.
- Please check your junk mailbox also and let us know if this has not been received.
- Once clicking the link, you will be prompted with an option to create an account.
- As an existing user, click 'I ALREADY HAVE AN ACCOUNT' located at the bottom of the screen.
- Enter your existing account email and password then click sign up.
- Now that your account is clicked, sign-in as normal and you'll automatically open to your new global dashboard.
- Once you're signed in, confirm that you are in the correct dashboard by verifying the image of a globe and the name of your business on the top left-hand corner of the screen.
- If you have not loaded to the correct page, click on the name and select the desired global dashboard from the list.

Dashboard Navigation

- Now that you are signed in, we can start the signup process for your payments account.
- Navigate to Payments and select 'SETUP ACCOUNT' which will open a new window for you to start entering your details.

Sign-up for QikServe Payment Service

Details screen

- Enter a mobile phone number and email address then press 'continue'.

Sign-up/ sign-in screen

- On the sign-in screen, select 'Sign up' below the box to create your account.

Account details

To create your account, enter your:

- Email address
- Full name
- Country
- Password

Then select, 'Create account' to be redirected back to the sign-in screen.

Sign-in

- You have now been redirected to the sign-in screen where you will now sign-in using your email address and password entered on the previous screen.
- For security purposes, you will receive a text message each time you sign in.
- Enter the six-digit code you received via text message to your mobile phone.
- To note, you may receive this text immediately but if there is a delay, wait up to 10 seconds before pressing 'Resend code'.

Application Details

- Using the drop down, select your business type and press 'continue'.
- Enter the required account details for your business type and press 'continue'.
- Using the dropdown, select your industry and provide your company website, QikServe weborder URL or press 'continue' to skip the website option and enter a brief product description.
- Enter your bank account details for where you would like your funds deposited then press save.
- Review your account details to confirm everything is correct.
- On this screen, you may be asked to provide documentation to confirm the address or show proof of identity.
- If you are trading in other currencies, select 'add an account' to include additional deposit accounts.
- After confirming all your details are correct. Press 'done' to complete your portion of the account creation process.
- Based on the information you provide this process can take up to a minute to complete.
- Once you receive your success confirmation, QikServe will be notified to complete your activation process.

If you have any questions on how to complete your payments application you may reach out to us at support@qikserve.com and a member of our team will assist.

At QikServe, our goal is to keep it simple. Giving you control while your customers have the best experience yet.

Overview of steps

1. Create account
2. Sign-in to QikServe password
3. Navigated to your global dashboard
4. Payments
5. Set-up account
6. Enter your phone number and email
7. Select sign-up (future sign-in)
8. Create account
9. Enter your verification code
10. Select your business type
11. Enter your personal details
12. Enter your business details
13. Enter your bank account details
14. Validate your details
15. Could require additional proof of address & identity verification
16. Click 'Done' to complete