# KUARIO Payout process for Merchant on a known Site

**Instruction - EN**

**R 5**

Versie 1.0.5 geproduceerd op: January 2023 in Nieuw-Vennep.

**Uitgever**

*KUARIO B.V.*

**Productie**

*KUARIO B.V.*

# Inhoudsopgave

# Introduction

## Introduction

In this instruction we will explain how to start or complete the KUARIO Payout process, formally known as the Know-Your-Customer process at KUARIO. This process has been changed with the update of January 19th 2020. Although it is still a part of a process we internally call Know-Your-Customer, this process is now called KUARIO Payout.

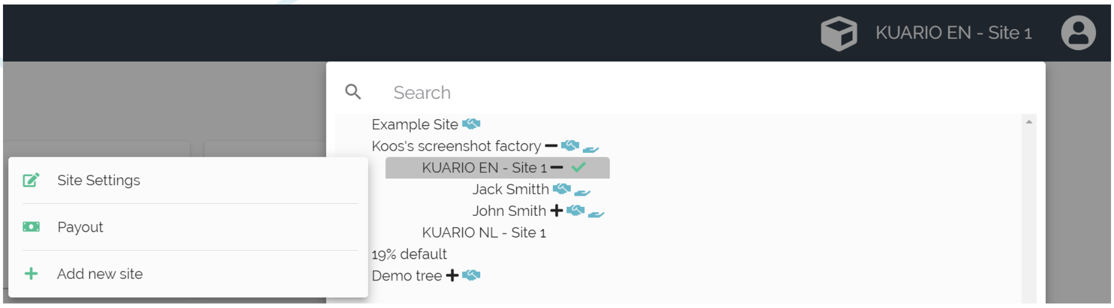
## For Who?

This document is meant for KUARIO Merchants that have an existing site and want to start or complete the KUARIO Payout process, formally known as the Know-Your-Customer process.

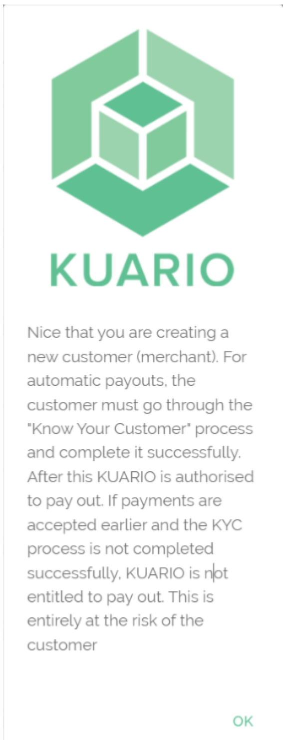
# Use Payout

## Use Payout

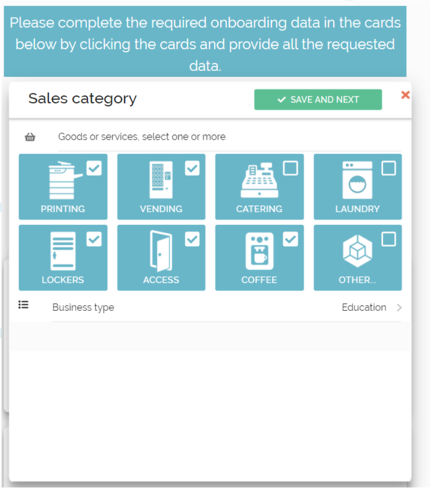
1. Click your site, in this screen shot '**Example Site**'.
2. Click the **gear icon**, and in the context menu click '**Payout**'.



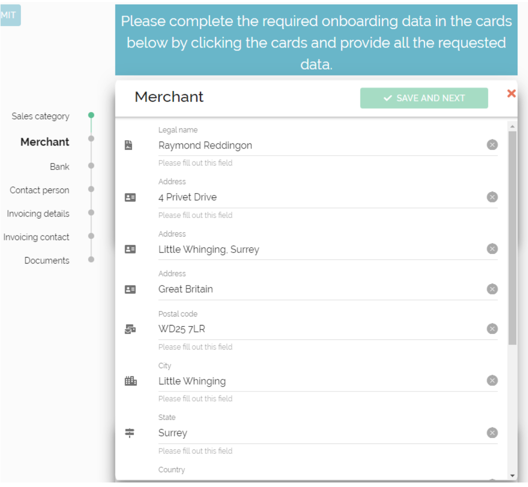

3. You should see the welcome message below. Click OK.



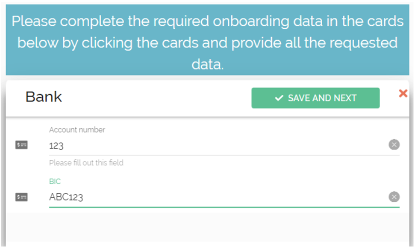
4. Select the Outlet types that you would like to use, for example **Printing** and **Lockers**.
5. Select your **Business Type** from the list. Click '**Save and Next**'.



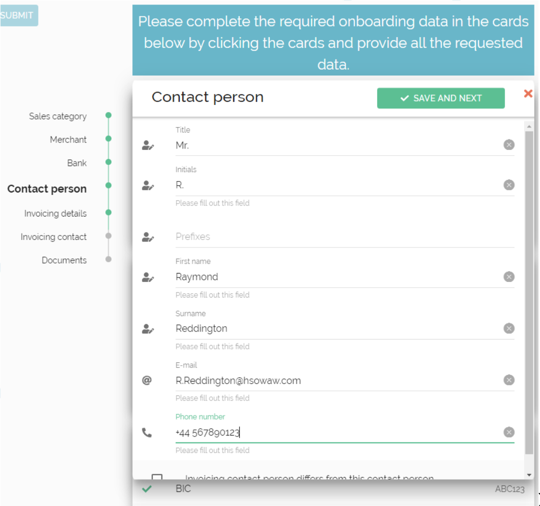

6. Fill in the Merchant data. Click '**Save and Next**'.




7. Fill in your bank data. This should be the bank that you want to receive the money on. Click '**Save and Next**'.

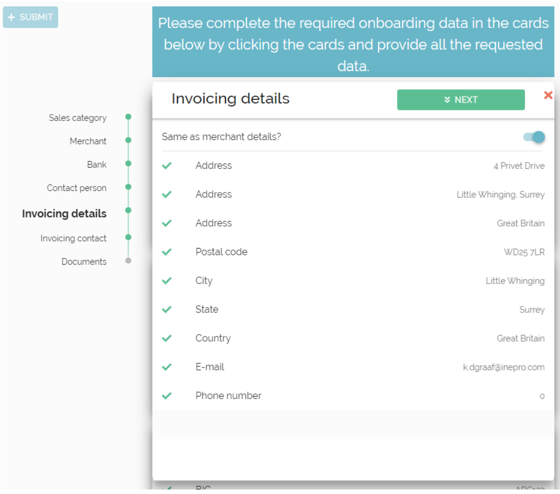


8. Enter the data of the contact person. Click '**Save and Next**'.

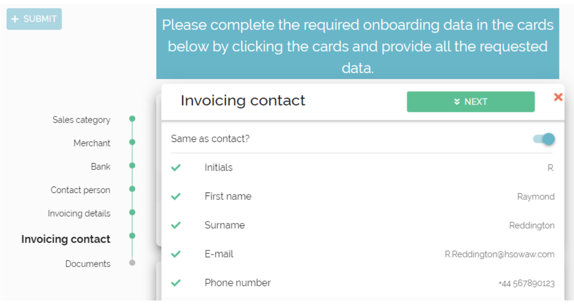


X

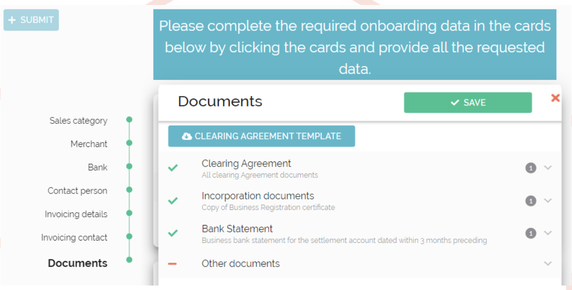
9. Fill in the invoicing details. Click '**Next**'.



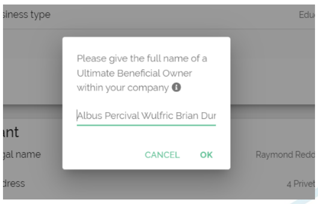

10. Fill in the Invoicing Contract details. Click '**Next**'.



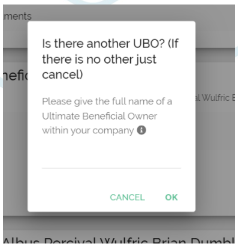

11. A couple of documents are needed to complete this process. Please provide a Clearing Agreement Click '**Save**'.



12. Your company has one or more Ultimate Beneficial Owners, you fill in his or her name here. Click '**OK**'.

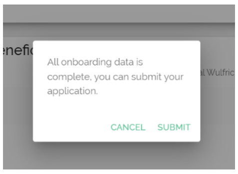



13. If there is more then one UBO in your company, click '**OK**' to restart the last step If there are no more UBO's, click '**Cancel**'.




14. Add the required documents for all the **U**ltimate **B**eneficial **O**wners.

15. A message should appear to inform that all onboarding data is complete. Click '**Submit**'.




16. Another confirmation message pops up. Click '**OK**'.