

bitpay

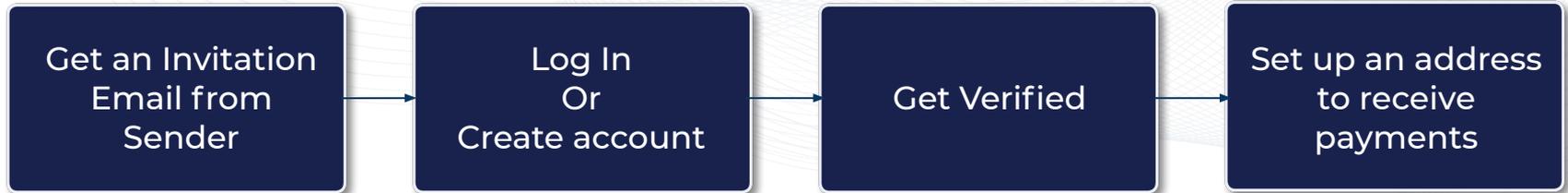
Payouts Setup - Step by step guide for Recipients

Payouts

Step by step guide for recipients

Payouts is a service that we provide our Merchants (“Sender”) who want to pay their customers (“Recipients”) in cryptocurrency.

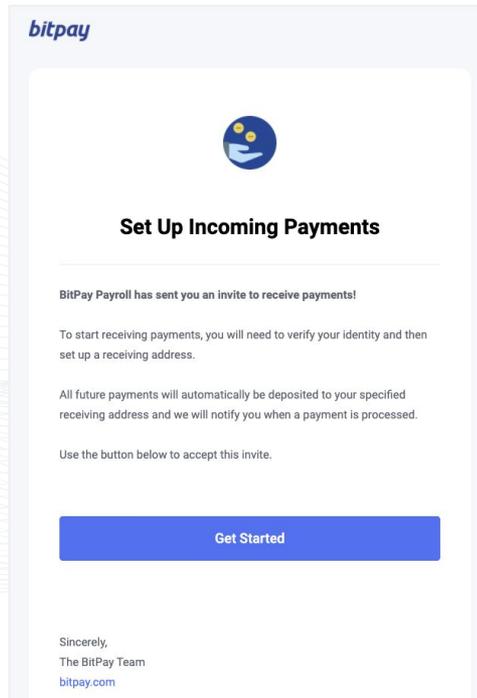
- **FASTER FUNDS:** Faster access to funds in your wallet globally.
- **CHEAP:** No additional or hidden fees. Receive the exact amount that was sent at the applicable market exchange rate.
- **NO BANK ACCOUNTS NEEDED:** There is no need to integrate with a bank account.



Step 1: Invitation Email

The sender needs to send you a one-time invitation by email. The email subject will be Set Up Incoming Payments.

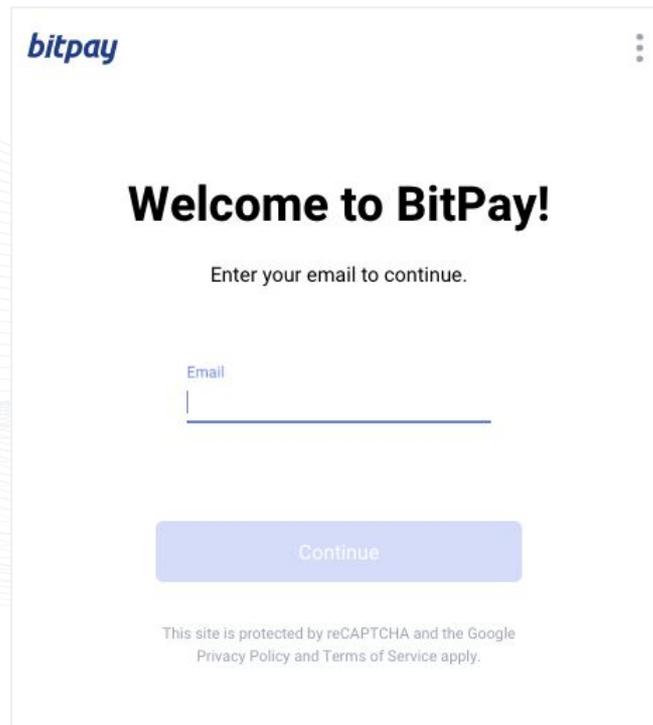
- Open **Set Up Incoming Payments** email
- Click on the **Get Started** button



Step 2: Log in

If you already have a personal account, you may login to it. If not, you will need to create one.

- Enter your email
- Click on the **Continue** button

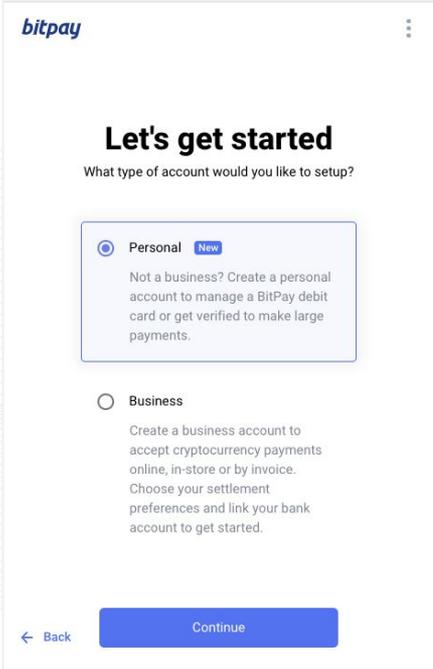
A screenshot of the BitPay mobile login interface. At the top left is the 'bitpay' logo, and at the top right is a three-dot menu icon. The main heading is 'Welcome to BitPay!' in bold black text. Below it is the instruction 'Enter your email to continue.' There is an email input field with a light blue border and a blue underline, with the word 'Email' in small blue text above it. Below the input field is a blue 'Continue' button. At the bottom, there is a small grey text line: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.'

For more information visit: <https://support.bitpay.com/hc/en-us/articles/360037486651-How-do-I-complete-the-BitPay-ID-process->

Step 2a: Create a personal account

You'll need to create a personal account only if you don't have an account.

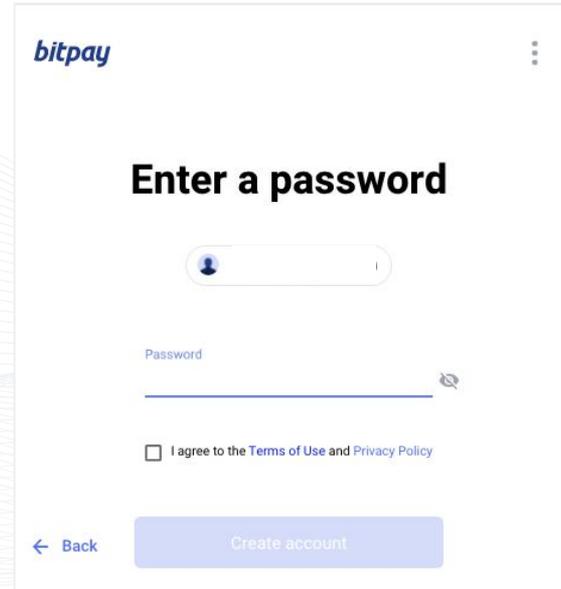
- Select **Personal** account
- Click on the **Continue** button



The screenshot shows the BitPay mobile app interface for account creation. At the top left is the 'bitpay' logo and a menu icon. The main heading is 'Let's get started' with the subtext 'What type of account would you like to setup?'. There are two radio button options: 'Personal' (selected) and 'Business'. The 'Personal' option includes a 'New' badge and a description: 'Not a business? Create a personal account to manage a BitPay debit card or get verified to make large payments.' The 'Business' option has a description: 'Create a business account to accept cryptocurrency payments online, in-store or by invoice. Choose your settlement preferences and link your bank account to get started.' At the bottom, there is a 'Back' button with a left arrow and a blue 'Continue' button.

Step 2a: Create an account

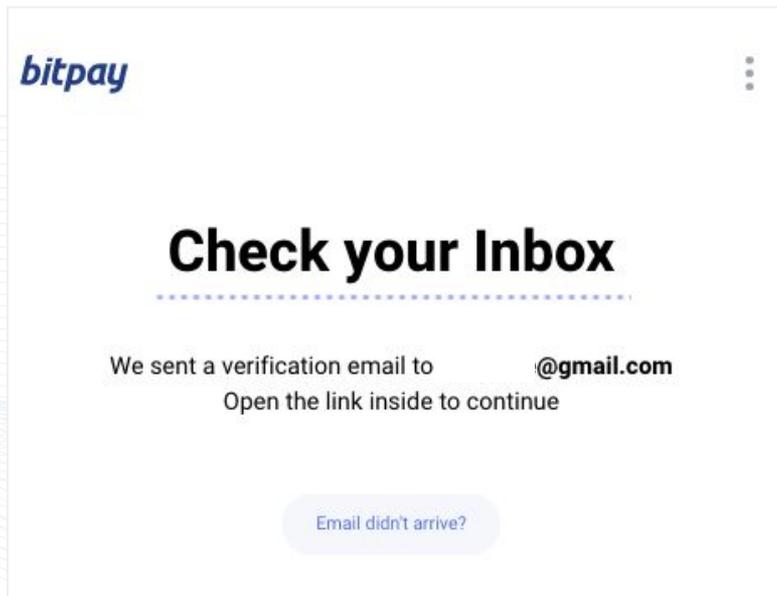
- Enter a strong password
- Select the **Terms of Use** and **Privacy Policy** checkbox
- Click on the **Create account** button



The screenshot shows the BitPay mobile app interface for creating an account. At the top left is the 'bitpay' logo, and at the top right is a three-dot menu icon. The main heading is 'Enter a password'. Below this is a rounded rectangular input field containing a blue person icon. Underneath is a 'Password' label followed by a text input field with a blue underline and a small eye icon on the right. Below the password field is a checkbox with the text 'I agree to the Terms of Use and Privacy Policy'. At the bottom left is a back arrow and the text 'Back'. At the bottom right is a blue button with the text 'Create account'.

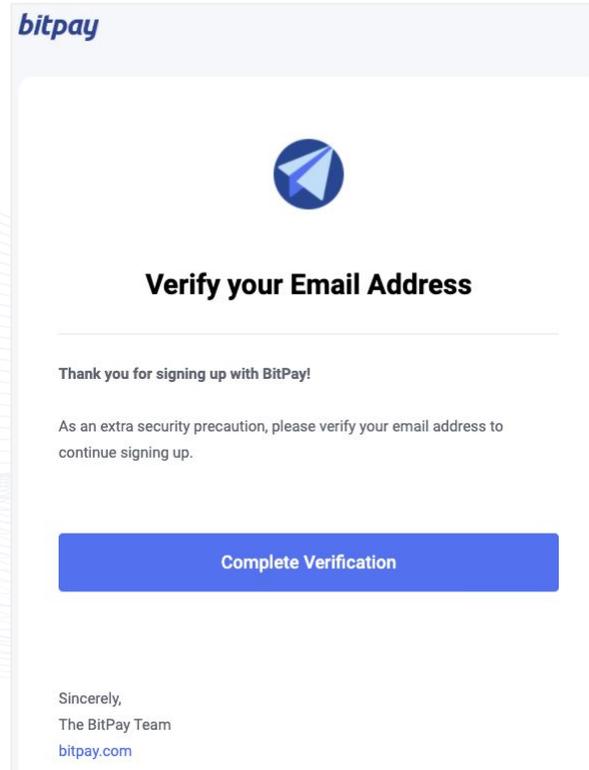
Step 2a: Create an account

- Verify your account email



Step 2a: Create an account

- Open the **Verify your Email Address** email
- Click on the **Complete Verification** button



Step 2b: Get Verified

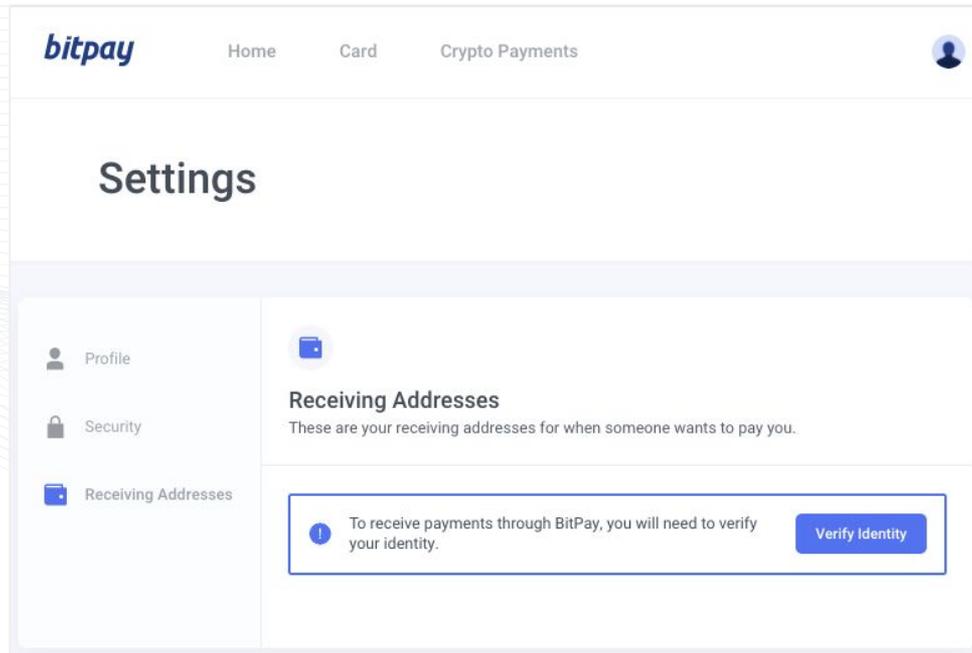
Recipients are required to be verified for BitPay to be able to provide the Payouts service in compliance with applicable laws and regulations.

Your name, email, address, SSN (US only), valid government issued ID, and a selfie will be needed for verification.

Under Settings → Receiving Addressses, you will see a Verify Identity link

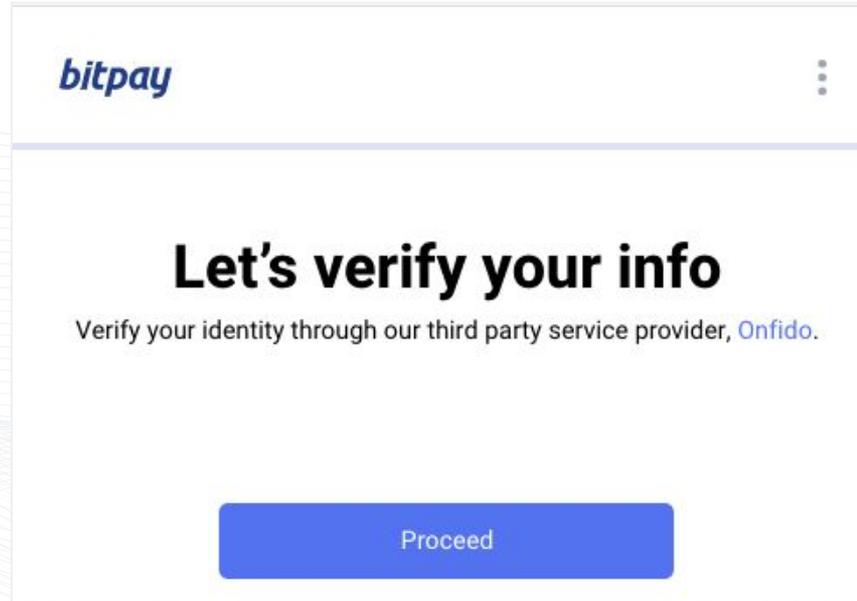
(only if you are not a verified customer)

- Click on the **Verify Identity** button to start your verification process



Step 2b: Get Verified

- Click on the **Proceed** button to start your verification process



Step 2b: Get Verified

- Select one of the Government Issued ID type

✕

Verify your identity

Select the type of document you would like to upload



Passport

Face photo page

>



Driver's license

Front and back

>



Identity Card

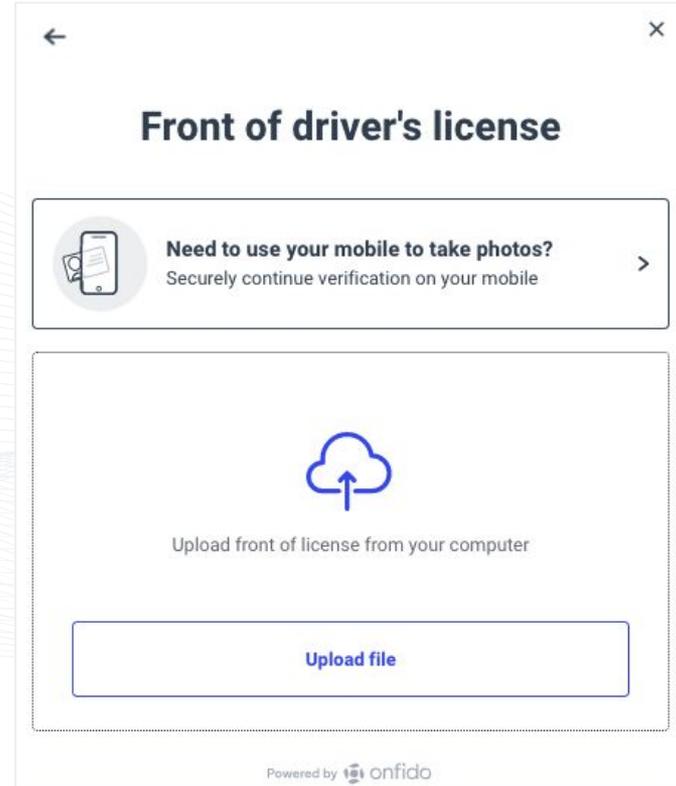
Front and back

>

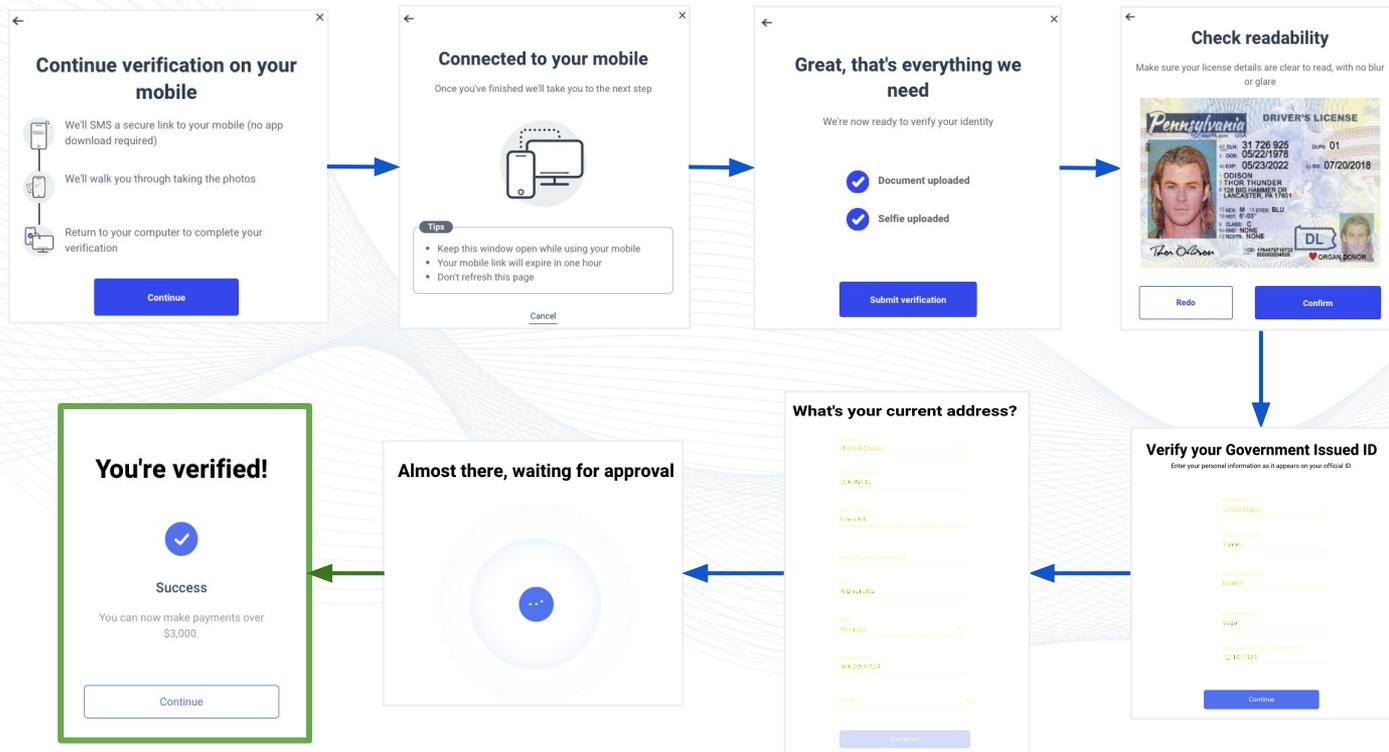
Powered by  onfido

Step 2b: Get Verified

- Select **Need to use your mobile to take photos?**
- OR
- Continue by selecting **Upload file** option



Step 2b: Get Verified



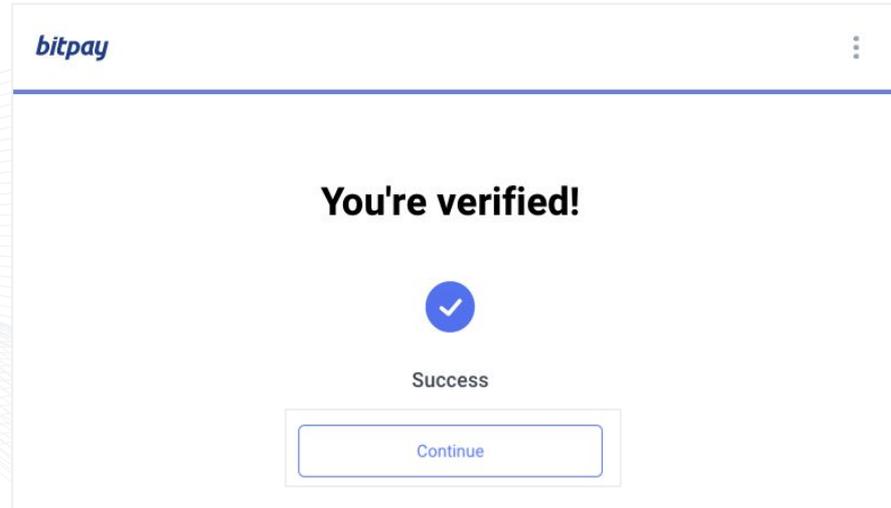
For more information visit: <https://support.bitpay.com/hc/en-us/articles/360037486651-How-do-I-complete-the-BitPay-ID-process>

Step 2b: Get Verified

You' re verified!!!

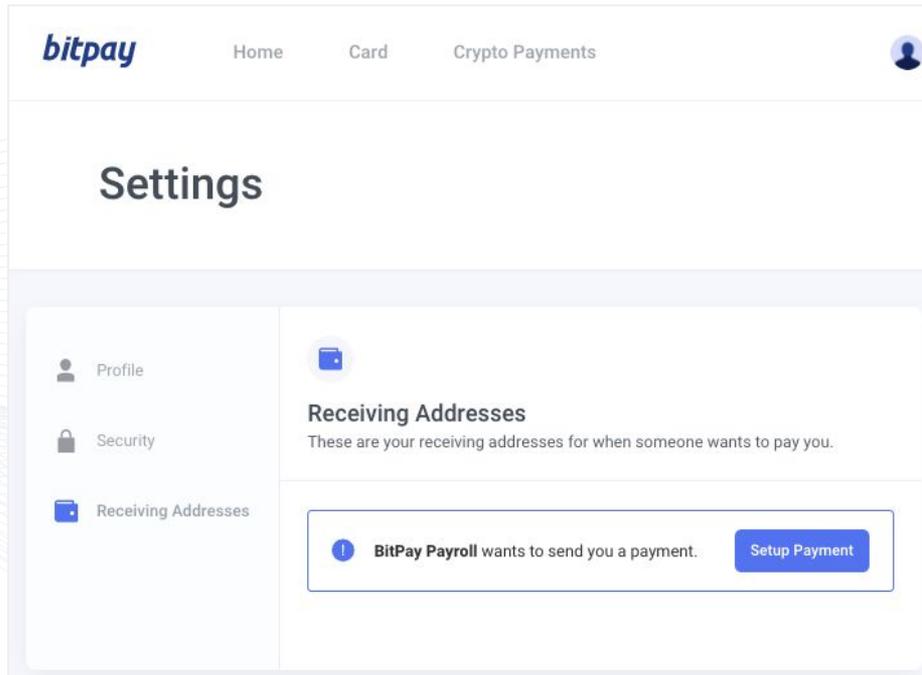
You may now set up your wallet address for receiving future payments:

- Select the **Continue** button



Step 3: Set up a receiving address

- Click on the **Setup Payment** button



Step 3: Set up a receiving address

The screenshot shows the BitPay 'Add Receiving Address' form. The 'Wallet Provider' dropdown menu is open, showing options: Coinbase, Gemini, Kraken, Bittrex, Voyager, Uphold, and Other (selected). The 'Nickname' field contains 'My Wallet'. The 'Currency' field contains 'BTC'. A red line indicates a required 'Address' field. Buttons for 'Cancel' and 'Save Payment Setting' are at the bottom.

Wallet Provider: Select your custodial wallet provider from the drop down if available or choose *Other*.

We do not need the provider name if it's a non-custodial wallet like BitPay.

Nickname: Enter a preferred nickname for your wallet. If not, you may leave the default as *My Wallet*.

Currency: Until we add more currencies, the default will remain *BTC*.

Address: Paste your bitcoin wallet address
You will automatically receive future payments from any sender to this address.

Step 3: Set up a receiving address

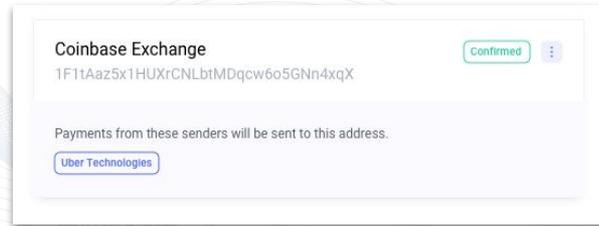
You're all set to receive future payments from the merchant to this address!



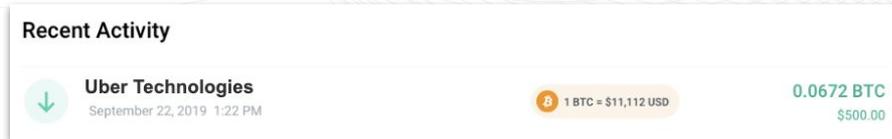
The screenshot shows the BitPay user interface. At the top, there is a navigation bar with the BitPay logo on the left and links for 'Home', 'Card', and 'Crypto Payments' on the right. A user profile icon is also visible in the top right corner. Below the navigation bar, the main heading is 'Settings'. On the left side of the settings page, there is a vertical menu with three options: 'Profile' (with a person icon), 'Security' (with a lock icon), and 'Receiving Addresses' (with a blue wallet icon). The 'Receiving Addresses' section is currently selected and expanded. It features a sub-heading 'Receiving Addresses' and a descriptive sentence: 'These are your receiving addresses for when someone wants to pay you.' Below this, there is a form field with the label 'First' and a three-dot menu icon on the right side of the field.

Receive payments

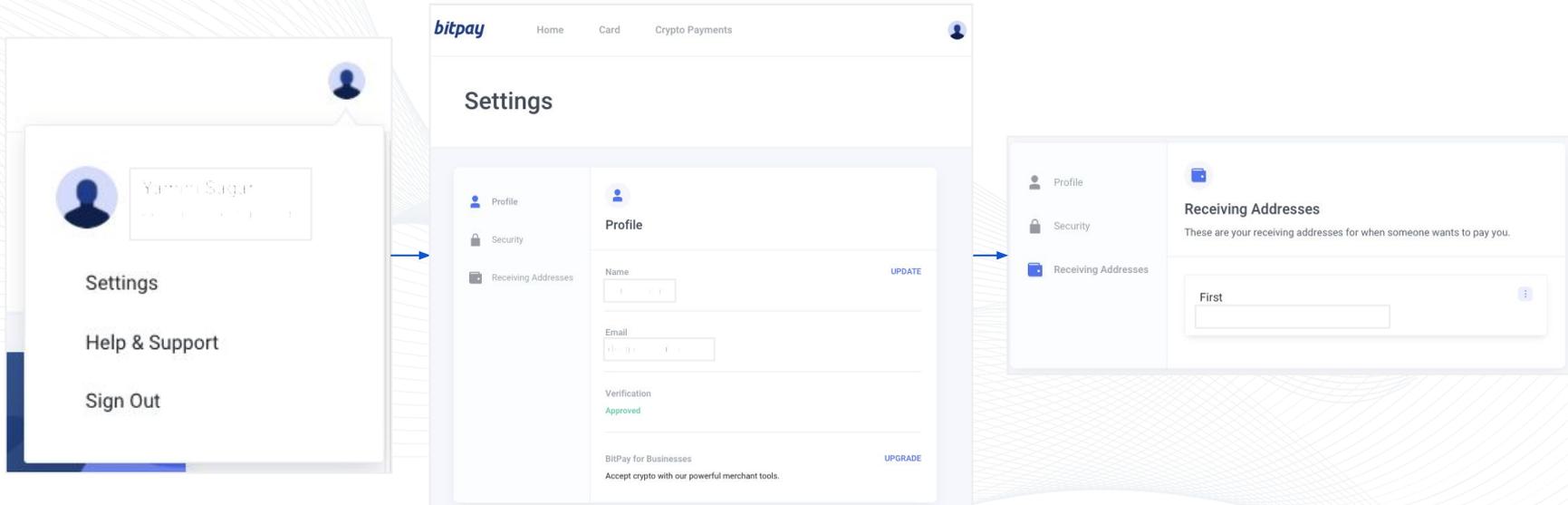
Once a receiver has been onboarded, they receive all future payments directly into their wallet address specified. In the example below, the receiver has configured their Coinbase wallet address in their payout settings for receiving payments from Uber Technologies. The wallet, once set up, is ready to receive payments.



When Uber Technologies sends them a payment, after BitPay processes this payment, it will be sent to the Coinbase wallet address soon.

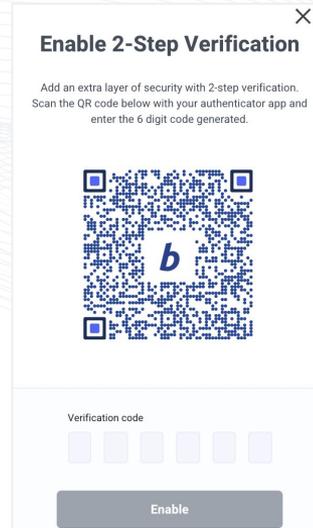
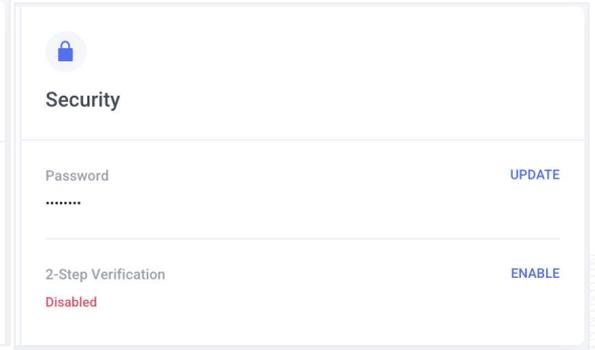
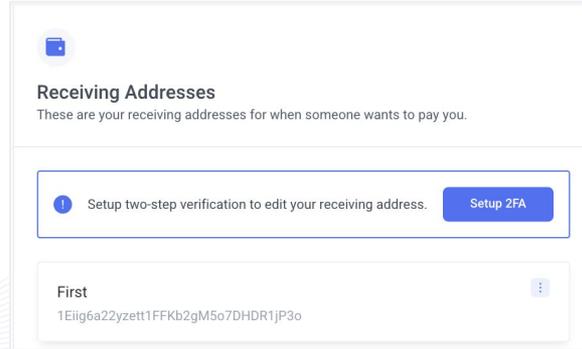


View receiving address



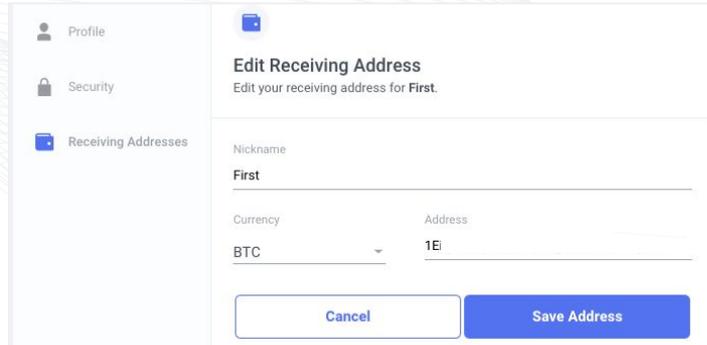
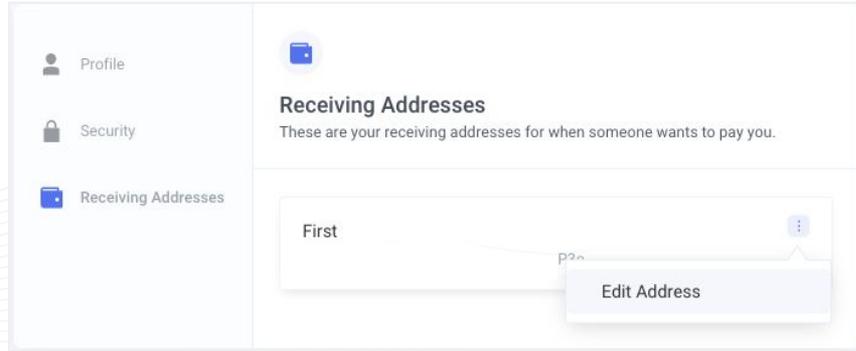
Edit receiving address - Enable 2FA

- Click on **Setup 2FA**
- Select the **Enable** link
- Scan the QR code with the authenticator
- Enter the code from the authenticator and select **Enable**



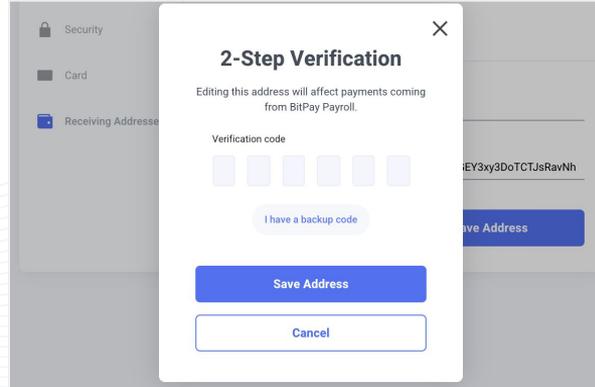
Edit receiving address

- Click on 
- Select the **Edit Address** link
- Update the Nickname and / or Address
- **Save Address**



Edit receiving address

- Complete 2FA verification
- Select the **Save Address** button



- Receive a confirmation email

