bitpay
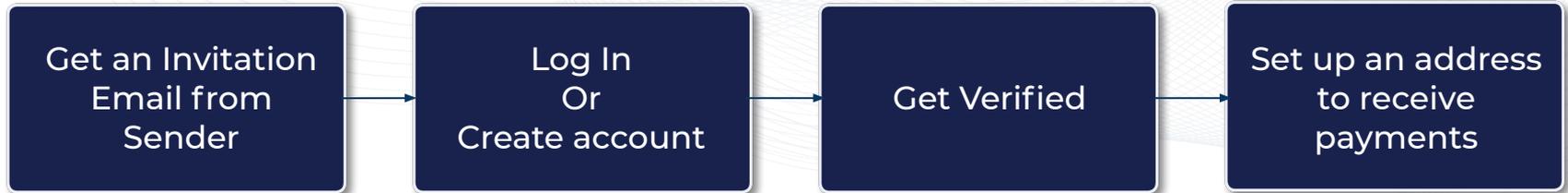
Payouts Setup - Step by step guide for Recipients

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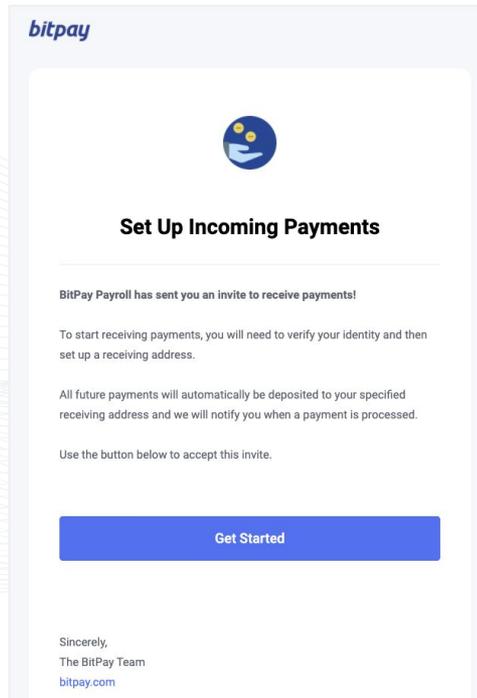
- **FASTER FUNDS:** Faster access to funds in your wallet globally.
- **CHEAP:** No additional or hidden fees. Receive the exact amount that was sent at the applicable market exchange rate.
- **NO BANK ACCOUNTS NEEDED:** There is no need to integrate with a bank account.

Get an Invitation Email from Sender → Log In Or Create account → Get Verified → Set up an address to receive payments

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.

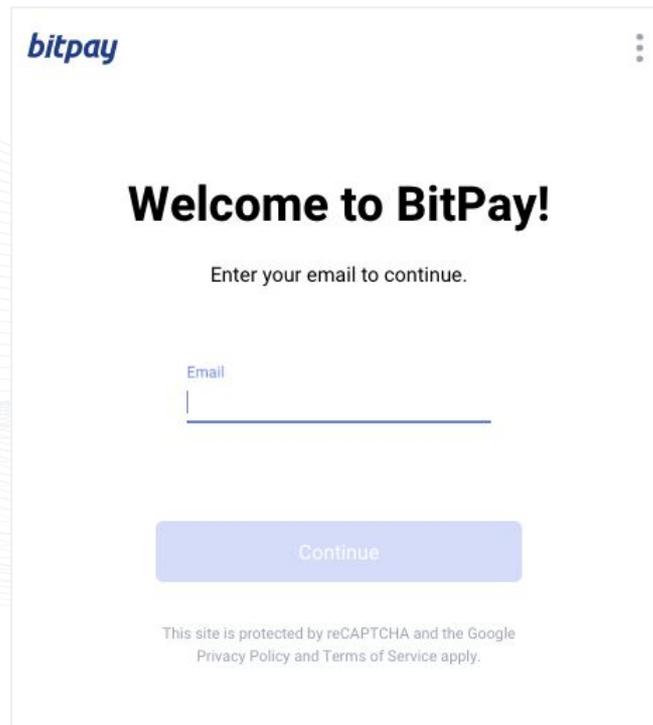- Open **Set Up Incoming Payments** email

- Click on the **Get Started** button

bitpay

Set Up Incoming Payments

BitPay Payroll has sent you an invite to receive payments!

To start receiving payments, you will need to verify your identity and then set up a receiving address.

All future payments will automatically be deposited to your specified receiving address and we will notify you when a payment is processed.

Use the button below to accept this invite.

Get Started

Sincerely,
The BitPay Team
bitpay.com

Step 2: Log in

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

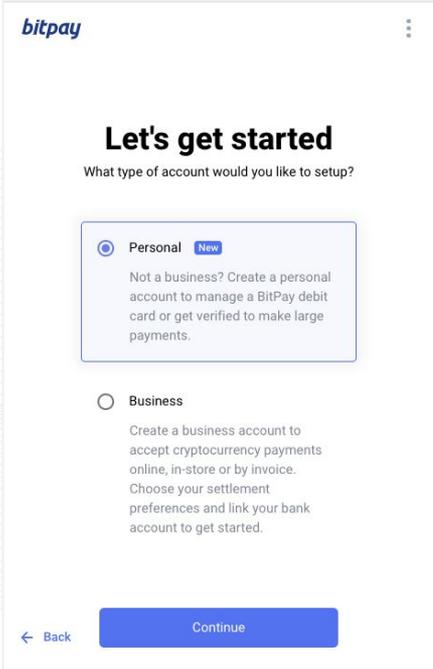- Enter your email

- Click on the **Continue** button

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
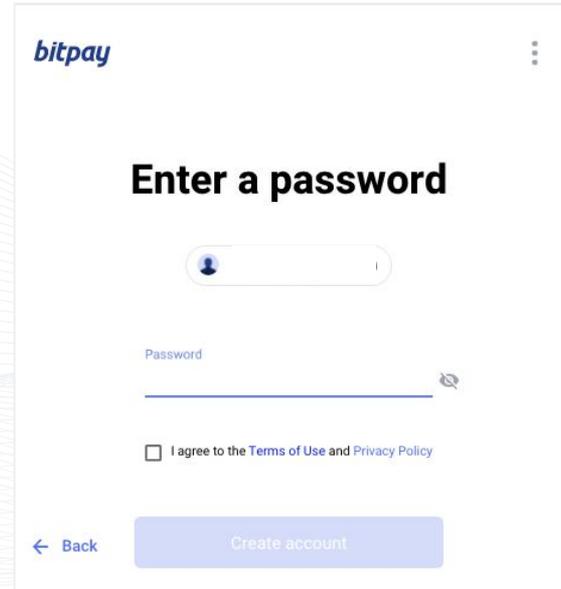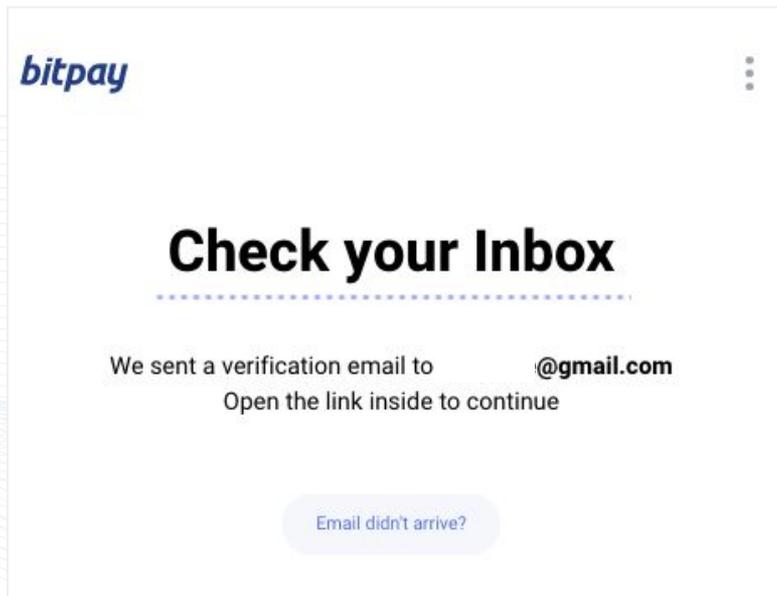
- Click on the **Continue** button

Step 2a: Create an account

- Enter a strong password

- Select the **Terms of Use** and **Privacy Policy** checkbox

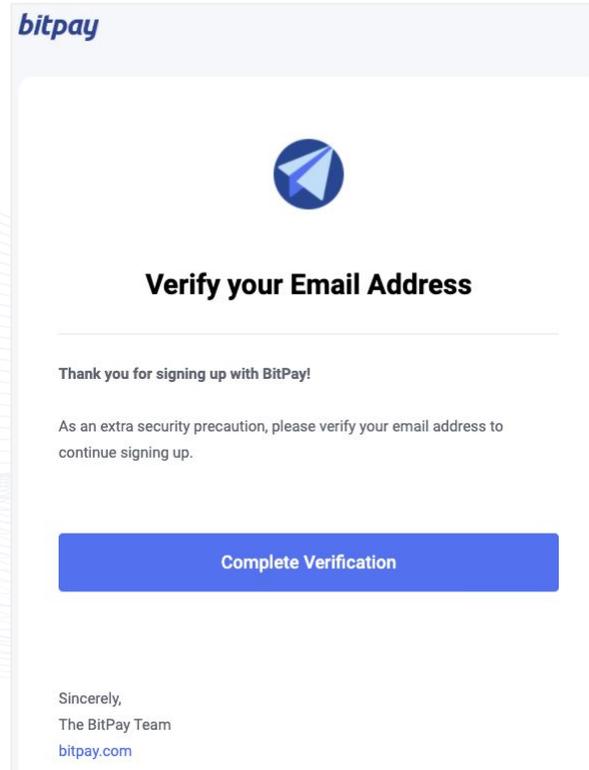- Click on the **Create account** button

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
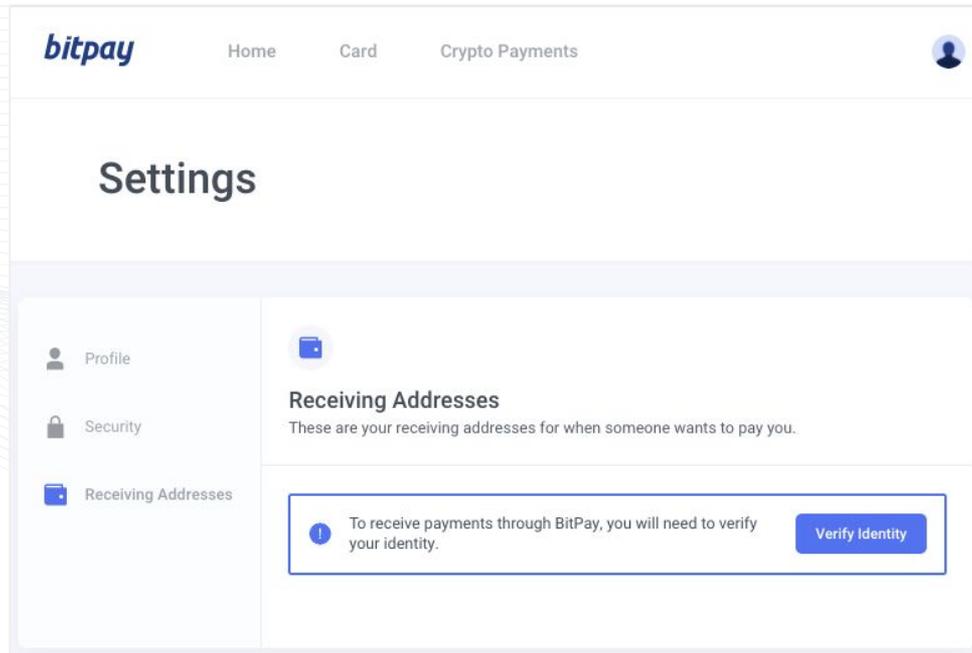
Step 2b: Get Verified

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 Addresseses, you
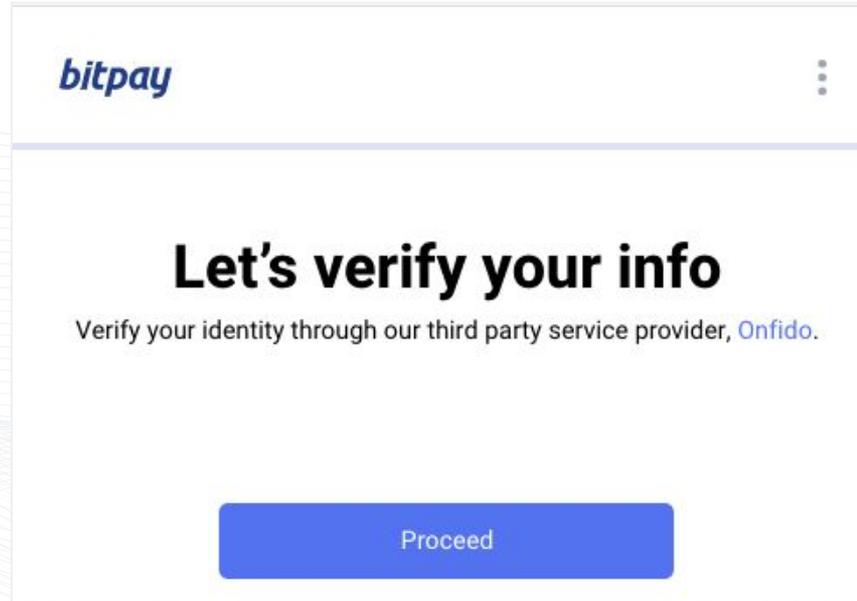
will see a Verify Identity link

(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
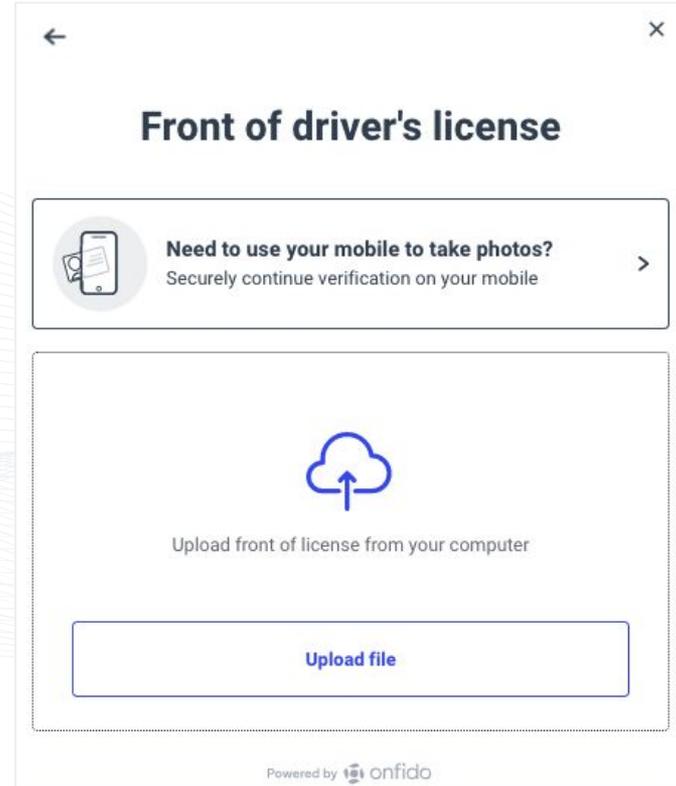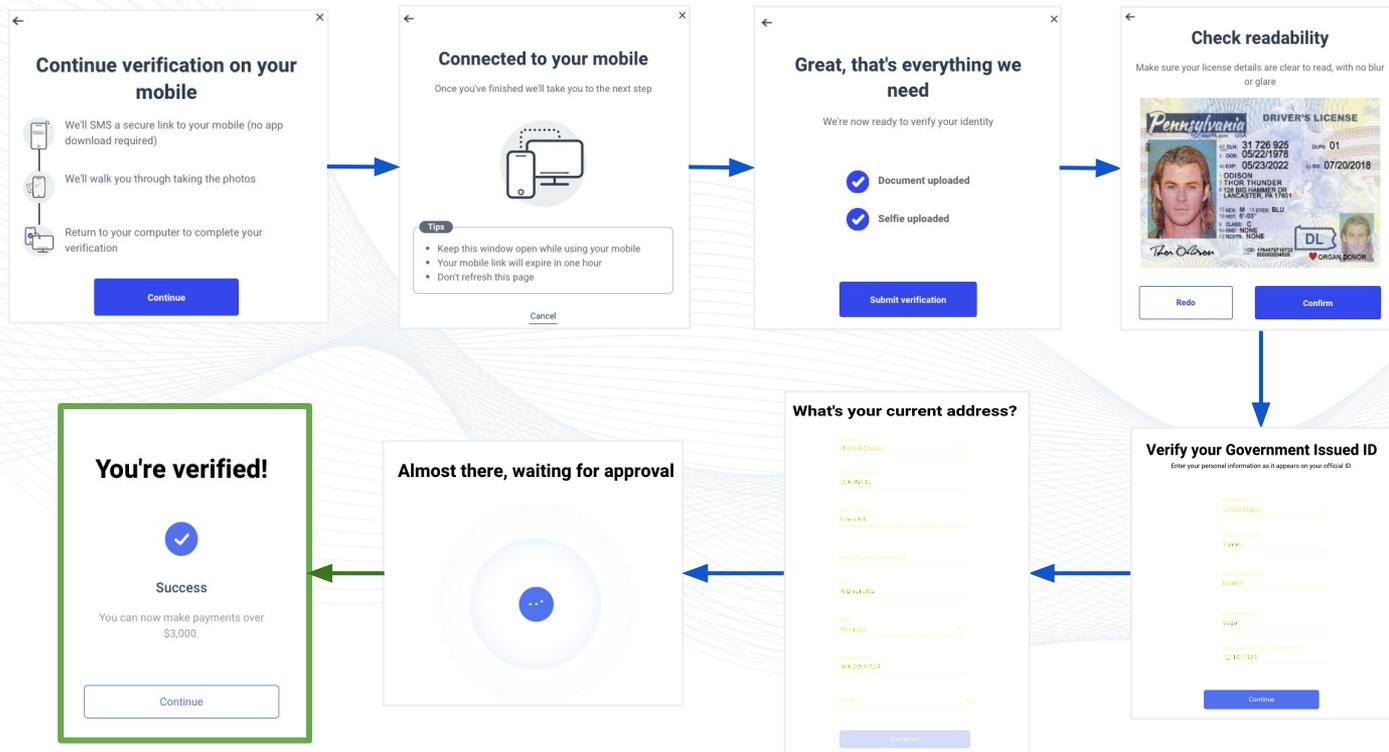
Step 2b: Get Verified

- Select **Need to use your mobile to take photos?**

  OR

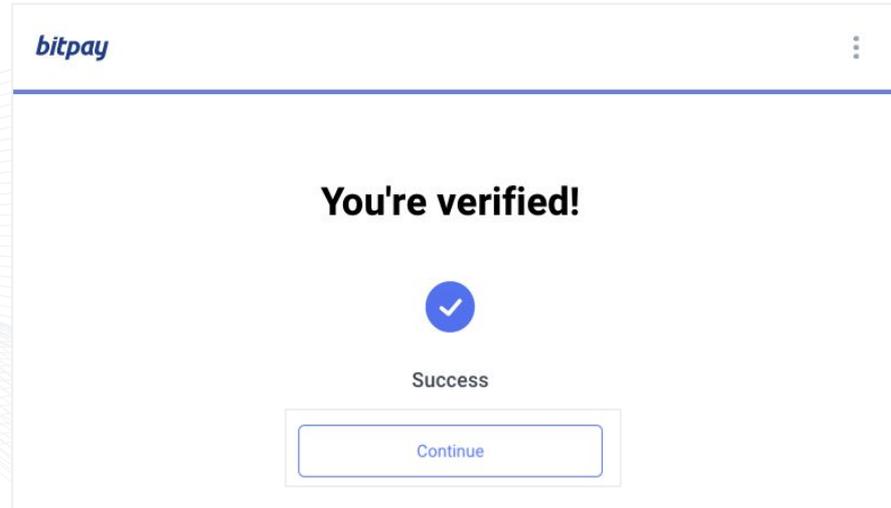- Continue by selecting **Upload file** option

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
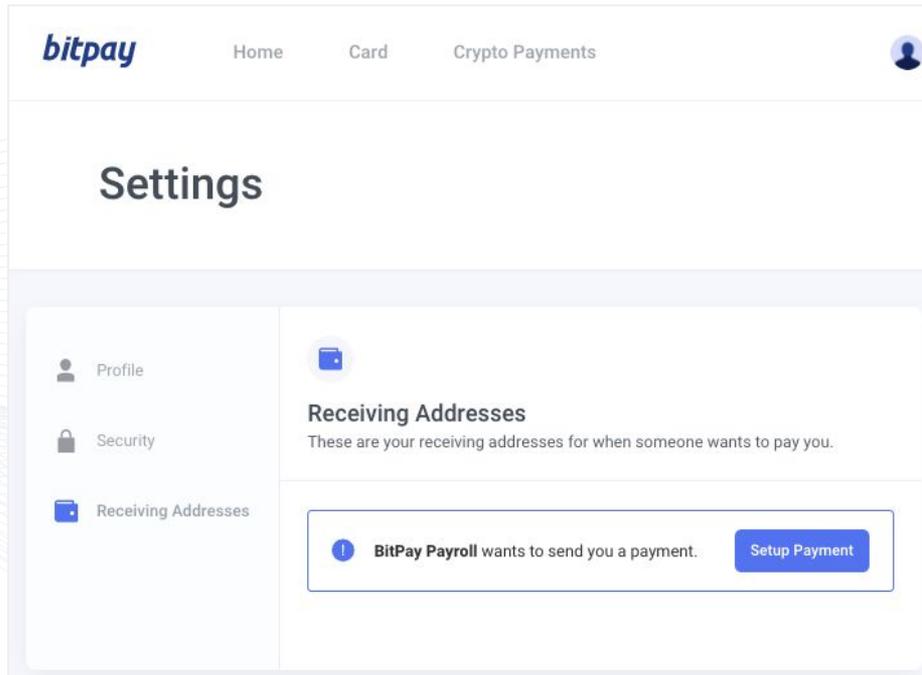
You' re verified!!!

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

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.
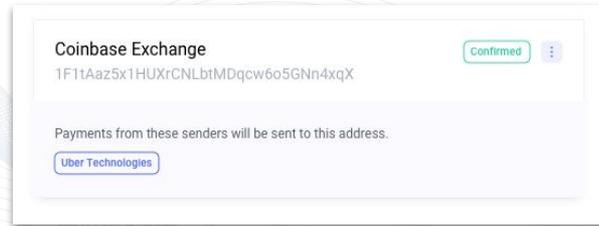
Step 3: Set up a receiving address

You're all set to receive future payments

from the merchant to this address!

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.
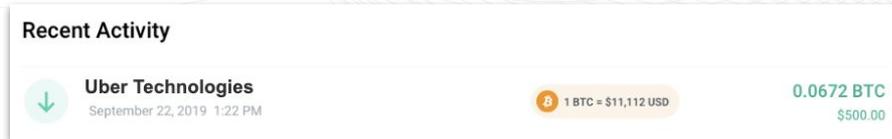
View receiving address
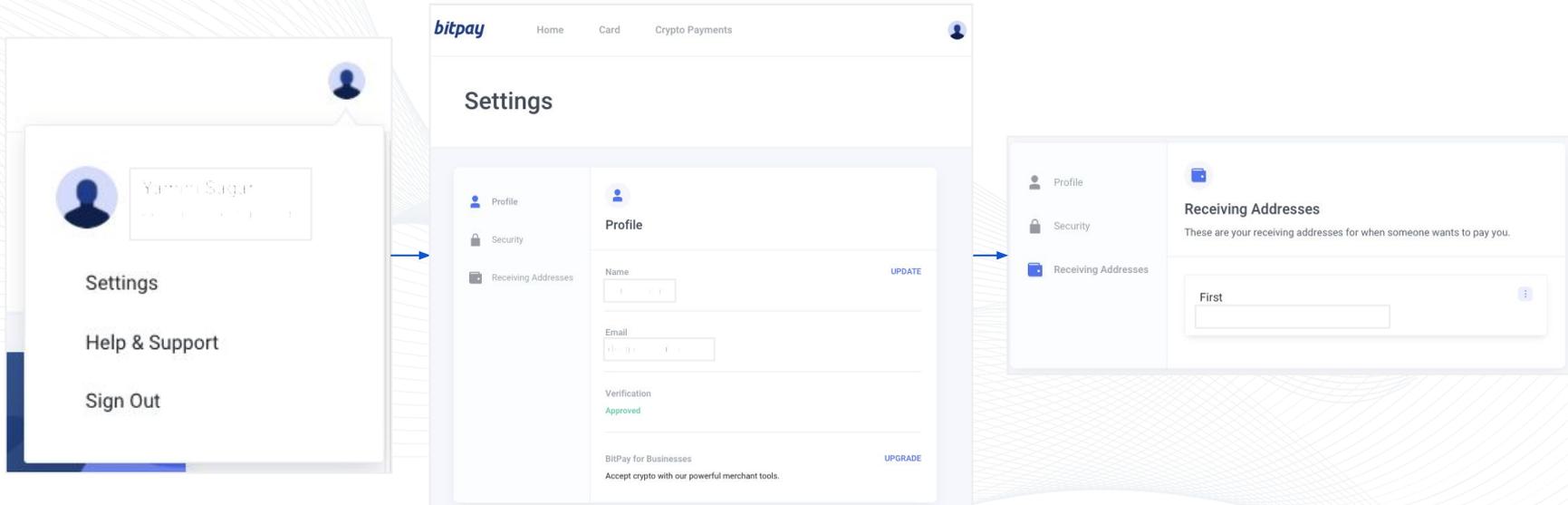
Edit receiving address - Enable 2FA

- Click on **Setup 2FA**
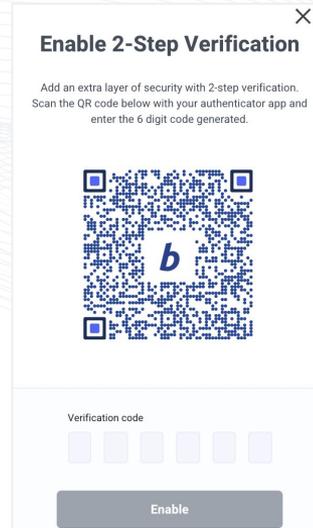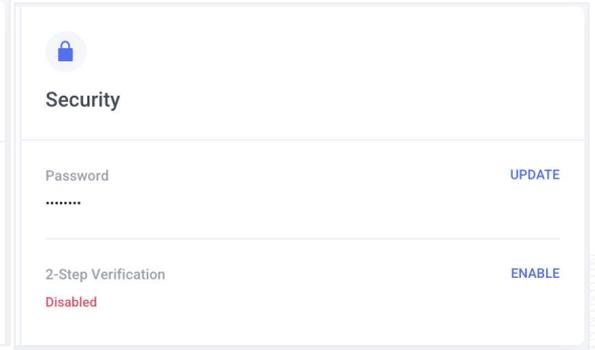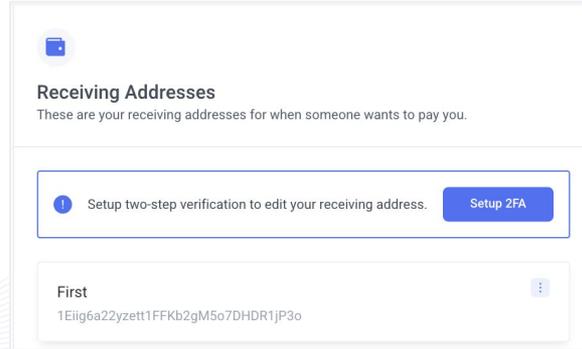
- Select the **Enable** link

- Scan the QR code with the authenticator

- Enter the code from the authenticator and select **Enable**

Receiving Addresses
These are your receiving addresses for when someone wants to pay you.

> ⓘ Setup two-step verification to edit your receiving address. [Setup 2FA]

First
1Eiig6a22yzett1FFKb2gM5o7DHDR1jP3o

Security

Password   UPDATE
....

2-Step Verification   ENABLE
Disabled

Enable 2-Step Verification

Add an extra layer of security with 2-step verification.
Scan the QR code below with your authenticator app and
enter the 6 digit code generated.

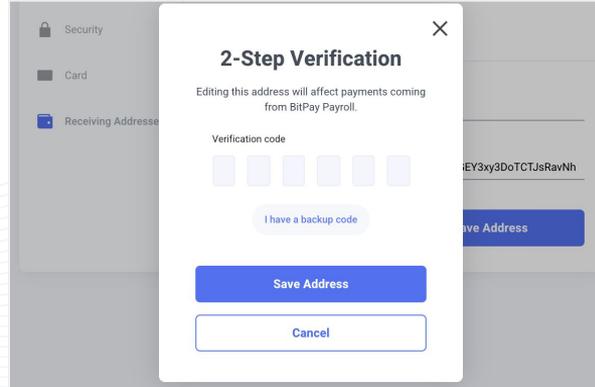Verification code

[Enable]

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Edit receiving address

- Click on ⋮

- Select the **Edit Address** link

- Update the Nickname and / or

  Address

- **Save Address**
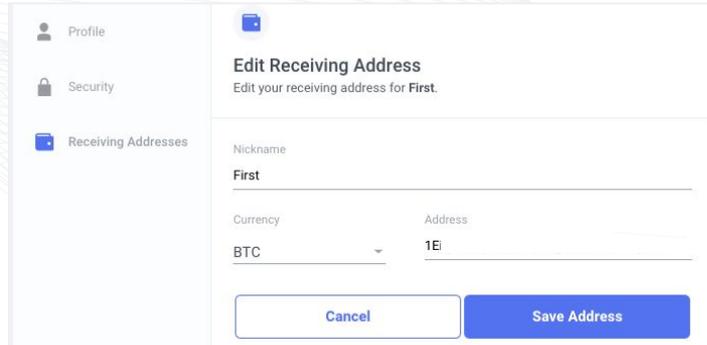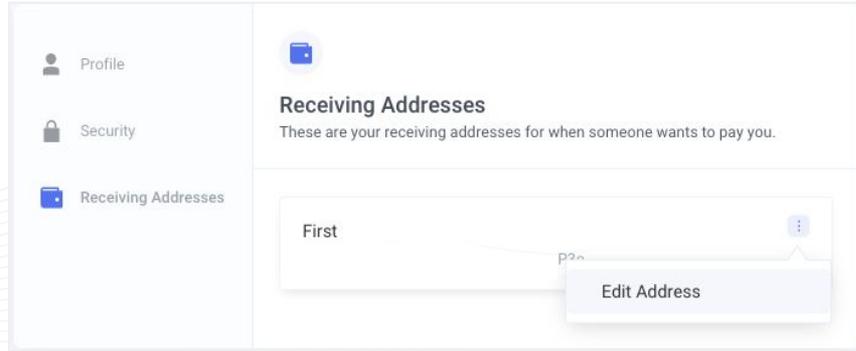
Edit receiving address

- Complete 2FA verification

- Select the **Save Address** button

- Receive a confirmation email