

# Instructions

## (If your group does not have an Zettle account)

### Note:

Zettle may do further checks on the account holder, and any named directors/committee members linked to the 'business' name, and ask for documents (passport/driving licence) to be provided to confirm ID.

## To set up a Zettle account

1. Install the Zettle Go app on your phone or find Zettle online (<https://www.zettle.com/gb/mfm>) on a computer.
2. "Sign up" to create an Zettle account.
3. If you're on the app, allow it to access your location.
4. Enter the email you want to use for Zettle and create a password.
5. Give information about business type:
  - If a registered charity, choose **non-profit**
  - If limited company, choose **limited company**
  - Otherwise choose **sole trader/self employed**
6. Enter more information.
  - If you chose **Sole trader**, this is:
    - a. Business name (put name of group)
    - b. Business address (will be shown on receipts)
    - c. Individual's name
    - d. Date of birth
    - e. Nationality
    - f. Home address (if different from business address)
    - g. Phone number
    - h. Choose Business category  
(Options are: food, drinks & hospitality; health & beauty; leisure & entertainment; non-profit organisations; retail; services)
  - If you chose **non-profit organisations**:  
It asks you to choose a type of charitable organisation or membership/political organisations – choose the one you think fits best.
7. Choose from 4 options for how you want to sell with Zettle:

- from a permanent location like a shop, office or from my home;
- from temporary locations, like a food truck, at markets or in a pop-up store;
- On the go, I take the reader with me; online.  
*You can choose more than one.*

8. How often do you think you'll sell with Zettle?  
*Options are: every day or a few times a week; a few times a month; a few times a year*
9. How large do you think an average payment with Zettle will be?  
*Options are: less than £50; £50-£500; more than £500.*
10. How much of your turnover do you think you'll accept via Zettle?  
*Options are less than 20%; 20%-80%; more than 80%*
11. What is your current annual turnover?  
*Options are: new; less than £20,000; £20-£200,000; £200,001-£1,000,000; more than £1,000,000.*  
*If you choose new business, you still have to make a guess from one of the other options.*
12. Confirm your answers are true and that you are not a politically exposed person (someone, or a family member or close associate of someone, who has, or has had a prominent public function in a state or international organisation).
13. You can edit all the answers at this stage.  
*They will do a credit check on the business or individual filling in the form.*
14. Enter bank account details to finalise the account set up (you may need to enter password again here).  
*A bank account can only be registered on Zettle once.*  
*Should you have more than one Zettle account, you will need to connect a different bank account to each.*  
*The bank account that you register with Zettle must be registered in the company's or the director's name.*  
*If you register as a limited company, the bank account you connect must be in the name of the company.*
15. Receive link in email to verify the account.