

Payment Setup on JustGo

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Why do I need to complete the payment setup?

In order to collect payments from candidates via the system, a bank account is required to be linked to JustGo.

How do I set-up a Stripe account?

If you already have a Stripe account, you do not need to create a new one. You will just need to use the login details to link it to your Provider account in JustGo.

A Stripe account needs to be linked to your Provider in JustGo to enable your candidates to pay for their booked courses.

Payments are split at the checkout so you will receive your portion of the course fee direct to your nominated bank account, and the NNAS course fee will be automatically sent to the NNAS bank account.

[Some Providers prefer to take their bookings via their own websites. When they add candidates to their courses on JustGo the NNAS course fee will be due at that point. A Provider may pay by card, or request an invoice to pay for the course fees. This is particularly useful for schools and cadet groups who may not be able to set up a Stripe account in order to take bookings via JustGo]

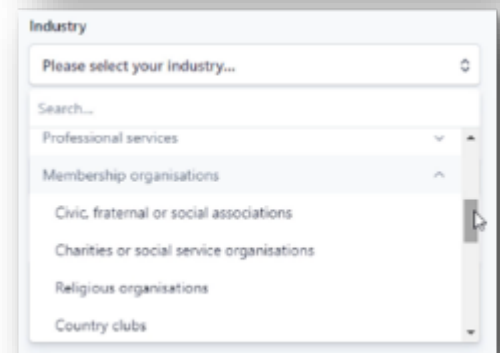
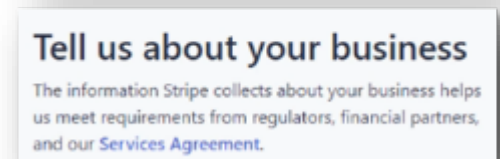
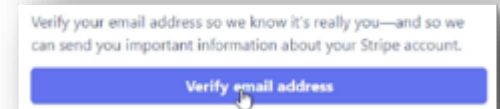
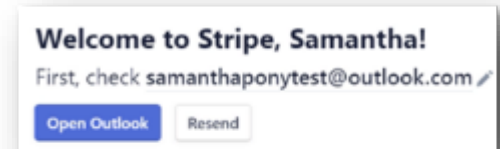
Once you are logged in, head to **Payment Setup** to create a new Stripe account.



If creating a new Stripe account, enter an email, your full name and a password to create your account.

Locate the email sent by Stripe to your nominated bank account and click the **VERIFY EMAIL** link. This will take you back to the Stripe website where you can begin the completion of the set-up.

Next, click on the **START** button to add your Provider organisation details.



If you do not have a website, you can enter the URL to your Facebook page. Under Product Description, enter Membership & Events via JustGo (or similar).

Business website

Product description

The business representative needs to be ACTUAL information of an authorised person. This person becomes the account “owner” which is the person responsible for the account.

Enter details for the Statement Descriptor in the fields provided and enter in a contact phone number. The Statement descriptor will auto-populate with the website. Change if required.

Business representative

This account must be activated by an executive, senior manager or someone who otherwise has significant responsibility for the control and management of your business. If that's not you, please ask the right person to fill out this form.

Legal name of person

Customer support details

This information helps customers recognise your business. Your support information may be visible in payment statements, invoices and receipts.

Select an account for payouts

A payout is the transfer of funds from Stripe to your bank account.

Two-step authentication

Strengthen your account's security by protecting it with either your phone or an authenticator app in addition to your password. This is required by Stripe and will help ensure that no one else can log in to your account.

Enter the Bank Account Details for the payments to be deposited into.

Set-up two step authentication on your account by following the prompts, confirm all of your details and finish your set-up

Additional Stripe Information

After you have completed your Stripe Account set-up, if details were not able to be automatically verified, you will receive an email requesting additional information. This might be on the Provider or the person listed as the account owner. Instructions will be provided in the email from Stripe.

Payments are made to your nominated bank account once daily in bulk amounts for transactions of the day before.

There is no need to log back into your Stripe Account unless you need to update your bank or user details, or to provide any verification documents as required by Stripe.

REFUNDS

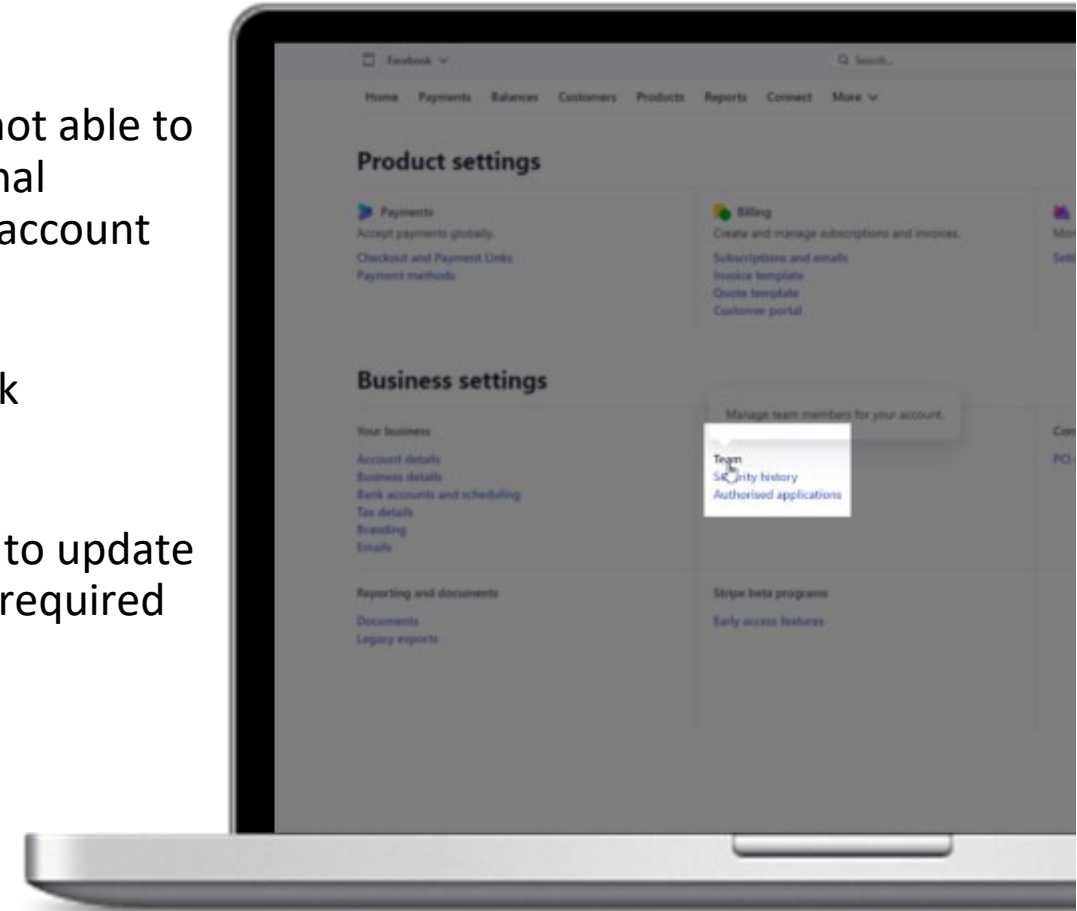
Refunds are completed via the Club Finances area in JustGo

USERS

Add users to your stripe account via Settings> Business Settings> Team

REPORTS

All finance and reconciliation reports are available through JustGo

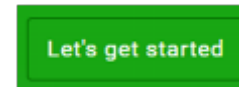


Link existing Stripe Account to JustGo

From the menu, click on PAYMENT SETUP



Then click LET'S GET STARTED



You will be asked to sign into your account. If you have not yet created one, you can do so from here. Click on the “DO NOT HAVE AN ACCOUNT? SIGN UP” link at the bottom of the page.

Don't have an account? [Sign up](#)

The set-up process will be the same as creating the account direct through the Stripe website.

When you have finished adding all Provider information, return to the JustGo dashboard.

IF YOU HAVE ALREADY CREATED A STRIPE ACCOUNT, BE SURE TO CHECK THE EMAIL ADDRESS WHEN YOU GO TO LINK YOUR ACCOUNT AS THE LOGIN/SIGNUP FIELD MIGHT PRE-POPULATE WITH THE EMAIL ADDRESS ATTACHED TO THE PROVIDER PROFILE IN JUSTGO. SIMPLY REMOVE THIS EMAIL AND TYPE IN THE ONE YOU USED TO SET-UP YOUR ACCOUNT.

How do I know setup is complete?

A setup complete message will be displayed on the Payment Setup screen.

If you ever need to update your account information, navigate to the Payment Setup tile and click on Update setup to update your account setup.

