

Payment Setup on JustGo

Q. Why do I need to complete the payment setup?

A. 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?

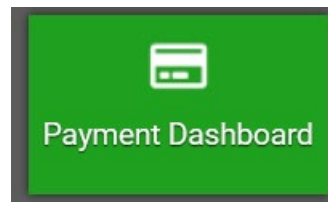
A Stripe account needs to be linked to your Provider in JustGo to enable your candidates to pay for their booked courses.

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.

Follow the steps on the next page to help you set up a Stripe account in JustGo.

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

1. In the Menu, click on

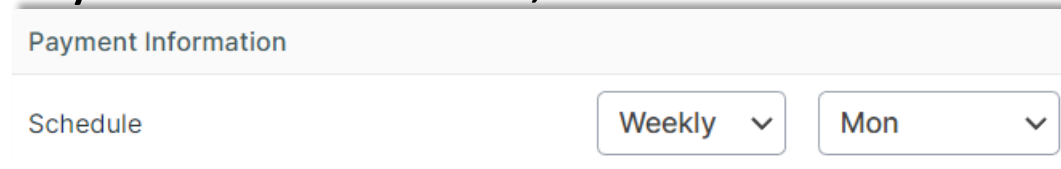


2. Then click on 

3. Follow the online instructions to add details about your Provider

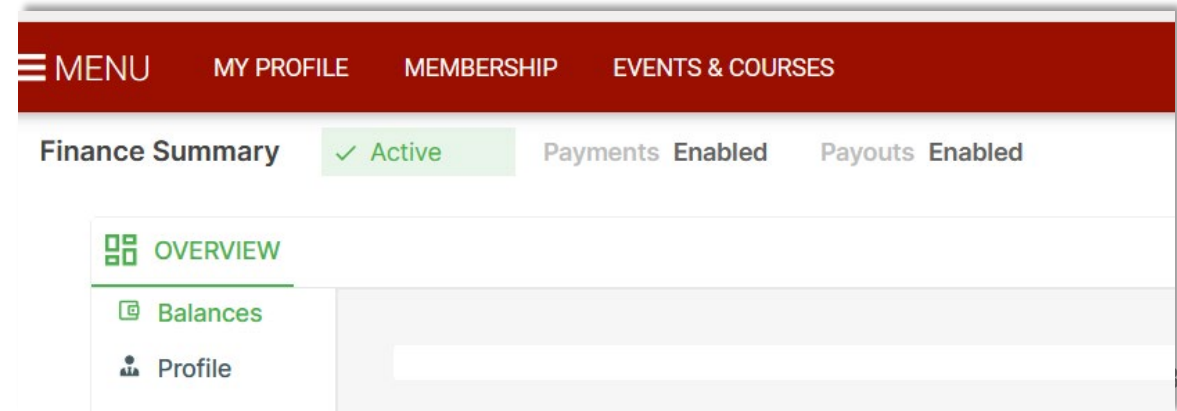
4. Once you have followed the steps on-screen, review and click **Agree and Continue**

5. On your Payment Dashboard, click on **Profile** and choose your schedule for payouts:

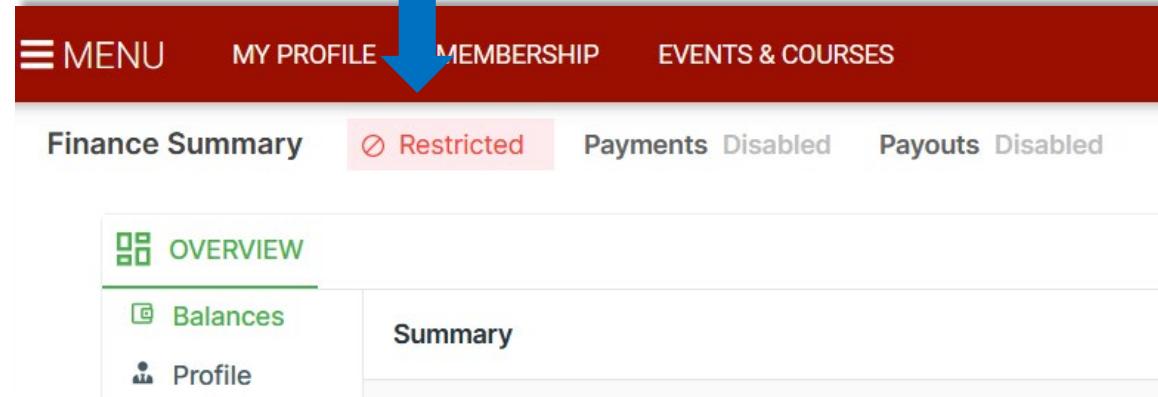
A screenshot of a "Payment Information" form. It features a "Schedule" label followed by two dropdown menus. The first dropdown is set to "Weekly" and the second is set to "Mon".

Payment Information		
Schedule	Weekly	Mon

6. Your payment dashboard should now look like this:



6. If your screen shows



7. Hover over the word RESTRICTED and it will tell you what needs to be done to fix this. It may be that you need to upload a document to confirm your identity, e.g. passport, driving licence or other photo ID.

8. Click on  and complete the setup.

9. The Payment Setup is now done and you can now receive payments when your candidates book via JustGo.