

# ACCOUNT SET-UP PROCESS



The Paragon account set-up process is easy! Simply visit [www.paragonsolutions.com/ankota](http://www.paragonsolutions.com/ankota) to submit your business information and get started. Here's what happens next.

1.

After Paragon receives your information via the online referral form, an online merchant application is automatically created and sent.

2.

Expect an email from a Paragon account manager containing their contact information should you have any questions along the way.

3.

Complete and submit the application. Once the application has been submitted, Paragon underwriting will approve the application.

4.

Upon approval you will receive a welcome email from Paragon with instructions on how to begin processing payments!

## REQUIRED DOCUMENTATION

In order to expedite account setup, please have the following documentation available to upload to the online merchant application.

- / Voided Check or Bank Letter: Checks must be valid, display bank name, business name and business address. If a check is not available, please provide a signed bank letter (on bank letterhead) which should include a bank account number, routing number and business name.
- / Proof of Physical Address: Please provide a utility bill, sales tax license, business license or other official document showing the providers declared physical address as listed on the merchant agreement. (No PO boxes.)
- / Copy of Government Issued ID: For verification purposes, Paragon will need a valid government issued ID. Acceptable forms of a government ID are a driver's license, passport, U.S. military ID, or permanent resident card.
- / Copy of SS-4 Form: To verify your EIN/TAX ID, Paragon will require a copy of your SS-4 form from the IRS.

## CARDHOLDER DATA IMPORT

*If your cardholder data is currently stored at another processing facility, you can arrange for it to be securely sent to Paragon. Please coordinate your data import with our team at [dataimport@paragonsolutions.com](mailto:dataimport@paragonsolutions.com)*