



MERCHANT GUIDE.

Global Payment Services, Enabling growth in
Africa.

How to register account and
submitting the 'Go live' requirements
for both business and individual
account.

1

Visit www.gladepay.com and click on the Signup button on the top right corner of the website or visit www.gladepay.com/register to get started.

Demo

Sign Up

Login



2

Fill in your valid information and choose account type (e.g. Individual or Business account) depending on your business type.

Yesufu

Email Address

yesufumalik24@gmail.com

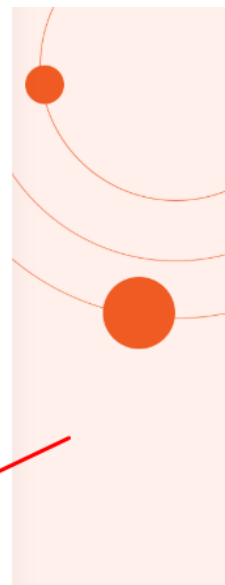
Phone Number

08093110284

Account Type

Choose Type

Choose Type
Individual Account
Business Account
NGO's
Religious Organisation
Government Inintutions
Schools



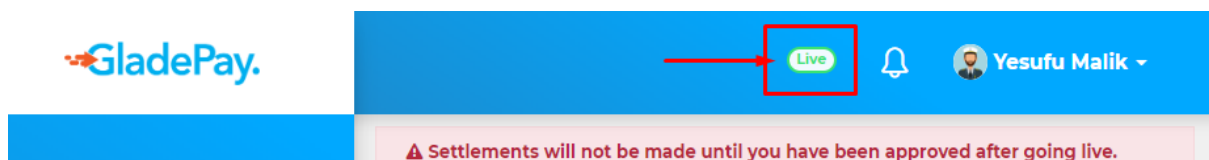
3

Choose all or any of our services you will like to use on the dashboard, agree to our terms and conditions and Click on Create Account.

The screenshot shows a 'Services' selection form. At the top is a dropdown menu labeled 'Select Product Type'. Below it is a list of services, each with an unchecked checkbox: Invoicing, Payments, Recurring, Installment, Quick Commerce, Offline Payments, Funds Transfer, Split Payments, AI Connect, and BVN Verification. A red box surrounds this list, and a red arrow points to the 'Payments' checkbox. Below the list is a checkbox labeled 'I agree to the Terms & Conditions'. At the bottom is a large orange button labeled 'Create Account', which is also enclosed in a red box with a red arrow pointing to it. Below the button is the text 'Already have an account? Login'.

4

Click on the green 'Live' link on the header navigation bar to submit your documents as an individual or as a business account.



FOR BUSINESS ACCOUNT

N.B: As a business account, you will need to provide business CAC Certificate and a valid National Identification (International Passport, Driving Licence, or National Identity Card) and then fill all the required details for your account to be activated and ready to receive payments.

REQUIREMENTS

Business Name

Certificate of Incorporation (CAC) No file chosen
Recommended: PDF, JPEG, PNG

RC or BN Number

Description of Business

Phone Number

Email Address

Physical Address

Your Website
e.g https://example.com

Bank

Account Number
GladePAY only accepts corporate bank accounts, and the bank account information must correspond with your company registration document

Account Name

BVN (Bank Verification Number)

* A preview of golive page for Business account on GladePAY

FOR INDIVIDUAL ACCOUNT

As an individual account that does not have a business certificate yet (CAC Certificate), you will need to submit a valid National Identification (International Passport, Driving Licence, or National Identity Card) and then fill all the required details for your account to be activated and ready to receive payments. **(we advise you to register your business as soon as possible)** to have your business verified and have unlimited transactions.

Your Website
e.g https://example.com

Bank

Account Number

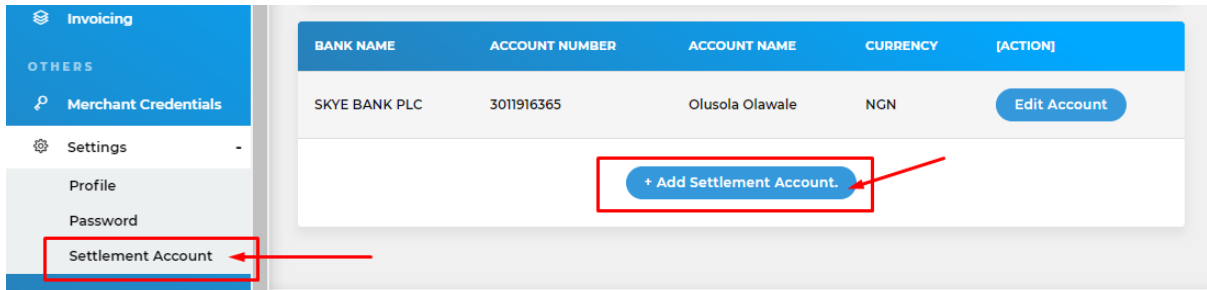
Account Name

BVN (Bank Verification Number)

* A preview of golive page for Individual's account on Gladepay

5

Click on **'Settlement Account'** under Settings on the menu and provide a verifiable bank account that your money to be paid into.



N.B: Settlements will not be made until you have been approved after going live.

Congratulations! Now you can now enjoy all Gladepay's services.

FOR MORE ENQUIRIES OR QUESTIONS:

Call: +234 817 557 4227 or Email: support@gladepay.com