autobooks

Deelsleeewal

Enrollment Process for Small Business

From Enrollment to Invoicing in Minutes

We've made it easy for customers who own small businesses to enroll in Autobooks and get paid — either by invoice or by payment form — in a matter of minutes. In the following pages, we will take you through the steps involved in the merchant onboarding process: from the initial information requirements that a small business must provide, to the various behind-thescenes steps that must happen in order for the new applicant to be approved.

I	DigiBank	Hi, Emma					۵
1	Dashboard	Accounts					····
ł	Messages 🕕	Checking x1234	\$1,500.32 Available	Savings x1234	\$1,500.32 Available	Loan x1234	\$1,500.32 Balance
,	Accounts			•			View all
1	Transfers	Z I	R	Ð			
, F	Remote deposits	Transfer Pay a b		Message			
1	Payments	Transactions		Q			
	Send money with Zelle®	SOHO SUSHI BAR/THE S	ST CEDAR FALLS IA	\$34.34		DigiBank	C
	Accept Payments	Pending Nov 25, Checkin		004.04	S		(i)
) :	Support	WHOLE FOODS MARKET Nov 25, Visa Credit Card	CHICAGO IL	\$8.84	Call	Message	Info
		HONG KONG CHINESE F Nov 25, Visa Credit Card	ESTAURCEDAR FALLS IA	\$10.39	Accept a Payment		
		ATM DEPOSIT Nov 25, Checking		+\$250.00			8
		KEY WEST FITNESS Nov 25, Checking		\$75.00	Send an invoi	ce Acce	pt payment now
		HOBBY-LOBBY #0135 W Nov 25, Checking	ATERLOO IA 8546	\$30.63			
				See more	Transfers	nsfer	
		Messages		Q	Scheduled transfers		
		Holiday Hours	closed on Thursday. We extend	8hr ago	\$100.00 to Savings	ay and should deposit around No	

Your customers who own small businesses will be able to access the new invoicing and payment acceptance plugins directly from the Banno Online and Banno Mobile dashboards.

> **Invoicing Plugin** Give your SMB clients the ability to easily send professional invoices

Accept a Payment Plugin

Offer SMBs and nonprofits a way to accept online or in-app payments

Once enrolled, customers can start accepting card and ACH payments in-app or online. Each time they get paid through Autobooks, they pay an interchange fee. Autobooks will revenue share that with your financial institution. Customers may also choose to upgrade their Plugins to include accounting and reporting functionality — powered by Autobooks.

A note regarding the enrollment process: The following pages describe the enrollment process in detail after a user has clicked Send an invoice from the Banno dashboards for the first time. If a user instead clicks the Accept a payment feature, they will still be prompted to provide the same business information; however, the screens may vary somewhat from the invoicing screens documented here.

Invoicing Landing Page



After clicking Send Invoices from the Banno Online or Banno Mobile dashboard the first time, the user is presented with this initial welcome screen. They must accept the terms and conditions before continuing into the enrollment process.

Important: Some institutions may require less information from an applicant, based on their supporting technology. As such, some applicants will not see all of the questions or steps documented here. Nevertheless, for the sake of thoroughness, we will document all of the enrollment steps in the following pages.

Provide Primary Information

Please confirm the Primary P	• • • Business Owner information below
	rity owner, or an individual with significant
responsibility to control, manage, or	direct this entity.
First Name *	Last Name *
Valerie	Miller
Email *	Phone *
v.miller@gmail.com	248-224-6211
Date of Birth *	Title*
01/02/1993	CEO
_ SSN *	
XXX-XX-6789	② Edit
What is the Primary Owner's	
Home address should not be a P.O.	Box.
Home Address 1 *	
7970 UNIVERSITY AVE NE	
Home Address 2	
City *	State • Zip Code
Fridley	MN 55432-
VAL'S SNOW REMOVAL LLC DBA* Val's Snow Removal I do not have a DBA	0
EIN / TIN	
	2 Edit
My EIN is the same as my	
Please use the business add	
Please use the business add Business Address 1 * 7970 UNIVERSITY AVE NE Business Address 2	Iress registered with the IRS.
Please use the business add Dusiness Address 1 * 7970 UNIVERSITY AVE NE Business Address 2	Iress registered with the IRS.
Please use the business add Business Address 1 * 7970 UNIVERSITY AVE NE Business Address 2	Iress registered with the IRS.

A call is made to the core or digital banking system prior to this initial step. The user is then prompted to provide personal information not found by the core/digital banking system.

Provide Business Information

First Name *	Business Structure *
2013	Sole Proprietorship 👻
Which industry does your b	business serve?
Industry *	
Administrative and Support	and 👻
Industry Code *	
Landscaping Services	•
Which industry does your b	business serve?
Industry *	
_ incustry*	
Administrative and Support	and 👻
	and 👻
Administrative and Support	and v
Administrative and Support	
Administrative and Support	payment you expect to receive?
Administrative and Support	payment you expect to receive?
Administrative and Support a What is the largest single p Provide the information of the ma responsibility to control, manage,	payment you expect to receive?
Administrative and Support i What is the largest single p Provide the information of the ma responsibility to control, manage, Largest Single Payment *	payment you expect to receive?
Administrative and Support : What is the largest single p Provide the information of the ma responsibility to control, manage, Largest Single Payment * \$400.00	payment you expect to receive?
Administrative and Support : What is the largest single p Provide the information of the ma responsibility to control, manage, Largest Single Payment * \$400.00	payment you expect to receive? payment co an individual with significant or direct this entity.
Administrative and Support if What is the largest single p Provide the information of the m responsibility to control, manage, Largest Single Payment * \$400.00 What is the average payment	payment you expect to receive? payment co an individual with significant or direct this entity.
Administrative and Support - What is the largest single p Provide the information of the ma responsibility to control, manage, Largest Single Payment * \$400.00 What is the average payment Average *	payment you expect to receive? payment co an individual with significant or direct this entity.
Administrative and Support - What is the largest single p Provide the information of the ma responsibility to control, manage, Largest Single Payment * \$400.00 What is the average payment Average *	payment you expect to receive? payment you expect to receive? ant amount you expect to receive?
Administrative and Support What is the largest single p Provide the information of the ma responsibility to corror, manage, Luperst Bige Payment * \$400.00 What is the average payment \$80.00	payment you expect to receive? payment you expect to receive? ant amount you expect to receive?
Administrative and Support of What is the largest single ; Provide the information of the me responsibility to control, manage, largest Single Payment * 	payment you expect to receive? payment you expect to receive? ant amount you expect to receive?

Additional business information is collected in the second step. Some of it may be pre-populated with information received from the core or digital banking system. This information is then passed on to our merchant providers (in a series of APIs) for compliance and underwriting reasons (i.e., to ensure that the business in question is indeed legitimate, and that it does not pose any security threats, as deemed by OFAC). In some rare cases, Autobooks may involve the financial institution for additional guidance.

Provide Business Information for LLC

Business information
Please provide the additional information below.
2013 Butters Structure *
Are there any additional owners
We need to know about owners that have 25% or more ownership.
No, there are no other owners of 25% or more ownership
Ves, there are other owners of 25% or more ownership
Which industry does your business serve?
Administrative and Support and 👻
biduty Code *
Landscaping Services 👻
What is the largest single payment you expect to receive?
Provide the information of the majority owner, or an individual with significant responsibility to control, manage, or direct this entity.
_ Largest Single Payment * \$400.00
3400.00
What is the average payment amount you expect to receive?
\$80.00

This screen is identical to the last; however, notice that here the user has selected LLC as the Business Structure. If this is the case, the user must provide additional information regarding ownership.

Congrats Message		
Congrats! Your account now live 🎉 Now, let's set up your first invoice so yo get paid directly into your business che account. First, you'll ad your customer's info and a descri of the product or service you're billing for. Then, you'll have a chance to review your invoice you hit send.	i càn king	
		Add my first customer

The user is presented with a congratulatory screen after their account is created. To continue with a guided tour of the invoicing process, they can click Add my first customer at the bottom. The final phase of enrollment is a guided tour of the invoicing or payment form experience.

Create an Invoice Step 1: Customer Info	
•••	d billable items 📏
Step 1/3: Add your customer's info	
Tell Autobooks who you want to send this invoice to	
Will you send this invoice to a company (i.e. Jun's Dry Cleaning Service) or an individual (i.e. Jan Smith)? Company individual	
Customer's first name *	
Customer's last name *	
Customer's email * Throtics do date* Throtics do date* Photo and put status type stype status type status type status type status type	
08/13/2019	

In this first step of the guided tour, the user is prompted to provide some basic payee information. After clicking the Add billable items button, the user is taken to step 2.

Create an Invoice Step 2: Add Product

< Previous	٥	• •	Save and review invoice >
	Step 2/3: Add the products	or services you're billing for	
	Now, tell us what you're invoicing for		
	Title of your product or service *		botcal 0.00
	Description of your product or service *		
	4dd another	Total cost: \$6	2.00

In this second step of the guided tour, the user is prompted to provide some additional information regarding the specific items billed. After clicking the Save and review invoice button, the user is taken to the final step.



Create an Invoice Step 3: Review and Send

< Previous		• • •			Looks good, send invoice	
	Step 3/3: Re	Step 3/3: Review and send your invoice				
	Please review your invoice. If you	need to make any chi	inges, return to tl	ne previous steps		
				Invoice		
	\$12.00 Balance due 08/14/2019 Due state		÷	Pay celine		
	Water World Electronics Inc 985-274-0407 test@windbooks.co			nvoice 913536 Account 17414		
	Contomer 4G Hospitality LLC	Created data 08/13/2019	Due date 08/14/2019			
	Product/Service Labor Description DSS	erv 1	Unit price \$12.00	Amount \$12.00		
				Total: \$12.00		
	Thank you! Water World Electronics Inc 644 Control Rd Sugaraw, McKayar, 48000 0910					

In this final step of the guided tour, the user is presented with the populated invoice, for review. If it is accurate, the user can send out their first invoice by clicking the button in the top right corner.

	Invoices							
D	igiBank							
G	Accounts	Invoices						=
] Messages							
	Move Money	Invoices Estima	tes Customers	Payments	Products/Servi	ces Invoice Se	ttings	
	Send Invoices	Œ	New invoice					
	Accept Payments							
I	Commercial	Search criteria 🧠						
	Services	Status	Customer		ate range			
0	Marketplace	All	▼ All	Ŧ	MM/DD/YYYY	MM/DD/YYY	Y 🗖	
¢	Settings	Name	Status	Invoice #	Due date	Total amount	Balance due	
0) Help	1099-MEI	Past due	13567	8/30/2018	\$150.00	\$65.00	
G	➤ Log Off	ABC Co	Past due	12678634	6/28/2018 😏	\$150.00	\$65.00	
		Comcast Cable	Cancelled	27931	3/30/2018	\$150.00	\$65.00	
		COMCAST	Paid	1212	4/30/2018	\$150.00	\$65.00	
		AAA Vendor	Paid	323552	4/28/2018	\$150.00	\$65.00	
		Apple Inc.	Active	235235	4/20/2018 😏	\$150.00	\$65.00	

This is the standard Invoicing screen, and shows the various options for managing invoices, creating estimates, managing customers, and so on. A new invoice can be created from this screen by clicking the New invoice button at the top.