

# Merchant Onboarding

April 2021

autobooks

## **From Enrollment to Invoicing** in Minutes

We've made it easy for any small businesses to enroll in Autobooks and send an invoice in a matter of minutes. In the following pages, we will take you through a typical merchant onboarding experience — from enrolling into Autobooks for the first time to sending their first invoice.



Autobooks     Create and send a great-looking invoice in minutes.     Green Belle Lawn Care       B17-555-1234     Invoice       B17-555-1234     Invoice       options. You'll be able to see who paid their invoice,     Output	Autobooks     Create and send a great-looking invoice in minutes.     Green Belle Lawn Care       Settings     Delight your customers with easy online payment options. You'll be able to see who paid their invoice, and who is past due.     Green Belle Lawn Care       Help     and who is past due.     Cummer     Cummer       I accept the terms and conditions     Standard Lawn Trim     1       Barcet to not not and back lawn     Standard Lawn Trim     1	Autobooks       Create and send a great-looking invoice in minutes.       Broadstand       Broadstand <td< th=""></td<>
Options, rou il be able to see who pald their invoice,	Help     and who is past due.     Careta data     Duration       Log Off     I accept the terms and conditions     Standard Lawn Trim     1     S55.00	Image: Create and send your first invoice     Options. You if be able to see who paid their invoice, and who is past due.     Outsure Card Senders     Outsure Card Se
and who is past due.	Log Off     I accept the terms and conditions     I accept the terms and conditions     Standard Lawn Trim 1 \$55.00 \$55     Description     Balcic cut on front and back lawn	Log Off     Log Off     Loccept the terms and conditions     Loccept the terms and conditions     Create and send your first invoice
Log Off     Log Off     Locept the terms and conditions     Create and send your first invoice     Create and send your first invoice	Create and send your first invoice	
	be a set of the set of	nako angela da se

## Invoicing Landing Page

After clicking Send Invoices from the left navigation pane for the first time, the user is presented with this initial welcome screen. They must accept the terms and conditions before continuing.



仚	Accounts		
$\boxtimes$	Messages	Sign up for Autobooks	
Ξ	Move Money	Please confirm the Primary Business Owner information below.	
	Send Invoices	Provide the information of the majority owner, or an individual with significant responsibility to control, manage, or direct this entity.	
—	Accept Payments	First Name * Last Name *	
		Stephanie Green	
≞	Commercial	stephanie@greenbelle.com 555-567-5678	
Ħ	Services	Date of Birth * Title *	
$\otimes$	Marketplace	01/02/1993 CEO	
	Autobooks	SSN *	
ţĊ}	Settinas		
		What is the Primary Owner's home address?	
?	Help	Home address should not be a P.O. Box.	
ο.		- Home Address 1 *	
÷	Log Off	7970 UNIVERSITY AVE NE	
		Home Address 2	
		City * State * Zip Code *	
		Amarillo TX 79102-0000	
		Please confirm the business information below.	
		Business Name *	

## **Primary Information**

After the user provides all of the relevant information in the Sign up screen, and clicks Next, a call is made to the core banking system. This personal information is supplemented with information collected from the core or Digital Banking system.



Accounts       Business information         More Money       Please provide the additional information below.         Send Invoices
Messages   Move Money   Send Invoices   Accept Payments   Commercial   Services   Marketplace   Autobooks   Settings   Help   Log Off   What is the average payment amount you expect to receive?   Market is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?   Mut is the average payment amount you expect to receive?
<ul> <li>Move Money</li> <li>Send Invoices</li> <li>Accept Payments</li> <li>Commercial</li> <li>Services</li> <li>Marketplace</li> <li>Autobooks</li> <li>Settings</li> <li>Help</li> <li>Log Off</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> </ul>
<ul> <li>Send Invoices</li> <li>Send Invoices</li> <li>Accept Payments</li> <li>Commercial</li> <li>Services</li> <li>Marketplace</li> <li>Autobooks</li> <li>Settings</li> <li>Settings</li> <li>Landscaping Services</li> <li>What is the largest single payment you expect to receive?</li> <li>Provide the information of the majority owner, or an individual with significant responsibility to control, manage, or direct this entity.</li> <li>Larget Single Payment*</li> <li>Strings</li> <li>Help</li> <li>Log Off</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>Market is your estimated annual revenue?</li> </ul>
Commercial   Marketplace   Autobooks   Vhat 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.   Image: Services   Log Off
<ul> <li>Koccpt Hayments</li> <li>Commercial</li> <li>Services</li> <li>Marketplace</li> <li>Autobooks</li> <li>Settings</li> <li>Help</li> <li>Log Off</li> <li>What is the average payment amount you expect to receive?</li> <li>Settings</li> <li>What is the average payment amount you expect to receive?</li> </ul>
<ul> <li>Commercial</li> <li>Services</li> <li>Marketplace</li> <li>Autobooks</li> <li>Settings</li> <li>Help</li> <li>Langest Single Payment *</li> <li>S400.00</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> </ul>
Administrative and Support and    Administrative and Support and    Administrative and Support and    Autobooks   Autobooks   Settings   Help   Largest Single Payment *   Stop Off   What is the average payment amount you expect to receive? What is the average payment amount you expect to receive? What is the average payment amount you expect to receive? What is the average payment amount you expect to receive? What is the average payment amount you expect to receive? What is your estimated annual revenue?
<ul> <li>Services</li> <li>Marketplace</li> <li>Autobooks</li> <li>Settings</li> <li>Yerage *</li> <li>Augert Single Payment amount you expect to receive?</li> <li>What is the largest single Payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> </ul>
<ul> <li>Marketplace         <ul> <li>Autobooks</li> <li>Settings</li> <li>Help</li> <li>Largest Single Payment amount you expect to receive?</li> <li>Vhat is the largest gayment amount you expect to receive?</li> <li>Variage *</li> <li>Settings</li> </ul> </li> </ul>
<ul> <li>Marketplace</li> <li>Autobooks</li> <li>Settings</li> <li>? Help</li> <li>Log Off</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is the average payment amount you expect to receive?</li> <li>What is your estimated annual revenue?</li> </ul>
Autobooks   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.   Image: Settings   Imag
<ul> <li>Autobooks</li> <li>Settings</li> <li>∂ Help</li> <li>Cog Off</li> <li>What is the average payment amount you expect to receive?</li> <li>Average *</li> <li>Statistical annual revenue?</li> </ul>
<ul> <li>Settings         <ul> <li>Relp</li> <li>Log Off</li> </ul> <ul> <li>What is the average payment amount you expect to receive?             <ul> <li>Average *</li> <li>Store</li> <li>What is your estimated annual revenue?                 <ul> <li>Average *</li> <li>Average *</li> <li>Store</li> <li>Average *</li> <li>Store</li> <li>Store</li> <li>Store</li> <li>Average *</li> <li>Store</li> </ul></li></ul></li></ul></li></ul>
<ul> <li>Settings</li> <li>Help</li> <li>Log Off</li> <li>What is the average payment amount you expect to receive?         <ul> <li>Average *</li> <li>\$80.00</li> </ul> </li> <li>What is your estimated annual revenue?         <ul> <li>Average *</li> <li>Average *</li> <li>Average *</li> </ul> </li> </ul>
<ul> <li>? Help</li> <li>Status of open of the second open of the second open of the second open open open open open open open open</li></ul>
Help      S400.00      What is the average payment amount you expect to receive?      Average*      S80.00      What is your estimated annual revenue?      Average*
Code of the second payment amount you expect to receive? Average * \$80.00 What is your estimated annual revenue? Average *
Average *
S80.00 What is your estimated annual revenue?
What is your estimated annual revenue?
What is your estimated annual revenue?
Average *
\$50,000,00
53,00.00
Back

## **Business Information**

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 FI for additional guidance.

Note: Many businesses are approved within several minutes, and can immediately begin invoicing/accepting payments; most businesses can expect to be approved within thirty minutes. In almost all cases, businesses will be approved that same day.

ŵ	Accounts	
$\boxtimes$	Messages	Business information
Ξ	Move Money	Please provide the additional information below.
	Send Invoices	2013 Business Structure *
	Accept Payments	Are there any additional owners
	Commercial	We need to know about owners that have 25% or more ownership.
	- ·	No, there are no other owners of 25% or more ownership
	Services	Yes, there are other owners of 25% or more ownership
$\otimes$	Marketplace	
	Autobooks	Which industry does your business serve?
£	0-#1	Administrative and Support and 💌
şÇş	Settings	Industry Code *
?	Help	Landscaping Services 💌
₿	Log Off	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
		What is the average payment amount you expect to receive?
		Average *
		300.00

## **Business Information - LLC**

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.

Accounts		
Messages		
Move Money		
Send Invoices		
Accept Payments		
Commercial	Congrats! Your account is	Invoice
Services	now live 🎉	Green Belle Lawn Care
Marketplace	Now, let's set up your first invoice so you can	stephonio <u>(incrembilis.co</u> m
Autobooks	get paid directly into your business checking	
Settings	First, you'll add your customer's info and a description	
) Help	of the product or service you're billing for.	
🗦 Log Off	Then, you'll have a chance to review your invoice before you hit send.	
		Thank you! 5444 Carheli Rif Selie 23 Septem Mi 46603-9610

## Congrats Message

If the user is approved, they will be presented with this congratulatory screen. To begin a guided tour of the invoicing process, they can click Add my first customer at bottom.

☆ Accounts	Add billable items
🖂 Messages	
Move Money	Step 1/3: Add your customer's info
E Send Invoices	
Accept Payments	Tell Autobooks who you want to send this invoice to
📋 Commercial	
Services	Will you send this invoice to a company (i.e. Jan's Dry Cleaning Service) or an individual (i.e. Jan Smith)?
◎ Marketplace	Company  Individual
Autobooks	Margan
Settings	worgan -
⑦ Help	Childs *
🕒 Log Off	
	M.childs@aol.con <del>1</del>
	Invoice due date*  We'll send your invoice to your customer's email to they can pay you any time day or indth' via credit and or bank account info.
	U4/U4/2U21

## Create an Invoice Step 1: Customer Info

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.



ŵ	Accounts	< Previous      • • •		Save and review invoice >
$\bowtie$	Messages			
≡	Move Money	Step 2/3: Add the products or	services you're billing for	
	Send Invoices		Services you re sinning rer	
	Accept Payments	Now, tell us what you're invoicing for		
围	Commercial			
	Services		– Quantity* – – Price per unit* – – – –	Subtotal
$\otimes$	Marketplace	Landscaping Basic Maintenance	1 \$350.00	\$350.00
	Autobooks			
¢	Settings	We mowed, trimmed the hedges, and did all of the edging.		
?	Help			
₿	Log Off	Add another	Total cost:	\$350.00

## Create an Invoice Step 2: Add Product

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.



Accounts	Previous		• • •		Looks good,	send i
🛛 Messages						
E Move Money		Step 3/3: R	eview and send ve	our invoice		
Send Invoices						
Accept Payments		Please review your invoice. If yo	ou need to make any cha	nges, return to the	previous steps	
Commercial						
Services					Invoice	
Marketplace		\$12.00 Due				
Autobooks		08/14/2019			_	
Settings		Due date		•	ay online	
) Help		Green Bell Lawn Care		Inv	roice 913536	
♪ Log Off		stephanie@greenbelle.com				
		4G Hospitality LLC	Created date 08/13/2019	Due date 08/14/2019		
		Product/Service	QTY	Unit price	Amount	
		Basic landscaping package	1	\$350.00	\$350.00	
		We mowed, trimmed hedges, and did all of the	edging.			
					Total: \$350.00	
		Thank you!				

## Create an Invoice Step 3: Review and Send

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.

ŵ	Accounts	Invoices						≡		
	Messages		-							
	Move Money	Invoices Estim	ates Customers	Payments	Products/Serv	ices Invoice S	ettings			
	Send Invoices									
	Accept Payments									
A	Commercial	Search criteria	~							
	Services	News	01-1-1-	h	Dury data	<b>T</b> i i i i i i i i i i i i i i i i i i i	Polos du			
0	Marketplace	Name	Status	Invoice #	Due date	Iotal amount	Balance due			
	Autobooks	1099-MEI	Past due	13567	8/30/2018	\$150.00	\$65.00			
ţ. پې	Settings	ABC Co	Past due	12678634	6/28/2018 分	\$150.00	\$65.00			
?	Help	Comcast Cable	Cancelled	27931	3/30/2018	\$150.00	\$65.00			
	Log Off	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			
		1099-MEI	Active	235352	4/19/2019 😏	\$150.00	\$65.00			
		ABC Co	Paid	546545	4/4/2018	\$150.00	\$65.00			
		Comcast Cable	Status	13567	3/30/2018	\$150.00	\$65.00			

## Invoices

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.