

## **Fullsteam Payment Processing: Completing an Application**

If you have been sent an invitation to apply, you must click on the link sent to you via email to begin your application.

If you have not been sent a link, you may click on this link to begin:


<https://merchantapp.io/eventrentalsystems>.

If you need assistance, call (334) 329-6775, option 4 Monday through Friday, 8AM to 5PM CT or email us at [paymentservices@fullsteam.com](mailto:paymentservices@fullsteam.com).

To begin your application, you will need the following items:

- All Business Information
  - Legal Name
  - DBA Name, if applicable
  - Tax Identification Number
  - Physical Business Address
  - Ownership Type
  - Date of Establishment
  - Phone Number
  - Email Address
  - Website
  - Credit Card Processing Amount
- All Owners' Information
  - Social Security Number
  - Date of Birth
  - Physical Home Address
  - Phone Number
  - Email Address
- Banking Information
  - Account Type (Personal/Business)
  - Routing Number
  - Account Number

When you arrive at this page, if you have not registered already, you must register.



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What is your email address?

Insert the email address you would like to use for your application and click "Register."

Create a password; then click “Register.”

# Register.

Create a new account.

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**Email**


**Password**

**Confirm password**

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If you have registered before, you need to click "Login." On the next page you will need to enter your previously selected password and click "Login."



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What is your email address?

[Login](#) [Register](#)

Once you have logged in, you will need to create a new application.

Click "Create New Application" to create a new application.

# Merchant Applications

## No Applications have been started.

Create New Application

On the next page, you will enter your business's information. Please note: your tax ID number will be the 9-digit number that you received on your SS-4 Form from the IRS or, in the case of some sole proprietorships, it will be your SSN. This tax ID number field must be your federal tax ID, not your state or local tax ID.

### Step 1 | Company Profile

Legal Business Name	<input type="text" value="Enter Your Legal Business Name"/>
DBA Name	<input type="text" value="Enter Your DBA or Legal Business Name"/>
Tax Identification Number (TIN)	<input type="text" value="123456789 EIN or SSN"/>
Physical Address	<input type="text" value="United States of America"/> <input type="text" value="123 Your Business Street Address Here"/> <input type="text" value="Street Address 2"/> <input type="text" value="City"/> <input type="text" value="Alabama"/> <input type="text" value="36832"/>

In this dropdown, you will select your ownership type: Government, Sole Proprietorship, Non-Profit, Partnership, Limited Liability Company, Private Corporation, or Public Corporation.

Ownership Type

Sole Proprietorship

The date fields are easily overlooked, as they are pre-filled. Ensure that your establishment date is entered correctly.

Date Established/Incorporated

Jul

17

2019

Business Phone Number

3343296775

Business Email Address

businessemail@email.com

Business Website

http://businesswebsite.com

Do you anticipate to process more than \$250,000 annually?

No

Next >

Click "Next."

Ownership – does anyone including yourself own 25% or more of the company? Click “Yes.”

## Step 2 | Owner Information

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Are there any owners with 25% or more ownership?

No

**\*\*In almost all cases, the answer to the question above will be “Yes.”**

We must gather the correct items to complete our underwriting review. We are required by the USA PATRIOT ACT to collect this information. Ensure your correct SSN, date of birth, and address are entered.

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First Owner's Name

First Name

Last Name

---

First Owner's SSN

Numeric only

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First Owner's Date of Birth

Jul ▼  
17 ▼  
2002 ▼

First Owner's Home Address

United States of America  
Street Address  
Street Address 2  
City --- Select One --- Postal Code

First Owner's Phone Number

First Owner's Email

Is this the control person?

No

Please note: if you are a sole proprietor and you state that you **do** have a control person, you will receive the error below when you try to go on to the next step. Simply change the answer to "No" to proceed.

A sole proprietor should never have a control person.

Answer the below questions for every individual who owns 25% of the company or more. You may list up to four owners.

In the following special circumstances, businesses owned by trusts or other businesses, do the following:

- If the business is owned by a trust, list each trustee.
- If the company is owned by a business, list the business's control person.

Are there any other owners with 25% or more ownership?

No



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Does anyone other than an owner listed above control the business operations?

No

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Enter your business's primary contact information and click "Next."

Primary Contact's Title

Primary Contact's Name

First Name

Last Name

Primary Contact's Home Address

United States of America

Street Address

Street Address 2

City

--- Select One ---

Postal Code

Primary Contact's Phone Number

Primary Contact's Email

Customer Service Phone Number

#####

Customer Service Email Address

< Previous

Next >

Provide the information for your business's account. We must ask for a copy of a voided check (starter check is not acceptable) or a bank verification letter after you apply to ensure accurate and timely funding.

Note: unless a business is a sole proprietorship, a personal checking account is not normally used. For most other business types, the account must be a business account with the business's legal or DBA name in the account title.

### Step 3 | Bank Information

Bank Account Type	<input type="text" value="--- Select One ---"/>
Routing Number	<input type="text" value="Your bank's 9-digit routing number"/>
Confirm Routing Number	<input type="text"/>
Account Number	<input type="text" value="Your account number with your bank"/>
Confirm Account Number	<input type="text"/>

Click "Next" when finished.

The next page includes the pricing for your business, along with the Sub-Merchant Payment Processing Agreement.

I authorize Fullsteam Operations LLC to make any business or personal credit inquiries they consider necessary to review the acceptance and continuation of this Agreement.

The pricing and agreement must be accepted to submit the application. Once you click "Accept & Continue," you will not be able to access the application for changes. If anything needs to be changed

once you have submitted your application, email [paymentservices@fullsteam.com](mailto:paymentservices@fullsteam.com) or call (334) 329-6775, option 4 Monday through Friday, 8AM-5PM CT, to speak to a representative.