

Fullsteam Payment Processing: Completing an Application

If you need assistance or have any questions, call 512.872.1636 (Option 3) Monday through Friday or email us at drspay@dumpsterrentalsystems.com.

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

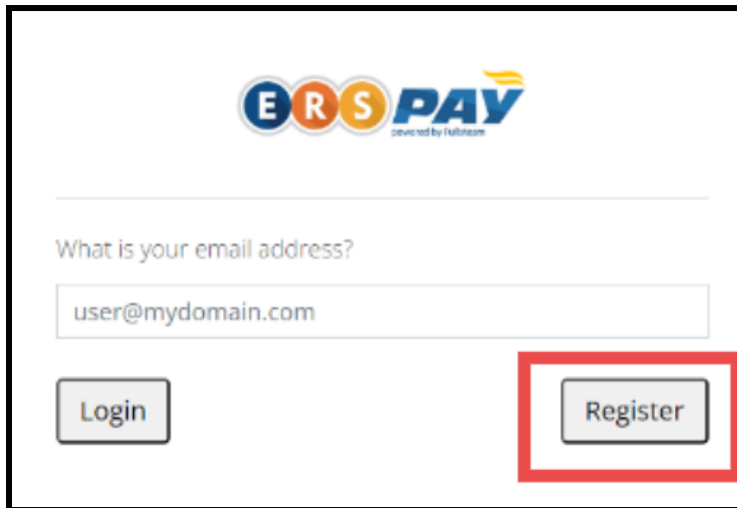
- All Business Information
 - Legal Name
 - DBA Name, if applicable
 - Tax Identification Number
 - Physical Business Address
 - Ownership Type
 - Date of Establishment
 - Phone Number
 - Email Address
 - Website
 - Credit Card Processing Amount

- All Owners' Information
 - Social Security Number
 - Date of Birth
 - Physical Home Address
 - Phone Number
 - Email Address

- All Banking Information
 - Account Type (Personal/Business)
 - Routing Number
 - Account Number

Registering

The First time you log into the system, you will need to enter their email address and select “Register”

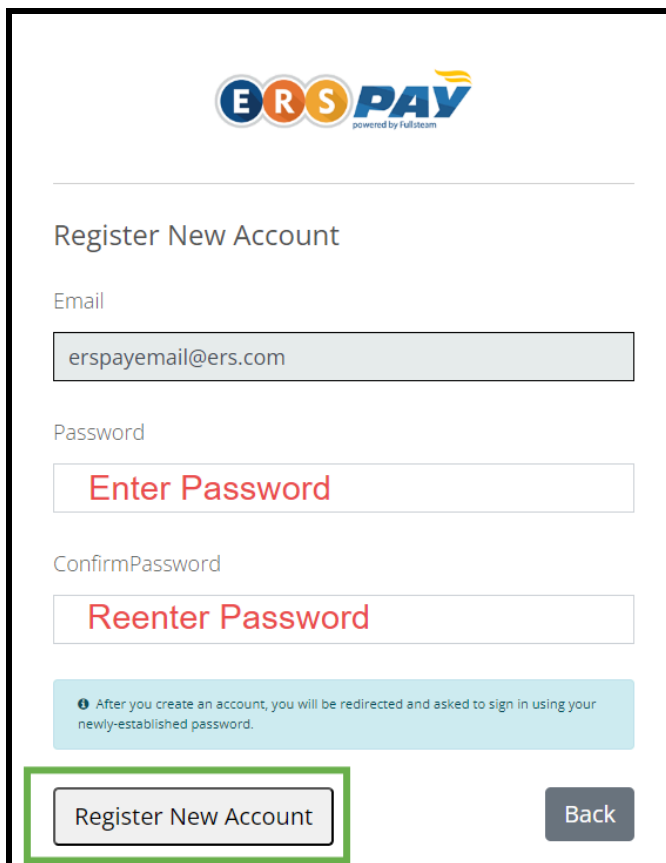


ERS PAY
powered by Fullsteam

What is your email address?

Login Register

Create a password; then click “Register New Account.”



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Register New Account

Email

Password


ConfirmPassword

After you create an account, you will be redirected and asked to sign in using your newly-established password.

Register New Account Back

Logging In

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

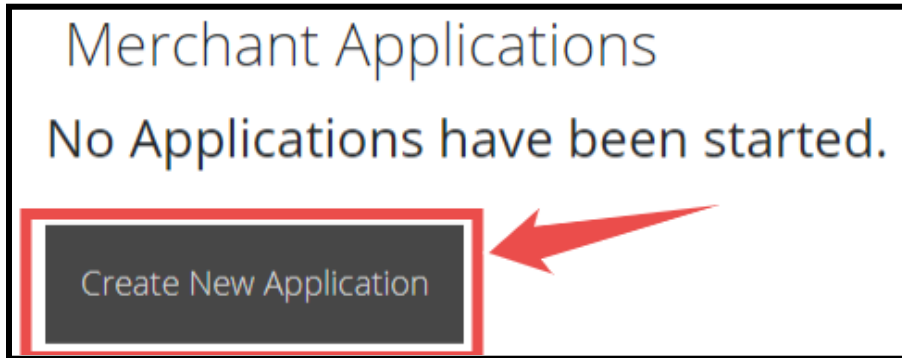


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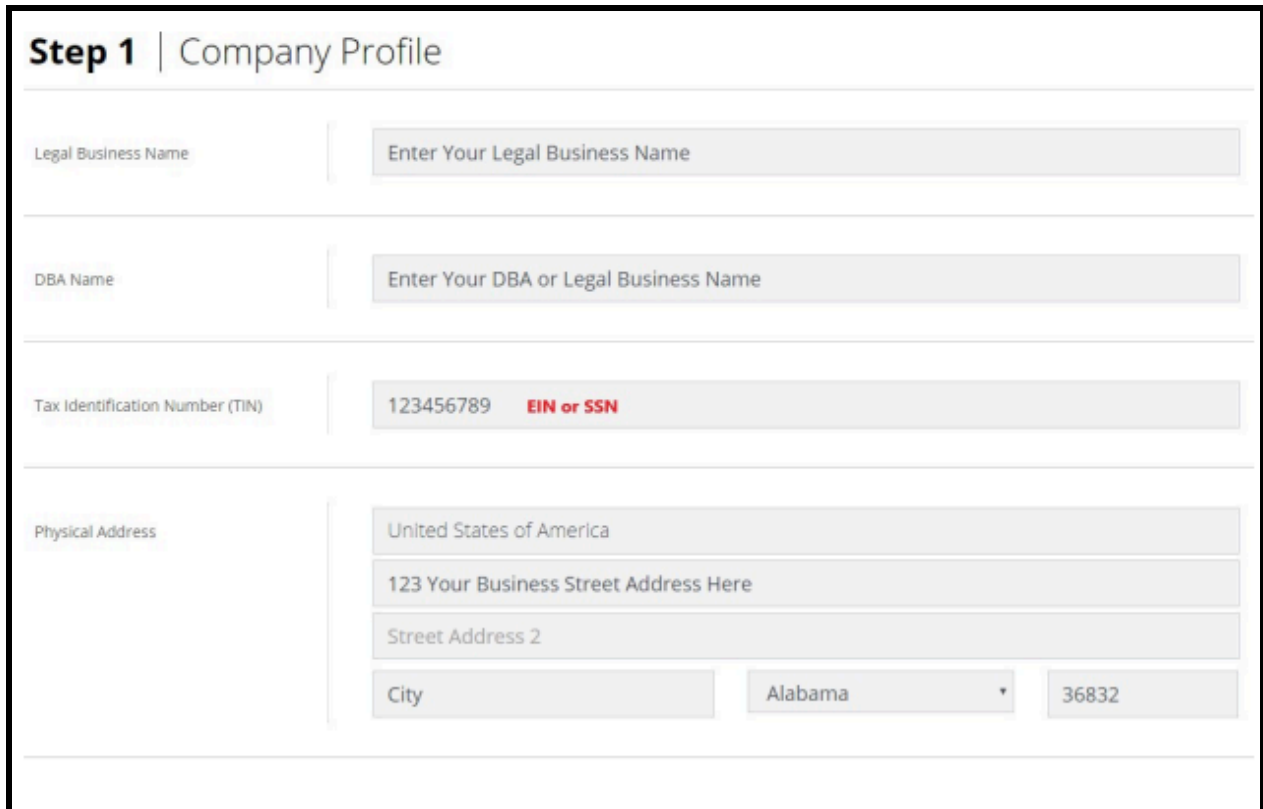
What is your email address?

Completing the Application - Step 1

Once you have logged in, you will need to create a new application. Click “Create New Application” to create a new application.



On the next page, you will enter your business's information.

A screenshot of a web form titled "Step 1 | Company Profile". The form contains several input fields:

- Legal Business Name:** A text input field with the placeholder "Enter Your Legal Business Name".
- DBA Name:** A text input field with the placeholder "Enter Your DBA or Legal Business Name".
- Tax Identification Number (TIN):** A text input field containing the value "123456789" and the text "EIN or SSN" in red.
- Physical Address:** A section with multiple input fields:
 - A dropdown menu showing "United States of America".
 - A text input field with the placeholder "123 Your Business Street Address Here".
 - A text input field with the placeholder "Street Address 2".
 - A text input field for "City".
 - A dropdown menu for "Alabama".
 - A text input field for "36832".

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.

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



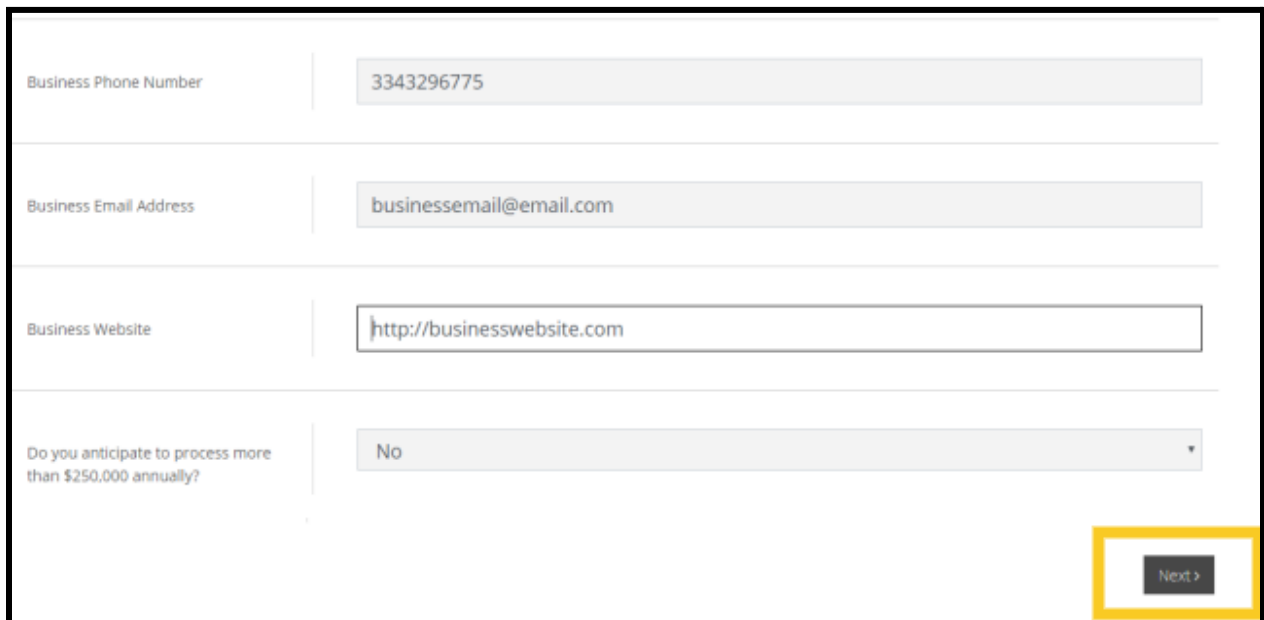
A screenshot of a form field labeled "Ownership Type". The dropdown menu is open, showing "Sole Proprietorship" as the selected option. The dropdown arrow is visible on the right side of the menu.

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



A screenshot of the "Date Established/Incorporated" section of a form. It features three dropdown menus for month, day, and year, with "Jul", "17", and "2019" selected. A red callout bubble with the text "Don't forget the date" points to the date fields.

Complete the rest of the information and click "NEXT"



A screenshot of the "Business Information" section of a form. It contains four input fields: "Business Phone Number" (3343296775), "Business Email Address" (businessemail@email.com), "Business Website" (http://businesswebsite.com), and "Do you anticipate to process more than \$250,000 annually?" (No). A "Next >" button is highlighted with a yellow border in the bottom right corner.

Completing the Application - Step 2

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

Step 2 | Owner Information

Are there any owners with 25% or more ownership? No

** In most cases, the answer to the above question will be “Yes”**

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.

In order to be compliant with the USA PATRIOT ACT, we are required to collect all of the following items to complete our underwriting review. Please ensure your correct SSN, date of birth, and address are entered.

First Owner's Name First Name Last Name

First Owner's SSN Numeric only

First Owner's Date of Birth	<input type="text" value="Jul"/>	<input type="text" value="17"/>	<input type="text" value="2002"/>
First Owner's Home Address	<input type="text" value="United States of America"/>		
	<input type="text" value="Street Address"/>		
	<input type="text" value="Street Address 2"/>		
	<input type="text" value="City"/>	<input type="text" value="-- Select One --"/>	<input type="text" value="Postal Code"/>
First Owner's Phone Number	<input type="text"/>		
First Owner's Email	<input type="text"/>		
Is this the control person?	<input checked="" type="checkbox"/> 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 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.

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

Primary Contact's Title	<input type="text"/>
Primary Contact's Name	<input type="text" value="First Name"/> <input type="text" value="Last Name"/>
Primary Contact's Home Address	<input type="text" value="United States of America"/> <input type="text" value="Street Address"/> <input type="text" value="Street Address 2"/> <input type="text" value="City"/> <input type="text" value="-- Select One --"/> <input type="text" value="Postal Code"/>
Primary Contact's Phone Number	<input type="text"/>
Primary Contact's Email	<input type="text"/>
Customer Service Phone Number	<input type="text" value="#####"/>
Customer Service Email Address	<input type="text"/>
	<input type="button" value=" < Previous"/> <input type="button" value=" Next >"/>

Completing the Application - Step 3

Provide the information for your business's account. It is required that you provide either 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. If you do not have one when filling out the application, you will still be able to submit. We will get a copy from you during the review process.

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"/>

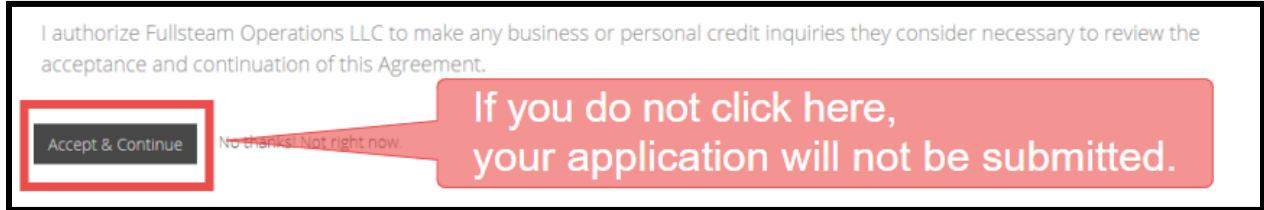
[< Previous](#) [Next >](#)

Click "Next" when finished.

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

Completing the Application - Step 4

The pricing and agreement must be accepted to submit the application.



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.

Accept & Continue No thanks! Not right now

If you do not click here, your application will not be submitted.

The image shows a screenshot of a web form. At the top, there is a line of text: "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." Below this text are two buttons: "Accept & Continue" and "No thanks! Not right now". The "Accept & Continue" button is highlighted with a red rectangular border. A red callout box with a white border points to the "No thanks! Not right now" button. Inside the callout box, the text reads: "If you do not click here, your application will not be submitted."

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 or call (334) 329- 6775, option 4 Monday through Friday, 8AM-5PM CT, to speak to a representative.