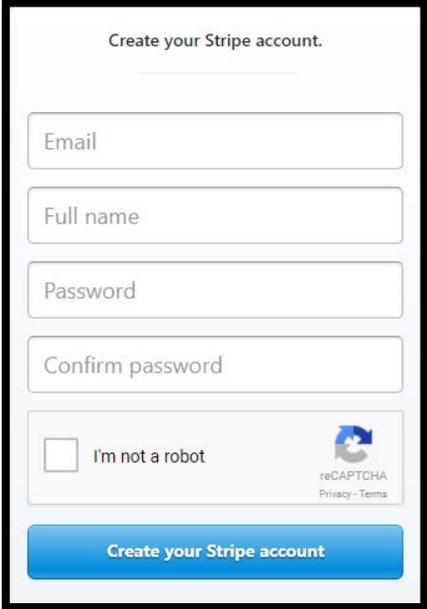
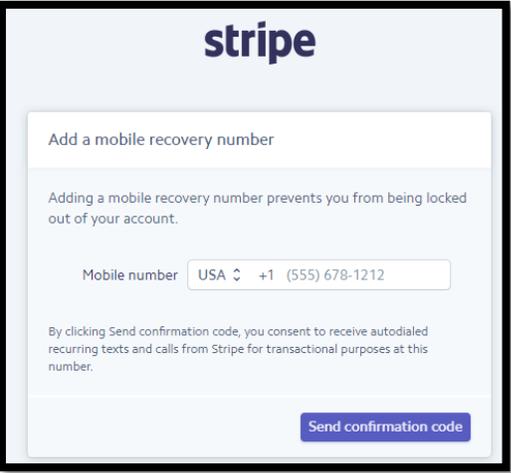
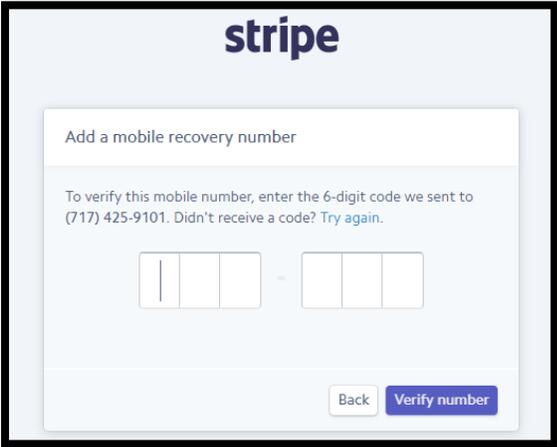
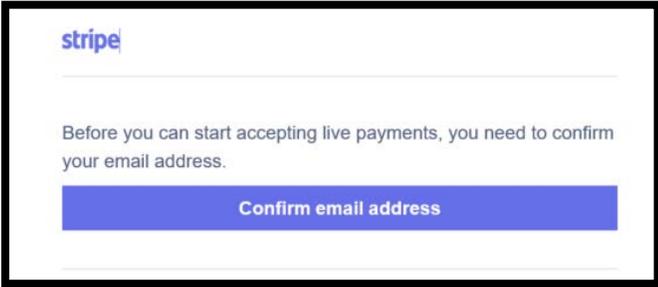
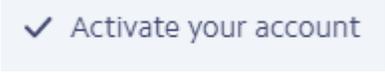
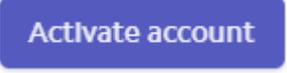
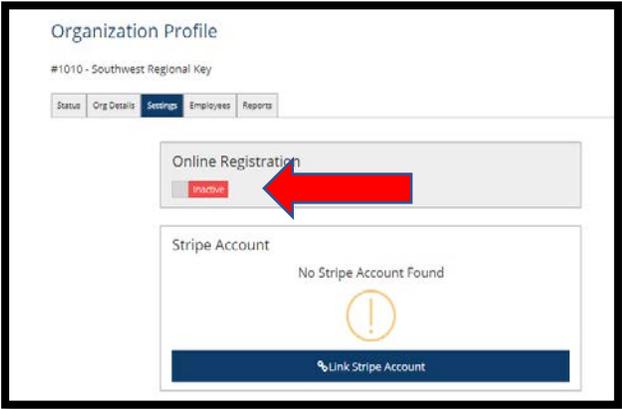
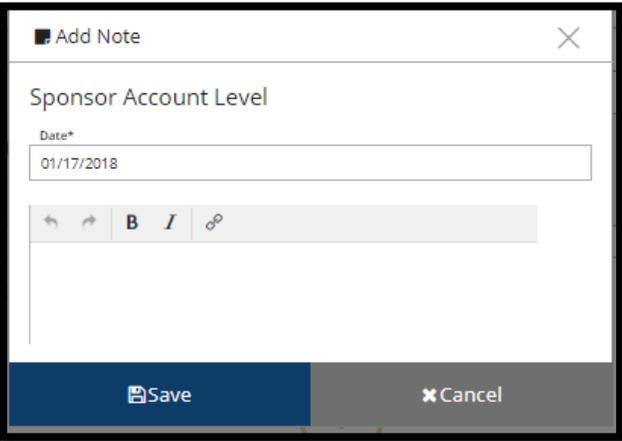
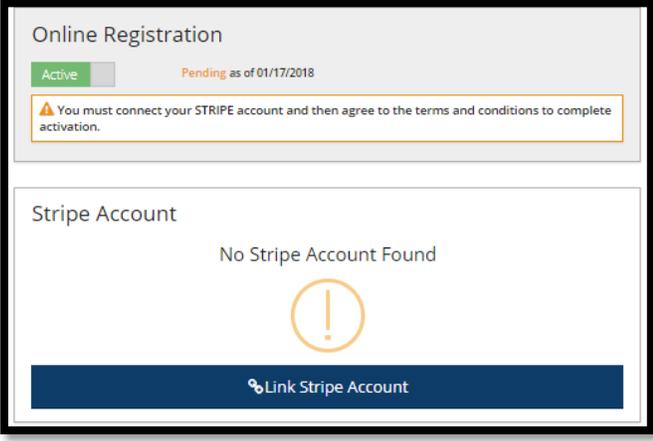
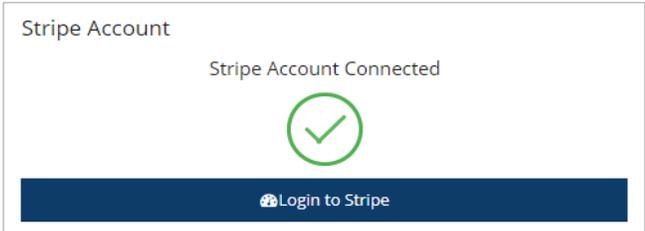


Creating a Stripe Account

1. Go to www.stripe.com	
2. Click "Create Account".	
3. Enter the information on this screen and then click "Create your Stripe Account".	
4. Add a mobile recovery number to prevent getting locked out in the future. You have the option to skip this step.	

<p>5. If you add a mobile number in the previous step, you will be asked to enter the 6-digit code sent to your mobile phone. Enter this number in the boxes provided. You will not have to do this if you skipped step 4.</p>	
<p>6. Confirm your email address. Follow the steps within the email sent to your email account to validate your Stripe account. First, you will click on “Confirm email address” within the body of the email.</p>	
<p>7. Enter the password that you created and click “Confirm your email”.</p>	
<p>8. From the Home page, click on “Activate your account” on the left menu.</p>	
<p>9. Complete the Account application by answering all the questions and entering all information requested on the application page.</p>	
<p>10. Click on “Activating your account” on the bottom right of the Account application.</p>	

<p>11. Follow any additional prompts in STRIPE.</p>	
<p>12. Go to www.pakeys.org and click on the lime green “PD Registry Login” box.</p>	
<p>13. Enter email and password for the PD Registry.</p>	
<p>14. Click on your organization in the top right dropdown menu.</p>	
<p>15. Click the “Settings Tab”, then click on Inactive to change status to Active.</p> <p>You will see a pop up on your screen after this step as shown in step 15.</p>	
<p>16. Click “Save” on the screen which display the date.</p>	

<p>17. Click “Link Stripe Account”</p>	
<p>18. Enter your STRIPE email and password.</p>	
<p>19. You are now connected to STRIPE.</p>	
<p>20. Click the settings tab on the bottom right of the screen to take you back to the online registration page. Click on the box below the terms and conditions to accept the terms and conditions.</p>	
<p>21. You may modify any of the default tabs below the terms and conditions.</p>	
<p>22. You are all set! When you schedule an event, you can select online registration and participants will pay through the Registry to your STRIPE account. Please make sure to read the information within STRIPE.com on how to transfer funds to your bank account once your event is complete. You will also need to determine how to refund individuals if an event is cancelled or if a person unregisters from the event.</p>	