

CardConnect (CardPointe) Digital Application Process

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In order to access your merchant application please reach out to your Customer Success Manager.

IMPORTANT: The financial signer (individual with authority to create a merchant account on behalf of the organization) needs to complete this application. If that does not occur, then a new application may be required.

Next, you will need to complete the reCAPTCHA and select Begin Your Application.

The screenshot shows the 'Agree & Sign' step of the application process. At the top, there are logos for GiveSmart (by communitybrands) and MobileCause, and a 'Contact Support' link. A progress bar indicates four steps: 1. Business Details, 2. Banking & Processing, 3. Equipment, and 4. Agree & Sign. The main content area has two columns. The left column is titled 'Complete Application' and contains the text: 'You will need your banking and business details to complete the application.' The right column is titled 'Agree & Sign' and contains the text: 'If everything looks good, agree to the terms of service and sign the application.' Below these columns is a reCAPTCHA section with an 'I'm not a robot' checkbox and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom center is a teal button labeled 'Begin Your Application'. In the footer, there is a 'Privacy policy' link on the left and 'Powered by cardpointe' on the right.

1. Business Details

- **Business Legal Name:** Enter the Legal/IRS Name of your organization.
- **DBA Name:** "Doing Business As" name, aka the public name of your organization. This will be the name located on the cardholder's credit card statements.
- **Business Phone:** Enter the general contact phone number for your organization.
- **Website:** Enter your organization's main website URL.
- **Business Address:** Begin entering your organization's ***physical*** address, and it should auto-populate to be selected below. **NOTE:** A P.O. Box cannot be accepted as the

Welcome

Please review the information listed below. Fill in any missing fields and correct any mistakes. Once you are satisfied, click next to be taken to the next section.

If you'd like to see a summary of your processing fees, check out this [pricing structure](#) snapshot.



Business Contact Info

Business Legal Name	Business Legal Name
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Use Business Legal Name for Tax Filing Name

Use Business Legal Name for DBA Name ?

DBA Name ?	DBA Name
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Business Phone	Business Phone
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Website ?	Website
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Business Address

Note: A P.O. Box cannot be used as a Business Address.

Address	Search for an address	🔍
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Manually Enter Address

1. Business Details (Continued)

- **Years In Business:** Select from the available options.
- **Type Of Ownership:** Select from the available options.
- **Tax ID:** Enter your organization's EIN, and double-check that it's accurate.
- **Industry:** Select from the available options. *Non-profits are 8398 - Charitable And Social Service Organizations*

Use Business Address for Legal Mailing Address

Business Details

Years In Business	Select an option	▼
Type of Ownership	Select an option	▼
Tax ID (EIN)	Tax ID (EIN)	

Industry

Selected Industry	8398 - Charitable And Social Service Organizations	Change industry
Description Merchants classified with this Industry are non-political fund-raising organizations engaged in soliciting charitable donations/contributions on behalf of organizations engaged in social welfare services, or social service organizations engaged in social welfare services.		
Included Industries Fund-Raising Organizations – Non-Political Organizations – Non-Political Public Radio, Television		
Related Industries 5931 - Used Merchandise and Secondhand Stores 8641 - Civic, Social, Fraternal Associations 8651 - Political Organizations Show All Related Industries		

Business Owner Information

All of the following fields are required to be provided by your organization's financial signer in order to move forward with the application process.

- Enter your First and Last Name.
- % of Ownership: 0%.
 - You do not need to be an “Owner” of the organization to complete the application.
 - Recommended to enter 0% as a non-profit
- Enter your Date of Birth
 - Signer needs to be at least 18 years old.
- Enter the Last 4 of your SSN.
- Enter your Email Address.
 - Email needs to be connected to the signer.
- You do **not** need to select “I give my Personal Guarantee”.
- Residence Address: Use the look-up tool to select your **residence** address.

IMPORTANT: The individual who signs the merchant account application for a nonprofit organization **must** provide their **full legal name, date of birth, residential address, and social security number**. Providing your personal information simply allows CardConnect to verify you/your organization as a customer. **Note** that providing this personal information does not make you personally liable for the account. Once you submit your merchant account application, the information you provide will be checked against the list of Specially Designated Nationals (SDNs) and similar lists maintained by the U.S. government. Providing

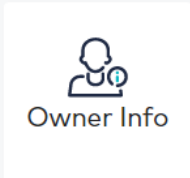
your personal information will not result in a hard inquiry on your credit report, nor will it affect your credit score.

- Due to federal banking laws, the **Social Security Number is a required field**.
 - The application will only ask for the last 4 digits of the SSN, unless the system is not able to verify your contact info. If the system is unable to verify your identity, you may receive the following message prompting you to enter in your full SSN:

Some fields contain errors. Please correct the errors below and try again.

- SSN: The system was unable to validate your identity using only the last 4 digits of your SSN. Please provide your full SSN.
- SSN: This field is required

- *The Bank Secrecy Act (BSA), also known as the Currency and Foreign Transactions Reporting Act, is legislation passed by the United States Congress in 1970 that requires U.S. financial institutions to collaborate with the U.S. government in cases of suspected money laundering and fraud. The Financial Crimes Enforcement Network (FinCEN) has implemented new rules around Bank's Due Diligence under the Bank Secrecy Act (BSA). Over the years, BSA has been strengthened through subsequent anti-money laundering (AML) laws. This includes parts of USA PATRIOT Act compliance, which focus on money laundering in the form of terrorist financing.*



Business Owner Information

First Name	First Name	Last Name	Last Name
% of Ownership	% of Ownership %	Date of Birth ?	MM/DD/YYYY
SSN (Last 4) ?	SSN (Last 4)		
Email	Email		

- I give my Personal Guarantee
- Use Business Phone for Owner Mobile Phone
- Use Business Address for Owner Residence Address

Residence Address

Note: A P.O. Box cannot be used as a Residence Address.

Address	Search for an address	🔍
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Manually Enter Address

Are there additional owners who own, directly or indirectly, 25% or more equity interest in the business? ?

Yes No

Ok. Looks great, let's move on!

2. Banking & Processing Information

This information entered into this section will be used to set up direct deposit with your bank. It's very **important** that you review this section for accuracy. If the incorrect routing or account numbers are entered, this could cause delays in receiving funds.

- Enter the Bank Name.
- Choose the Account Type (should be a Checking account).
- Enter the Routing Number.
- Enter the Account Number.

IMPORTANT: Your linked bank account **must** allow debits for the credit card processing fees on a monthly basis. If your bank account does not allow such a debit from CardConnect's ACH Company ID **G592126793**, the merchant services provider will place a hold on your deposits until you can verify that your bank account has been updated with their ACH ID as an allowed payee. Debits will appear from the ACH ID **G592126793**, and your direct deposits will appear as "MERCHANT BANKCD DEPOSIT 496-----" where the numerical figure starting with "496" is your merchant ID.

Banking & Processing Information



Banking Info

Let's make sure we have your banking information on file so processing funds can be deposited in your account. Look up and instantly verify your account using your banking credentials or enter the routing and account numbers manually.

Use same account for Deposit and Withdrawal

Deposit and Withdrawal Account

Bank Name	Bank Name		
Account Type	Select an option ▼		
Routing Number	Routing Number	Account Number	Account Number

Goods & Services

Enter in the *Average Annual Card Volume* and the *Average Transaction (Donation) Amount* you expect to receive.

IMPORTANT: The amount entered here will greatly impact your processing ability. We recommend to over-estimate this amount, in order to avoid being flagged by CardConnect's Risk Department if you were to exceed the indicated volume.

TIP: It is recommended to enter an amount for your anticipated highest month of processing (average annual card volume) and your anticipated highest transaction/donation (average transaction amount).



Processing Info

Goods & Services

Credit Card Processing

Average Annual Card Volume ?	\$ Average Annual Card Volume
Average Transaction Amount	Select an option ▼

Mode of Transaction

- This should be set to **100% Online**.


Mode of Transaction

Indicate the approximate share of card volume per mode of transaction (total must equal 100%).

In Person	0%	▼
Telephone	0%	▼
Online	100%	▼



Business Contact Info

Website		www.mobilecause.com
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Third Party Provider

Do you use any third party provider (TPP) to store, process or transmit cardholder data? (Examples include but are not limited to web hosting companies, Electronic Data Capture, Loyalty programs, software)

Yes No

Product / Service Delivery Windows

Do customers typically receive goods/services at the time of purchase?

Yes No

Ok. Looks great, let's move on!

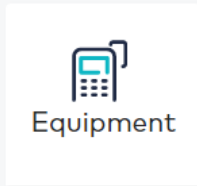
- Third Party Provider: No
- Product/Service Delivery Windows: Yes

3. Equipment

- No action is required on this step. CardPointe's Gateway will be selected by default. Select "Ok. Looks great, let's move on!"

Equipment

Below is the equipment that you have chosen for your new account. You can order more equipment after you finish the application.



Your New Equipment

Ship Equipment To	Select an address	▼
Address	Search for an address	🔍
Manually Enter Address		
No image available	CardPointe Gateway (RapidConnect North)	Qty
	CardPointe Gateway (RapidConnect North)	1 -
		Total: \$0.00

Ok. Looks great, let's move on!

4. Agree & Sign - Step 1

Merchant Services Program Terms and Conditions (Program Guide)

- To proceed, scroll all the way to the bottom of the document
- Check the "**I have read and agree to the Merchant Services Program Terms and Conditions (Program Guide)**"
- Select **Complete Step 1**

Agreements

Please carefully review the agreement(s) below to ensure your information and payment processing preferences are accurately reflected. If you have any questions, please contact your representative. We look forward to being your payments partner.



STEP 1

Merchant Services Program Terms and Conditions (Program Guide)



STEP 2

Merchant Processing Application and Agreement



After reviewing the agreement(s) above, please sign and click 'I Agree'.

Sign Here

Enter Your Full Name as Kirsten Primozic

4. Agree & Sign - Step 2

Merchant Processing Application and Agreement

- The fees should reflect your agreed-upon processing fees reflected in your GiveSmart Fundraise contract, so make sure to **verify that the percentage is correct**. (screenshot below)
- There are **no transaction fees, monthly fees, or cancellation fees** because of our special agreement with CardConnect.
- After reviewing, scroll to the bottom of the document, enter your initials, and check the **have read and agree to the Merchant Processing Application and Agreement** box, then select **Complete Step 2**.

4. Agree & Sign - Step 2 (Continued)

Merchant Processing Application and Agreement

- In **Sign Here**, you will need to type in the name that you entered in the initial application.
- Click **I Agree** to digitally sign and agree to the request.

Next Steps- Application Processing

After digitally signing, the application will be sent to CardConnect's Underwriting team for review. If no additional information is required, it can take 5-7 business days for the merchant account to be live. Once live, the contact on the application will receive an email from Support confirming that your Merchant Account is Live.
