



## How to set up your club Stripe account 2022 Affiliated Clubs and Centres

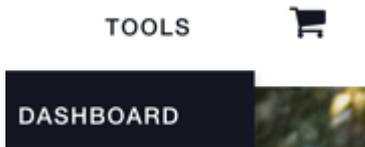
### What do you need prior to starting the setup of your club Stripe account?

- **Mobile phone** – to receive your 2-factor authentication code, this is a security measure used by Stripe to ensure your account is protected
- **Registered Business Address** (if you have one)
- **Legal Business Name and New Zealand Business Number (NZBN)**  
Your club's NZBN can be found at <https://www.nzbn.govt.nz/> by typing in the club's legal name
- **Club Website address or Social Media URL**
- **Key Club Representative details**  
Name, Email Address, Job Title (Committee Title/Position), Date of Birth, Address, Phone Number
- **Name and Email Address of other committee members**
- **Club Bank Account Details**

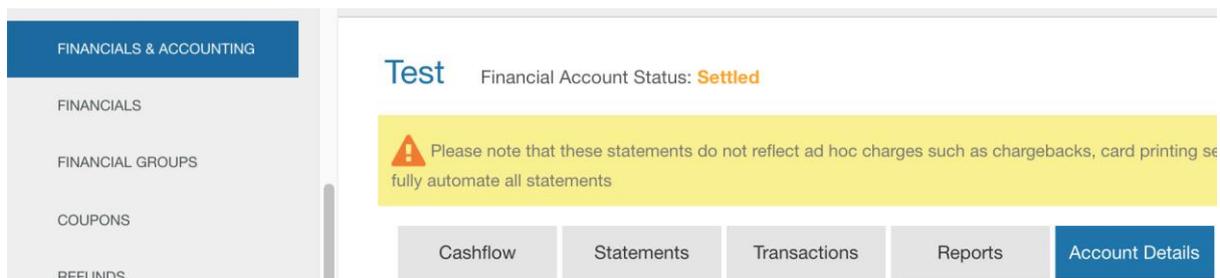
Following your setup Stripe may be in touch if they require any further verification for your account. If you need assistance with this or any other part of the Stripe set up process please contact us at [membership@cyclingtonewzealand.nz](mailto:membership@cyclingtonewzealand.nz)

**Read on for a step-by-step guide for setting up your club Stripe account...**

1. Login to your admin account on [www.ccnbikes.com](http://www.ccnbikes.com)
2. Go to the admin Dashboard:

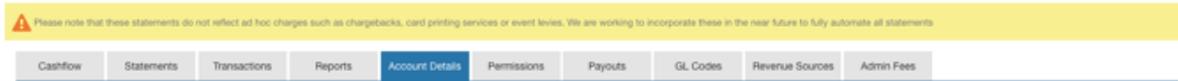


3. Navigate to the **Financials and Accounting** tab, and click on **Account Details**



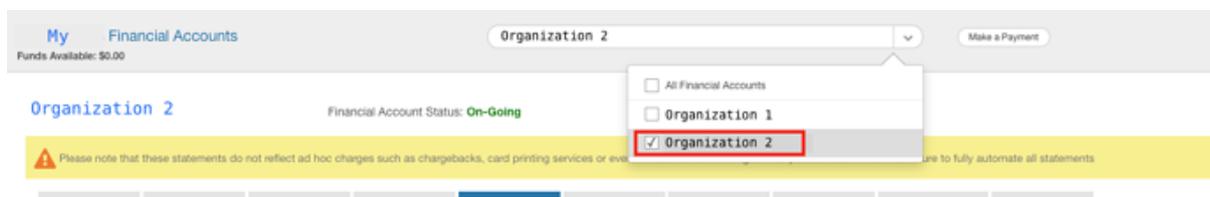
If you see this screen:

#### All Financial Accounts



Account Details are not available when 'All Financial Accounts', 'Multiple Financial Accounts', or 'Account Groups' are selected  
Please select a single Financial Account from the menu above to view and configure Account Details

Please make sure you've selected the correct organization:



#### 4. Scroll down to Scheduled Payout Details, and choose Stripe

Please note: if you do not see Stripe as an option, or are unable to edit in this step, please contact us at [membership@cyclingnewzealand.nz](mailto:membership@cyclingnewzealand.nz) as you may not have the correct financial access for your club.

##### Scheduled Payout Details

Our accounts team will process scheduled payouts to disburse funds collected in this account.  
Please note we are not responsible for information entered incorrectly.

What is the preferred deposit method? \*

- Electronic Funds Transfer
- Cheque Sent via Mail
- WePay
- Stripe

#### 5. Fill out all required information and click "Create New Stripe Account".

##### Sign Up for a new Stripe account

Organization/ Business legal name\*

Demo account

Organization/ Business type\*

Company

Country \*

New Zealand

Currencies Accepted: \*

CAD \$  EUR €  GBP £  NZD \$  USD \$

Create New Stripe Account

#### 6. You will then be redirected to a new page, you should enter the email address you want to use for your club's Stripe account and click on **Next**

**Note** that if you have an existing Stripe account, you can reuse the same email and password.

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##### Get started with Stripe

Please have the owner of this business or someone with significant management responsibility complete this form.

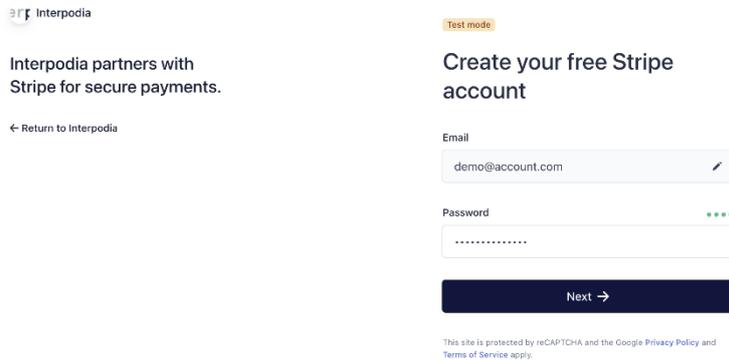
Email

demo@account.com

Have a Stripe account? You can use the same email.

Next →

- It will then ask you to provide a password for your new Stripe account and to click on **Next**. If you have an existing Stripe account, you will be prompted to Login to this.



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### Create your free Stripe account

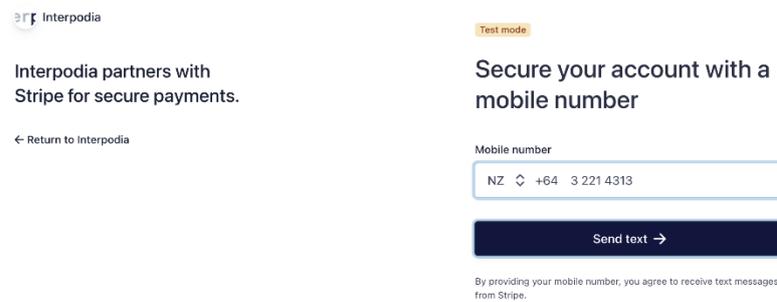
Email  
demo@account.com

Password  
.....

Next →

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

- Then provide your phone number in order to active the 2FA(2 factor authentication) for your Stripe account then click on **Send text**



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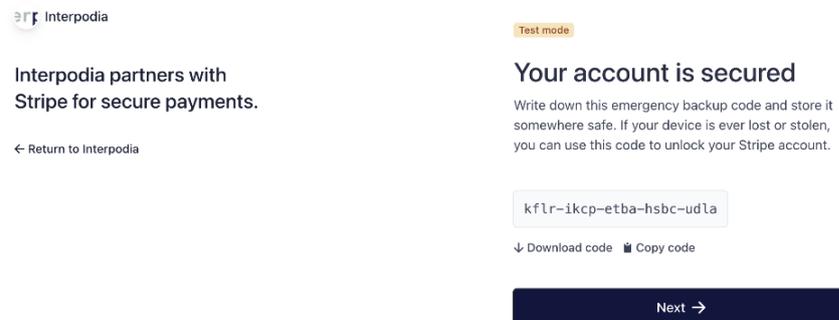
### Secure your account with a mobile number

Mobile number  
NZ +64 3 221 4313

Send text →

By providing your mobile number, you agree to receive text messages from Stripe.

Enter the 6 digits number you received on your phone. Congratulations your account is now secure.



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### Your account is secured

Write down this emergency backup code and store it somewhere safe. If your device is ever lost or stolen, you can use this code to unlock your Stripe account.

kflr-ikcp-etba-hsbc-udla

↓ Download code   Copy code

Next →

9. On the next page, you will need to provide your **organization's** information.

The screenshot shows the Stripe onboarding form for a business. On the left, there is a sidebar with the Interpodia logo, the text 'Interpodia partners with Stripe for secure payments.', and a 'Return to Interpodia' link. The main form area is titled 'Tell us about your business' and includes a 'Test mode' indicator. Below the title, there is a sub-header 'Registered business address' followed by a dropdown menu set to 'New Zealand'. Below this are four text input fields for 'Address line 1', 'Address line 2', 'City', and 'Postal code'. Underneath is a 'Type of business' dropdown menu set to 'Company'. At the bottom of the form is a dark blue 'Next →' button. At the very bottom of the page, it says 'Powered by stripe' and 'English (US)'.

**Tip:** it's recommended you select 'Club, Society of Other Not for Profit' as your Type of Business

Click on **Next** when you have completed the second page.

The screenshot shows the Stripe 'Business details' form. On the left, the sidebar is identical to the previous form. The main form area is titled 'Business details' and includes a 'Test mode' indicator. Below the title, there is a sub-header 'Tell us some basics about Demo account.' The form contains several fields: 'NZBN' (input field with '9401234567894'), 'Business phone number' (input field with 'NZ +64 3 234 5678'), 'Industry' (dropdown menu with 'Please select your industry...'), 'Business website' (input field with 'https://example.com'), and 'Product description' (text area). To the right of the NZBN field, there is a note: 'We only need your New Zealand Business Number. Don't have one yet? Learn more.' At the bottom of the form is a dark blue 'Next →' button. At the very bottom of the page, it says 'Powered by stripe' and 'English (US)'.

**Tip:**  
Your NZBN can be found by searching for your club's legal name here:  
<https://www.nzbn.govt.nz/>

We recommend selecting 'Other entertainment and recreation' as your Industry

10. On the next page, you will need to provide the **account owner** information.

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## Business representative

This account must be activated by an executive, senior manager or someone who otherwise has significant responsibility for the control and management of your business. If that's not you, please ask the right person to fill out this form.

**Legal name of person**

First name

Last name

**Email address**

executive@example.com

**Job title**

CEO, Manager, Partner

**Date of birth**

MM / DD / YYYY

**Home address**

New Zealand

Address line 1

Address line 2

City

Postal code

**Phone number**

NZ +64 3 234 5678

I own 25% or more of the company.

I am a member of the governing board of the company.

Next →

**Tip:**

This will be details of your main administrator for the Stripe account.

Click on **Next**

11. On the next page, you will need to provide the **Business Director(s)** information.

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## Business directors

Due to regulations, we're required to collect information about a company's directors. [Learn More.](#)

Please list all individuals who are members of the governing board of Demo account.

+ Add a director

Continue with no directors →

12. On the next page, you will need to provide the **Business executive(s)** information.

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## Business executives

We're required to collect information about any executives or senior managers who have significant management responsibility for this business.

Please list all business executives from Demo account.

Test QA  
benoit@ccnbikes.com

+ Add another executive

Done, continue →

### Tip:

Here you can list details of other Committee Members of your club

13. On the next page, you will need to provide the **Bank account** information which will be used for your club/organisation's deposits.

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## Select an account for payouts

A payout is the transfer of funds from Stripe to your bank account.

 You're currently in test mode. [Use test account](#)

Account number

1100000000000010

I authorize Stripe to debit this account in the event that the net activity in my Stripe account on any day is negative or for any reason relating to the Stripe Services in accordance with the [Services Agreement](#).

Save

Cancel

14. On the next page, you will need to provide the **Customer support details**. With this page, you can control the descriptor your member will see on their credit card/bank statement



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## Customer support details

This information helps customers recognize your business. Your support information may be visible in payment statements, invoices, and receipts.

Statement descriptor

MYWEBSITE.COM

Shortened descriptor

Business

Customer support phone number

NZ +64 3 432 5646

Next →

15. You will then reach a summary page where you can review and jump back to any steps of this account creation process



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## Let's review your details

You're almost ready to get started with Interpodia.  
Please double-check that this information is correct.

BUSINESS DETAILS

Demo account

mywebsite.com  
1 Main ST  
Rotorua 3010 NZ

Other information provided

NZBN, DBA, Phone, Industry

SUPPORT DETAILS

Update support information

Shown as MYWEBSITE.COM on customer statements  
3 432 5646

If everything looks good, click on **Submit**

16. You should be redirected to your club's financial dashboard in CCN.