



MERCHANT GUIDE.

Global Payment Services, Enabling growth in
Africa.

How to register account and submitting
the 'Go live' requirements for both
business and individual account.

1

Visit www.gladepay.com and click on the Signup button on the top right corner of the website to login or register as a new user.

Developer Pricing Support Products Company Demo

Sign Up

Login

s and Digital
structures for



2

Once the page loads, fill in your valid information and choose account type depending on the type of business.

Yesufu

Email Address

yesufumalik24@gmail.com

Phone Number

08093110284

Account Type

Choose Type

Choose Type
Individual Account
Business Account
NGO's
Religious Organisation
Government Institutions
Schools

A screenshot of the GladePay registration form. The form fields are: Name (Yesufu), Email Address (yesufumalik24@gmail.com), Phone Number (08093110284), and Account Type. The Account Type dropdown menu is open, showing options: Choose Type, Individual Account, Business Account, NGO's, Religious Organisation, Government Institutions, and Schools. A red box highlights the dropdown menu, and a red arrow points to it from the right.

3

Choose all or any of our services you will like to use on the dashboard, agree to our terms and conditions and Click on Create Account

Services

Select Product Type

- Invoicing
- Payments
- Recurring
- Installment
- Quick Commerce
- Offline Payments
- Funds Transfer
- Split Payments
- AI Connect
- BVN Verification

I agree to the [Terms & Conditions](#)

[Create Account](#)

Already have an account? [Login](#)

4

Click on the green 'Live' link on the header navigation bar to submit your documents as an individual or as a business account.



N.B: As a business account, you will need to provide business CAC Certificate or National Identification (international Passport, Driving License, or National Identity Card) and then fill all the required fields for your account to be activated and ready to receive payment.

REQUIREMENTS

Business Name

Identity Card (ID) or CAC

No file chosen

e.g National Identity Card, Drivers License, or Voters Registration Card

Description of Business

Phone Number

Email Address

Physical Address

Your Website

e.g <https://example.com>

Bank

Account Number

Account Name

BVN (Bank Verification Number)

* A preview of golive page on Gladepay

5

Click on **'Settlement Account'** under Settings on the menu and provide a verifiable bank account that your money to be paid into.

The screenshot displays the 'Settings' page for 'ACCOUNT SETTLEMENT'. On the left, a navigation menu includes 'Invoicing', 'OTHERS', 'Merchant Credentials', 'Settings', 'Profile', 'Invite User', 'Password', 'Settlement Account', and 'Preferences'. The 'Settlement Account' option is highlighted with a red box and a red arrow. The main content area is titled 'Settings' and 'ACCOUNT SETTLEMENT'. It features a 'SETTLEMENT ACCOUNT TYPE' section with a dropdown menu set to 'Bank Account' and an 'Update Changes' button. To the right, a table lists bank details:

BANK NAME	ACCOUNT NUMBER	ACCO
GTBANK PLC	0117408307	OLAW

A '+ Add New Sett' button is visible at the bottom right of the table.

Congratulations! Now you can now enjoy all Gladepay's services.

FOR MORE ENQUIRIES OR QUESTIONS:
Call: +234 817 557 4227 or Email: support@gladepay.com