



AccuZIP Mail Concierge Service
the strength of our collective network™

REQUIRED

PAYMENT ONBOARDING

Onboarding Document

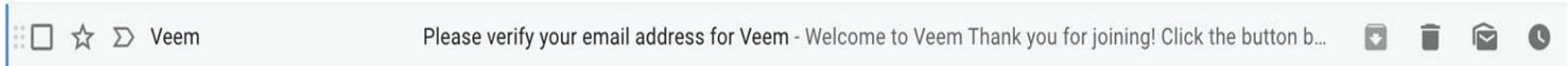
This document is to serve as a resource for AccuZIP Mail Concierge Service clients to help them familiarize themselves with Veem, the primary method for payment for AccuZIP Commingle Mail Service Postage Payments.

If at any time during the onboarding process you receive an error message, have an issue, or have a question, please reach out to 877.279.2629 and/or clientservices@veem.com.

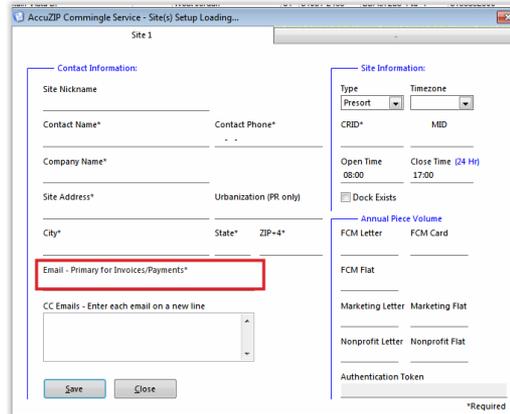
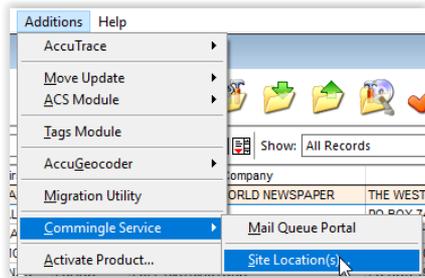


Step 1: Receiving Email from Veem.

You will receive an onboarding email from support@veem.com asking you to update your information. Please click the respective link in the email to be brought to Veem's portal.



NOTE: You must use your APPROVED VEEM email address in the "Site Location(s)" UI Setup in AccuZIP6.*



*All of the CC's are controlled in the AccuZIP6 UI, not Veem. Invoices will be sent to the Primary and CC email addresses.

Step 2: Input your business information

After you click on the respective link in the email, your browser will open and display the “Tell Us About Your Business” page.

Please provide accurate and complete information requested here.

Tell Us About Your Business

To start sending and receiving payments, please complete basic information below about your company

33%

- Select account type
- Complete business and personal info
- Complete bank info

Type of Business	TIN/EIN ?
<input type="text" value="Corporation"/>	<input type="text"/>
Business Name	
<input type="text" value="Business Test"/>	
Industry	Website (optional)
<input type="text"/>	<input type="text"/>
Business Address	
<input type="text" value="Type in your address to search."/>	
Manually edit address	
First Name	Last Name
<input type="text"/>	<input type="text"/>
Dial Code	Phone Number
<input type="text" value="+1"/>	<input type="text"/>



Step 3: Bank Information

You have two options to input your bank information:

1. Plaid Integration: This option links your bank account to allow you to securely initiate payments. If the Plaid connection does not work, don't worry, you can always enter your bank information in manually.

2. Enter bank information in manually

Link Your Bank Account

To start sending and receiving payments right now, please complete your company bank information below

- 67%
- Select account type
 - Complete business and personal info
 - Complete bank info



Veem uses Plaid to link your bank

- Secure**
Transfer of your information is encrypted end-to-end
- Private**
Your credentials will never be made accessible to Veem

[Continue](#)

By selecting "Continue" you agree to the [Plaid End User Privacy Policy](#).

OR

[Enter Bank information manually](#)

Step 4: Bank Information contd.

This would be the bank statement screen if you choose to click enter manually.

Link Your Bank Account

To start sending and receiving payments right now, please complete your company bank information below

67%

- Select account type
- Complete business and personal info
- Complete bank info

Bank Country

 United States (USA) ▾

Bank Name

example: bank of america 

Bank Currency

USD (\$) ▾

Routing Number (ACH / Electronic) 

example: 111000024

Bank Account Number

example: 12345678

[< Back](#) [Finish](#)



Step 5: Verification

Once you have completed your bank information you will be redirected to your secure Dashboard.



Test Business

Profile is 60% complete.
[What's missing?](#)

[Send Payment](#)

[Get Paid](#)

- [Dashboard](#)
- [My Network](#)
- [Approvals](#)
- [Integrations](#)
- [Tools](#)
- [Help](#)

 Veem Capital | Michael Kachurik ▾



Deposit to Debit

Get your money faster by connecting your debit card.

[Set Up Deposit To Debit](#)

Please, don't display again

Needs Attention

 Connect Your Accounting package

[Connect to XEROX](#)
[Connect](#)
⋮

Payments
Invoices

Status ▾

Sent ▾

▾


TRANSACTION	AMOUNT	DATE	STATUS
Your payments will appear here.			

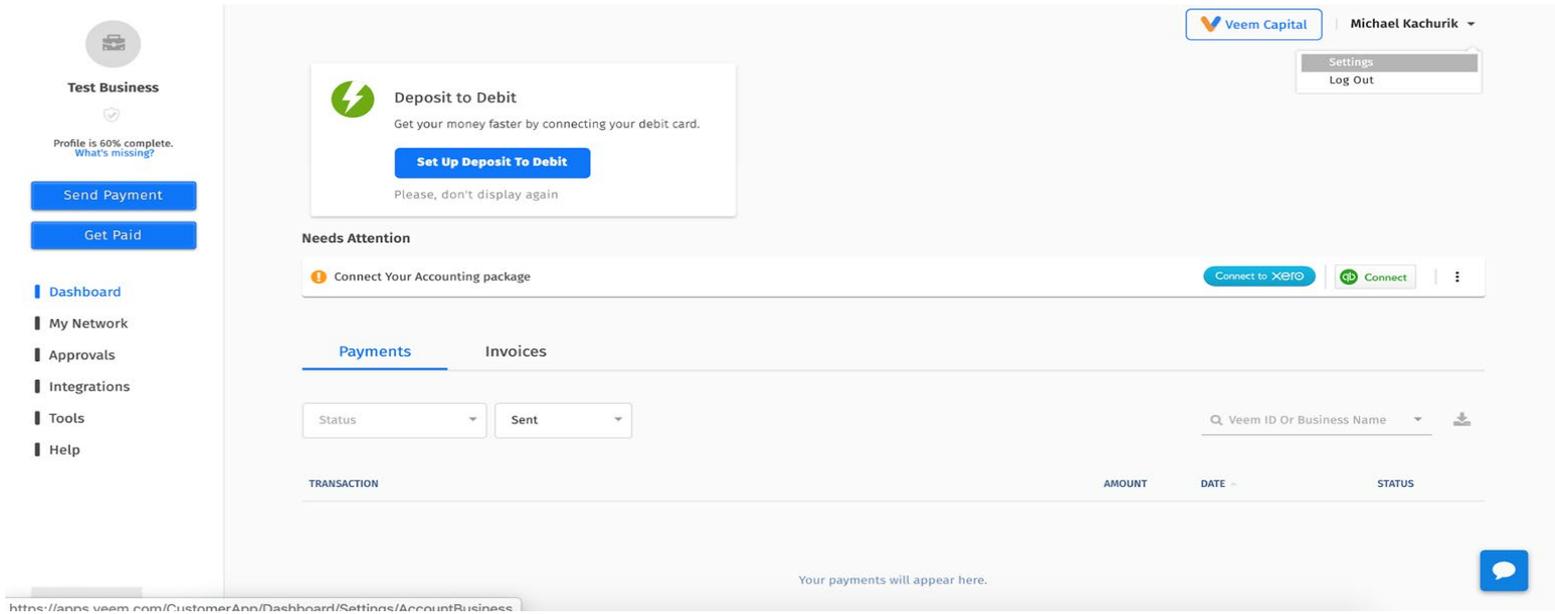


English



Step 6: Verification (continued)

Please click your name, located at the top-right, then click the settings tab.



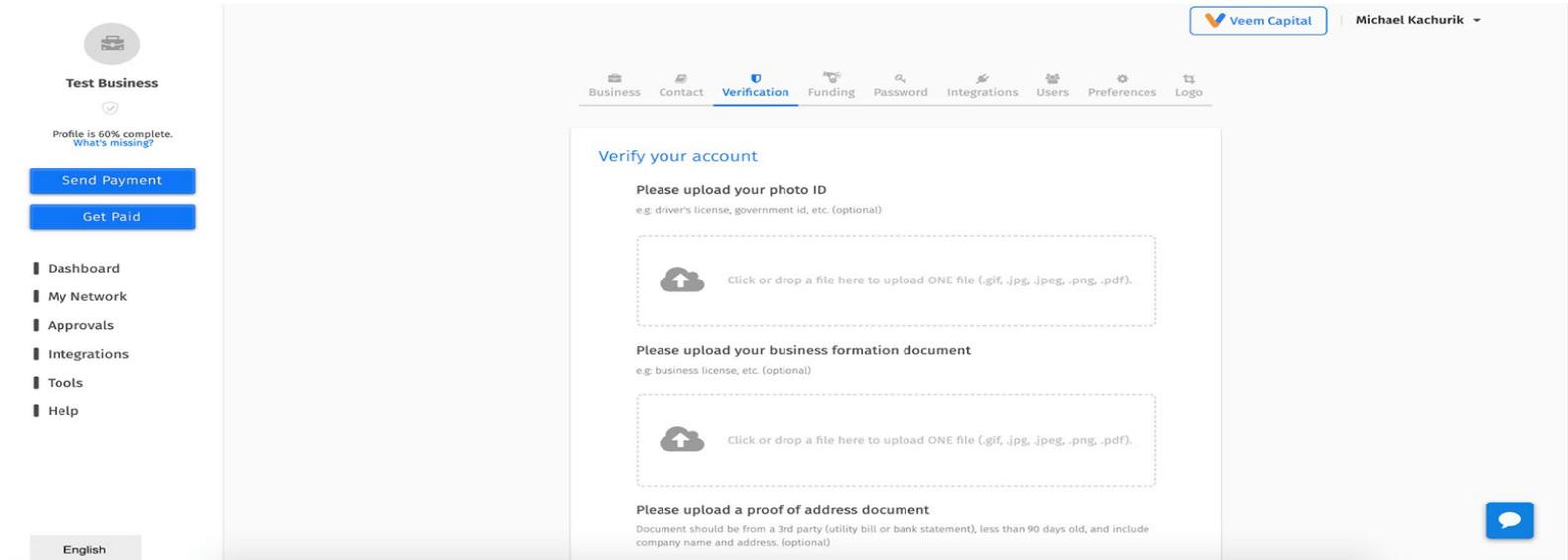
The screenshot shows the Veem Capital user interface. At the top right, the user's name "Michael Kachurik" is displayed next to the "Veem Capital" logo. A dropdown menu is open, showing "Settings" and "Log Out" options. On the left sidebar, there are navigation links for "Dashboard", "My Network", "Approvals", "Integrations", "Tools", and "Help". The main content area features a "Test Business" section with a "Send Payment" and "Get Paid" button. Below this is a "Deposit to Debit" section with a green lightning bolt icon and a "Set Up Deposit To Debit" button. A "Needs Attention" section contains a notification to "Connect Your Accounting package" with "Connect to XERO" and "qb Connect" buttons. The "Payments" and "Invoices" tabs are visible, with "Payments" selected. Below the tabs are filters for "Status" and "Sent", and a search bar for "Veem ID Or Business Name". A table header is visible with columns for "TRANSACTION", "AMOUNT", "DATE", and "STATUS". At the bottom, a message states "Your payments will appear here." and a chat icon is present.

https://apps.veem.com/CustomerApp/Dashboard/Settings/AccountBusiness



Step 7: Verification (continued)

Click the “Verification” link. Here you will upload your most recent bank statement under the “Please upload a proof of address document” section.

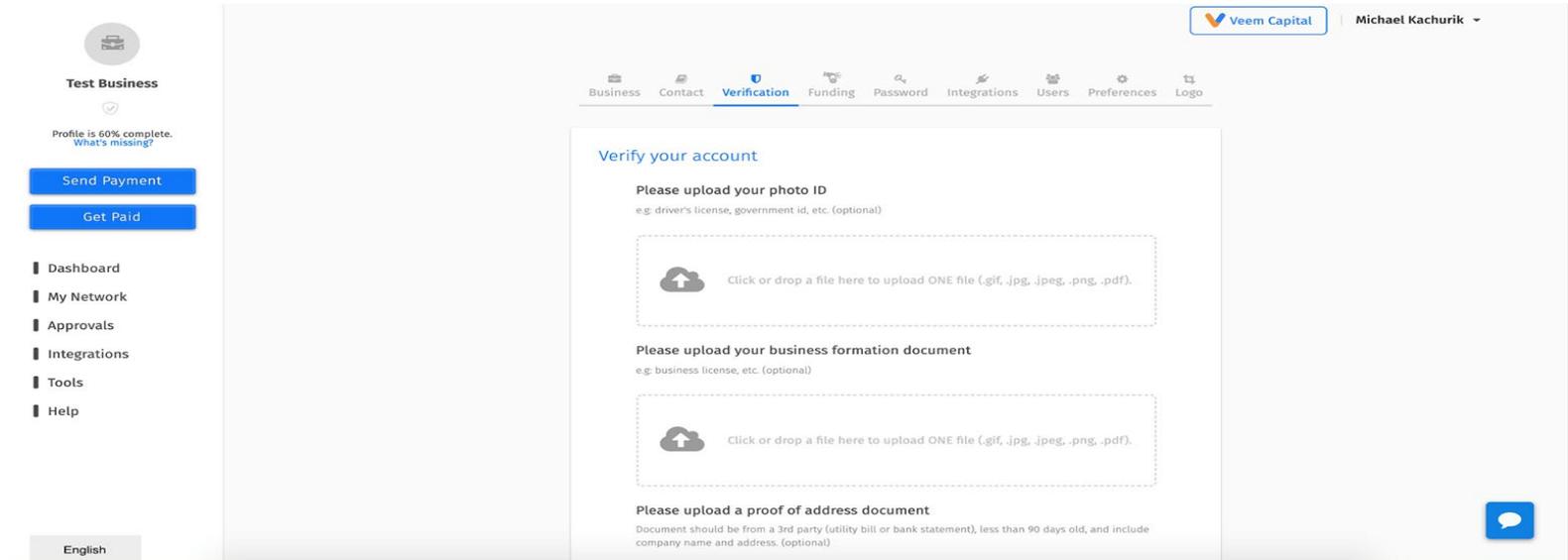


The screenshot shows the Veem Capital user interface. On the left is a sidebar with a 'Test Business' section containing 'Send Payment' and 'Get Paid' buttons, and a navigation menu with 'Dashboard', 'My Network', 'Approvals', 'Integrations', 'Tools', and 'Help'. The main content area is titled 'Verify your account' and features three upload sections: 'Please upload your photo ID' (with a note: 'e.g. driver's license, government id, etc. (optional)'), 'Please upload your business formation document' (with a note: 'e.g. business license, etc. (optional)'), and 'Please upload a proof of address document' (with a note: 'Document should be from a 3rd party (utility bill or bank statement), less than 90 days old, and include company name and address. (optional)'). Each section includes a dashed box with a cloud icon and the text 'Click or drop a file here to upload ONE file (.gif, .jpg, .jpeg, .png, .pdf)'. The top right of the page shows 'Veem Capital' and the user name 'Michael Kachurik'. A chat bubble icon is in the bottom right corner.



Step 8: Complete

You are completed! If there are any questions regarding your account setup, Veem will send you an email with any required additional information from clientservices@veem.com.



The screenshot displays the Veem Capital user interface. On the left is a navigation sidebar with a 'Test Business' section containing 'Send Payment' and 'Get Paid' buttons, and a main menu with 'Dashboard', 'My Network', 'Approvals', 'Integrations', 'Tools', and 'Help'. The top right shows the user 'Michael Kachurik' and the 'Veem Capital' logo. The main content area is titled 'Verify your account' and includes three upload sections: 'Please upload your photo ID' (with a note 'e.g: driver's license, government id, etc. (optional)'), 'Please upload your business formation document' (with a note 'e.g: business license, etc. (optional)'), and 'Please upload a proof of address document' (with a note 'Document should be from a 3rd party (utility bill or bank statement), less than 90 days old, and include company name and address. (optional)'). Each section features a dashed box with a cloud and upload icon and the text 'Click or drop a file here to upload ONE file (.gif, .jpg, .jpeg, .png, .pdf)'. A chat bubble icon is located in the bottom right corner.



Invoicing:

*When you receive your invoice from Veem for the AccuZIP Mail Concierge Services there will be a \$1.00 ACH fee displayed but you will **NOT** be charged this fee. This fee is automatically deducted from your Total Amount Owed.*





AccuZIP Mail Concierge Service
the strength of our collective network™

QUESTIONS OR CONCERNS?

Please email support@accuzip.com