accuzip

AccuZIP Mail Concierge Service

the strength of our collective network™

REQUIRED

PAYMENT ONBOARDING

CONFIDENITIAL
© Copyright 2020 AccuZIP. All Rights Reserved.

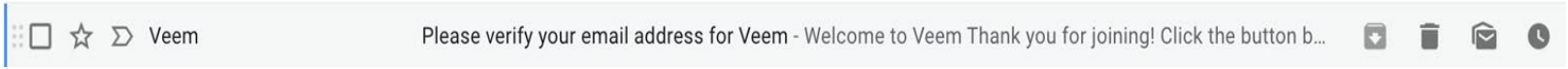
Onboarding Document

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.

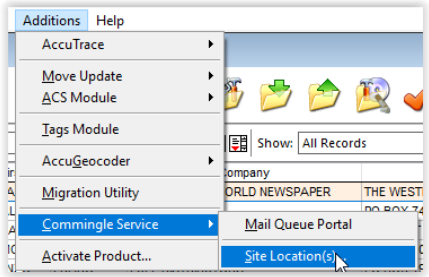
If at any time during the onboarding process you receive an error message, have an issue, or have a question, please reach out to 877.279.2629 and/or clientservices@veem.com.

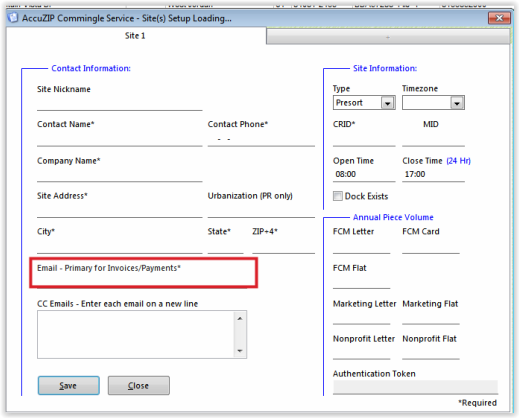
Step 1: Receiving Email from Veem.

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.**



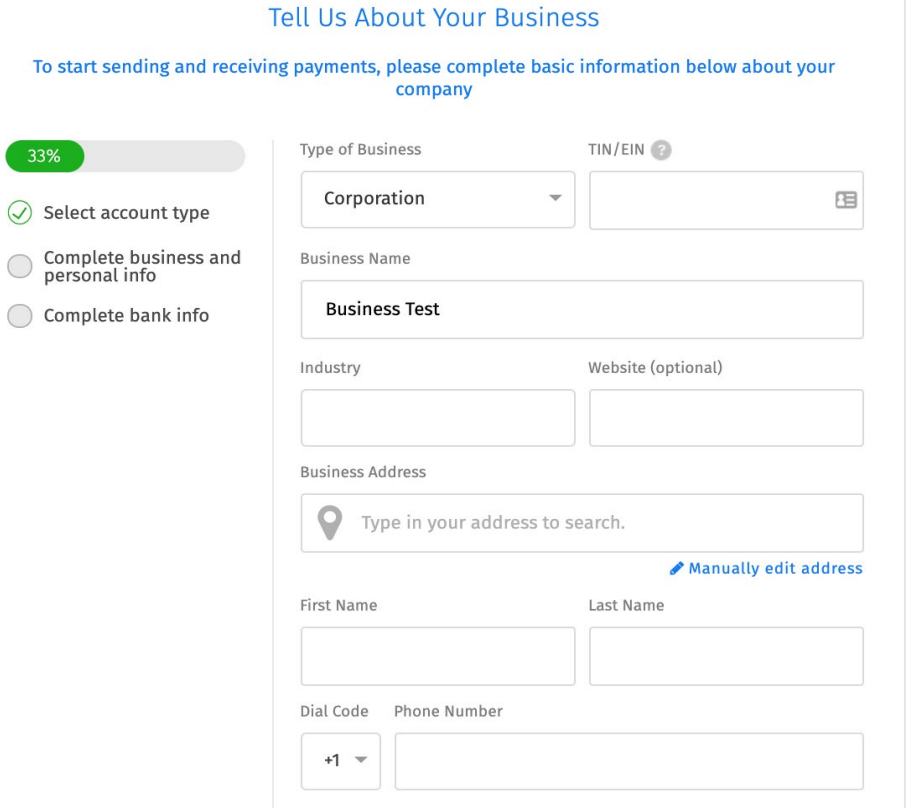


*All of the CC's are controlled in the AccuZIP6 UI, not Veem. Invoices will be sent to the Primary and CC email addresses.

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.

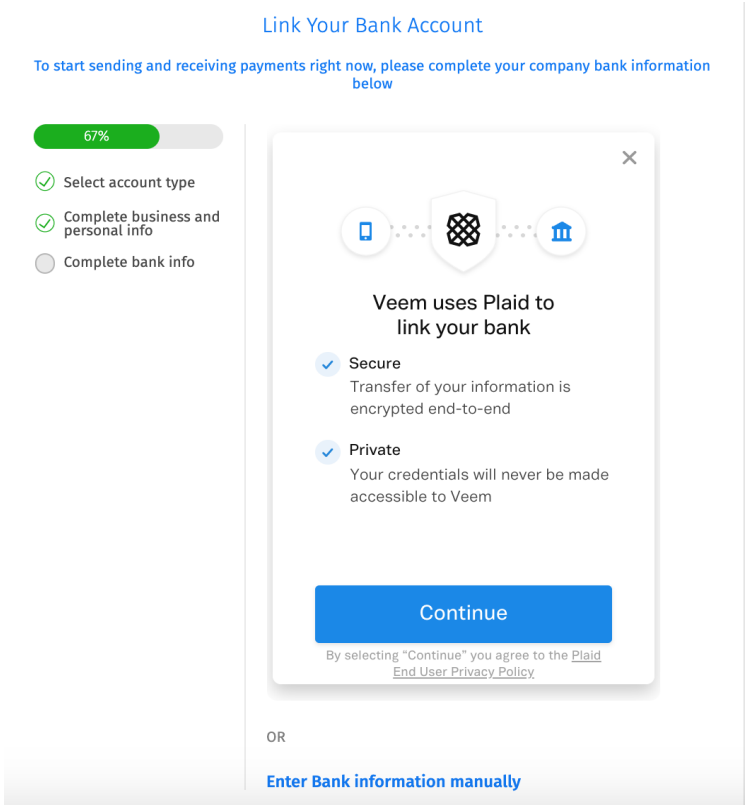


Step 3: Bank Information

You have two options to input your bank information:

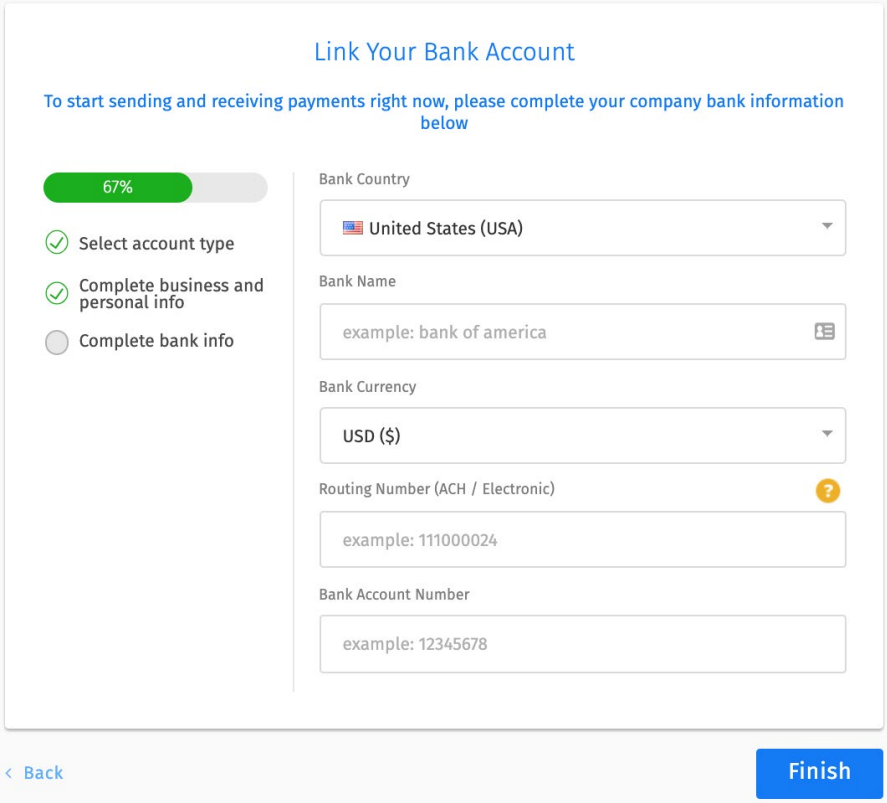
1. Plaid Integration: This option links your bank account to allow you to securely initiate payments . If the Plaid connection does not work, don't worry, you can always enter your bank information in manually.

2. Enter bank information in manually



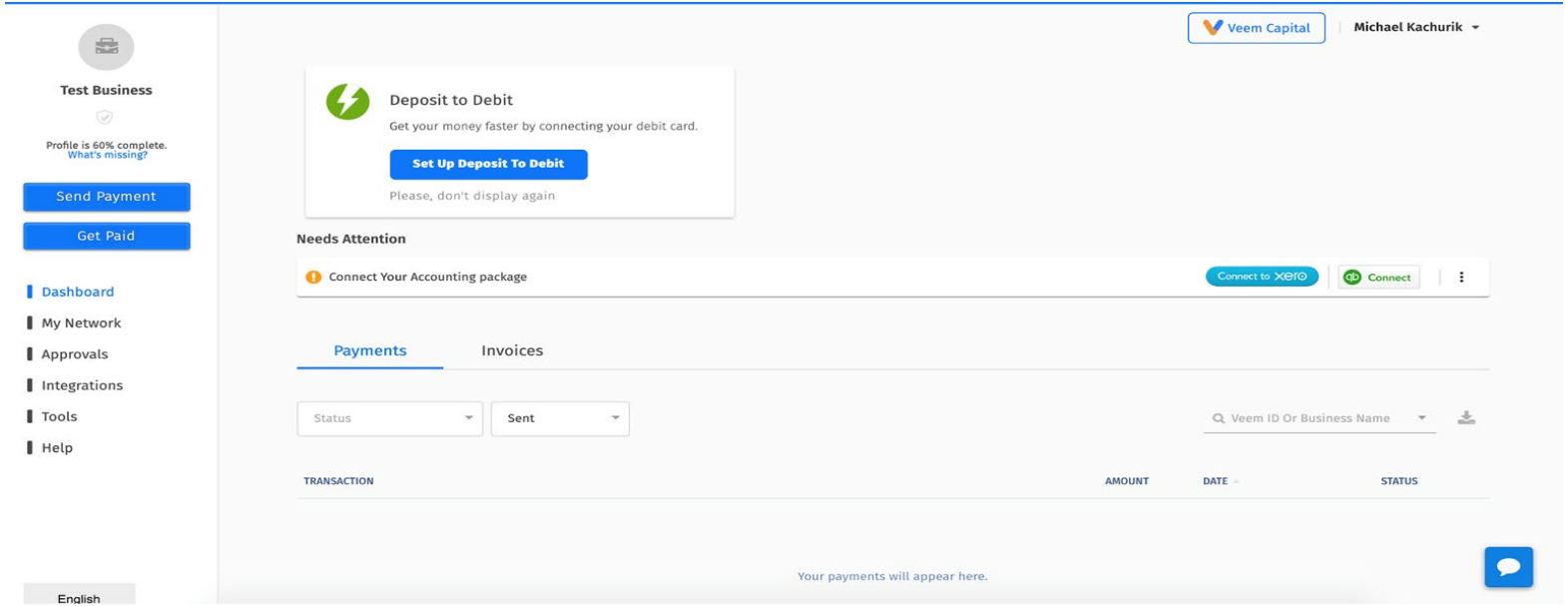
Step 4: Bank Information contd.

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



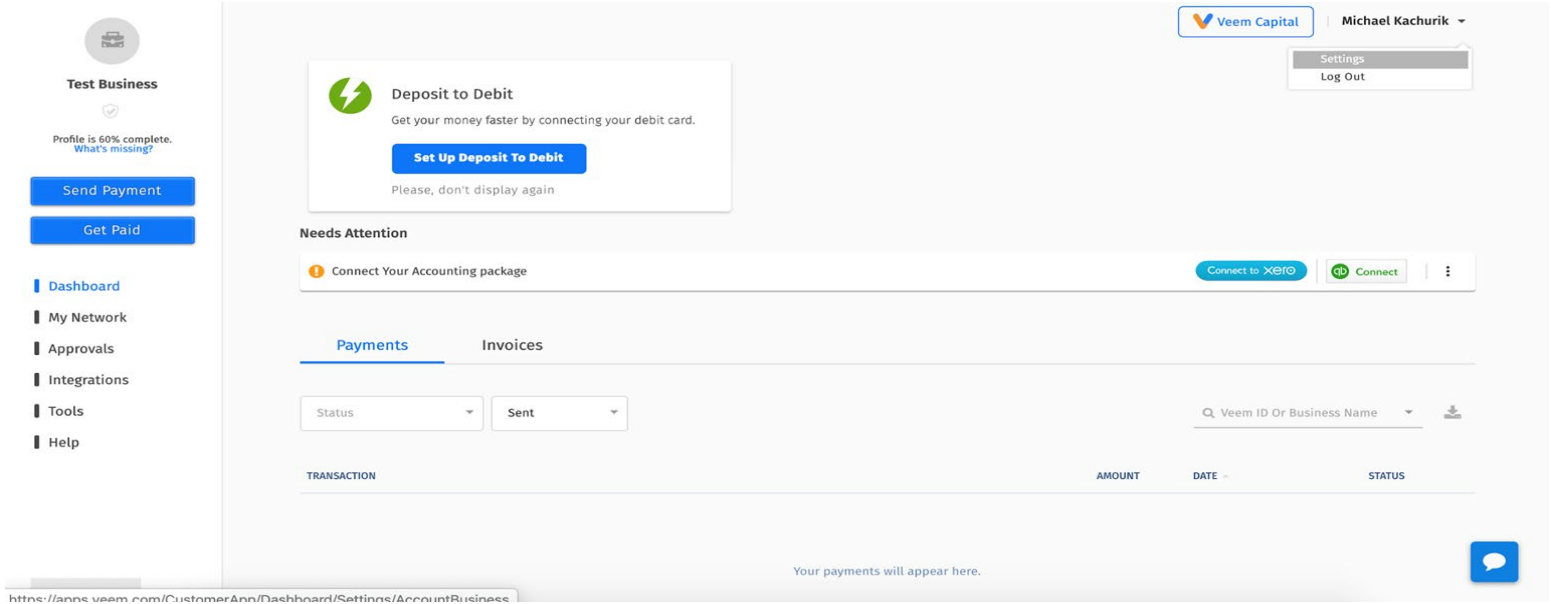
Step 5: Verification

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



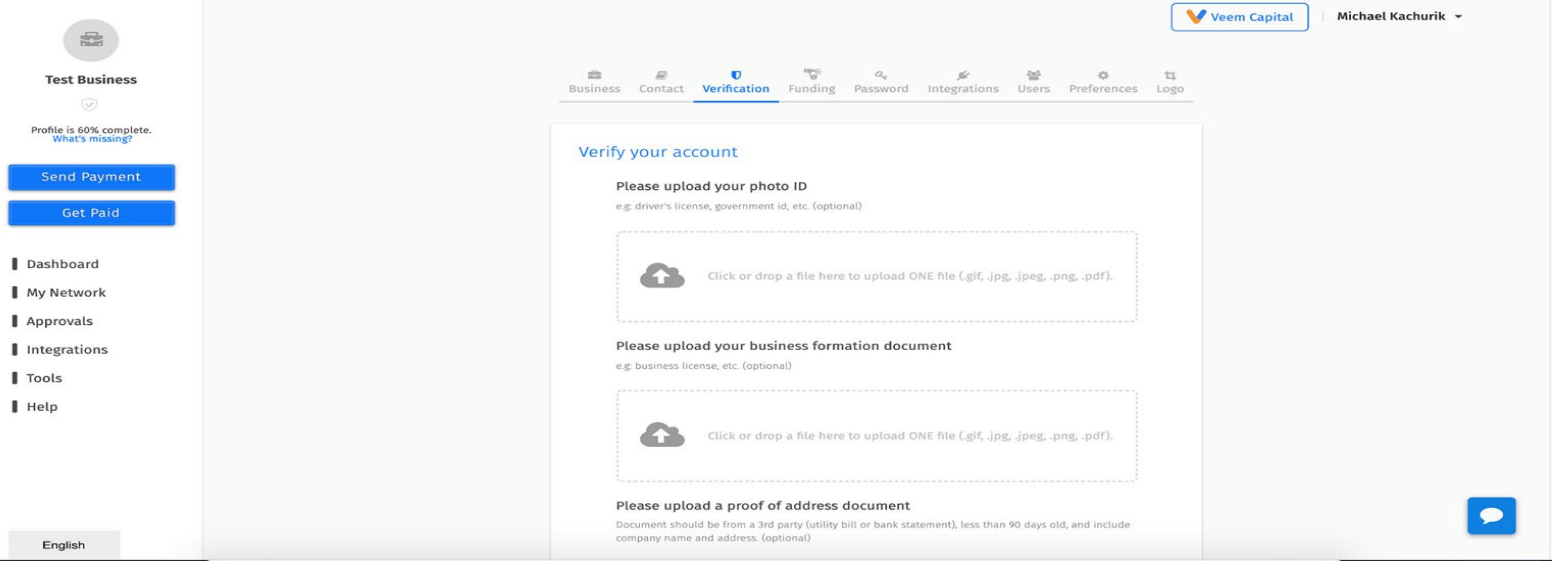
Step 6: Verification (continued)

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



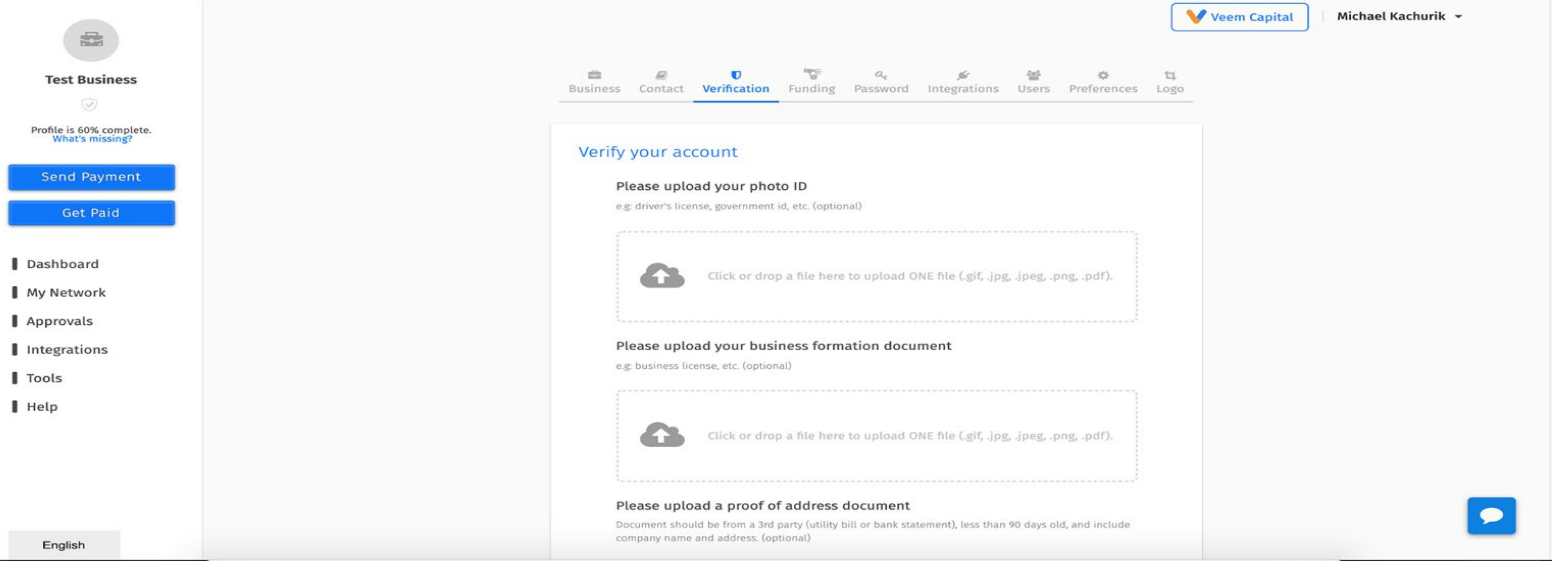
Step 7: Verification (continued)

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



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.



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

AccuZIP Mail Concierge Service

the strength of our collective network™

QUESTIONS OR CONCERNS?

Please email support@accuzip.com