STRIPE ONLINE PAYMENT SETUP

Communities that want to utilize our online payment features need to set up an account with our third-party payment system, Stripe. Before you get started, be sure to have your organization's Employer Identification Number (EIN). This EIN will need to match the legal business name of your organization shown on your IRS documents. You will also need routing and account numbers to connect to your bank. A two-step authentication will be used to verify this information.

> *Stripe is a pay-as-you-go payment processing platform with flat-rate, transaction-based fees. 2.9% plus 30 cents per transaction will be subtracted from the collected total when you accept card payments online. Stripe does not charge monthly or annual fees.*

Step 1: Create an Account

Go to Stripe & Create your account:
https://dashboard.stripe.com/register

Step 2: Verify Email Address

When you initially create a new account, you will need to "Verify email address" you used. This verification email will be sent from support@stripe.com. Clicking the verify button in the email will take you to the Stripe User Dashboard.
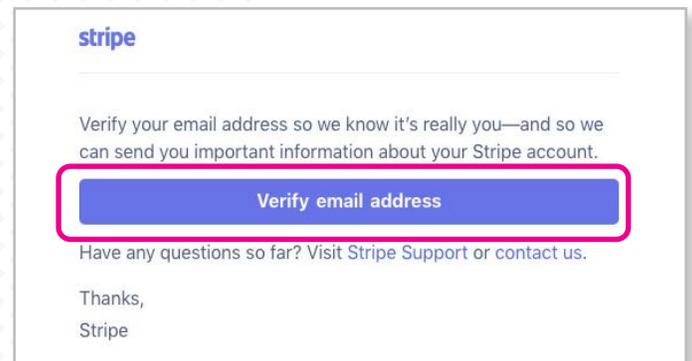
Step 3: Activate Your Account

In the left hand column of the Dashboard click on the "Activate your account" link listed just under the Home icon.

◆ If this activate link is still grayed out, it means you have not verified your account email.

◆ You can request that Strip resend another email if you cannot find the original. Be sure to check your Spam/Junk folder if you are still having difficulty finding it.
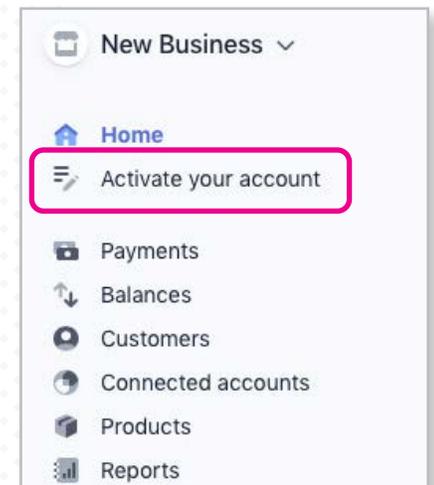
> *After initial setup, it could take a few days before your Stripe account can process charges while they review your information. You can still test changes on your Dashboard as you prepare for integration.*

STRIPE ONLINE PAYMENT SETUP - CONTINUED

Step 4: Organization Details

To activate your account, you will need to provide Stripe with your organization's details to comply with requirements from regulators and financial partners and terms of their service agreement.

◆ Please note that this account must be activated by an executive, senior manager or someone who otherwise has significant responsibility for control and management of your community.

Step 5: Manage Your API Keys

Once you have provided Stripe with the appropriate information, your account will be activated and will take you back to the user Dashboard. At this point, the necessary API key codes will be available which are needed for the "Settings" tab in the HOA Start Dashboard. Every account is provided with separate keys for testing and for running live transactions. You want to plug in the "Live API Keys". There are two types of API keys you will need: Publishable and Secret. You will need both.

◆ **Publishable API keys** are meant solely to identify your account with Stripe, they aren't secret.

◆ **Secret API keys** should be kept confidential and only stored on your own servers.

*For security reasons, the **Secret key will only be displayed once** so it is important that you make note of this key for your records in a secure location. If you need to replace your Secret key for any reason this can be done by clicking the "API Keys" link, under "Developers" tab in Stripe Dashboard.*

Step 6: Enter Keys in Admin Panel

Once the Live API Keys are generated in your Stripe account they are ready to be entered into the "Settings" tab of your HOA Start admin panel. Copy the Publishable key and paste it into the Stripe Public Key field. Do the same for your Secret Key. After both Keys have been entered, be sure to click the Save Changes button.

◆ For additional information on API Keys and managing your keys to authenticate requests with Stripe, please visit https://stripe.com/docs/keys.