

## Setup Checklist

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### Organization Setup

- ☐ Legal Name and Doing Business As Name (if different)
- ☐ Physical Address (P.O. Boxes not accepted)
- ☐ Employer Identification Number (EIN)

### Officer Designation

**Representative Role:** the person with authority over the monetary funds for your organization. (Note: can be same person as Executive)

- ☐ Date of Birth
- ☐ Last 4 of SSN
- ☐ License/ID

**Executive Role:** a senior manager with significant management responsibility for your organization. (Note: can be same person as Representative)

- ☐ Date of Birth
- ☐ Last 4 of SSN
- ☐ License/ID

### Payout Setup

- ☐ Account Holder Name (a label for your reference)
- ☐ Account Holder Type (Company/Individual)
- ☐ Routing Number
- ☐ Account #

### Additional Options

- ☐ Opt-in for additional admins to be notified when a dispute occurs (How Disputes Work article)

- ☐ Modify your Payout Schedule (REACHpay Setup article)

## Email REACH: [support@reachapp.co](mailto:support@reachapp.co)

Once your Setup is complete and your Charges and Payouts are enabled - as indicated in the **Information** box - please email us based on the following:

- ☐ **New to REACH clients**, if you would like your recurring card donations to be transferred into REACH, you can request a PCI Transfer. Please first confirm that your current payment gateway is able to transfer out your payment methods.
- ☐ **Current REACH clients**, email us to schedule your transition date and time to REACHpay and include if you'd like to receive a list of donors with payment methods that did not transfer. We'll reply with your scheduled date.

Also include if you'd like any of the following options:

- ☐ **ACH/EFT to be enabled.** Once enabled, your donors will have to link and authorize their US bank account and personal account as ACH/EFT payment methods are not transferred. ACH/EFT donations incur a \$1 plus 1% transaction fee.
- ☐ **Multi-Currency to be enabled.** This allows you to accept donations in currencies other than your base currency. Multi-currency donations incur an additional 1% transaction fee.

## Notify Supporters (Optional)

- ☐ **ACH/EFT:** If enabled, provide setup instructions to your supporters (ACH/EFT with REACHpay: Supporter Setup article)
- ☐ **Credit Card:** Some card companies may show a pending transaction during their verification process even though no money is charged. It's up to your organization if you want to notify your supporters of this possibility. (REACHpay Overview and FAQs article)