

# E-Merchant Manual

1. Go on <https://www.aureavia.com/sign-up>
2. Download all documents from the website including the checklist.
3. Fill in the forms and upload them on the website alongside the following documents:
  - Statutory documents, confirming directors and beneficiaries. If country of incorporation of the company has an opened register and all the information can be found there, please provide the link.
  - Proof of bank, that will confirm bank requisites of the company. It could be bank statement or reference letter or screenshot from internet-banking.
  - Lease agreement of the company's office.
  - Proof of address + passport + CV or LinkedIn of the directors. ( Scans are not accepted)
4. Once submitted, your application would be under review.
5. Once approved, we would share by e-mail your credentials to log-in on your e-merchant account.
6. Go on <https://merchants.aureavia.com/website/default.aspx> and log-in.
7. We would also share the URL for the payment page, to be integrated to your URL website payment page.