

# E-Merchant Manual

1. Go on <https://www.aureavia.com/sign-up>
2. Fill out your details and upload and submit 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)
3. Once submitted, your application would be under process.
4. Once approved, we would share by e-mail your credentials to log-in on your e-merchant account.
5. Go on <https://merchants.aureavia.com/website/default.aspx> and log-in.