Applying for a New Merchant Account –

**The Application Steps:**

1. **Gather Important Application Information**

* Tax Identification / EIN # [Enter your SSI# for Sole Prop]
* Social Security # [Required for the Patriot Act]
* Driver’s License # [Required for the Patriot Act]
* Bank Routing and Account # [your funds deposited]
* Please Note all fields above are required on application

1. **Completely Fill Out Merchant Application**

* Complete all fields
* Legal business name and DBA are different
* Indicate LLC, Corp, JV or Sole Prop.
* Signature required in 2 locations
* Printed Name required in 2 locations
* Date required in 3 locations
* Please Note all fields above are required on application

1. **Electronic Signature’s and Printed Name Location and Process**

* The First Signature and Date are at the bottom of page 1
* The First Printed Name and Date are the Top of page 2
* The Second Signature, Printed Name and Date are both at the bottom of Page 2
* After Signing and Dating all locations, you must “Click” on **Blue** bubble at the bottom of the page that says, 
* If you don’t see the Blue bubble you have missed a signature or another required field from above

1. **General Information**

* While filling out the application be sure to include everything in steps 1,2 and 3 above or your application will be not be processed
* Please use the email address on the application that you want all notifications sent
* **For all Rushed applications, please email your Driver’s License and a Voided Check to** [**info@radiantms.com**](mailto:info@radiantms.com)**. Include your DBA name in the subject line**
* After you click the Click to Sign bubble, you will automatically receive a copy of the signed and completed application. You do not have to down load a copy or sign up for an ADOB-SIGN subscription

**Congratulations you are finished, and someone will contact you within 30 minutes…**

**Thank you,**

**Radiant Merchant Services**