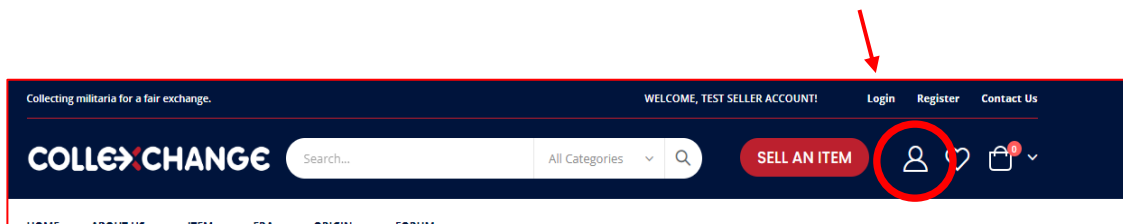


## Connect to Stripe to ensure you get paid.

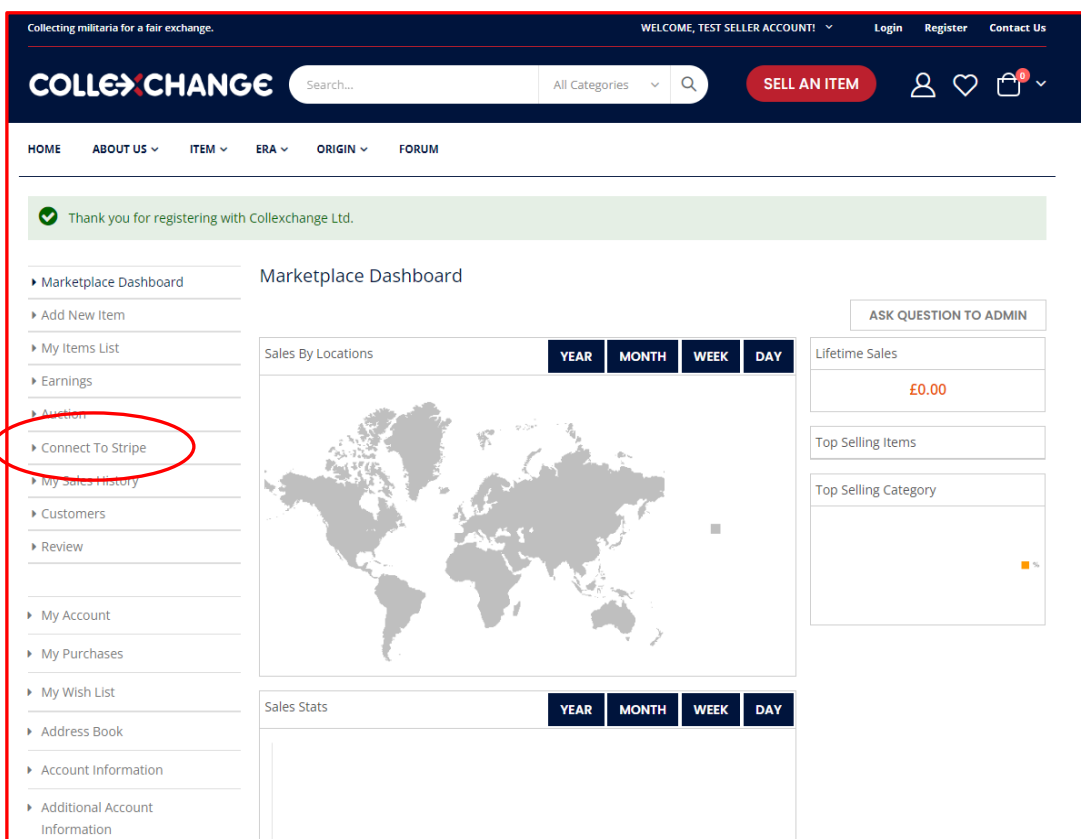
- Collexchange receives payments from buyers into its secure Stripe business account.
- We transfer funds to sellers from our Stripe account.
- Sellers must **connect to Stripe** so we can pay you.
- All Stripe fees are paid by Collexchange

## Once registered with Collexchange – please follow these steps:

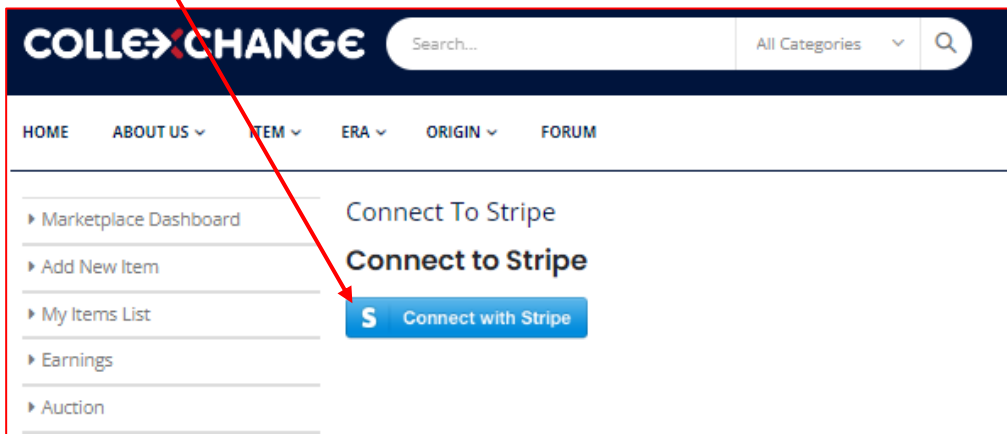
**Step 1:** Go to 'Login' or the 'my account' icon at the top of the page (circled below).



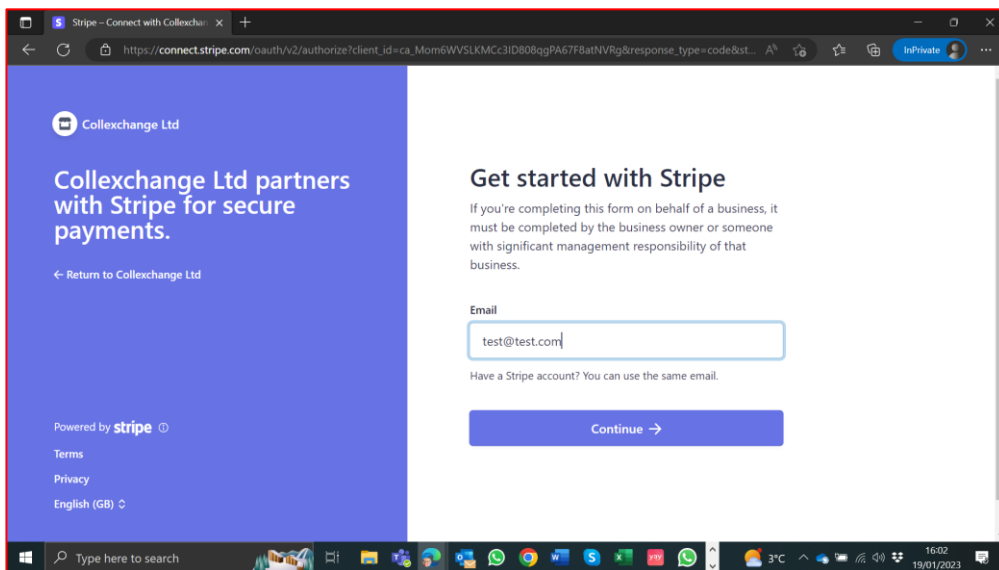
**Step 2:** Click 'Connect to Stripe' on the left-hand listing (circled below).



**Step 3:** Click the 'Connect with Stripe' blue button.

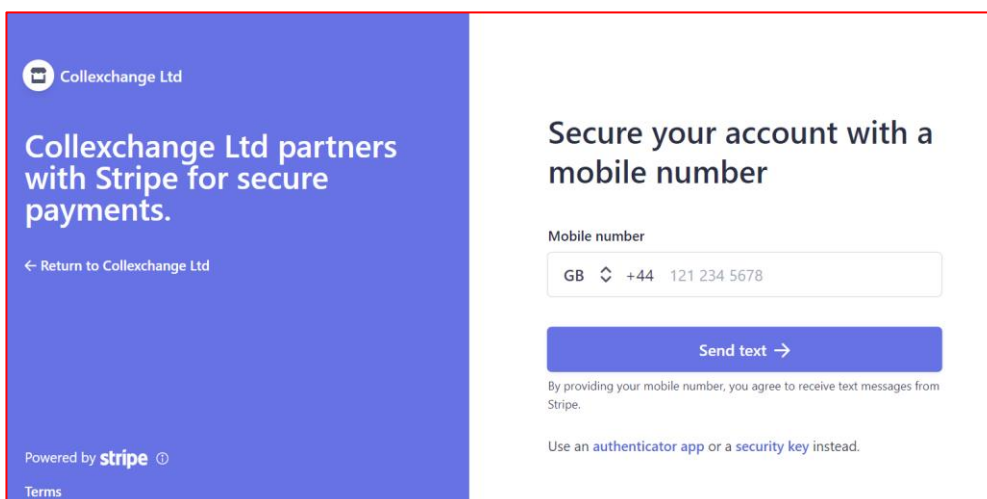


Next, please add your email address – and **continue**.



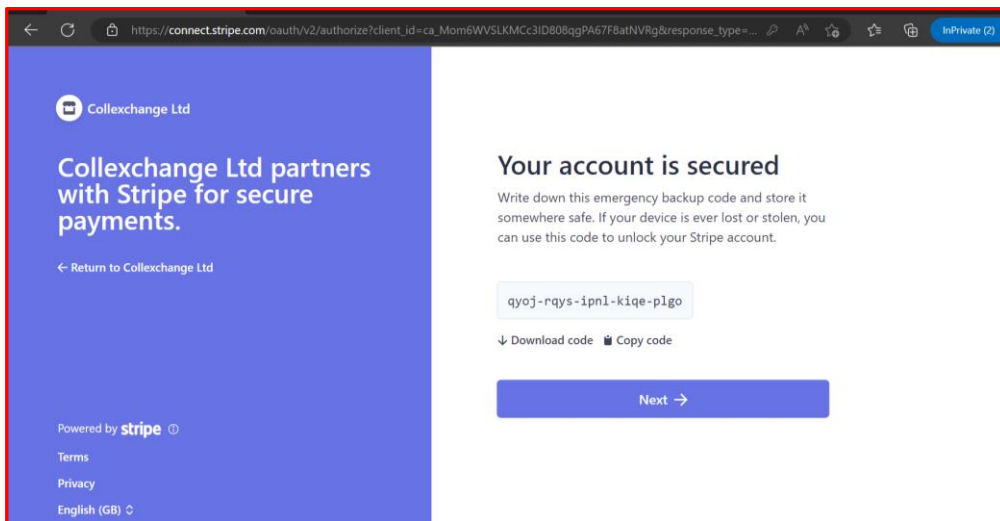
**Step 4:** Add your Collexchange account password and **continue**.

**Step 5:** Add your mobile number to enable two-factor authentication.

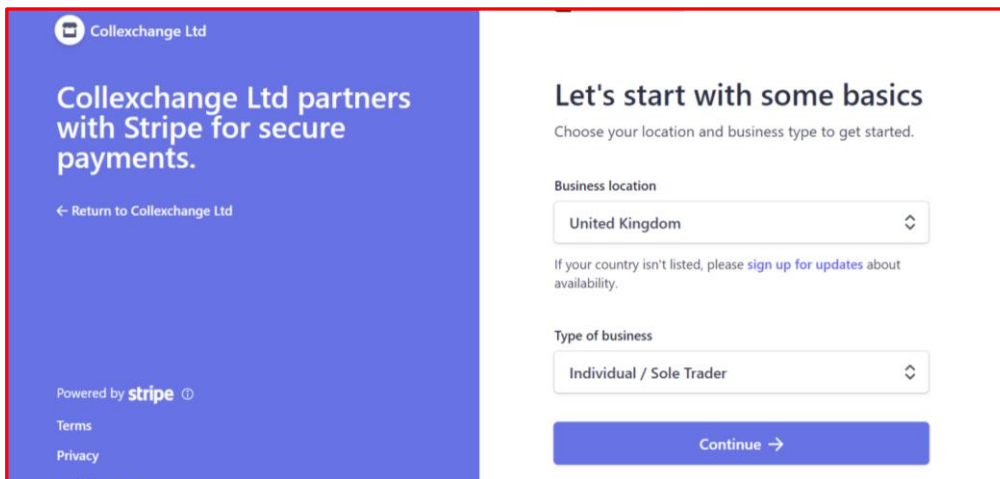


You will receive a text message from Stripe to authenticate your account.

**Step 6:** Once verified this screen appears. Click **Next**.



**Step 7:** Select your location and type of business and **continue**.



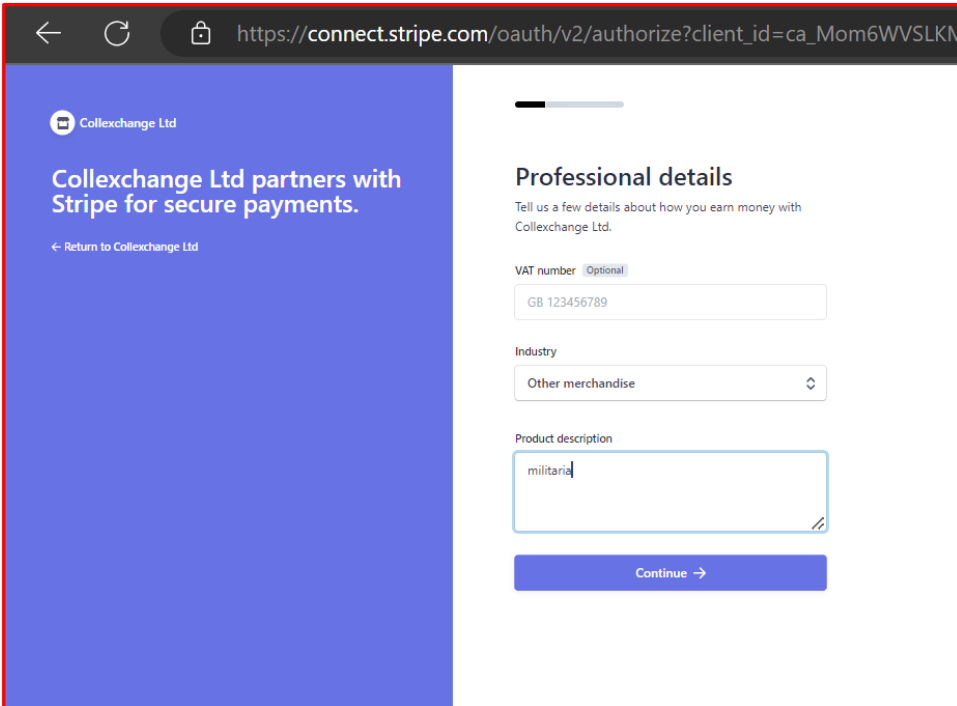
**Step 8:** Add your details and click **continue**.

The screenshot shows a web browser window with the URL [https://connect.stripe.com/oauth/v2/authorize?client\\_id=ca\\_Mom6WVSLKMc3ID80](https://connect.stripe.com/oauth/v2/authorize?client_id=ca_Mom6WVSLKMc3ID80). The page is for Collexchange Ltd and is titled "Verify your personal details". It contains several form fields: "Your legal name" (with sub-fields for "Horatio" and "Nelson"), "Email address" (horatio.nelson@test.com), "Date of birth" (12 / 12 / 2000), "Home address" (with a dropdown for "United Kingdom" and sub-fields for "Address line 1", "Address line 2", "Town or City", and "Postal code"), and "Phone number" (+44 121 234 5678). A blue "Continue" button is at the bottom right. The left sidebar has the Collexchange Ltd logo, a partner announcement, a return link, and Stripe-powered branding.

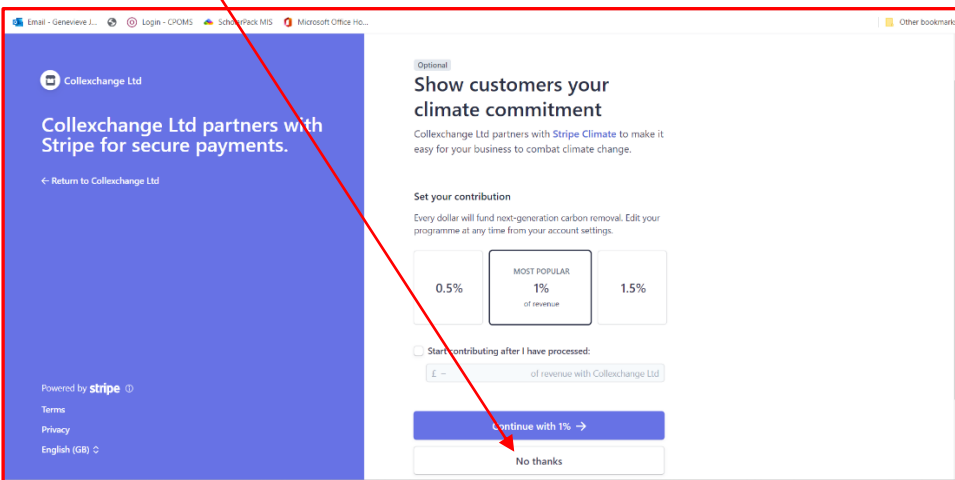
**Step 9:** For the **shortened descriptor**, we suggest 'CX'

The screenshot shows the "Add public details for customers" page. It includes a "Statement descriptor" field with the value "WWW.COLLEXCHANGE.CO.UK" and a "Shortened descriptor" field with the value "CX", which is circled in red. There is also a "Customer support phone number" field with the value "+44 121 234 5678" and a blue "Continue" button. The left sidebar is identical to the previous screenshot.

**Step 10:** We suggest selecting **'other merchandise'** from the drop-down menu and manually type **'militaria'** in product description box.



Choose your option (note the opt out)



**Step 11:** Now add your bank account & sort code and **continue**.

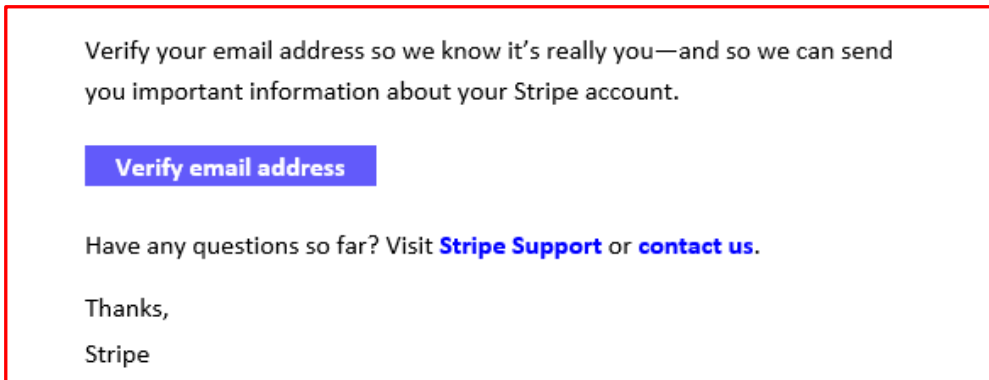
The screenshot shows the Stripe Connect interface for adding a bank account. On the left, a blue sidebar contains the Collexchange Ltd logo and the text "Collexchange Ltd partners with Stripe for secure payments." Below this is a "Return to Collexchange Ltd" link. The main content area is titled "Add your bank to receive payouts" and includes a sub-header "A payout is the transfer of funds from Stripe to your bank account." The form fields are: Currency (GBP - British Pound), Country of bank account (United Kingdom), Sort code (108800), Account number (00012345), and Confirm account number (00012345). A "Continue" button is at the bottom. A disclaimer at the bottom of the form states: "I, the account holder, am the only person required to authorise debits. By submitting a bank account, I authorise Stripe to transfer to and from this bank account through the Bankers' Automated Clearing Services (Bacs), protected by the Bacs direct debit guarantee, and confirm that I have read and agree to the Services Agreement, including the Bacs Direct Debit Instructions." The footer includes "Powered by stripe", "Terms", and "Privacy".

**Step 12:** Your summary screen – **Agree and Submit** will complete the process.

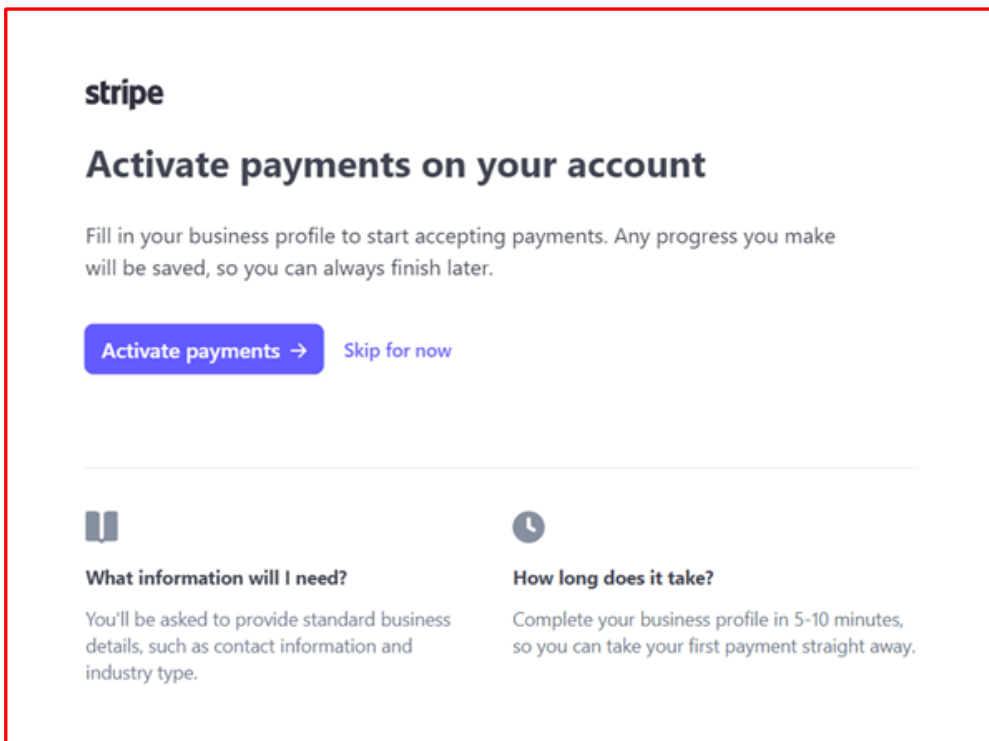
The screenshot shows the Stripe Connect summary screen. On the left, the same blue sidebar as in Step 11 is present. The main content area is titled "PUBLIC DETAILS" and includes sections for "Update support information" (shown as WWW.COLLEXCHANGE.CO.UK), "PERSONAL DETAILS" (William Seaford, Pending verification, collexchange@icloud.com, Born on 26 December 1940, Oak Street, Rugby, CV22 5EH, United Kingdom), "PAVOUT DETAILS" (NAT WEST BANK PLC), and "CLIMATE CONTRIBUTIONS" (Off). A disclaimer at the bottom states: "By clicking Agree & Submit, you agree to the Connected Account Agreement, to receiving auto-dialled text messages from Stripe, and you certify that the information you have provided to Stripe is complete and correct." A blue oval highlights the "Agree & Submit" button at the bottom. The footer includes "Powered by stripe", "Terms", "Privacy", and "English (GB)".



You should receive an email from Stripe to verify your email address.



When you verify your email address, you will be taken to your Stripe Dashboard. If you see the below message, you **do not** need to do anything – **there is no requirement to provide any more information**. Close Stripe.



Your account is now linked to Collexchange stripe account – which means we can transfer funds to you.