



Stripe Setup Instructions

As part of the transition to ChapterSpot, each League will need to set up a Stripe account. Stripe is the payment processor through which member dues will flow. Below are step-by-step instructions for setting up this account for your League. Stripe should be set up by a leader at your League, generally the president or treasurer.

If you have received a version of these instructions from your state League, please refer to those. They may include state-specific information.

Note: if you're representing a member-at-large unit (MAL, MAS, SALL, UAL, LAL, etc.), please coordinate with your state League. State Leagues, if units in your states should be collecting the full 20% of member dues that local Leagues collect and the unit has a bank account, they can set up Stripe on their own. Otherwise, you should set up an additional Stripe account for these units at the state level. Contact membership@lwv.org to let us know who should get links to begin the process.

1. First collect the necessary information so you have everything you need for the setup process. The information it will ask you includes:
 - a. Information about your League: name, EIN, address, phone number, website
 - b. Identity verification: name, email, title, DOB, address, phone number, SSN (Note: identity verification is required by law for the setup of any payment account)
 - c. League bank account information: routing number, account number
2. The treasurer and/or president at your League should have received an email with a link to the setup process. Click the link in the email. (If someone other than the president or treasurer will be the one to set up Stripe, please email membership@lwv.org and that person can be sent the link.)

Welcome to Stripe Setup ↳ Inbox x

Stripe Setup
to me ▾

Thu, Nov 14, 12:13 PM (7 days ago)

Hi,

Welcome to Stripe Setup! To get started, go to https://lwv-us.my.site.com/stripe/login?c=yirsxu3X29OG.qps0PnVcniiz_wKgdRH8_NhTkOMLg39vloGDJTF8WYIUfm6M_LywhoFibYFfcx_gSCybTGGGV_JLsSRQ_4c_Mi2kAwxfB9o_AFwwCj2j62z9CJsJybEm7rcLoC0d2T1agWUCDhtej2TE5VUJ8i7g2J4_610hcezeIUZ7uGHJ9dTdzOTAPpxk4CS

Username: membership@lwv.org

Thanks,
League of Women Voters



- This will take you to begin the onboarding process. It will ask you to create a login – this login is only for the Stripe setup process. Click Continue to Stripe. If someone at your League has already completed this process, this screen will say so and you will not have the option to continue.



Stripe Onboarding

Connect a New Account
Stripe keeps your member's personal and payment information secure. Thousands of companies around the world trust Stripe to process payments for their users.

Ready To Get Started?
To begin accepting payments you will need to create a Stripe Connected Account for your group. But before you dive in, it's important to know:

- ✔ **Gather any required info.** During Stripe's onboarding process, you will be required to provide details about your company/group and a representative/officer of the group, including a SSN.
- ✔ **How's it work?** All electronic payments will be collected in your Stripe account and then paid out to your group's bank account on a schedule of your choice (daily, weekly, or manually).
- ✔ **New Accounts:** Initial payouts may take 7-14 days from the date you accept your first payment.
- ✔ **Stay Organized.** Please enter a name below to help identify this connected account within the portal. It's important to name it something everyone will recognize.

Once you're prepared and have labeled your new account, please click the "Continue to Stripe" button below to begin the onboarding process with Stripe.

[Continue to Stripe](#)

- Enter your email address. If your League already has a Stripe account, you can log in with the same email.

Get started with Stripe

If you're completing this form on behalf of a business, it must be completed by the business owner or someone with significant management responsibility of that business.

Email address

Have a Stripe account? You can use the same email.

[Submit →](#)



5. Create a password. (If you're logging in with an email with an existing Stripe account, type in your password.) This is the login you will use for Stripe and does not need to be the same as the one you created for the setup process. Save this password.

Get started with Stripe

If you're completing this form on behalf of a business, it must be completed by the business owner or someone with significant management responsibility of that business.

Email address

Password

Your password needs to be at least 10 characters. Include multiple words and phrases to make it more secure.



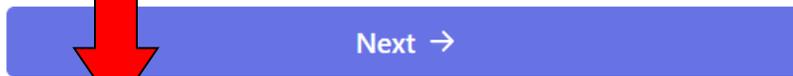
6. It will ask you to set up two-step authentication. The default option is to download the Google Authenticator app. If you would like to do that, you can scan the QR code it shows on this screen. In the bottom left, it also offers the option to use your phone, which is likely easier. Click “Use your phone.”

Set up two-step authentication

Download the free [Google Authenticator](#) app, click add, and then scan this QR code to set up your account.



Enter code manually instead



Use [your phone](#) or a [security key](#) instead.



7. Enter a mobile phone number to receive a verification text message. (If it references “SMS,” that means a text message.)

Secure your account with a mobile number

Phone number

Send text →

By providing your mobile number, you agree to receive text messages from Stripe.

Use an [authenticator app](#) or a [security key](#) instead.

8. Enter the 6-digit code that was texted to you.

Verify your login

Enter the verification code we sent to your number.

 -

[↻ Resend code](#)

[Use a different phone number](#)



9. It will give you a code to store as a backup in the event that in the future you are trying to log in but you don't have your phone. Store this code in a safe place where you will remember it and be able to retrieve it.

Your account is secured

Write down this emergency backup code and store it somewhere safe. If your device is ever lost or stolen, you can use this code to unlock your Stripe account.



↓ [Download code](#)

📄 [Copy code](#)

Next →



10. Enter United States as your business location and Nonprofit organization as the type of business.

Let's start with some basics

Choose your location and business type to get started.

Business location

Type of business

If you have not filed paperwork to register as a business entity, then your business type is likely to be Individual. Not sure which option to select? Refer to this [support article](#).

Continue



11. Enter your League's name and EIN. If your League operates under another League's EIN (e.g. that of your state League) you should enter that League's name here. You can enter your League's name in the optional business name field below, and again enter your League's name in the public details for customers section.

Tell us about your business

This information is collected to better serve your business and comply with regulators and financial partners, as indicated in the [Terms of Service](#).

Legal business name

Your legal business name and Employer Identification Number must be entered exactly as they appear on IRS-issued documents, including capitalization and punctuation. Not sure? Check your Letter 147C or SS-4 Confirmation Letter.

Employer Identification Number (EIN)

If you use your Social Security number for business tax purposes, you can enter that instead. If you are uncertain about which Tax ID guidelines are best for your organization, please refer to this [support article](#).



12. Enter your League’s address, if it is not a PO box. If your League doesn’t have its own address or if the address is a PO box, this can be your address. This will not be public.

Business name Optional

The operating name of your company, if it’s different than the legal name.

Business address

United States 

Street address

Apartment, unit, or other

City

State 

Zip code

You can use your home address if you don't have a business address. Your address is required to be in the same country as your account.

13. Choose an industry from the Industry list. You can choose “Civic, fraternal, or social associations,” or any other in the list that you feel describes your League.

Membership organizations

Civic, fraternal, or social associations

Charities or social service organizations

Religious organizations

Country clubs

Political organizations

Other membership organizations



14. Enter your League’s phone number, if you have one. (If your League does not have a phone number but would like one, you can set up a [Google Voice](#) account.) If your League does not have a phone number, you can enter yours. This will not be public.

Business phone number

Your phone number is required to be in the country of your account.

15. Enter your League’s website, if you have one. If you don’t have one, this can be your League’s Facebook or other social media.

Business website

[Learn more](#) about what information must appear on your business website.

16. Enter a product description. This can be “Membership dues charged during checkout,” or any other description you feel would be appropriate along these lines.

Product description

Provide a 1-2 sentence description. Make sure to note when you typically charge your customers (i.e. during checkout or 3 days later). This helps us better understand your business.



17. Enter your name, email, and League role. As mentioned above, this next section is to verify the identity of someone at your League.

Verify you represent this business

This account must be activated by an executive, senior manager or someone who otherwise has significant responsibility for the control and management of your business. If that's not you, [select someone new](#) as the business representative.

Legal name

Enter your name exactly as it is recorded with government agencies (e.g. IRS).

Legal first name	Legal last name
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Email address

Job title



18. Enter your date of birth and address.

Date of birth

Home address

19. Enter your phone number and social security number. This will not be visible to anyone at LWV. This is only visible to Stripe as part of their identity verification process.

Phone number

Social Security number

To verify your identity, we'll need to know your full Social Security number.

We are required to collect this information to satisfy regulatory obligations.



20. Connect your League's bank account. This can be done by logging into the bank by clicking Institution, or by entering bank account credentials (routing and account numbers). The easiest may be to click Enter bank account credentials instead.

Select an account for payouts

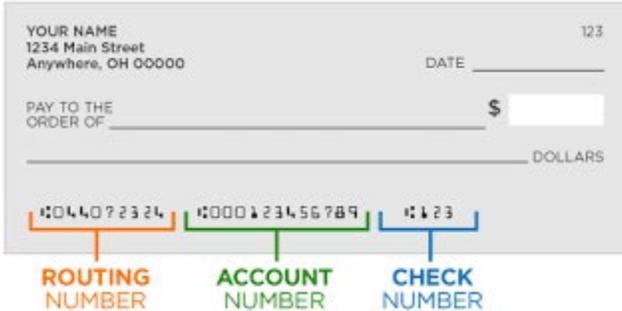
Earnings you receive will be sent to this account.

[Enter bank details manually instead →](#)

[Continue](#)



21. To enter your bank account information, you can find the routing number and account number on the bottom of a check.



Earnings you receive will be sent to this account

×

Routing number

Account number

Your bank account must be a checking account.

Confirm account number

By adding your bank account to your Stripe Account and clicking below, you authorize Stripe to debit your bank as described in these [terms](#).

Save



22. Enter the name of your League as it should appear on a member’s credit card statement. The maximum number of characters for the Statement descriptor is 22 – if your League’s name doesn’t fit, please try to use an abbreviation that members will recognize, and “state League” or “local League” as appropriate. Because three payments to LWV will appear on a member’s credit card statement, it’s best if it can be clear which Leagues each one is going to. The maximum number of characters for the Shortened descriptor is 10.

Add public details for customers

This information may be visible in payment statements, invoices, and receipts.

Statement descriptor

	<input type="text"/>	
<input type="text"/>		\$20.00
<input type="text"/>	LEAGUE OF WOMEN VOTERS	\$340.00
<input type="text"/>	<input type="text"/>	\$63.00

Your statement descriptor shows up on your customers’ bank or credit card statements. It should be 5-22 characters.

Shortened descriptor Optional



23. It will ask about collecting sales tax. You can list Services as the primary product type, but member dues will not be taxed, so you don't need to sign up for the service it's offering.

Optional Free

Know when and where you need to collect sales tax

This service monitors your tax registration thresholds and tells you when, where, and how you need to start collecting sales tax. After that, we'll help you calculate and collect. When it's time to file, we've got reports to help.

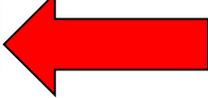
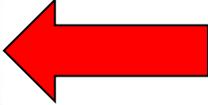
Pick the primary product type you sell - this is used to make sure everything's accurate.

- Digital goods
ex: software, audio books, digital photographs
- Services** 
ex: professional services, landscaping, personal care
- Physical goods
ex: clothing, medical supplies, electronics

We'll monitor your tax registration thresholds for free. Fees apply after you add a tax registration and tax is calculated on your transactions.

Opt-in to Stripe Tax →

Not right now





24. Enter a customer support phone number and address. This will be public, so if your League does not have a phone number and address that should be shared with all members, feel free to use the LWVUS phone number (202-429-1965) and address (1233 20th Street NW, Suite 500, Washington, DC 20036). Your state League may prefer that you use their phone number and address if your League doesn't have one.

Customer support phone number

Show phone number on receipts and invoices

This hides your customer support number on invoices and receipts. Your customer support number will still be shown on customer bank and credit card statements.

Customer support address

Continue



25. Review the information you have submitted and click Agree and Submit.

Payout details

	STRIPE TEST BANK USD	Edit
	⌘ 110000000 ⌘ ••••6789	

Tax monitoring and calculation	Edit
Not enabled	

By clicking Agree and submit, you agree to the [Connected Account Agreement](#), to receiving autodialed text messages, and you certify that the information you have provided is complete and correct. You also acknowledge the [Acquirer Disclosure](#).

[Agree and submit](#)

26. Check your email to verify your email. You will need to do this before logging in.

27. When leadership changes at your League, you should log in and change the Management and ownership section by clicking Edit in the top right corner.



Management and ownership

Nora Pullen	Edit
Role	Account representative and Executive
Email	npullen@lww.org
Date of birth	Born on February 14, 1920
Address	1233 20th Street Northwest Washington, DC 20036 US
Other information provided	SSN, Job title, Phone

28. Once you click edit, you can change the information in this section. While most of the information will be visible to update, the SSN will not be. This field should be updated in addition to the others, but the previous League leader's information will not be visible to see.

Social Security number Provided

To verify your identity, we'll need to know your full SSN/ITIN.

We are required to collect this information to satisfy regulatory obligations.