



Payout Recipient Signup Flow

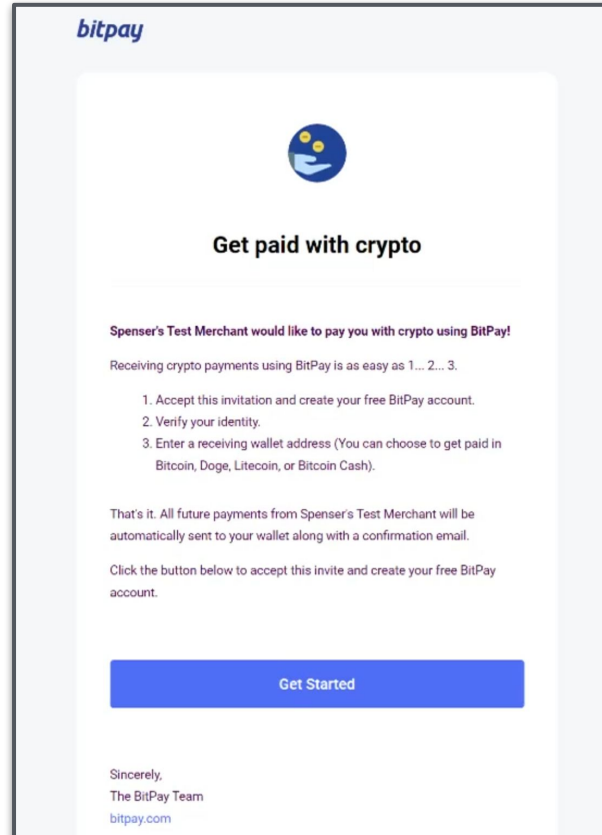
With Payouts, you can get paid in crypto easily, even if your payer doesn't hold crypto!

Payouts are a way for BitPay Merchants to send cryptocurrency payments to individual Recipients without having to first buy, hold, or manage any crypto assets. BitPay manages the identity verification, crypto distribution, and messaging on behalf of a Merchant. Recipients select a supported currency and provide BitPay with a receiving address for their wallet to get their crypto payments delivered automatically.

This document will show you the steps required to sign up, verify, and configure your account to receive a crypto payout. Once you are invited to receive a payout by email, simply follow these instructions.



Step 1: Find your invite email



You should click “Get Started” and follow the instructions presented to you. You do not need the BitPay app to receive Payouts.



Step 2: Sign up for a BitPay account

Welcome to BitPay

BitPay provides an easy way to pay with and get paid in crypto. Create an account below to get started.

FIRST NAME

Test

LAST NAME

Test 10

EMAIL ADDRESS

recipient10@bitpay.com

PASSWORD

Very Strong

☒

I agree to the [BitPay ID Terms of Use](#) and [Privacy Policy](#).

☐

Yes, I would like to receive promotional emails from BitPay.

Submit

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

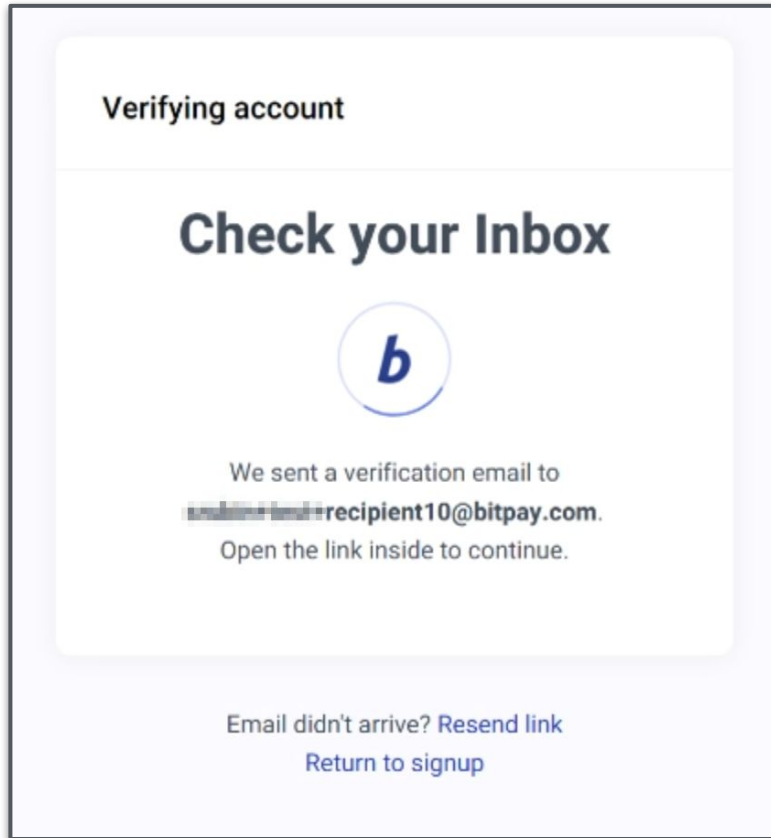
Already have an account? [Login](#)

Use the email address that your payout invite was sent to. If you already have an account, you can login at the bottom of this page.



BitPay will send you a verification link.

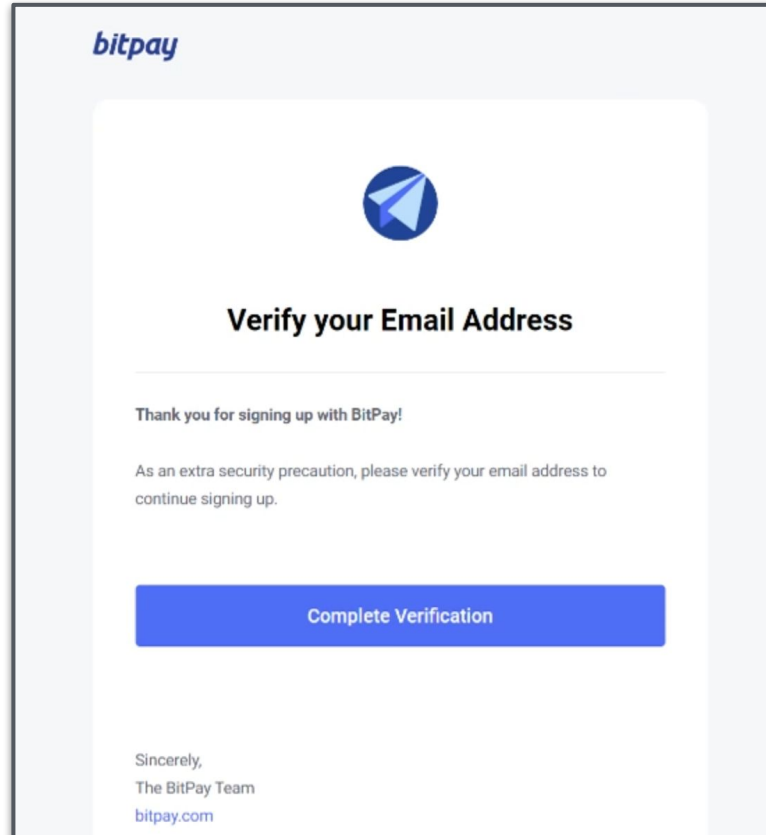
* not required for existing accounts





Step 3: Verify your email address

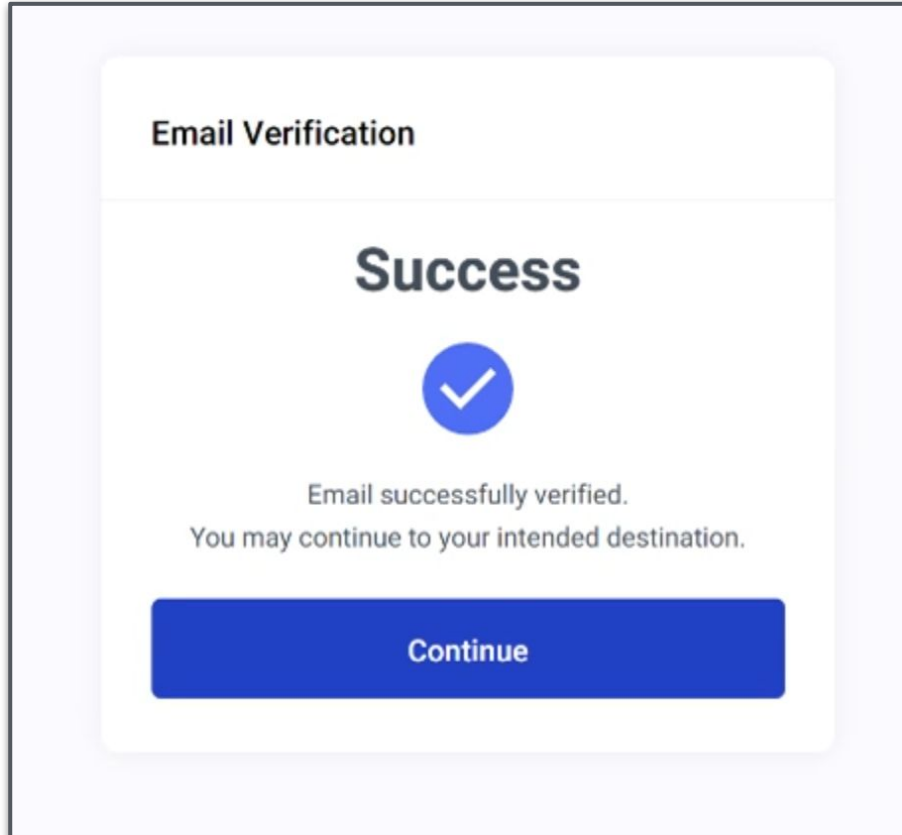
* not required for existing accounts





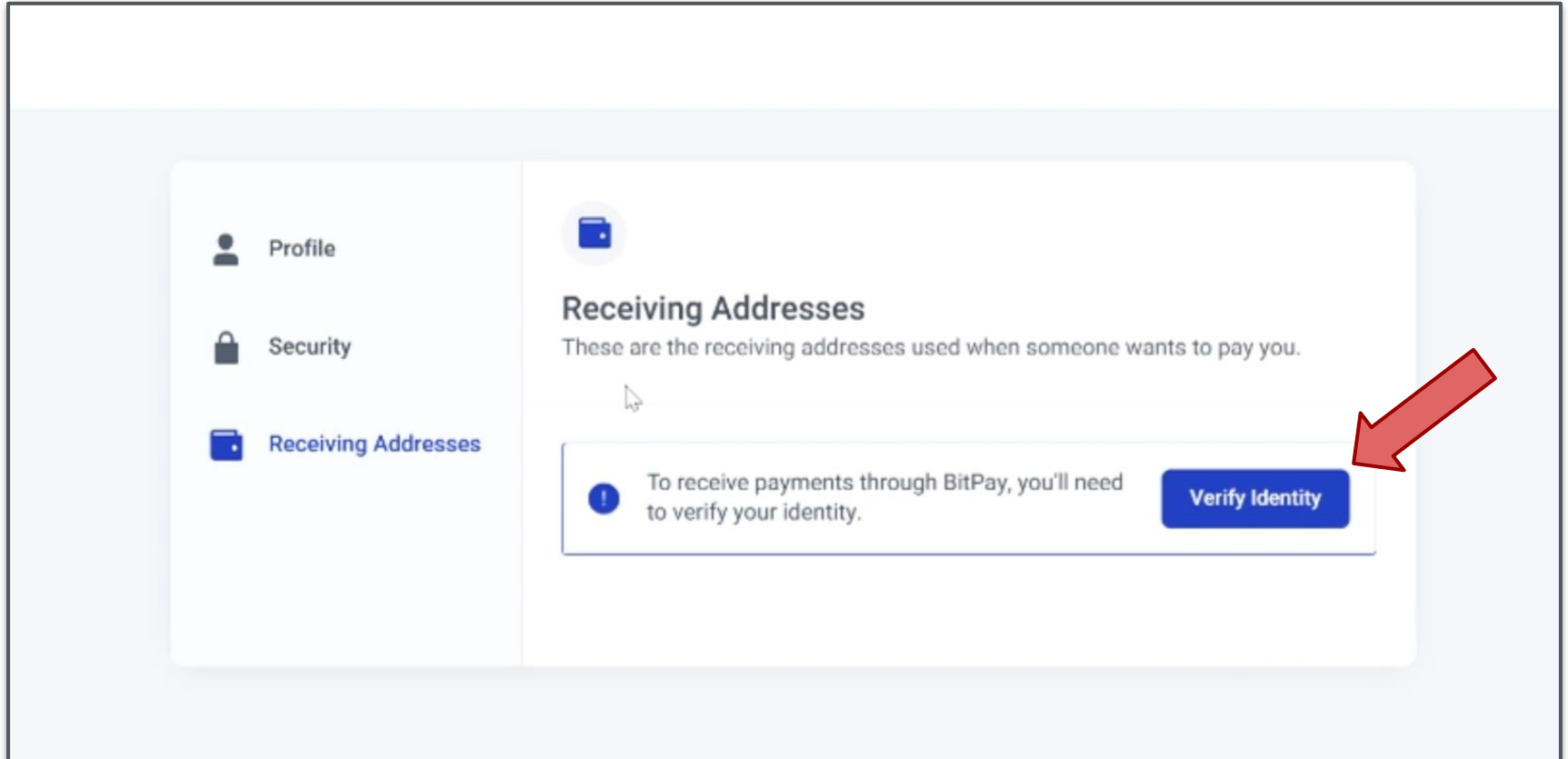
Step 4: Continue to your Personal Dashboard

* not required for existing accounts





Step 5: Settings > Receiving Addresses > Identity



Step 6: Complete your Identity Verification



Watch the video linked here or read the following pages to see how to complete your ID verification.

<https://www.youtube.com/watch?v=y2d2fQdU6SY>

Step 6: Complete your Identity Verification

Let's verify your identity

To access some of the features and increased limits within BitPay, we need to verify your identity.

What do I need?



Identity Document

You will need to take a photo of your identity document using your camera.

and



A selfie

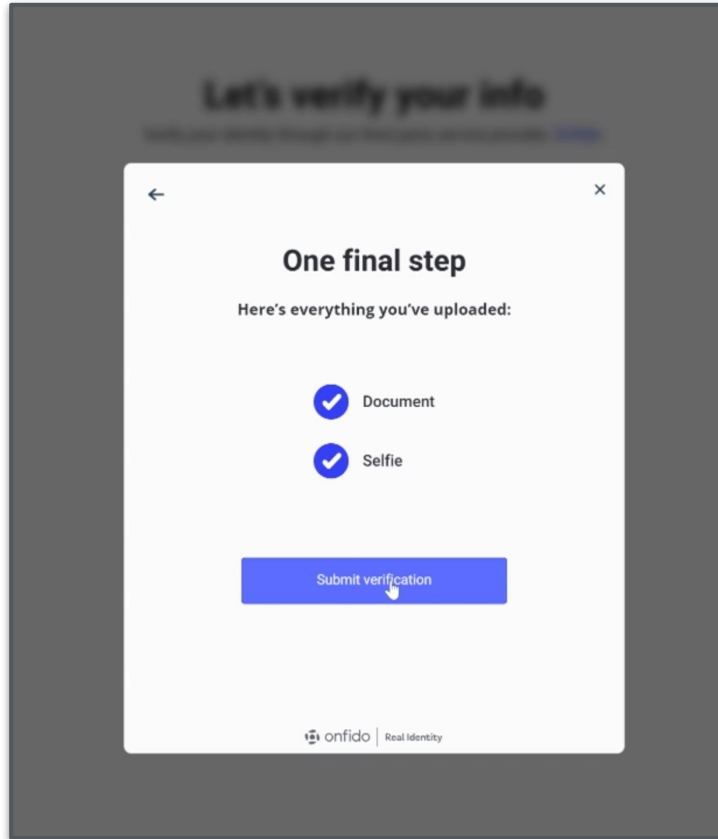
You will need to take a live photo of yourself using your camera.

[Learn how to successfully verify identity and photo](#)

Continue

The specific steps will reflect your documents and country of residence. Complete all the steps as instructed to proceed.

Step 6: Complete your Identity Verification





Step 6: Complete your Identity Verification

Verify your Government Issued ID

Enter your personal information as it appears on your official ID.

Nationality

United States

Legal First Name

Stephen

Legal Middle Name

W.

Legal Last Name

Baker

Date of Birth (Format: MM/DD/YYYY)

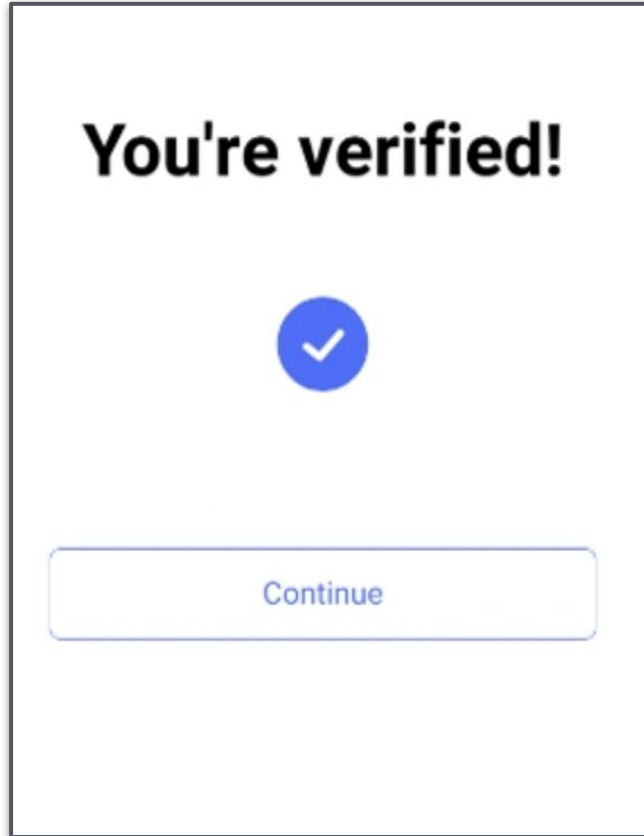
12/11/1987



Continue



Step 6: Complete your Identity Verification



If your identity can't be verified, you'll be notified by email of next steps.

Step 7: Setup Payouts in the Personal Dashboard

! You have a pending payment that needs a destination. Setup your destination to get paid now!

Setup

Get the BitPay Wallet

Turn crypto into dollars. Leverage multi-sig security. Manage funds across platforms.

Get the Wallet

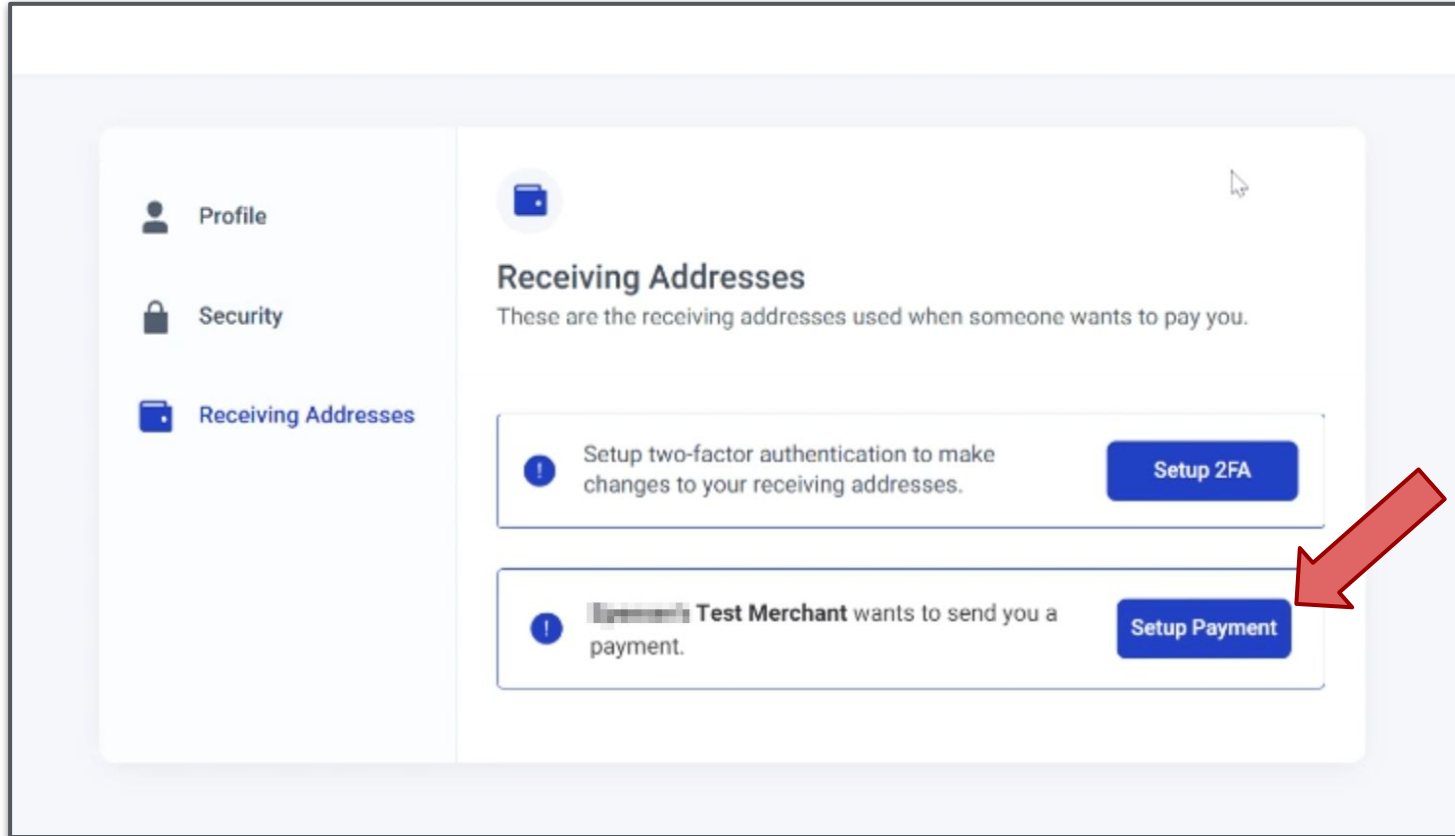
Price Chart

1D

Load it.
Spend it.
Get cash
back.



Step 8: Connect a Wallet and Receiving Address





Step 8: Connect a Wallet and Receiving Address

Add Receiving Address
Let's setup your receiving address for [redacted] Test Merchant. The address will get approved in 24 hours.

Wallet Provider
BitPay

Nickname
My BTC Wallet

Currency
BTC

Wallet Address
[redacted]4fzd249q9z

Cancel Save Payment Setting

If you don't already have a crypto wallet, you need to get one before you can complete this step. BitPay cannot create a wallet for you.



Step 8: Connect a Wallet and Receiving Address

The screenshot shows the 'Add Receiving Address' form in the BitPay interface. The left sidebar contains links for Profile, Security, and Receiving Addresses. The main content area has a title 'Add Receiving Address' and a sub-header 'Let's setup your receiving address for Spenser's Test Merchant. The address will get approved in 24 hours.' Below this is a red error message box that reads: 'There was a problem saving your address. Please review and try again.' The form fields include 'Wallet Provider' (set to BitPay), 'Nickname' (set to My BTC Wallet), 'Currency' (set to BTC), and 'Wallet Address' (a long alphanumeric string). At the bottom, there are 'Cancel' and 'Save' buttons.

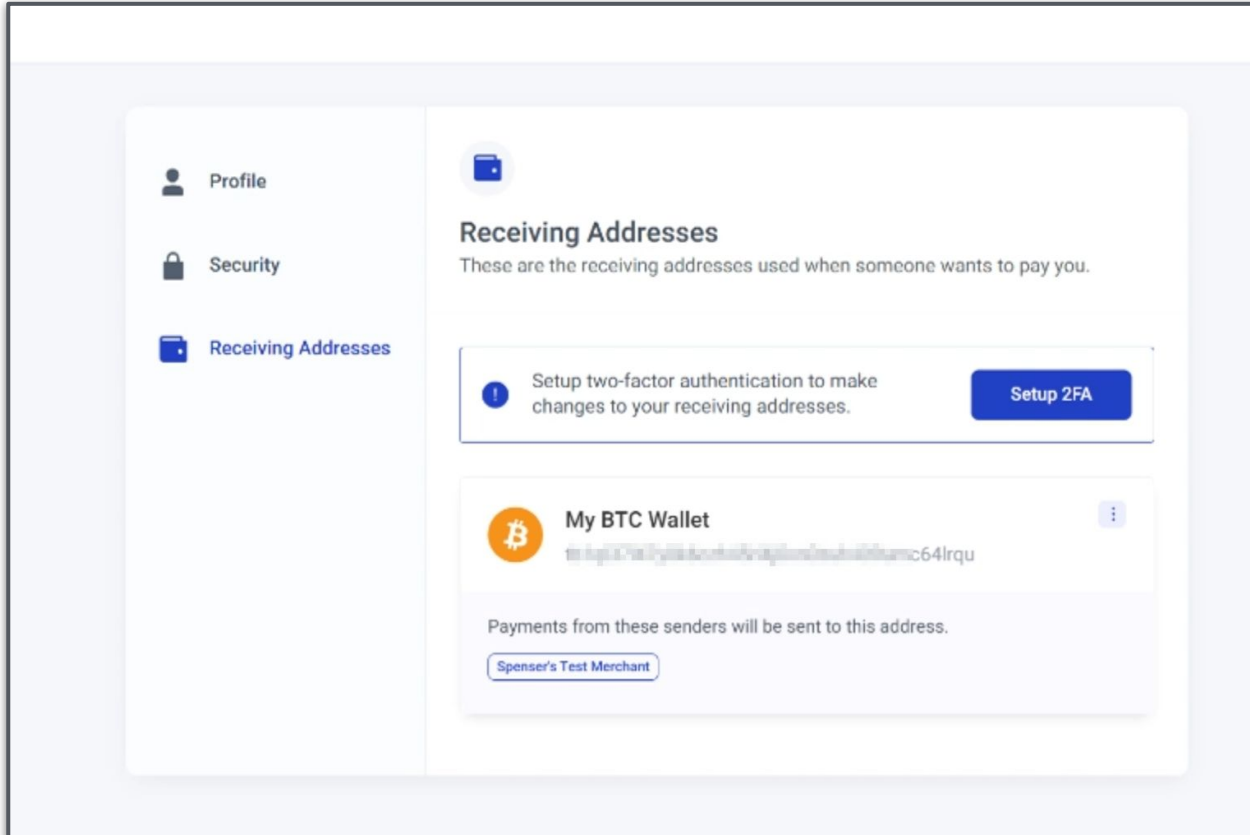
The screenshot shows the 'Add Receiving Address' form in the BitPay interface, identical to the previous one, but with a green success message box at the top that reads: 'Profile added successfully.' The 'Save' button is now green and has a checkmark icon, indicating the address was successfully saved.



If there are any issues with the address and/or currency selected, the system will let you know and prompt you to retry. Only valid addresses can be saved.



Complete! Your account is ready for a payout.



After your wallet is set up, you are done! You are now eligible to receive a payout.



Payers will see your account as “Active”
once all steps are complete.

Recipients				Export Recipients	Add Recipients
Recipients					
Email ↑	Label	Recipient ID	Status		
test@merchant10.com	Open Personal Email	test12345678901234567890	VERIFIED		
test@bitpay.com	Open@BIPx real account	test12345678901234567890	UNVERIFIED		
open@bitpay-recipient-test2@gmail.com	Open@BIPx 2nd Test Recipient	test12345678901234567890	ACTIVE		
open@bitpay-recipient-test3@gmail.com	Open@BIPx 3rd Test Recipient	test12345678901234567890	VERIFIED		
open@bitpay-recipient-test4@gmail.com	Testing Recipient Email	test12345678901234567890	ACTIVE		
merchant-recipient2@bitpay.com	Open@BIPx Test Merchant	test12345678901234567890	UNVERIFIED		
merchant-recipient10@bitpay.com	Open@BIPx Test 10	test12345678901234567890	ACTIVE		
merchant-recipient2@bitpay.com	Testing?	test12345678901234567890	ACTIVE		
merchant-recipient3@bitpay.com	Open@BIPx Test Recipient	test12345678901234567890	UNVERIFIED		
merchant@bitpay.com	Open@BIPx real account	test12345678901234567890	UNVERIFIED		
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