

YOUR GUIDE TO THE MERCHANT PORTAL

Get Paid. JUST LIKE THAT.

Your step-by-step guide to signing up and accepting instant payments.

Before You Start: What To Have Ready

1. Your email address — you'll receive a verification code here
2. SA ID card, Smart Card or Passport — for identity verification
3. Business registration number (if registered) — e.g. 2024/123456/07
4. Business address — street address, city and post code
5. PayShap ID or bank account details — for receiving payments
6. Supporting documents — ID photo and business registration (PNG, JPG or PDF, max 5 MB each)

4 Steps. That's It.

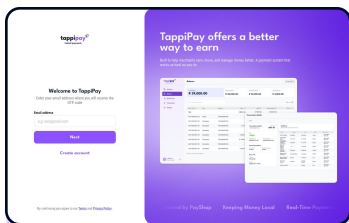
1. Personal
2. Business
3. Payment
4. Documents
5. Submit

SIGN IN & VERIFY

Visit tappipay.co.za and click Create Account. You'll sign in with your email and a one-time code – no password to remember.

Sign In — Enter Your Email: What To Do:

- Go to the TappiPay merchant sign-up page
- Enter your email address in the field provided
- Click '**Next**' — a 6-digit code will be sent to your email
- If you already have an account, click '**Sign in**' instead

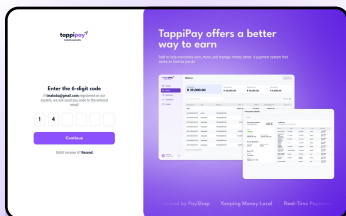


↑ Sign In Screen — tappipay.co.za

Good to Know

TappiPay uses a one-time code for security – no passwords needed. Check your spam folder if the email doesn't arrive within 2 minutes.

- Open your email inbox and find the TappiPay message
- Enter the 6 digits into the code boxes
- Click '**Continue**' to proceed
- Didn't receive it? Click '**Resend**'



↑ OTP Verification Screen

1. PERSONAL INFORMATION

Tell us about yourself. This takes about 2 minutes and is used to verify your identity securely.

Personal Information: Let's Start With You:

The first screen asks for your name, phone number and email address. Once you select a document type, additional fields appear for your ID number and date of birth.

Fill in the following:

- **First name and Last name**
- **Phone number** – SA format, e.g. +27 82 123 4567
- **Email address**
- **Document type** – select ID Card, Smart Card or Passport
- **ID number** – your South African ID number
- **Date of birth** – select from the calendar

The screenshot shows the Tappipay registration interface. On the left, under 'Let's start with you.', there are input fields for 'First name', 'Last name', 'Phone number', 'Email address', 'Document type' (a dropdown menu), 'ID number', and 'Date of birth'. A 'Next' button is at the bottom right of this section. On the right, under 'See your business at a glance', there is a table with columns 'Type of sale', 'Frequency', 'Amount', and 'Total'. The table contains three rows of data. Below the table is a 'Continue' button.

Type of sale	Frequency	Amount	Total
1. Retail	1 day	R 20,000.00	R 20,000.00
2. Wholesale	1 day	R 20,000.00	R 20,000.00
3. Other	1 day	R 20,000.00	R 20,000.00

↑ Step 1 — Personal Details

Then click **Continue**

All fields are required.
Make sure your ID number matches
the document you'll upload in Step 4.

2. BUSINESS & FINANCIAL INFORMATION

Now tell us about your business. This is used to set up your payment profile and assign your pricing tier based on expected monthly turnover.

- **Business name** – as registered or trading name
- **Business category** – select your industry
- **Business registration number** (if applicable)
- **Business address** – country, city, street, post code
- **Expected monthly turnover** – select the closest range

↑ Step 2 — Business & Financial

Select the range that best matches your expected sales:
Under R500k, R500k–R2M,
or over R2M per year.
This determines your pricing tier.

3. PAYMENT INFORMATION - How You Get Paid

Choose how you'd like to receive payments.

You can use your **PayShop ID** (your mobile number registered with PayShop)
or **link a bank account directly**.

You can update this later this in Settings.

- Select **PayShop** and enter your PayShop ID, or
- Select **Bank account** and enter your banking details
- Click **Continue** to proceed to document upload

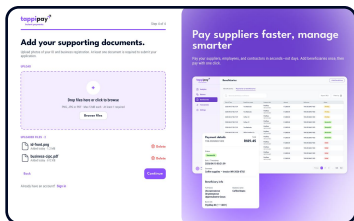
↑ Step 3 — Choose Payout Method

4. DOCUMENT UPLOAD - Add Your Supporting Docs

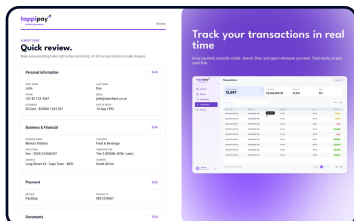
Upload a photo of your ID and your business registration document.
At least one document is required to submit your application.

- Drag and drop files, or **Browse files**
- Accepted formats: PNG, JPG, PDF
- Max file size: 5 MB per document
- At least 1 document required

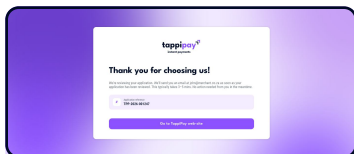
Upload both your **ID** (front) and your business **CIPC** registration for faster approval.



↑ Step 4 — Upload Documents



↑ Review — Check before submitting



↑ Confirmation - Submitted

YOU'RE DONE! What Happens Next?

Your application is reviewed within 3–5 minutes.
You'll receive a confirmation email with your Application Reference number (e.g. TPP-2026-001247). Once approved, log in to your merchant dashboard to activate your QR stand and start accepting payments.