

Step by step - start cooperation with PayU



1. Read our offer and fill out the registration form

To find our offer and a link to the registration form, go to [is https://poland.payu.com/en/how-to-activate-payu/](https://poland.payu.com/en/how-to-activate-payu/)

2. Pay activation fee

In order to confirm data provided in the registration form and activate your company in the system, pay a nonrefundable activation fee of PLN 199. To proceed with the transfer, click on the icon of the bank that keeps your company account. Log in to the bank and confirm the operation.

If your bank is not supported by PayU selected the icon of a transfer order form, copy data generated by PayU and paste them in transfer order form on your company account. Then confirm the transfer.

Note: *The fee needs to be paid from the bank account provided in the registration form. Otherwise, registration cannot be confirmed and you will be asked to pay the fee again.*

After receiving the verification transfer, PayU will verify your website for meeting requirements set for an e-shop. All the requirements have been specified in the “Guide to site elements” available at https://poland.payu.com/wp-content/uploads/sites/14/2020/07/guide_to_site_elements.pdf To accelerate the process of establishing cooperation, make sure your website have all the elements mentioned in the document. You will receive login data to the PayU Management Panel by e-mail.

3. Send company registration data if you have not done it during registration

If you have not done it before, send the following documents to dok@payu.pl and enter your full company name in the e-mail subject line:

- scan of a certificate on granting tax ID number (NIP),
- scan of a certificate on granting a statistical number (REGON),
- scan of or link to an entry into the Business Activity Register (CEIDG) (or for companies and partnerships: scan of an excerpt from the National Court Register (KRS) not older than 3 months or a civil law partnership agreement),
- scan of the identity card or passport of a company owner and/or person(s) authorised to sign an agreement.

Note: *The agreement may only be drafted for operating websites that are available online and verifiable. The verification means a check of website content for meeting the requirements specified in the “Guide to site elements” available at https://poland.payu.com/wp-content/uploads/sites/14/2020/07/guide_to_site_elements.pdf*

4. Configure your shop in the Management Panel

For online payments to work properly, configure your shop and its point of sale in the PayU Management Panel. Log in to the Panel and click the “Add shop” button. In the first step, select on the list one of the website addresses provided in the registration form and name the shop. We suggest that the name and the website address should be the same.

In the next step, define a point of sale. Complete the remaining fields and click on “Add shop”.

Note: *In order to accept payments you need to define a relevant point of sale. If the shop has been added by a company entrusted with technical implementation of the PayU system, make sure that it has also configured a POS. To do it, click “Points of sale” located next to your shop on the Panel main page.*

5. Accept payments

Now you are all set to accept online payments and manage transactions in the Management Panel.

We wish you many successful transactions!

Useful links:

- Guide to site elements: https://poland.payu.com/wp-content/uploads/sites/14/2020/07/guide_to_site_elements.pdf
- First steps after launching cooperation: https://poland.payu.com/wp-content/uploads/sites/14/2020/09/PayU_first_steps.pdf
- Technical documentation <http://developers.payu.com/en/>
- Conclusions, declarations, terms and conditions, other documents: <https://poland.payu.com/en/documents-to-download/>