

# How to get set up

We have teamed up with Modulr to offer a payments account, which enables a fast, secure, and easy way to make and manage payments to your employees.

With Modulr, our aim is to reduce the salary payment processing time by moving away from Bacs to Faster Payments.

This document outlines the steps required to get Modulr set up for your Payroll payments.

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# Overview of the Modulr Setup Process

There are 4 steps to getting set up with Modulr. Each step is explained in detail within this document.

## 01

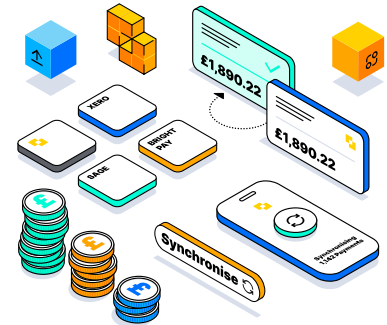
### Viewing your application

Check your inbox and complete the Modulr application form.

## 02

### Important information before you submit

Review and submit the application to Modulr. Customer due-diligence conducted by Modulr.



## 03

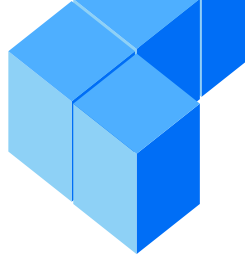
### Activating the Modulr portal

Activate and sign in to the Modulr Portal.

## 04

### How to use the Modulr portal

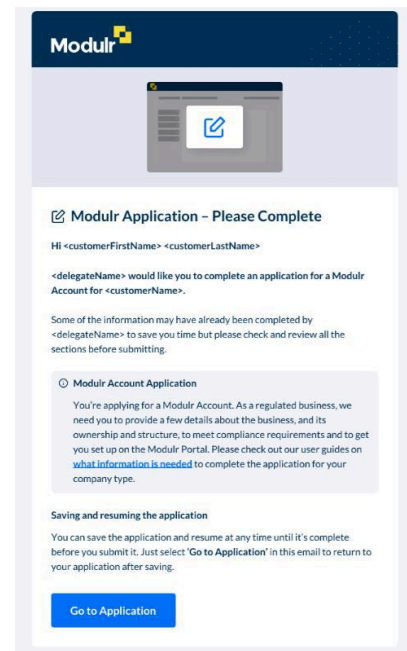
Await application approval by Modulr. Once complete, your payroll provider will confirm when they are ready to go live with Modulr.

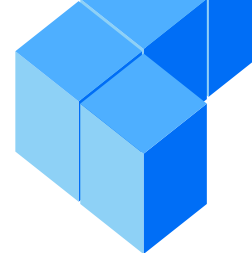


# 01

## Viewing your application

1. To save you time, we have started your application.
2. However, there are some sections only you can complete.
3. Please check your inbox for an email titled 'Modulr Application – please complete' and select 'Go to Application'.





# 02

## Important information before you submit

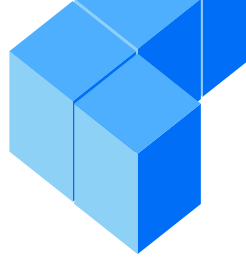
1. Applications must be submitted at least 3 weeks before your next payroll date to ensure the best chance that the accounts will be set up in time.
2. To prevent delays, please check your Companies House information is up to date and matches the information on your application form.
3. Once you have submitted the form, the application will be processed for review which can take between 1-5 business days. In this time, Modulr may reach out to you directly if additional information is required to meet their Anti-Money Laundering, Know Your Client, and compliance checks. Please keep an eye out for any emails in your inbox or spam folder from [clientonboarding@modulrfinance.com](mailto:clientonboarding@modulrfinance.com).

### Why is Modulr asking me to provide additional information or documentation about my business?

Modulr is authorised and regulated by the Financial Conduct Authority and therefore is required to conduct customer due diligence on everyone provides financial services. You may be asked to provide documents to support these checks.

To make this easier, you can send all these documents electronically. The faster Modulr receives this information, the faster you can start benefiting from Modulr's integration.





# 03

## Activating the Modulr portal

Once your application has been submitted, an email will be sent to the Admin user (entered on the application) titled 'New user – complete your set-up' to activate your e-money account and Portal access.

Please note, while you have been granted access to the Portal, we will not be able to process payments for you until the application has completed the required AML checks in Modulr.

### How to sign in

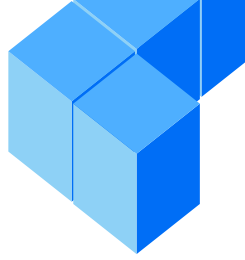
Click the *Complete Setup* link (within 48 hours of email receipt or it will expire)

- You will be asked to create a password.
- Your username is your email address.

### Once your password is set up (save it somewhere safe!)

You will see a screen asking you to Download the Authy App. For steps to set up Authy please read (insert link to next slide)





# 04

## How to use the Modulr portal

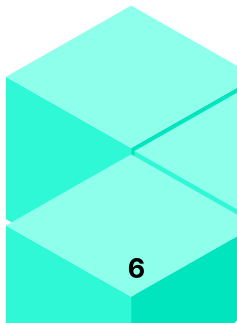
Once the Modulr team have all the information they need to approve the application, we will be notified and can begin managing your payments using Modulr.

### **Next steps:**

As soon as our team have submitted your payroll payments to Modulr, sign in to the Modulr Portal to view these payments waiting for approval.

There are two requirements to ensure payments are released to employees on the scheduled date:

- There are enough funds in your Modulr account to cover the payroll/invoice amounts.
- Payments have been approved via the Modulr app or in the Modulr Portal on desktop.





## How to use Twilio Authy

- Download Authy onto your smartphone via your usual app store.
- Authy is a two-factor authentication app that provides an additional layer of security by ensuring that only you can access your account. You will need it to login to Modulr.
- Click [here](#) to learn how to activate your Authy account.
- Please note: If you already use Authy for another application, you will need to use the same email address to avoid conflict/access issues.





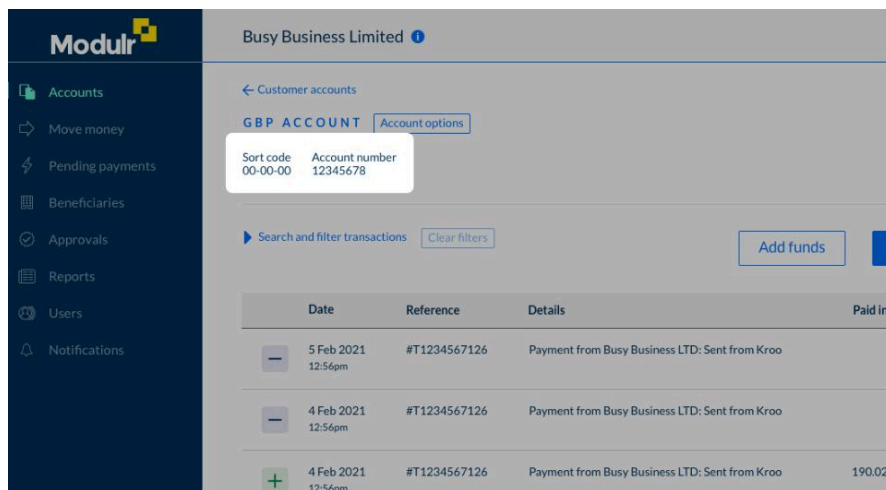
## Adding Funds

You can send money via bank transfer to your Modulr account's sort code and account number. These details are displayed on the top left of the account view in the Portal.

### Important:

**The first time you top up your Modulr account, the external bank you are sending funds from will complete a verification check. This is often instant but on rare occasions, it may take minutes to hours.**

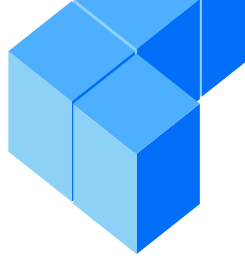
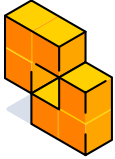
Please ensure that the first time you make a transfer you fund your Modulr account at least 24 hours before payments are due to be released, to allow enough time for the payment to be verified by your bank.



The screenshot shows the Modulr account interface for 'Busy Business Limited'. The left sidebar contains navigation links: Accounts, Move money, Pending payments, Beneficiaries, Approvals, Reports, Users, and Notifications. The main content area displays the 'GBP ACCOUNT' with a link to 'Account options'. A box shows the 'Sort code' as 00-00-00 and the 'Account number' as 12345678. Below this is a 'Search and filter transactions' section with a 'Clear filters' button and an 'Add funds' button. A table lists transactions:

	Date	Reference	Details	Paid in
-	5 Feb 2021 12:56pm	#T1234567126	Payment from Busy Business LTD: Sent from Kroo	
-	4 Feb 2021 12:56pm	#T1234567126	Payment from Busy Business LTD: Sent from Kroo	
+	4 Feb 2021 12:56pm	#T1234567126	Payment from Busy Business LTD: Sent from Kroo	190.02





## More information

### Useful Links:

[Data protection](#)

[Using Modulr – help guides](#)

[How to set up additional users](#)

[Managing payment approvals in the Portal](#)

[How to switch on your payment reminder notifications](#)

[www.modulrfinance.com](http://www.modulrfinance.com)

### Customer support details:

+44 303 313 0060

support@modulrfinance.com

