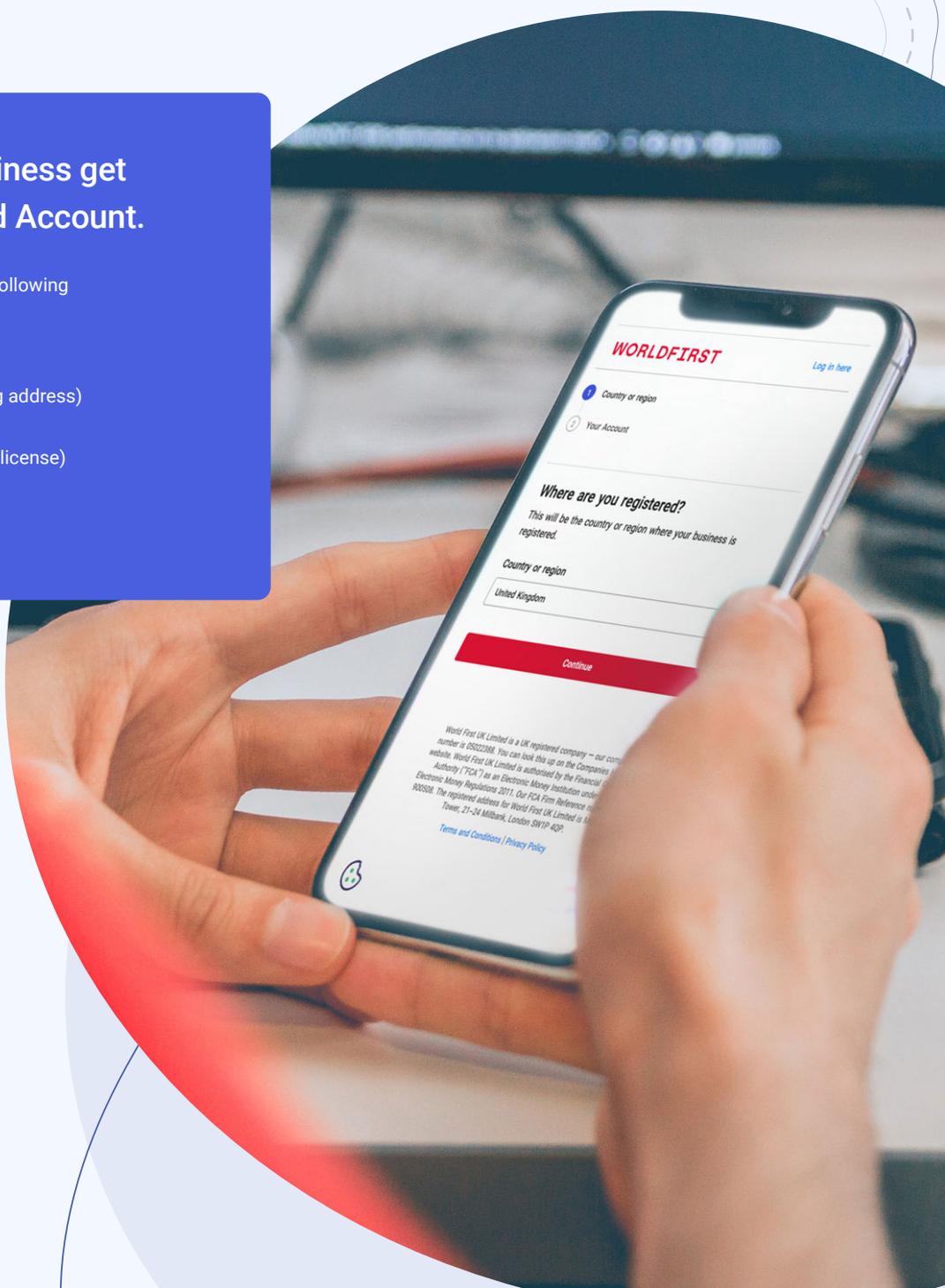


Getting registered with WorldFirst as a sole trader

We're here to help your business get up and running with a World Account.

Before we get started make sure you have the following documents to hand:

- ✓ Basic information about your business (including your trading name and trading address)
- ✓ A valid ID (e.g., your passport or driver's license)
- ✓ Your mobile phone



Getting your account set up

Step 1

- (a) Select the **country or region** where you are registered using the dropdown list

Where are you registered?
This will be the country or region where your business is registered.

Country or region

United Kingdom

Continue

Step 2

- (a) Enter your **email address**
- (b) Click the **'Send code'** button to verify your email address
- (c) Enter the code that has been emailed to you
- (d) **Create a secure password** for your account
- (e) Read and accept the **Terms and Conditions** as well as the **Privacy Policy** before selecting **'Create Account'**

Helpful tip: if you do not see the email in a few minutes, check your junk mail folder or spam folder

Welcome to WorldFirst
Verify your email, set a secure password and create your account.

Email

Please enter your email address **Send code**

Enter verification code

Create your World Account login password

Enter a password **Send code** **Eye icon**

I want to receive market insights, updates and offers.

By creating an account you agree to our [Terms And Conditions](#), [Privacy Policy](#), you also confirm that you are the owner or a Director of the business.

Create account **Previous**

Step 3

- (a) Enter your mobile phone number and click **'Send code'**
- (b) When prompted, enter the 6-digit verification code sent to your mobile phone number via SMS and click **'Confirm'**

Verify your mobile number

For security reasons, please enter a valid mobile phone number

Please enter the phone number

+44 07495719097 **Send code**

Verify your mobile number

We've sent a 6-digit code to 074****9097

Resend(S6)

Confirm

Continued...

Information about your business

Step 4

- (a) Please select 'Sole Trader'

Please select your business type

At Worldfirst we can tailor our product features and services to suit your business goals.

 **Company**
My business is registered with Companies House

 **Sole trader**
I am trading under my own name - my business isn't registered

Step 5

- (a) Enter the name your business trades under, if you're registered with HMRC this will be your registered business name
- (b) Using the dropdown, select the industry that best describes your business
- (c) You'll also have the option to add your Tax / National Insurance Number as well as your website address – these two questions are optional, but we encourage you to provide as much information as possible as this can help speed up your application process

Your Business

This will help us understand how you want to use your account.

Trading name

Which industry best describes your business?

Tax number or national insurance number (optional)

Website or storefront address (optional) ⓘ

Step 6

- (a) Provide the address where your day-to-day business trades from (where clients would visit you). If your registered address is the same as your trading address, then click next, otherwise enter your trading address and proceed.

Trading address

Same as your home address

Different from your home address

Continued...

Proof of identity – make sure you have your documents to hand

Step 7

- (a) Select in which country your ID was issued
- (b) Select your ID type, either passport or drivers licence
- (c) Use your mobile device camera to scan the QR code - this will link you to our secure portal to scan your ID as well and provide a selfie
- (d) When the above steps are complete, you'll be prompted to return to your application window and click '**View verification result**' to continue



Please note: if using a driving license, you'll be prompted to scan the front and back. If using a passport, which doesn't display your residential address, proof of your residential address is also required.

Verify your identity

Take a photo of your ID and yourself and we'll do the rest!

Verification method



Mobile
Use your mobile phone or tablet to verify your identity

Next

Previous

Save & come back later

Verify your identity

Take a photo of your ID and yourself and we'll do the rest!

Your ID's country or region of issue

ID type



Please scan the QR code using the camera app on your mobile device and click the link to continue

Supported mobile browsers: Safari, Chrome, Firefox, UC

Please do not close this window whilst using your mobile

View verification result

Save & come back later

Previous

Continued...

Step 8

- (a) If verification is successful, you'll see a confirmation message highlighted in green (see screenshot for reference)
- (b) Please review the information that's been automatically populated relating to your Name, ID number, Nationality, Date of Birth, ID expiry date and Residential Address
- (c) If any of the above information is incorrect, please amend
- (d) If you haven't clicked '**View verification result**' after **3 minutes**, you'll receive an on-screen option to choose whether to continue with the scan option (recommended for fastest onboarding)
- (e) Alternatively, you'll be able to upload a copy of your ID and a selfie



Helpful tip: in case your ID verification is rejected, you can manually upload your ID by clicking '**Upload passport photo / Driving Licence**' as well as a selfie of you holding your ID by clicking '**Upload selfie**'.

Verify your identity

Take a photo of your ID and yourself and we'll do the rest!

Your ID's country or region of issue

United Kingdom

ID type

Driving licence



Identity verification successful

Verify your identity

Please scan the QR code below using the camera app on your mobile device. You'll then be able to use your device camera to scan and provide your ID.

Your ID's country or region of issue

United Kingdom

ID type

Driving licence

! Sorry, we couldn't verify your details. Please try again using another ID type or uploading your selfie image. [Re-scan face and ID](#)

Upload your ID document

[View sample](#)

- Please upload the photo page of your driving license. Make sure your profile image is not rotated or flipped.
- The photo format is .bmp, .jpg, .jpeg. The file size cannot exceed 5MB.

[Upload driving license](#)

Upload a picture of yourself holding your photo ID.



- The applicant should hold the ID card in one hand, while taking a selfie. Make sure the picture is clear and the ID is visible.
- The photo format is .bmp, .jpg, .jpeg. The file size cannot exceed 5MB.

[Upload selfie](#)

[Next](#)

[Re-scan](#)

[Save & come back later](#)

Continued...

Your application has been submitted

Step 9

- (a) Click '**Submit**' to finish your application
- (b) You'll receive an email confirming the status of your application so keep a look out.
- (c) This can take up to **two working days**. If you don't receive an email from us after this point, please contact the team by calling **0207 326 9120** or send as an email at: **clients@service.worldfirst.com**



Thanks for completing your application.
It can take up to 2 working days for us to verify your details.

You will receive an e-mail/text message notification when the application review is completed.

Application received Review in progress Application reviewed Account activated

[Back to home page](#)