



Quick Start document for Wholesale Merchant Onboarding Portal

Welcome to the Blackhawk Network onboarding portal for new wholesale merchants. We look forward to you becoming a profitable partner in the gift card business.

In order to speed up the process, please take a few minutes to read these notes and gather your documents. This following information is required to complete the application:

- Business information including: legal name of your business (exactly as it appears on your Articles of Incorporation), DBA(s), and Federal Tax ID
- Parent Company information, if applicable
- Personal information for all principle owners (owner with a 25% share or more of the business and up to 4 Principal Owners) including SS#, address, DOB, phone number
- Store information including name, address, and store contact information
- POS technology information for your store(s): Type of hardware (ISS45, Scanmaster, etc.), version number, type of software and version number. In addition, the name of vendor for the hardware and software, contact name and phone number.
- If you elect to not utilize you POS system, we offer a terminal option for which the following information is required:
 - For a DSL terminal: need I/P Address, Subnet Mask, Gateway, DNS1, DNS2
 - For a Dial terminal: Do you dial 9 first to call out
 - For either you need a 4 digit password (cannot include address, store, or phone numbers)
- Compliance Officer contact information
- Banking information including bank name and address, account number, name on the account and a contact person at the bank

Please gather the following documents as they may be required to complete the application and can be faxed or uploaded into the onboarding portal:

- Business Articles of Incorporation
- Copy of Driver License for Principal Owners
- AML policy – if your company doesn't have an AML policy you may use Blackhawk's
- Voided Check

If you have any questions about this application, please contact your wholesaler.

Thank you,

Blackhawk Network Onboarding Team