

Create a SumUp Account

SumUp is a mobile payments processor that allows your church to receive payments and donations. It can be used in conjunction with the donations software Give A Little. The process of setting up a SumUp account usually takes around 15 minutes. This is an essential part of being able to receive contactless or online donations.

Before you get started, you will need:

- Church bank details
 - Account name—this must be as it is according to your bank
 - Account number
 - Sort code
- Church address and contact telephone number
- Church website / 'A Church Near You' page / social media webpage link
- An email address
 - We recommend that you enter a role-based email addresses, such as 'reverend@stjohnschurch.co.uk' or 'stjohnsreverend@gmail.com' as opposed to a personal email address, as part of good governance. If you haven't got one, we strongly advise you to set one up.
- Your mobile phone number

Setting up your account

Follow [this link](#) to start setting up your account, or click on 'Sign up with SumUp' if you are coming from the Give A Little Integrations page. *It is important that you set up your account via this link (and not by going directly to the SumUp website) otherwise your account won't be marked as a Parish Buying account and you will miss out on the specially negotiated transaction rates for churches.*

Click on 'Get Started Now' and then enter your email address and create a password. Read and accept the terms and conditions. Please make a note of your username and password.

If you would like to order a SumUp card reader (not required if you are receiving or buying a CollecTin More or Payaz GivingStation, or just setting up an account for online giving) you can do so at this stage. Otherwise if you don't wish to purchase one click on '**I do not need a reader**' to continue with your registration. You will find this option at the bottom of the page.

(A voucher for a discounted reader will remain available on your account for you to claim if you wish to purchase a reader later.)

Depending on the link you followed, there are two optional application routes, check and use the below guidance to fill in the questions on screen.

Personal Details:

Enter your own details here.

Business Address:

Enter the church address as registered to your bank account.

Business Type:

Limited Company > Other > Charitable organisation

Business Details:

Registered business name – Your church name.

Business Phone – Church contact number.

Company registration number – LEAVE BLANK (if compulsory on your registration route, please enter your church code adding the two letters 'CE' first.)¹

VAT number – LEAVE BLANK

Your role in the company:

Sole owner (unless you specifically want to add anyone else from the PCC).

Payout bank account:

Your church bank account name, Sort Code, and account number.

Enter the mobile number that you have immediate access to, as you will be sent a code to verify your account. When you receive it, type the verification code into the box and click on confirm code.

Congratulations! Your account is now live. Be sure to make a note of your login details and SumUp merchant ID (begins with an M).

¹ To find this go onto your church's 'A Church Near You Page', scroll down the left-hand ribbon and click on 'More Information'. You will find your church code listed under 'Location information'. You can watch a video of how to find this code [here](#). Please ensure you give the code as described here, and not another type of church code that your diocese may have assigned you, for example.