



How do I register my business?

1. Click the [Register my business now](#) link
2. Enter your company information by entering your Companies House Number. If you can't find your company name, you can complete the information manually. If you do this, make sure you make a note of the Company Name you entered, as your employees will need this when completing their registration.
3. Add your administrator details. This will be the main contact associated to your business account.
4. Click the link in the email we send to you to verify your email address.
5. Finally, create your security details which will enable you to log into your business account.
6. You will be given a unique link that you can share with your staff so they can sign up for a card. We'll also provide access to some useful marketing materials, including an email that you can forward to your employees.

How do my employees sign up?

1. Employees visit your [unique business link](#).
2. They enter an email address which needs to be unique.
3. They will be asked to provide their personal details including the creation of an Employee Reference which they will need later.
4. The employee will receive an invite from bYond with instructions on what to do next.
5. They complete the registration process by visiting byondcard.co.uk.

IMPORANT:

The Employee ID they need to enter will be a combination of your Company Registration number and the Employee Reference they provided, for example:

*if your Company Registration Number is 12345 and the Employee Reference the user entered was ABCD then the Employee ID they need to enter at registration will be **12345_ABCD**.*

If you did not provide a Company Registration Number, then the name of your Business will be used instead, for example:

*If the Company Name entered was ABC Partnerships and the Employee Reference the user entered was ABCD, then the employee ID they need to enter at registration will be **ABC Partnerships_ABCD***

Always ensure that there is an underscore between the two. This is communicated to employees within their invite email, but please make sure they are aware.

6. Some users may be required to upload a copy of their photo ID to enable us to verify their identity.
7. Finally, users will be asked to pay the £5 annual fee. They can also choose to top up their card in readiness for its arrival if they would like to.
8. The card is then ordered and will arrive within 3-5 working days.
9. Once received, the user needs to activate their card online or in the mobile app, check their PIN and then they can start spending.