

# Verification and Annex of documents

Go to Business Settings.

image-1668779838294.png

Go to Security Center and click Start verification in the "Business verification" section.

image-1668779864765.png

The "Start Verification" button will be grayed out unless your business needs access to certain features. If it appears grayed out, go to **Procedure to activate the Start Verification button**

Enter your business information.

- Legal name of the business.
- Country
- Mailing Address
- Postal address/city
- City
- State
- Postal Code
- Phone number
- Website

Website content should include your company name or logo.) (Make sure the website can be seen and belongs to your business

**(Next)**

image-1668780029302.png

## Verify the legal name of the business.

Upload a standard official document that matches the legal business name you specified.

Examples:

- Commercial license
- Certificate of Constitution or statute of the company
- Tax or VAT registration certificate.
- R.F.C.

### Select language

(Upload Photo or PDF file and Next)

image-1668780143353.png

## Verify the address or phone number of the business.

Upload a document that lists your legal business name along with the mailing address or phone number you specified.

Examples:

- Utility bill, such as electricity or telephone.
- Bank statement with address.
- Business license with address or phone.

(Upload photo or PDF file and Next)

image-1668780196062.png

After business verification is complete, it will NOT be possible to change the company's corporate name, address, phone number, website, or tax number.

## Get a verification code.

Choose an option to request the verification code.

Examples:

- Business contact phone number.

- Business contact email address.

Email domain and web address must match

image-1668780310043.png

Enter verification code.

image-1668780605266.png

If you receive your business verification confirmation, that means you're done. Confirmation may not come immediately. In that case, you will receive a notification when the review is complete. You can also check your status in the security center.

image-1668780645446.png

---

Revision #2

Created 23 February 2023 15:43:15 by Alejandra Vega

Updated 30 March 2023 20:06:44 by Mauricio Coronel