# How do I link identification to my Entity?

In Swim Central, it is a requirement that the club contact, as listed in Swim Central, uploads proof of identity as per the instructions below. This allows Swim Central's payment system Stripe to recognize your entity as a legitimate payee, and will then process funds to the account details you have set up in Swim Central.

This particularly applies to entities who receive larger payment sums, but it is strongly recommended that all entities do this regardless. You can check if you have uploaded Identity documents by going to the Entity Home screen. If there is a black cross under the *Identity Documents Provided* you will need to complete all the steps in this document.
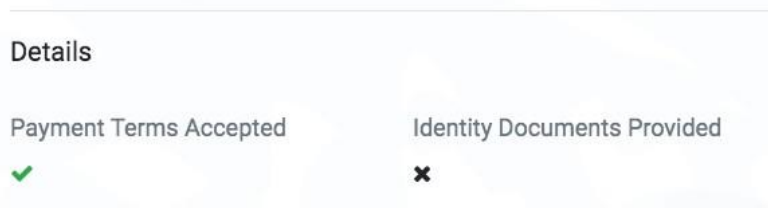
How do I set up the Stripe platform for payment?

The Stripe platform is like a bank account and has been developed with similar requirements, including the need for certain identification (ID) to be provided and verified by the system prior to the payment of funds. The types of ID in Australia that can be used for verification include:

- **Passport** - if using the photo page, this is the only ID required (as one JPG or PNG file)
- **Driver's license** - both the front and back of the license are required to be uploaded to Swim Central (as two JPG or PNG files)
- **Identity card** - both the front and back of the licence are required to be uploaded to Swim Central (as two JPG or PNG files).
  These types of ID's MUST be in colour.

How do I upload my ID documents to Swim Central?

ID documents, as **JPEG** or **PNG** files, are required to be uploaded to Swim Central via the My Documents library. Once you have linked these documents to your entity page they are then stored within the Stripe system and they can be immediately deleted from your My Documents folder and therefore will no longer be accessible or visible within Swim Central.
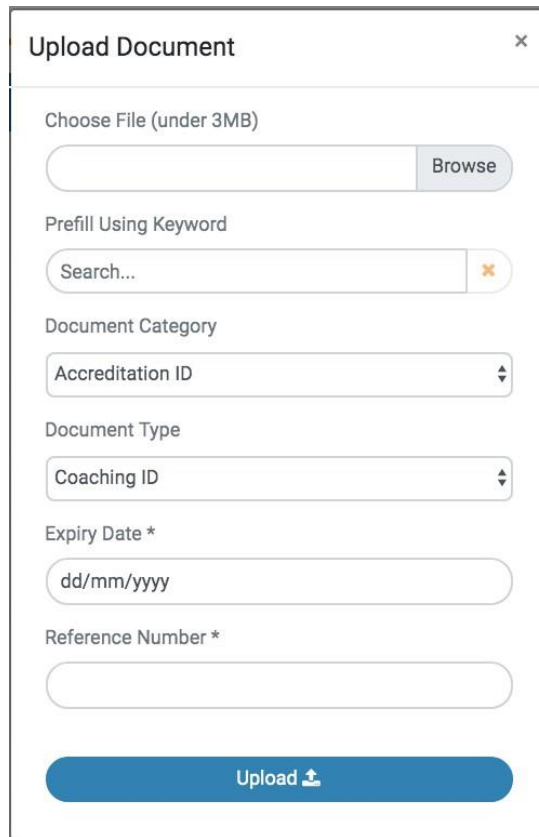
1. Log-in to Swim Central and click on your icon.
2. From the *Welcome screen* click **My Documents** then **Upload** in the next window

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You will be presented with the following screen.
3. Click on Browse and locate your **JPG** or **PNG** identification file.

In the dropdown menu, select the following:
-   **Identification** in the *Document Category*
-   Choose the correct *Document Type* (e.g. Driver's license, passport etc.)
-   Enter the **expiry Date** of your identification document
-   Enter the **Reference Number** of your identification
-   Click the blue **Upload** button

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1. Go back to the *Welcome screen* and Click on the blue **Entity Management** icon and then click on the entity in *My Associated Entities* List.

2. Click on the orange **Entity Home** icon and in the *Details* section click on **Edit** then click the second option along, **Contact**.
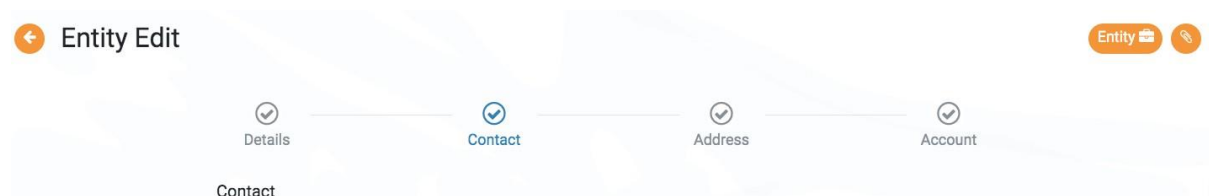
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3. Your club contact details should prefill. If you click the dropdown arrow on *Identity Document 1 (JPEG or PNG)* your document file will appear for selection. If you selected your license as your identity document you will see the 2nd document in *Identity Document 2*.

4. Click **Save** and you will notice there is now a green tick in *Identity Documents Provided*
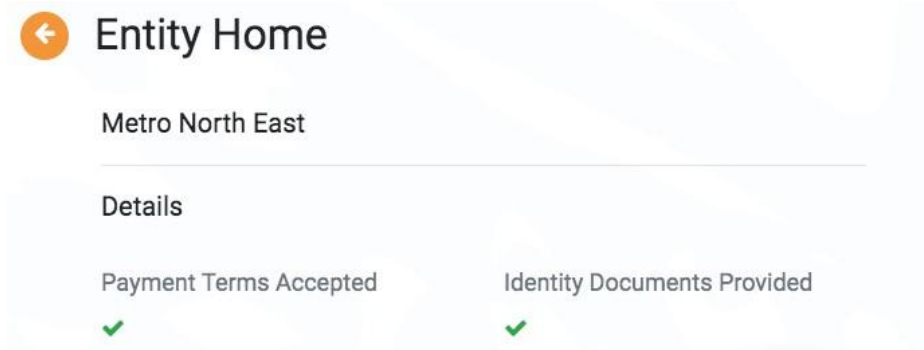
How do I delete my ID documents from My Documents?

1. Go back to the Welcome Screen and click **My Documents**
2. Under the **Identification** folder you will see your previously uploaded files. Click on the red bin icon then click on **Delete** in the next pop up window.