

# Onboarding Guide

## WeTravel

# Supplier Accounts



### Account Creation

#### Required Actions

- ☐ Create your account by clicking the “accept invitation” link in your invite email

#### Best Practices

- ☐ Begin the account verification process [here](#) (when logged in) per [these instructions](#)
- ☐ Protect your account using a [password manager and 2-factor authentication](#)
- ☐ When logged in, configure [general settings](#) in your profile (e.g., add profile photo, link your terms & conditions)



### Account Verification

#### Required Actions

- ☐ Begin the account verification process here (when logged in) per [these instructions](#)

#### Best Practices

- ☐ When logged in, visit the [Suppliers tab in your account's Payments center](#) to view your existing connections on WeTravel, or create new invitations.
- ☐ Bookmark our Help Center ([English](#) | [Spanish](#))



### Making A Payout

#### Required Actions

- ☐ Review the [payout methods available](#) on WeTravel and begin by setting up standard payouts: [USD](#), [GBP](#), [EUR](#), [CAD](#), [AUD](#), or [ZAR](#) (note: this will only be possible after account verification)
- ☐ Beyond “standard payouts,” investigate additional payout/transfer methods (as your operations require) including [instant payouts](#) to your USD debit card, loading USD to your [WeTravel card](#), making [Supplier Transfers](#) directly within WeTravel, or sending [wire transfers](#) to any accounts around the world

#### Best Practices

- ☐ When logged in, get acquainted with the reporting sections of your account ([Payments](#) and [Dashboards](#))
- ☐ Connect with your peers in our Facebook Groups for [Tour Operators](#), [LatAm Travel Companies](#), and/or [Retreat Leaders](#)
- ☐ Stay up to date on features releases & improvements by bookmarking our [Product Hub](#)