Groupon Goods Marketplace
Self-Service Onboarding Guidance

Welcome to Groupon Goods Marketplace Self-Service Account Creation! Please follow along below for a step-by-step guide to setting up a new account on Gateway.

---

1. Go To The Gateway Sign-in Page And Click "*Want A Groupon Goods Marketplace Account On Gateway? Sign Up Here.*"

2. Please Fill Out The Information Requested To Create A New Account.

Enter your business email address as you will use this to login to your new account. *This email cannot be associated with an existing Groupon Gateway account.*

Your password must be at least 6 characters.

When you are finished, please click **Next**.

You will need to **verify** your email address before you can login. *Please check your inbox (as well as junk and spam folders) for an email with the subject line, "Groupon Goods Marketplace - Confirm Your Email."*

3. You Should Now Be On The First Step Of The Onboarding Flow.

Review the **Things You'll Need** before continuing to the next steps.

Read the **Merchant Agreement and Certification Statement** before moving on. *You can access these again, for reference, after you have completed onboarding.*

Note that you can **Save & Sign Out** at any time if you wish to complete onboarding at a later time.

4. On The Next Page, Enter Your Business Information.

Your **Store Name** will be customer-facing on your deal pages. *This is not your Legal Business Name. You will enter that later.*

Make sure your **Business Address** is entered exactly and correctly. *Incorrect zip codes and missing suite numbers may cause issues with validation.*

5. Next, Enter Your Fulfillment Information.

Set-Up Your Account

Business — Fulfillment — Payments — Tax — Review

Your Fulfillment Information

Select your shipping option
◉ National Shipping

Shipping Carriers

Note: Groupon supported carriers list for your reference.

Fulfillment/Shipping Address
☐ Same as business address

Business Shipping Location 1

Country
United States

State
Select

Street 1
Address Line 1

Street 2
Address Line 2

City
Ex: Chicago

ZIP Code
Ex: 99999

[Back] [Save & Continue]

If your **Fulfillment Address** is the same as your **Business Address**, please simply check the "**Same as business address**" box and the following fields will be auto-populated with the information you provided in the previous step.

Review the supported shipping carriers by clicking and viewing the "***supported carriers list.***" Orders must be shipped with one of our supported shipping carriers to ensure payment eligibility.

6. Complete Your Payment Details.

Set-Up Your Account

Business — Fulfillment — Payments — Tax — Review

Your Payment Information

Tax Identity

Legal Business Name (Associated with TIN)
Ex: ABC Inc

Tax Identification Number (TIN)
Ex: XXX-XX-XXXXX

Bank Details

Name on Bank Account
Ex: John Smith

Bank Country
United States

Bank Name
Ex: Bank of America

Bank Account Number
Ex: 12345-67890

Routing Number
Ex: 123456789

Payment Related Communication

Accounts Receivable Email
Ex: email@domain.com

[Back] [Save & Continue]

Your **Legal Business Name** must match the business name on your TIN record exactly. *Note that spacing, punctuation, and capitalization of the **Legal Business Name affect TIN validation**. Do not include extra spaces or unnecessary punctuation.*

Your **Tax Identification Number (TIN)** must match the **Legal Business Name** you entered in the previous field. *You can only attempt 2 TIN combination saves or edits before you are blocked from trying again for a period of 24 hours.*

Your **Bank Deposit Details** must be US-based. *These details should also correspond with the Legal Business Name listed on your account.*

7. Setup Or Connect An Existing Avalara Tax Account.

Set-Up Your Account

Business — Fulfillment — Payments — **4** Tax — **5** Review

Your Tax Information

Link my Avalara AvaTax account to Gateway

Avalara AvaTax Account Number

Ex: 1234567890

License Key

Ex: 1234567890

Continue

Link My Avalara AvaTax Account

Create an Avalara AvaTax Account

Don't have an Avalara Tax Account?   Create an Account.

Back   Save & Continue

You will be prompted to connect an existing **Avalara AvaTax** account. If you do not already have an Avalara account, you can create one.

In order to create a new Avalara account, your previously entered business details have to be accurate; they cannot be associated with any existing Avalara accounts.

8. Finally, You Will Review All Of The Account Information Submitted.

Set-Up Your Account

Business — Fulfillment — Payments — Tax — **5** Review

Review your information

Things You've Submitted

Legal Name, Business Address and Contact Information	Store Name, Warehouse Address and Customer Service Information	Bank Name, Country, and US-based Deposit Information	US-based TIN and Avalara AvaTax Account Information

Please review all your information below and confirm to setup your account.

Business Information   Edit

If you need to edit any information from previous steps, click the **Back** button or click the **Edit** button next to each section.

If everything looks good, click **Continue**. The last page of Onboarding provides you with some useful information on using Gateway and details our expectations of you.

Once you've reviewed the information, click **Get Started** to begin selling on Groupon Goods Marketplace! You should receive a welcome email shortly after clicking **Get Started.**

9. Now You're Ready To Get Started On Groupon Goods Marketplace!
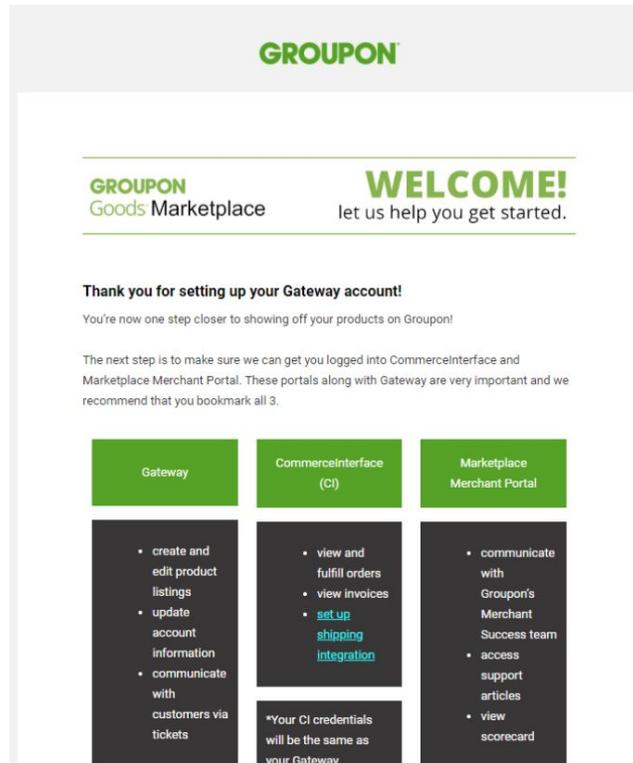
- Your welcome email should contain some helpful links to manage your account Gateway and Commerce Interface (CI).

- CI is our order fulfillment portal and you will need to do a [password reset](#) before logging in for the first time.

- Please utilize our helpful [Order Fulfillment Guide](#). You will learn more about how to navigate and use CI in this guide.

- You will also need to set up a Support account [here](#) to open tickets to our Merchant Success team. Please use the same email address used to create your new account.

- Please visit our Goods Marketplace Guide Documents [here](#). You will find guides on Product Creation, Customer Ticketing and more.