

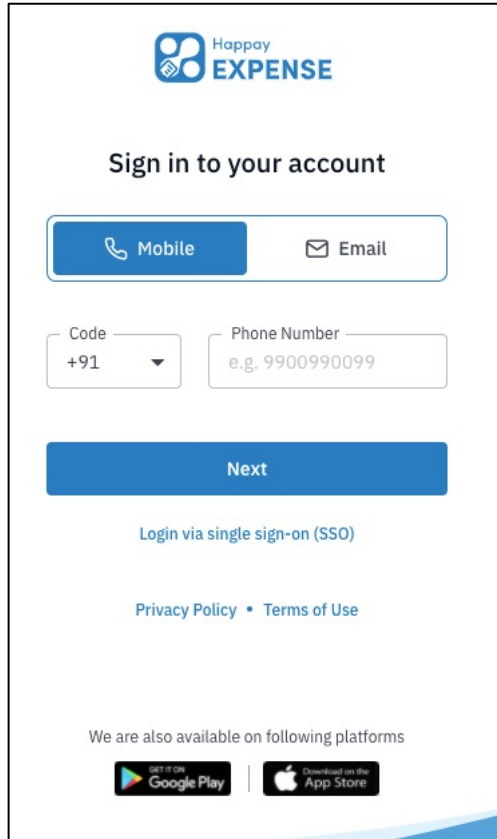


happy

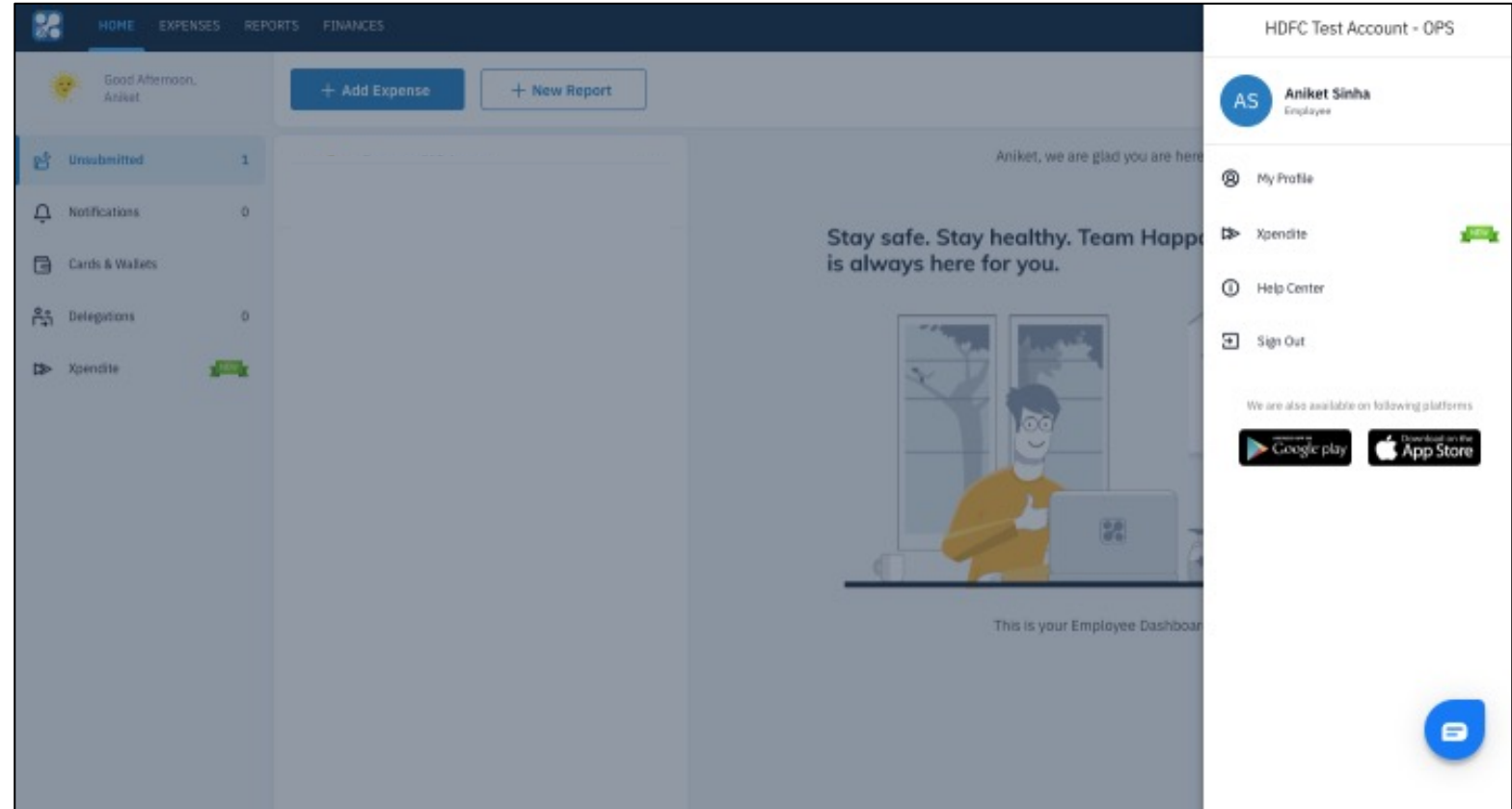


Detailed Step-by-Step guide on

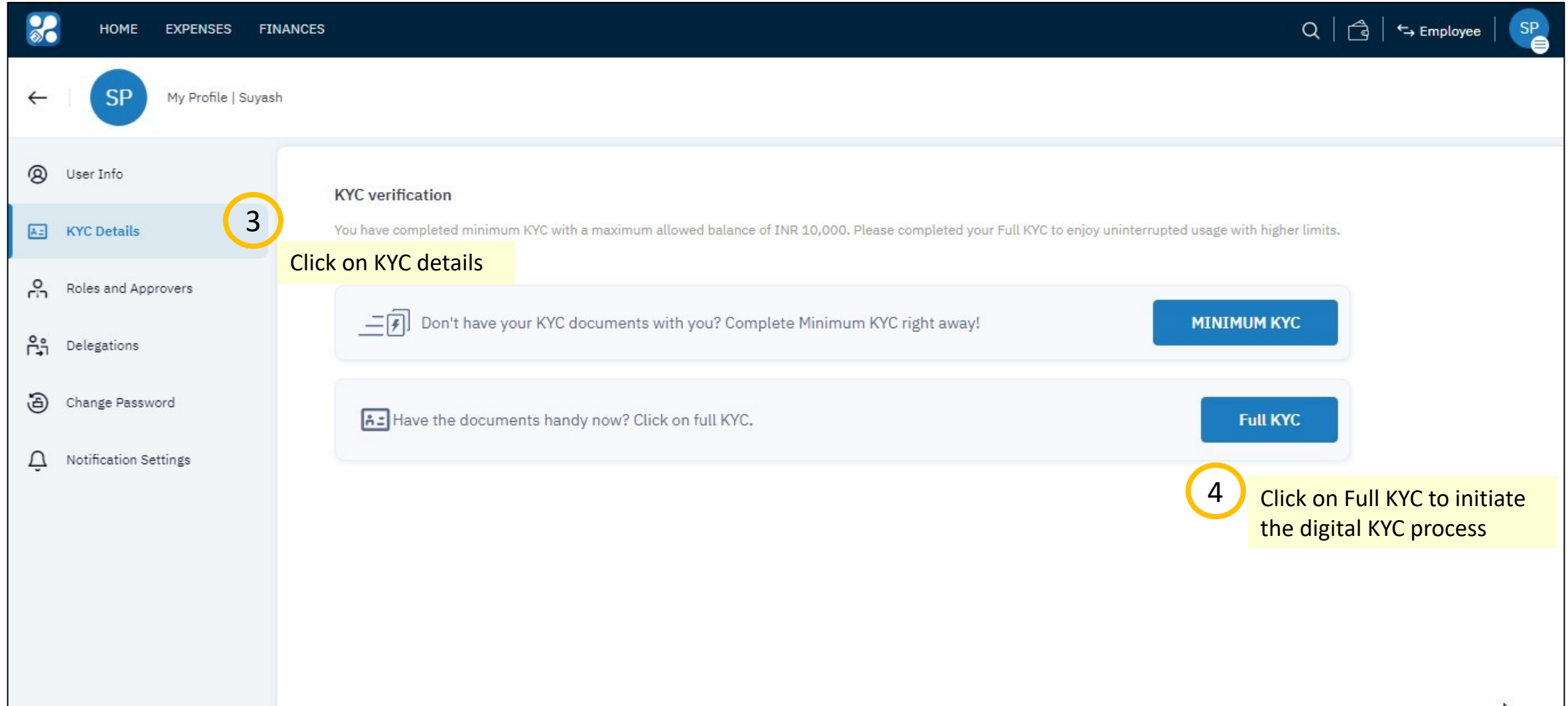
HOW TO COMPLETE YOUR KYC



1. Sign in to the Happay Dashboard using your Mobile number or Email id



2. Click on My Profile to access your Profile details



HOME EXPENSES FINANCES

SP My Profile | Suyash

User Info

3 KYC Details

Roles and Approvers

Delegations

Change Password

Notification Settings

KYC verification

You have completed minimum KYC with a maximum allowed balance of INR 10,000. Please completed your Full KYC to enjoy uninterrupted usage with higher limits.

Click on KYC details

Don't have your KYC documents with you? Complete Minimum KYC right away! **MINIMUM KYC**

Have the documents handy now? Click on full KYC. **4** **Full KYC**

Click on Full KYC to initiate the digital KYC process



Full KYC Verification

Welcome 🙌

Once you are ready, click on the START button to begin

Digital KYC

Documents required :

Photo: Your Photo

Identity Proof: PAN card/Driving License/Voter ID/Passport/Self attested Aadhaar card

Address Proof: Driving License/Voter ID/Passport/Self attested Aadhaar card

Note: It is compulsory for food wallet users to submit PAN card in ID proof.


Find out how to prepare above documents for upload >

Once you are ready, click here to begin. Verification might take up to 1 working day.

START


5

Go through the instructions and click on START to initiate the KYC process

←  **Digital KYC**


Personal Details
Please upload your photo and provide your date of birth.

Name : Suyash Pathak
Email : suyash.pathak@happay.in


 [Check how to upload Photo >](#)


Your Photo

Date of Birth

07/07/1997 

Capture, Upload or Drag & Drop

 **Capture**

 **Upload**


PDF, JPEG or PNG up to 2 MB

6 Fill your Date of Birth and Upload / Capture and submit your Photo

Digital KYC Steps

- 1 Personal Details
- 2 Identity Proof
- 3 Address Proof

Cancel **Next**



←  Digital KYC

Identity Proof

Select the document type to upload.

Note: It is compulsory for food wallet users to submit PAN card in ID proof. Any other Proof of Identity will be rejected.


Identity Document
Aadhaar Card


 **Find out how to upload Aadhaar >**  Watch

**Aadhaar number needs to be masked and self-attested*

Aadhaar Copy: Photo side

Capture, Upload or Drag & Drop

 **Capture**

 **Upload**

PDF, JPEG or PNG up to 2 MB

Consent for Sharing Aadhaar

I hereby read & accept the consent voluntarily


Enter Aadhaar Number


Aadhaar Number*
e.g. XXXX XXXX 2345

7 Upload / Capture the ID proof document and fill in the details *

← Previous Cancel Next

Digital KYC Steps



-  Personal Details
- 2** Identity Proof
- 3 Address Proof

←  Digital KYC

Address Proof

Select the document type and provide your address details.


Address Document
 Aadhaar Card


 [Find out how to upload Aadhaar >](#)  Watch

*Aadhaar number needs to be masked and self-attested

Aadhaar Copy: Address side

Capture, Upload or Drag & Drop

 Capture

 Upload

PDF, JPEG or PNG up to 2 MB

Fill following details

Aadhaar Card Number*
 e.g. XXXX XXXX 2345

Address

Address Line 1*
 e.g 3rd Floor, Sigma tech park

Address Line 2*
 e.g Varthur Road

Zip Code*
 e.g 560066 Enter Zipcode to auto-fill fields below.

City*
 e.g Bangalore




State*
 e.g Karnataka

Country
 INDIA

7 Upload and Capture the address proof document and fill in the details *

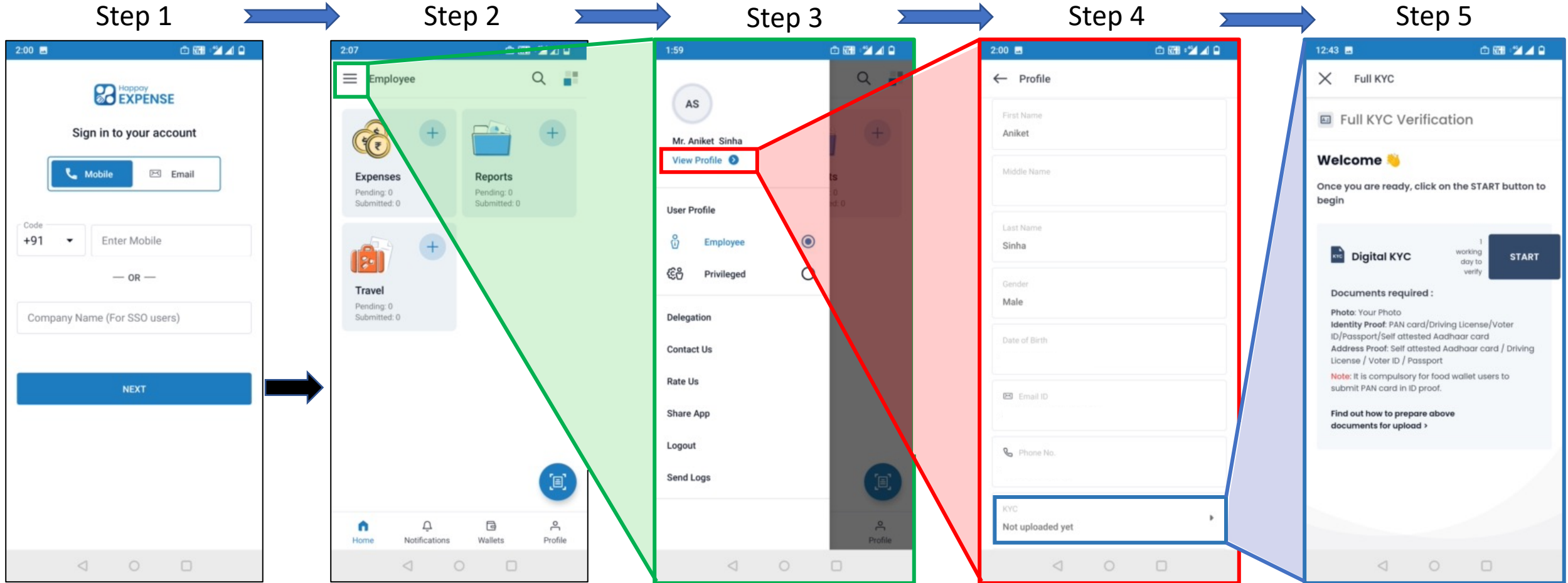
← Previous * It is mandatory to complete all steps before submitting. Submit

Digital KYC Steps

-  Personal Details
-  Identity Proof
- 3**  Address Proof

* Important Points:

- If you are submitting the same document for “ID proof” and “Address proof”, you can capture / upload the photo side in “Identity proof” section and address side in “Address Proof” section.
- If you are submitting **different document for “ID proof” and “Address proof”**, you **must upload both sides of the document** in both “Identity Proof” and “Address Proof”.
- Please go through the instructions thoroughly in order to avoid KYC rejection.
- If you are a food wallet user, it is mandatory to upload PAN card in Identity Proof. Any other proof of Identity will be rejected.



1. Login in the Happay Expense App using your Mobile number or email id

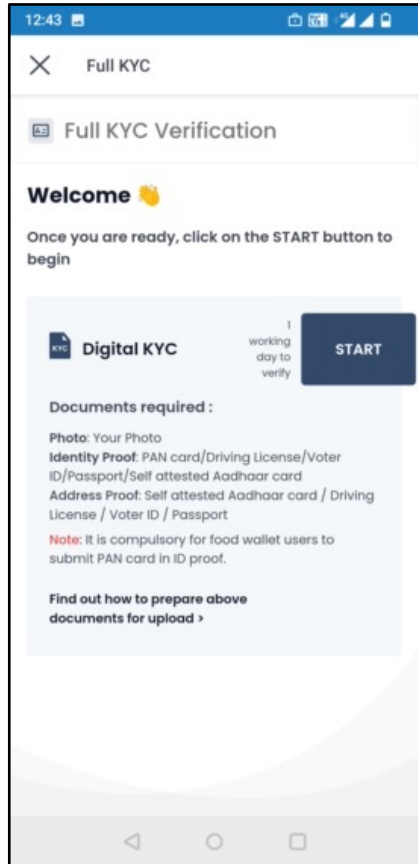
2. Select the top left Hamburger icon to explore more options

3. Select View Profile

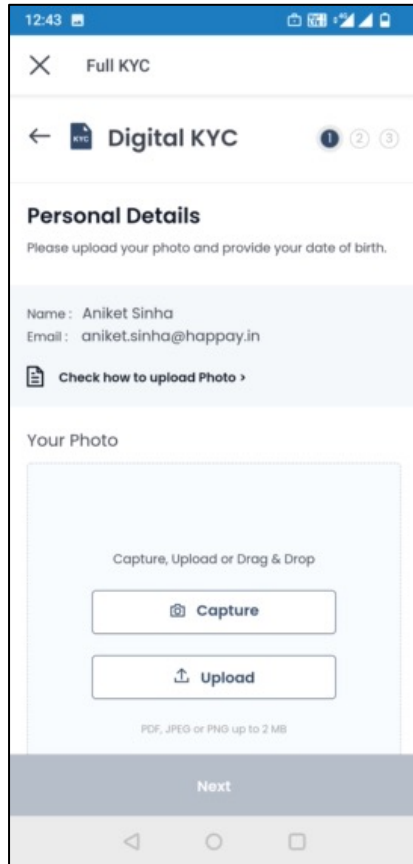
4. Scroll down and select KYC. Select Full KYC to initiate the KYC process

5. You will be redirected to Full KYC page to complete the digital KYC process

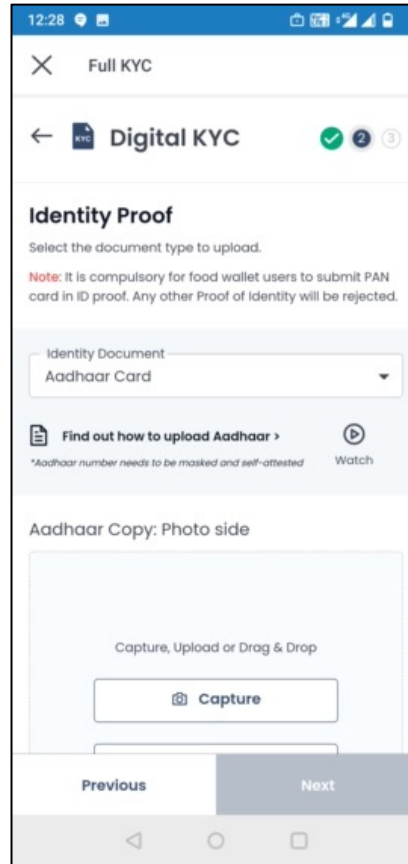
Step 5 → Step 6 → Step 7 → Step 8



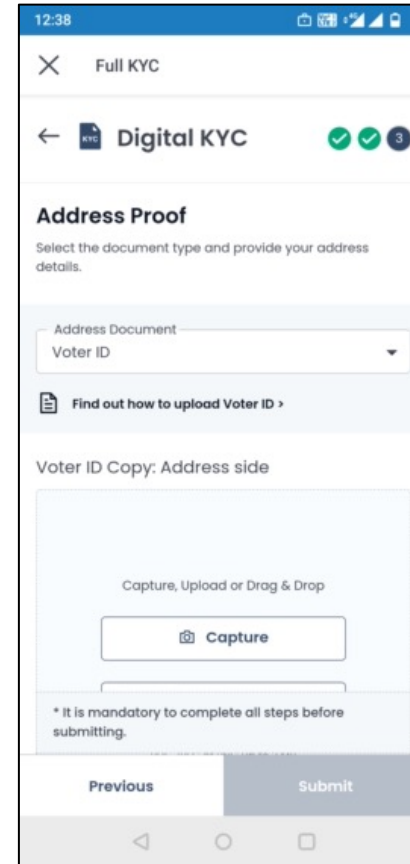
5. Go through the instructions and select "START"



6. Upload / Capture your Photo



7. Upload / Capture the ID proof document and fill in the details *



8. Upload and Capture the address proof document and fill in the details *

* Important Points:

- If you are submitting the same document for "ID proof" and "Address proof", you can capture / upload the photo side in ID proof section and address side in Address proof section.
- If you are submitting **different document for "ID proof" and "Address proof", you must upload both sides of the document** in both "Identity Proof" and "Address Proof".
- Please go through the instructions thoroughly in order to avoid KYC rejection.
- If you are a food wallet user, it is mandatory to upload PAN card in Identity Proof. Any other proof of Identity will be rejected.

THANK YOU