# How to Verify Your Identity to Accept Payments

**Category:** Settings and Preferences
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**Reading Time:** 3 min

Before MyFunRun can process online payments for you, the account owner must verify their identity once. This guide walks through every step so your school can collect online donations and registration payments. It only takes a few minutes.

### Why is identity verification needed?

Your school's money goes to the school, but you're the one who creates and manages the fundraising account. Verifying confirms you're a real, authorized person. It protects the school, your students and supporters, and every payment from fraud and impersonation. Financial regulations and our payment partners require it. It doesn't mean the funds belong to you or make you personally responsible, and your information is used only for verification, security and compliance.

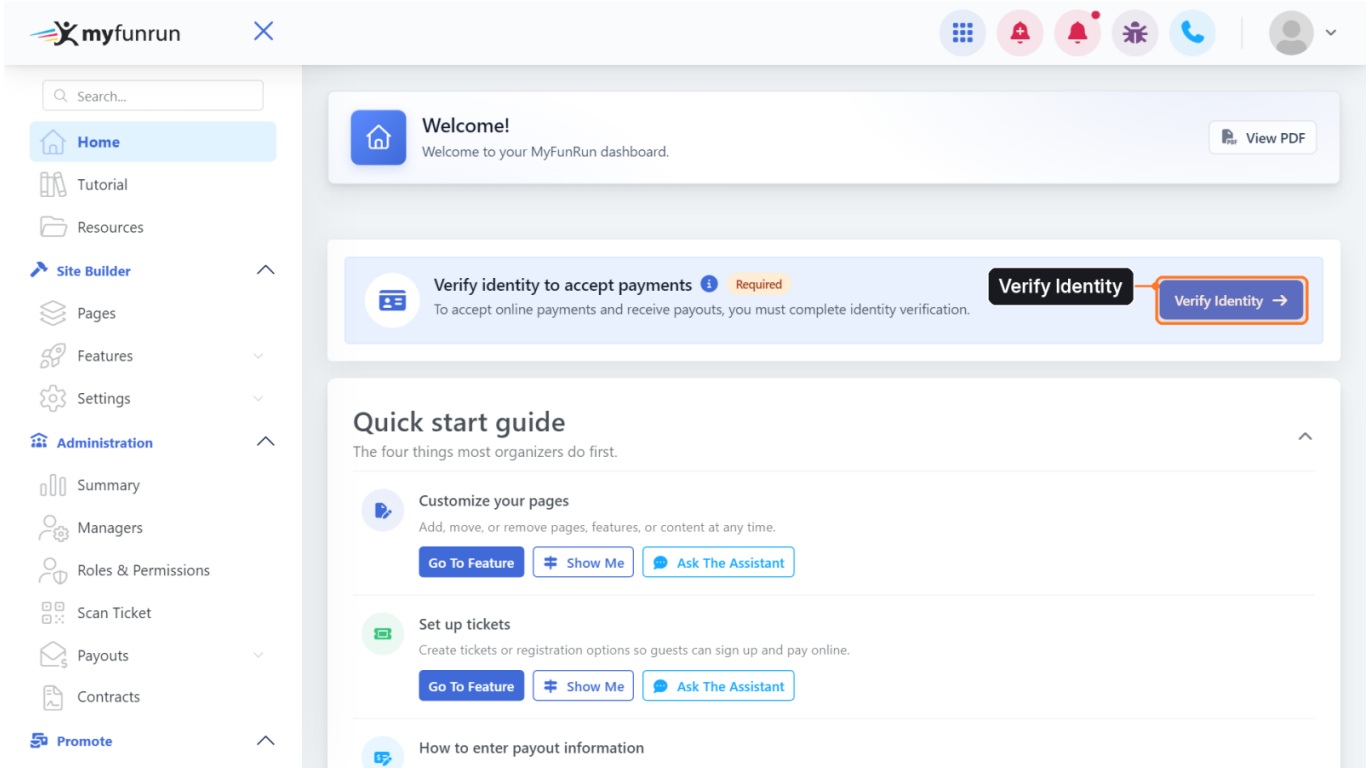
### What you'll need

- A valid government-issued photo ID (driver's license, state ID or passport)
- A device with a camera (computer webcam or phone)
- A well-lit area with a plain background

### Steps

#### 1. Open the verification card

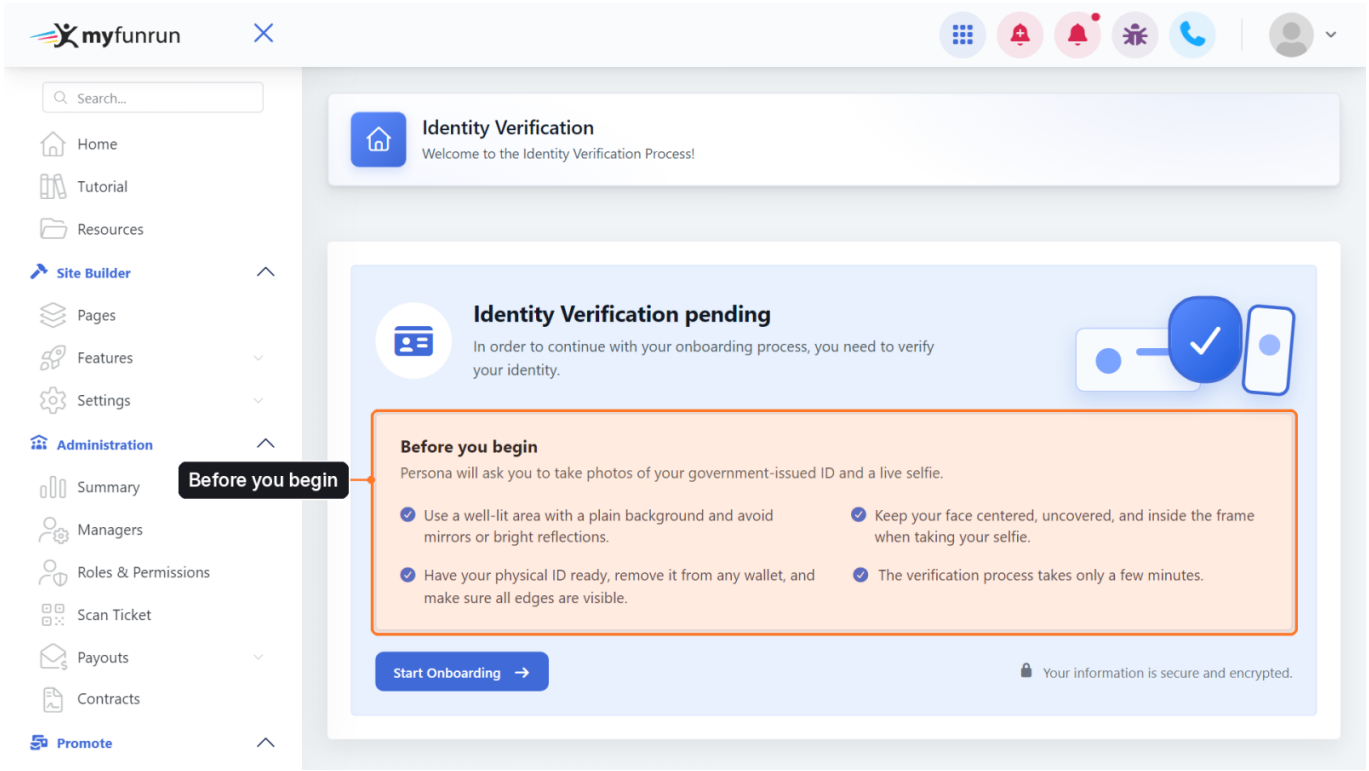
On your dashboard **Home**, find the card **Verify identity to accept payments** and click **Verify Identity**.




Open the verification card

**2. Read the Before you begin checklist**

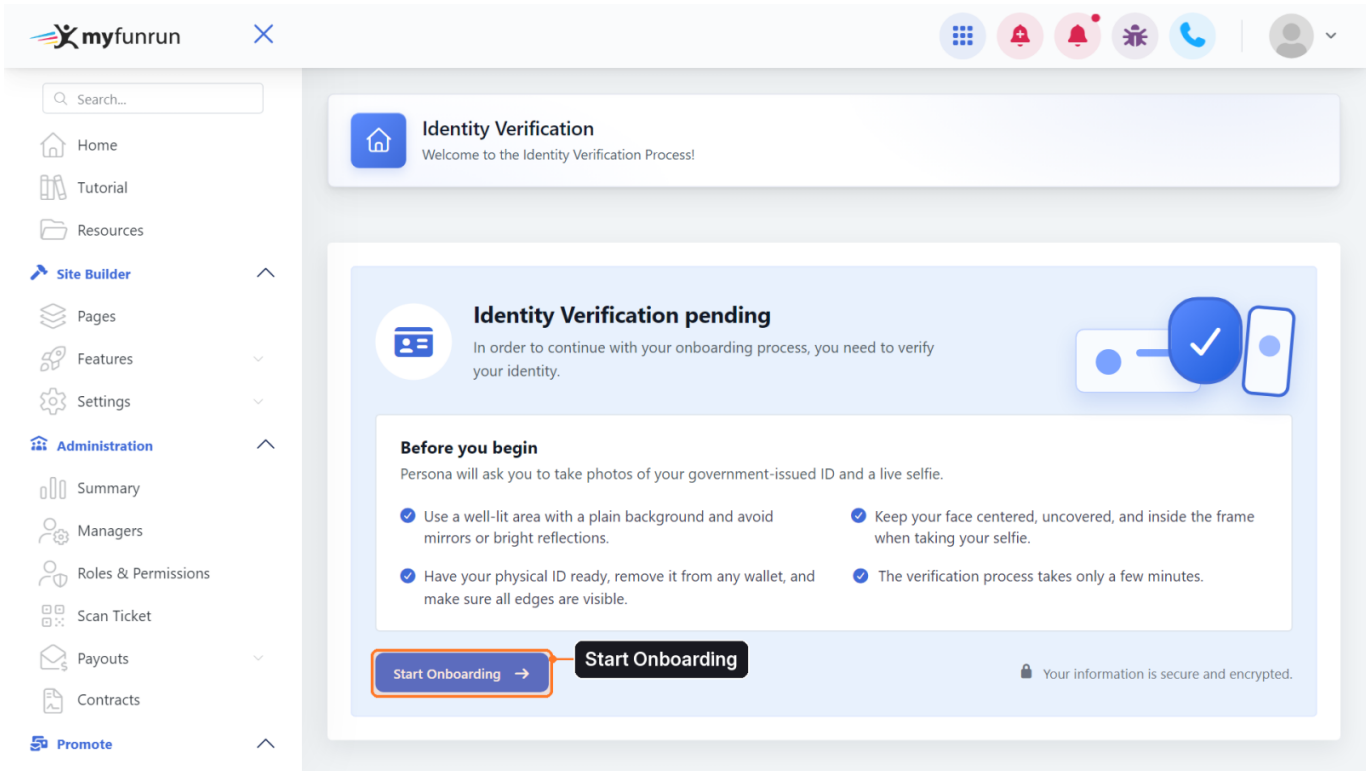
The **Identity Verification** page opens. Read **Before you begin**: you'll photograph your government-issued ID and take a live selfie. Use a well-lit spot with a plain background (no mirrors or bright reflections), have your physical ID out of any wallet, and keep your face centered and uncovered.




Read the Before you begin checklist

**3. Click Start Onboarding**

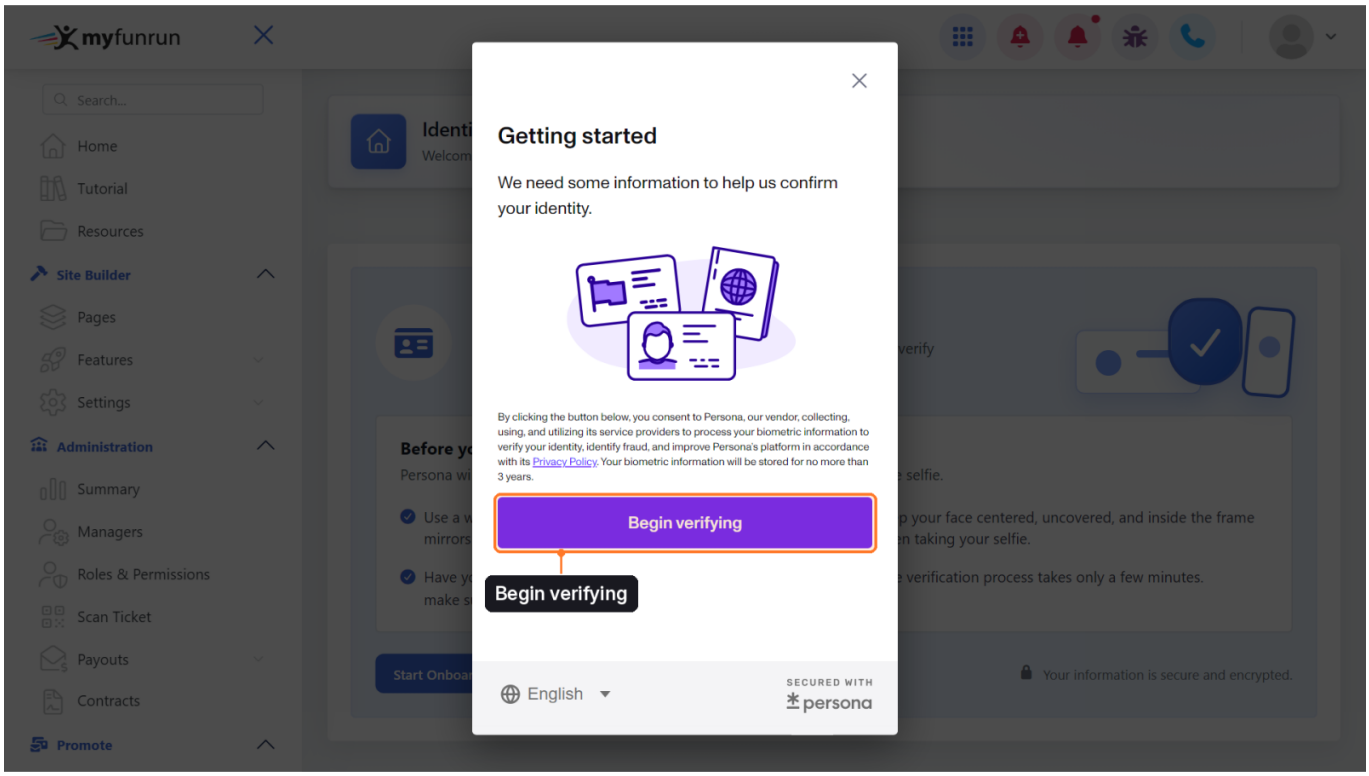
When you're ready, click **Start Onboarding**.




Click Start Onboarding

**4. Begin verifying with Persona**

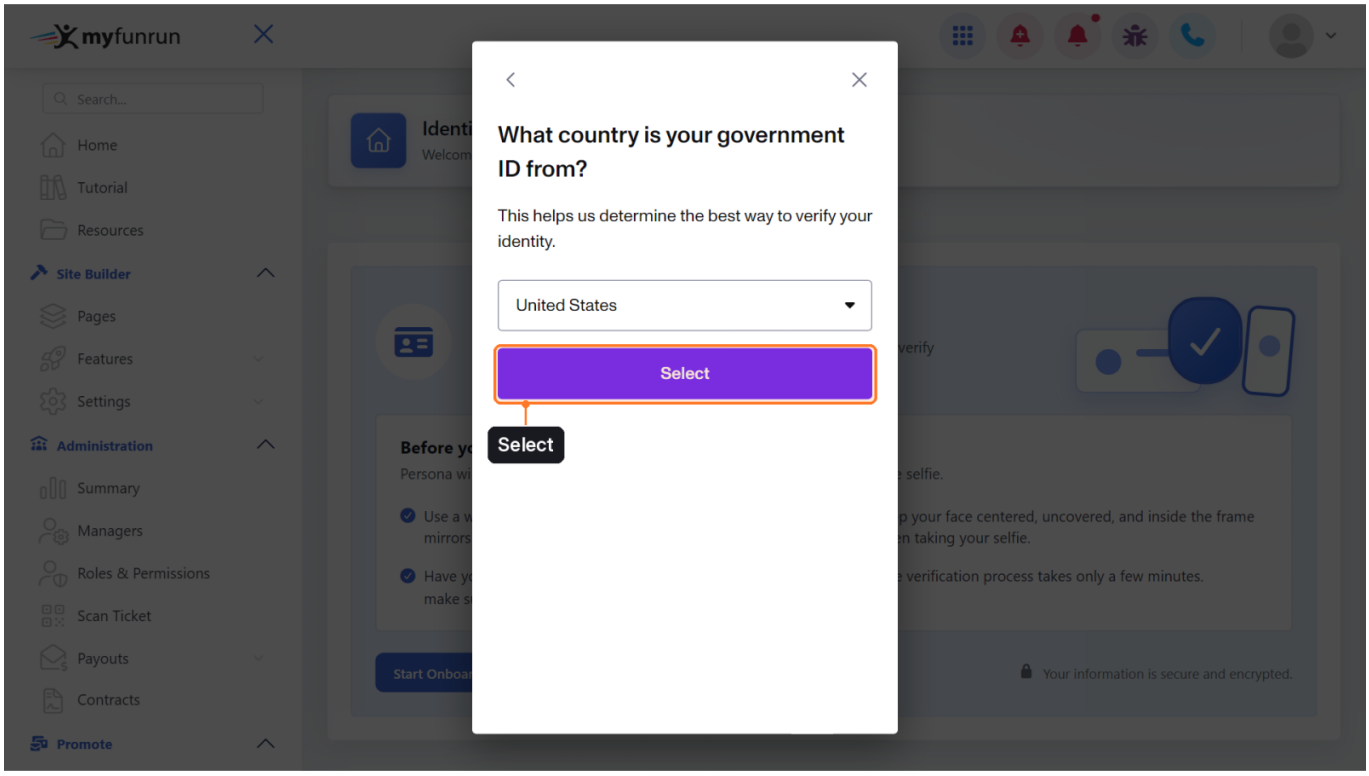
Our verification partner, Persona, opens in a window. Read the consent text, then click **Begin verifying**.




Begin verifying with Persona

**5. Choose your ID's country**

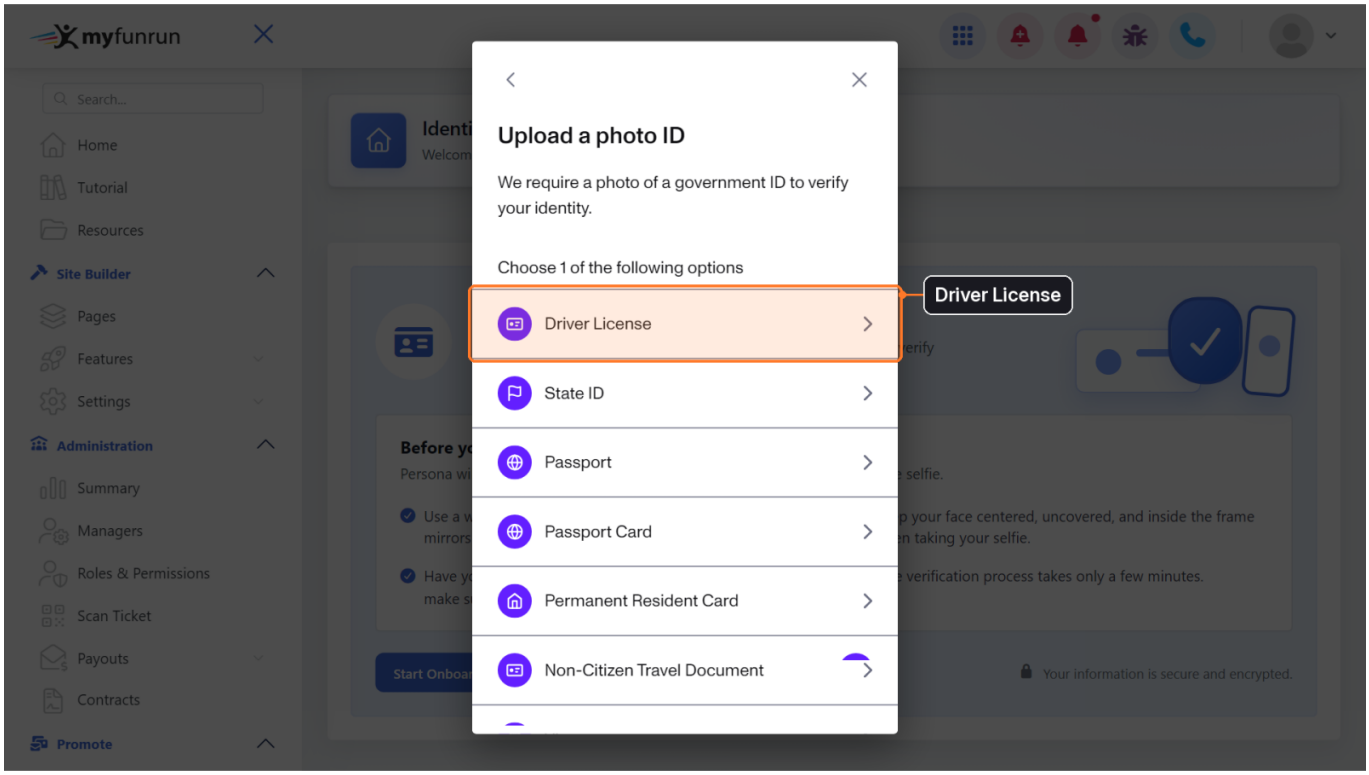
Select the country that issued your ID, then click **Select**.




Choose your ID's country

### 6. Choose your ID type

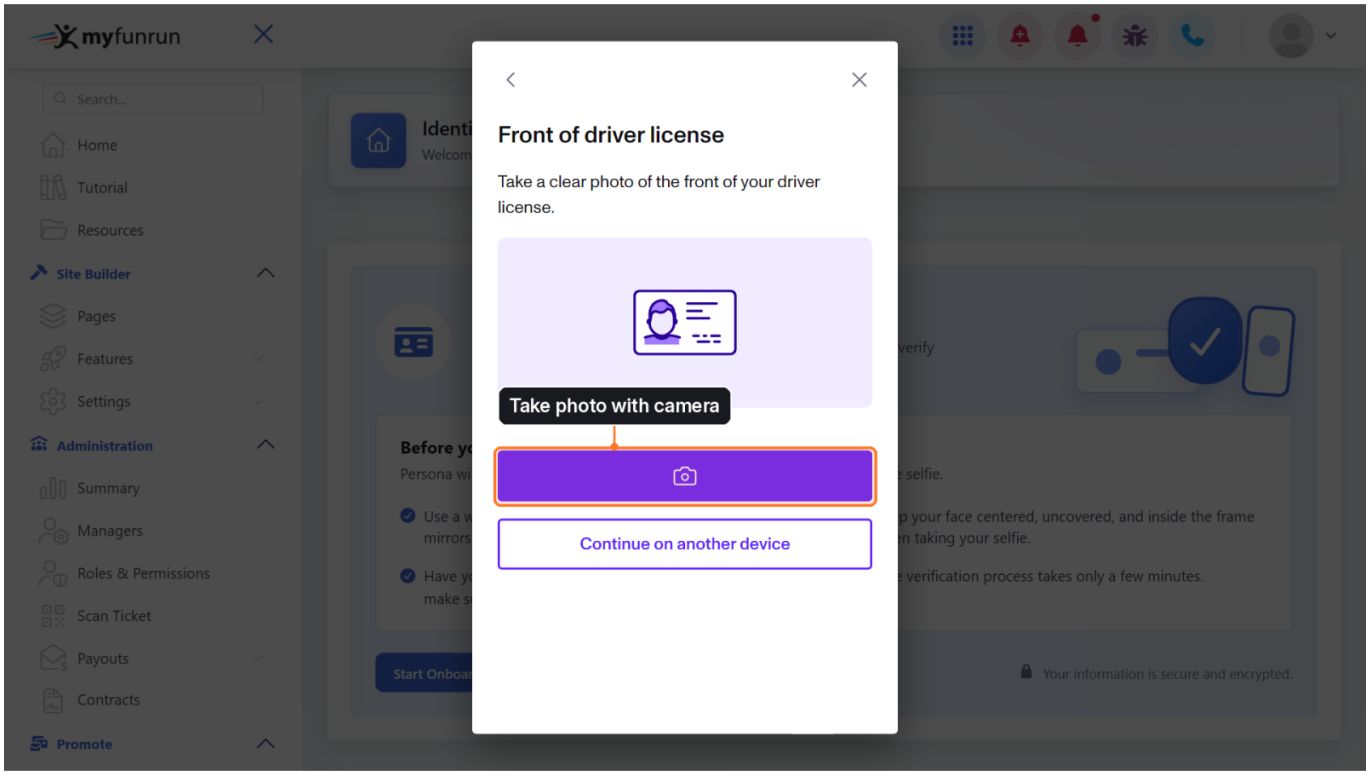
Pick the type of ID you'll use, such as **Driver License**, **State ID** or **Passport**.




Choose your ID type

### 7. Photograph the front of your ID

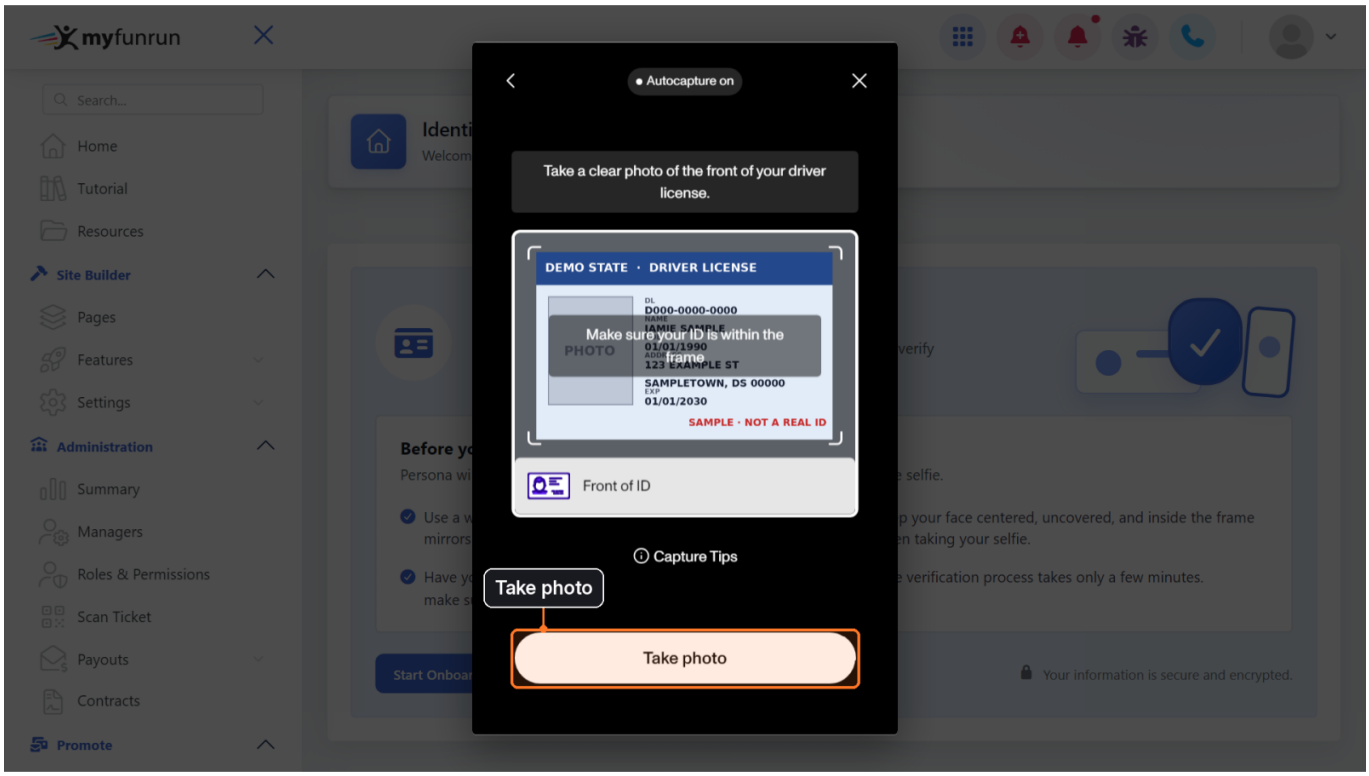
Click **Take photo with camera**. You can also choose to continue on another device, like your phone.




Photograph the front of your ID

**8. Capture the ID**

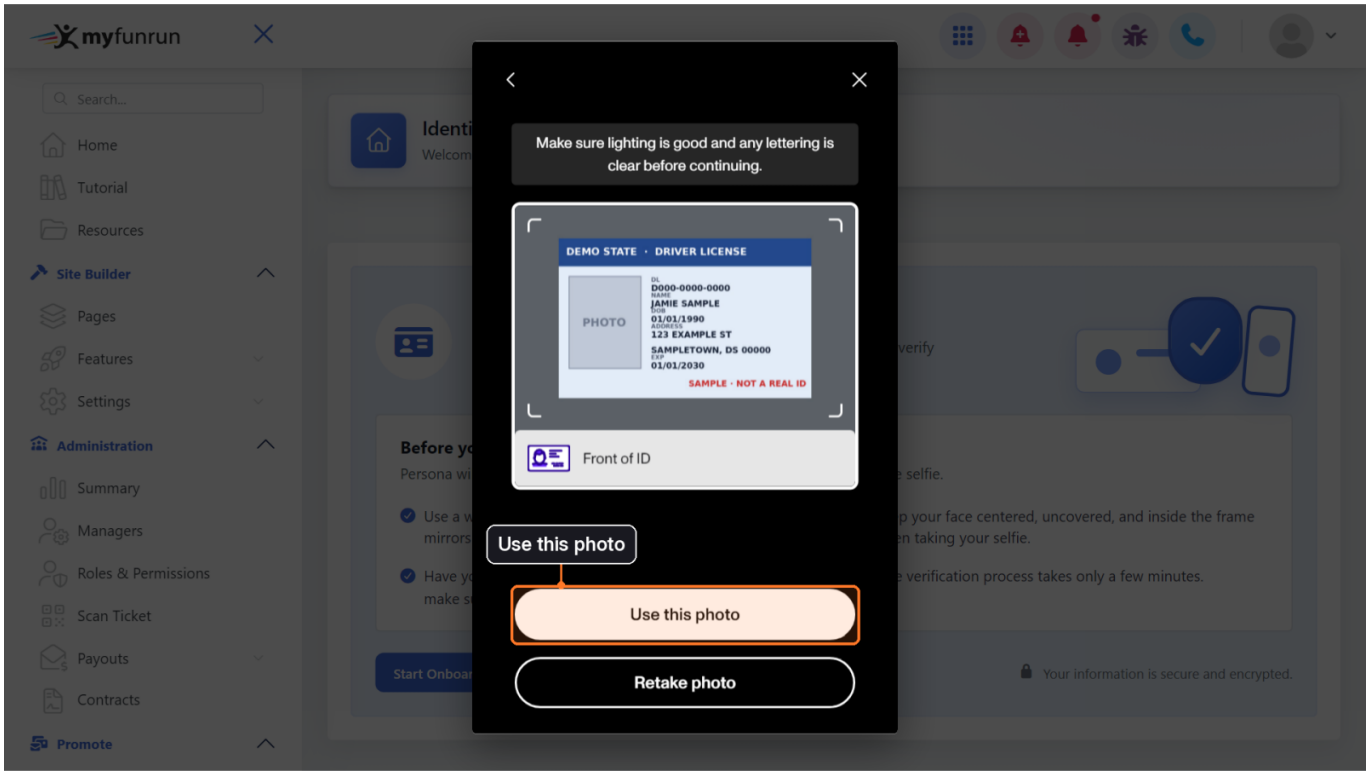
Hold your ID inside the frame. Autocapture usually takes the photo; if not, click **Take photo**. If Persona asks for the back of your ID, repeat for the back.




Capture the ID

**9. Review the photo**

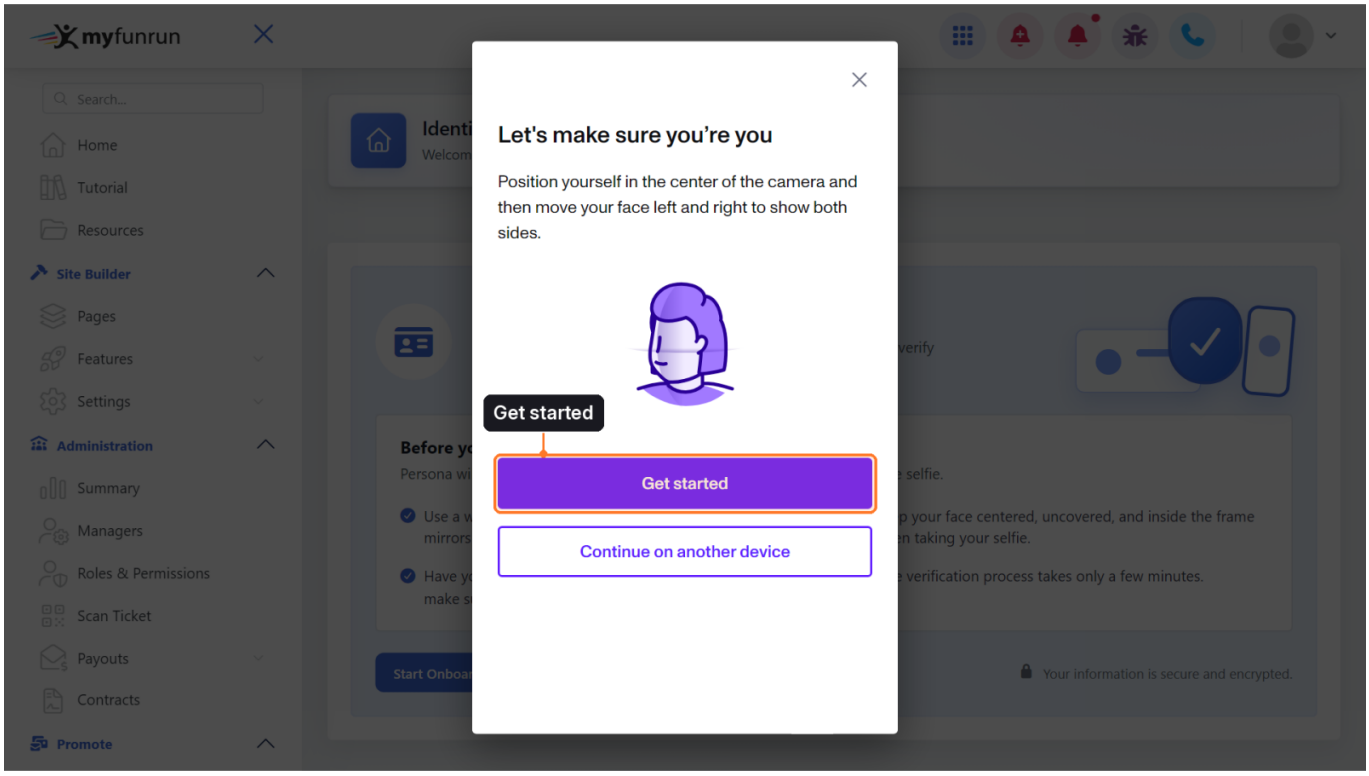
Check that the photo is sharp and all four edges are visible, then click **Use this photo** (or **Retake photo**). Persona processes your ID for a moment.




Review the photo

**10. Start the selfie**

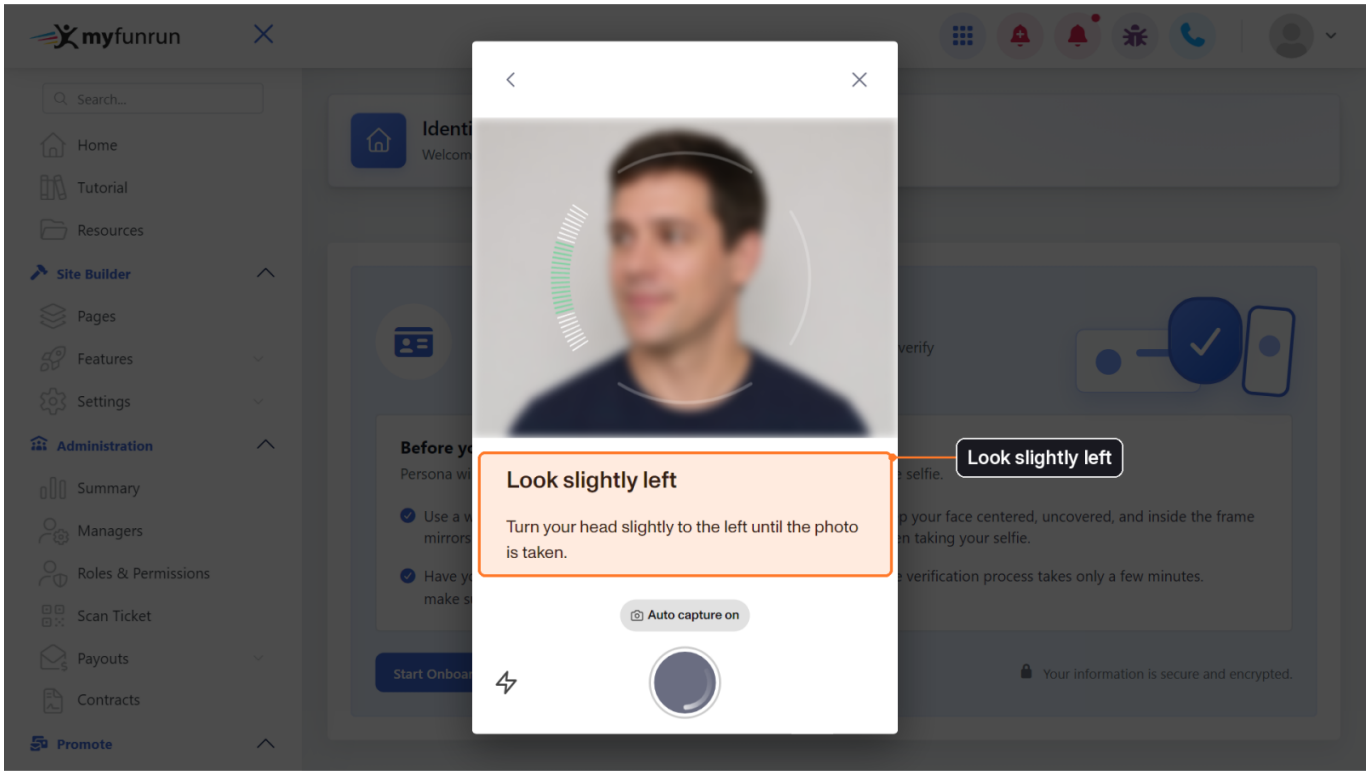
Persona now confirms it's really you. Click **Get started**.




Start the selfie

**11. Follow the selfie prompts**

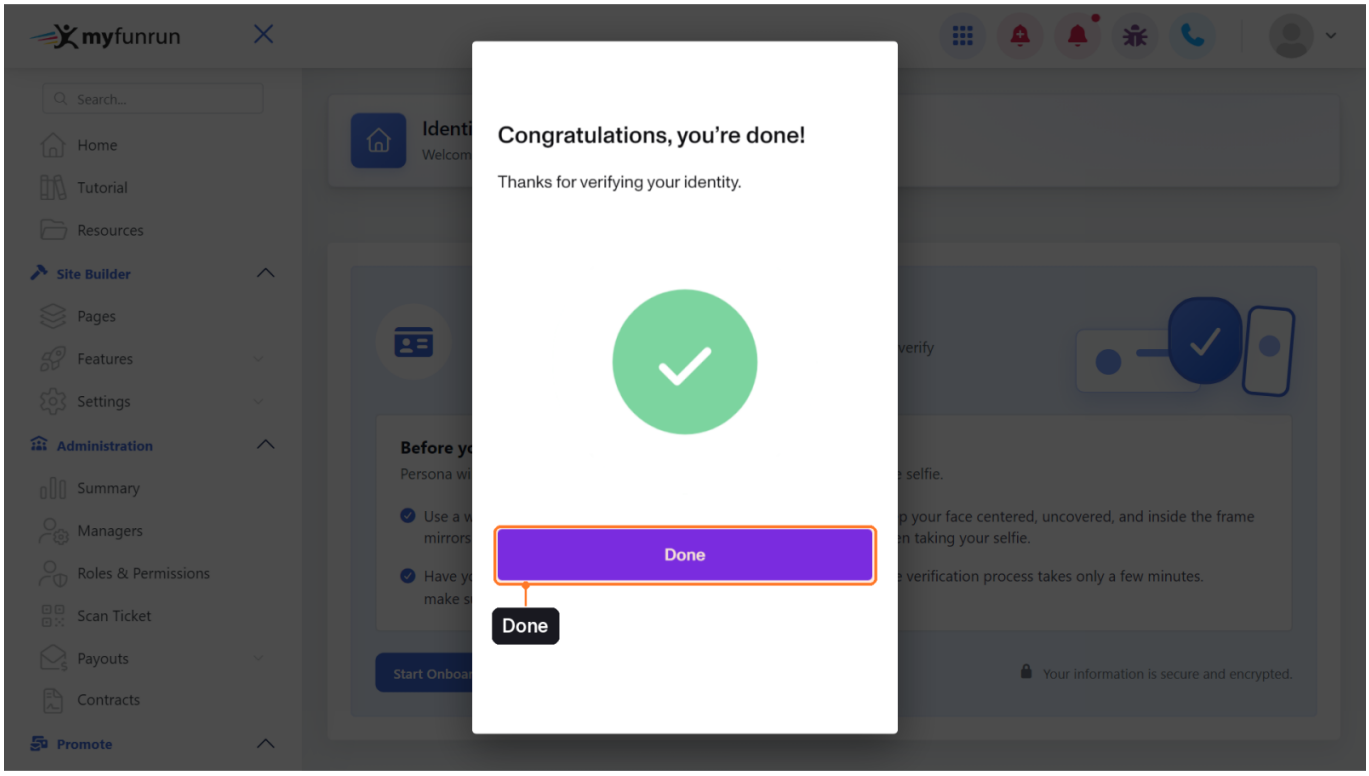
Center your face, then follow the prompts to look straight, slightly left and slightly right. Each photo is taken automatically.




Follow the selfie prompts

### 12. Finish

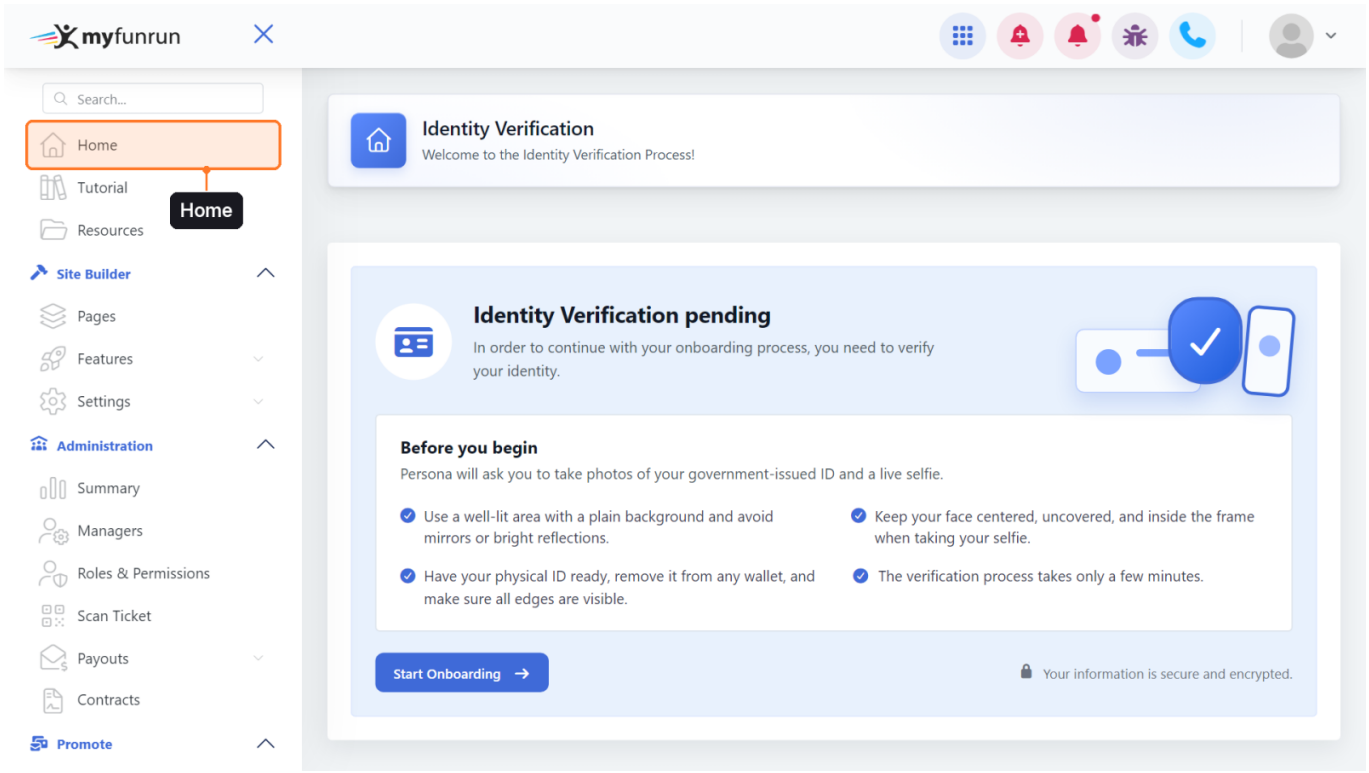
When you see **Congratulations**, click **Done**.




Finish

### 13. Return to Home

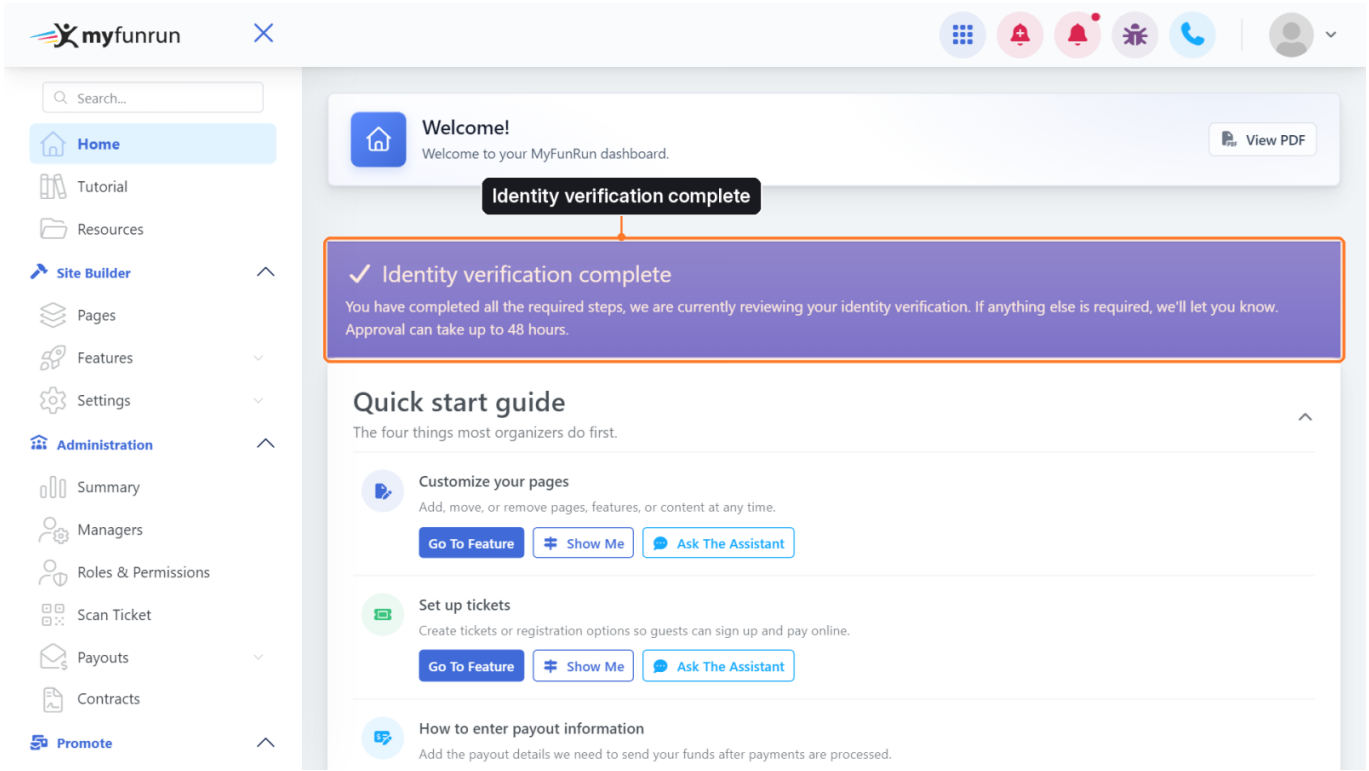
You're back on the Identity Verification page. Click **Home** in the left menu.




Return to Home

### 14. Check your status

Your home page now shows **Identity verification complete**. Approval usually takes a few minutes, but may take up to 48 hours. If it takes longer, please contact our support team.




Check your status

### Tips

- If the window closes before you finish, click **Start Onboarding** again; Persona picks up where you left off.

- Remove glare: tilt the ID slightly away from lights and avoid mirrors behind you.
- Need help? Contact our support team from the phone icon at the top of your dashboard.