



How to complete the Bambora Merchant Application

Your Chamber Market profile is ready for you to complete the Bambora merchant application and start selling your products/services.

[ONLINE Process (For vendors who do not sell restricted items)]

To expedite the process please ensure you have these documents ready:

- a. Two pieces of ID: driver's license, passport, healthcare card (for Section 6)
- b. A bank document: voided check, direct debit form, or bank statement (for Section 7)
- c. A completed [PCI Compliance form](#)

To learn more on what to expect during Bambora's online application process, view this [Application Sample](#)

You can log in here: <https://coaldale.chambermarket.ca/> and click the little person icon beside the Sign-Up button.



User name: [their email address]

Password: ChamberMarket1

1. Once logged in to your Dashboard, you can go ahead and **Change Your Password**. Please make note for future access.
2. Select **Account Settings** from the person icon, *or* **Manage Business** from your Dashboard.
3. On the left side of your screen, click on **Products & Services**.
4. From the tabs across the top, click on **Payment Processing**.
5. Enter your promo code **SHOPLOCAL** in the corresponding field and click **Apply**.
6. Proceed to the merchant application process by clicking on the **Apply Now** button. This process should take approximately 30 minutes to complete.

After the application process:

1. You will receive two emails with the following subject lines from Bambora within 48 hours of completing the application process.
 - a. "Your account is LIVE!" - **Please forward this email to the ChamberMarket.ca Team at bambora@wisebox.solutions.**
 1. Following the notification from Bambora, we will reach out with a separate email, with a subject line of "coaldale.ChamberMarket.ca Payment Processing - [Your Business Name]" to inform you when payment processing is enabled for your business on the system
 2. "Next step: create secure password"
 - b. Login to Bambora, and set your secure password

Bank Account Verification:

After your account goes live with Bambora, you will need to verify your account. This is done via a penny drop verification process. Bambora will deposit \$0.01 into your account, in the description of this deposit, there will be an eight-character code.

1. Login to Bambora at www.bambora.com and enter the eight-character code. This will complete the account verification. Please note: until verification is done, no funds will be deposited from Bambora into your account.

SUPPORT:**For help onboarding your business to ChamberMarket.ca:**

Kindly contact the Coaldale Chamber at:

info@coaldalechamber.com or (403) 345-2358

For help with Bambora on ChamberMarket.ca:

Kindly contact the ChamberMarket.ca Team at the following contact information:

bambora@wisebox.solutions or 1-888-792-1117

For help with Bambora usage outside of ChamberMarket.ca:

Kindly use the following resources:

1. help.na.bambora.com
2. [Submitting a ticket](#)
3. 1.833.BAMBORA

*[PAPER Process **For vendors who sell restricted items, such as alcohol or cannabis**]*

Please review the [restricted businesses & prohibited items](#) information.

To learn more about the application for restricted items sales, please review the set-up document.

To expedite the process please ensure you have these documents ready:

- a. *[Choose the appropriate TD set up document to send and print off]*
[ChamberChannel – TD – Set up \\$0](#) **OR** [ChamberChannel – TD – Set up \\$25](#)
- b. A completed [PCI Compliance form](#)
- c. An official, printed void cheque for each currency (no counter cheque accepted)
- d. Two pieces of ID per owner/principal (one with photo - driver's license, passport)
- e. Alcohol/Cannabis Sale/Producer License or confirmation of supplier for drop shipping.
- f. Bank document with 3 - 6 months processing history
- g. If you are incorporated: a Certificate of Incorporation / If you are a non-profit: a non-profit Certificate of Registration **AND** a list of board members/ If you are a Partnership: A Certificate of Partnership