

Google Workspace Referral Program

Payment profile set-up guide



February 2021



Add Banking Details




Add Banking Details

In the Partner Payment Profile (pay.google.com), Partner Pam will need to confirm / enter banking details post signup.


In *Payments Profile* navigate to the *Subscriptions & Services* tab, then click **Manage** under the *Billing Account Label*.

Subscriptions & services | Payment methods | Addresses | Settings

Subscriptions and services

 Billing Account Label - Example - 1234
Paid monthly if the total is at least \$0.00 (your payout threshold)

[Manage](#)

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[Manage](#)



Add Banking Details

In the *Billing Account Details* tab select **Add Payment Method** under the *How you get paid* section.

A screenshot of the Google Workspace Billing Account Details page. The page has a navigation bar at the top with tabs for 'Subscriptions & services', 'Payment methods', 'Addresses', and 'Settings'. The main content area is titled 'Subscriptions and services > Billing Account Label - Example - 1234'. It contains three main sections: 'Your earnings' showing a balance of \$0.00, 'Transactions' with a 'View transactions' link, and 'Settings' for the account. The 'How you get paid' section is highlighted with a red box and a red arrow pointing to the 'Add payment method' button. The button is a blue link with the text 'Add payment method'.




Add Banking Details

Partner Pam will fill out the required bank details and select **Save** once complete.

NOTE: The Bank Account currency must match Billing Account Currency

Payment methods > Add payment method

Add a payment method

 Add a bank account ▼

Bank account must be located in United States and in US Dollar currency.


Name on bank account ⓘ

Account type ▼

Savings

Routing number

Account number



ROUTING # ACCOUNT #

By continuing, you agree that you have read and accepted the [Electronic Communications Policy](#).

Save Cancel



Existing Banking Details



Existing Banking Details

If the Partner payments profile already exists and banking details have already been added, the information will be pre-populated but **the Bank Account must be designated as the Primary disbursement account for the new Billing Account.**

To select existing Bank Detail, set as “Primary” or add a new Bank Details by clicking “Add Payment Method”

Send or request money Subscriptions & services Payment methods Addresses Set

Subscriptions and services > Cloud Manual Seller - USD - Test - 3 > Payment methods

Savings **** 57
VALID_BANK_ACCOUNT
⚠ Verification pending

None ▾ Remove Verify

Toggle to "Primary"

+ Add payment me

Thank You