



Onboarding Checklist

- Paperwork completed
 - ACH
 - Terms & Conditions

- ExpressCheck Installation
 - Merchant processing
 - POS Install

- Staff Training
 - POS ExpressCheck training
 - Tutorial – Video
 - Patron Adoption language
 - “Pay with ExpressCheck and get a \$5 credit in the app”
 - “Pay & Go right on your phone & get a \$5 credit today in the app”
 - Server Incentive
 - Flash Incentives
 - Venue Incentives - whoever signs up the most patrons doesn't roll silver.

- Collateral - signage is out

- Marketing - Restaurant Resources Page - Media Kit
 - Post on your social
 - Like & Follow CityCheers on Social Platforms
 - Add ExpressCheck icon to your website next to other social links
 - Send email to your current customers
 - Add QR to your menu
 - Add QR code to your receipts

- Schedule follow-up meetings
 - 1 week
 - 2 weeks
 - 30 days