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VERAE TIME × ZAPIER

Sign up

site/packages/zapier-user-docs/82-signup-zapier-portal.md

2. Sign up for a Verae / zappier account

You need an API key **before** you can connect Zapier.

1. Open the customer portal (`/portal` on the zappier host your operator gave you).
2. Choose **Create an account**.
3. Enter name, email, and a password of at least 8 characters.
4. You start on the **Free** plan and receive an **API key immediately**.
5. Copy the key. It is sent as `x-api-key` on every Zapier request.
6. Signup also **registers you on Verae central** and stores a stable `veraeUserId` on your account. That id rides every internal hop (billing, authz, job watch) so CS/sales and the chain can see the same person. You never paste the Verae JWT into Zapier — that token stays on the server (`tokenRef` on NATS).

If your company already created an account (you received a key by email), sign up with the **same email**. The existing plan and key are kept; your password is attached to that account.

After signup

- **Dashboard** — usage this month, included credit, billable overage, prepaid balance.
- **API & pricing** — live rate card (free / fixed / variable per operation, including batch).
- **Invoices** — draft / issued / paid.
- **Billing** — reload \$1–\$10,000; prepaid is drawn down automatically. Customer-service can add goodwill credits; sales can set a per-customer multiplier; accounting can export invoices to QuickBooks (IIF/CSV).
- **Security** — optional 2FA.

Regenerating the API key **invalidates the old one immediately**. Update the Zapier authentication field or every Zap step will 401.

Simulator: action **Sign up (zappier portal)** then **Connect Zapier app**.