

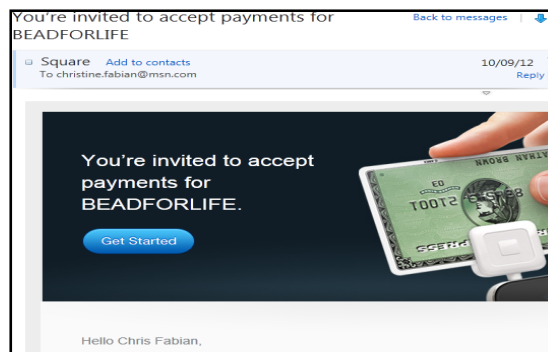
Using the Square

Square is an electronic payment system that allows users to accept credit card payments on mobile devices (iPhone, iPad, iPod touch, or an Android device).



STEP 1 - Sign up

- When registering for your Bead Party check the box on the registration page to let us know you want a Square mobile credit card reader with your Bead Party.
- If you have already registered and didn't include this in your registration, please email BeadParty@BeadforLife.org with your name, email address and a request to use the Square reader.
 - Note: If your Bead Party package has already shipped out to you, email us and we will provide further instructions.
- You will receive an email from Square [norepy@messaging.squareup.com] within a few days of your registration inviting you to accept payments for BeadforLife. Example email:



STEP 2 - Establish your Account

- Click the **Get Started button** in the invitation email, to be connected to BeadforLife's account. **IMPORTANT:** This is the **ONLY** way you will be able to accept payments on BeadforLife's behalf. If you create your own Square account the payments will not be directed to BeadforLife.
- Fill in all of the information requested and complete your request by clicking "continue." We will send you a card reader (if requested on your registration), but you can have one sent to your house for free.

Accept payments on behalf of BEADFORLIFE.
By signing up for a Square account below, you'll be able to accept payments for BEADFORLIFE on your Android or iPhone using the free Square Card Reader.

Sign up for a Square account.

Email address Create password Confirm password

Please send me a free card reader. I have a card reader.

First Name Last Name

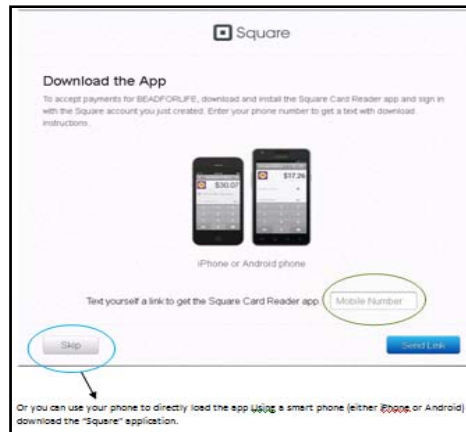
Street address Apt/Suite

ZIP Code Enter ZIP for city and state

By continuing, I agree to Square's [User Agreement](#) and [E-Sign Consent Agreement](#). I understand that the email address I provided above will be shared with the owner of the Square account for

STEP 3 – Download the Phone App

- After you create your Account you will see this screen:



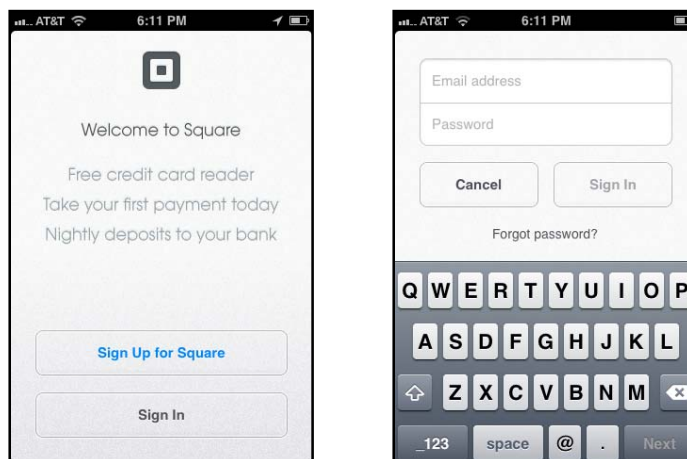
- Fill in your phone number in the box provided and select the “Send Link” button. This will send a text to your phone with directions on downloading the Square Card Reader App.
- OR
- Choose “Skip” and download the Square Card Reader App from an app store (Google Play or Apple).

After completing these steps you have successfully signed up for Square!

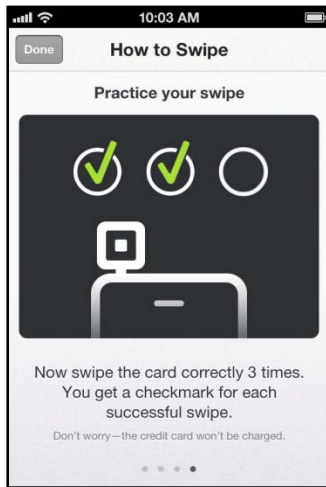
How to Accept Payments using a Square Device

STEP 1 – Sign into the Card Reader App

- Open the App on your mobile device and sign-in using the email and the password you established.



- Insert the Square device into the headphone jack of the mobile device.



Practice taking Payments (optional)

Accepting credit card payments using Square card reader is simple. One way to improve the accuracy of your card swipe is to practice with your own card.

Here's how:

1. Tap silhouette icon on the top left corner of the app
2. Tap "support" in the list of account settings.
3. Select the "How to Swipe" button.
4. Follow prompts
5. When you have obtained 3 green checks tap done
6. Tap done again to return to the payment screen

STEP 2 – Enter the total purchase amount

- Using the keypad, enter the total transaction amount.
- Swipe the guest's card through the card reader with a moderately fast swipe.

NOTE: Sometimes you may have to swipe the card more than once for the card to be read by the card reader (use practice swipes to get the hang of it). If you are unable to use the card reader please collect payment in cash or check.



STEP 3 – Customers signature

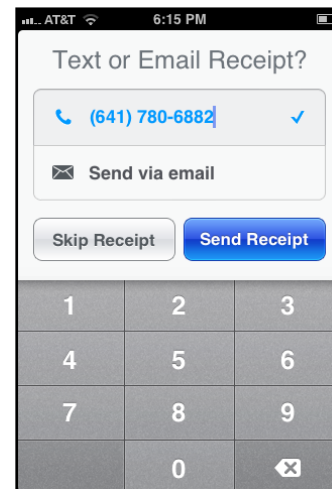
- When you have successfully swiped the card you will be taken to a signature page (below).



- Have the customer sign using the soft part of their finger and tap "Continue".

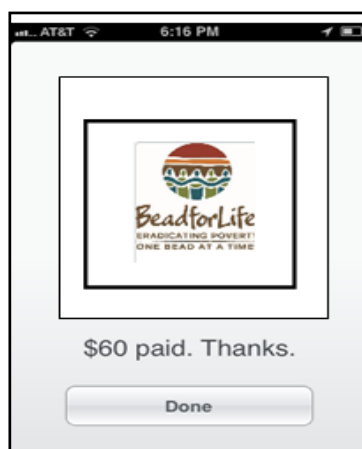
STEP 4 – Customers receipt

- If a customer would like a receipt, you can send a receipt via text message (SMS) or email.
- Enter the customer's phone number or email address. If they have made any previous purchases using a Square device elsewhere, their contact info will automatically show up.
- Tap "Send Receipt."
- The customer may decline a receipt. In that case, select "Skip Receipt."



STEP 5 – Payment confirmation

- This screen will appear when the transaction is complete. Tap "Done."



Troubleshooting

Who should I contact if I forgot my Square Password?

BeadforLife does not have access to your Square Account information. To reset your password online, click the "Forgot your password?" link at the login screen (squareup.com/login) or go straight to squareup.com/password.

What if someone's credit card won't swipe?

Sometimes the magnetic strip is no longer operable. If, after a few tries (try swiping left to right), the transaction will not go through, please request that the customer pay using check or cash. For security reasons, it is very important not to write down credit card numbers.

How do we void a transaction or issue a refund?

Unfortunately, you cannot issue a refund on site. Please email the following information (name, amount, last four digits of credit card) to Square@BeadforLife.org and we will arrange for the refund.

What if my question about Square is not shown here?

Please visit www.squareup.com/help to find answers to all your Square related questions.