

How to: Setting up your Square Reader

How many times have you had someone wanting to give you money for your fundraiser or give you a donation but they don't have any cash on them, just a debit or credit card?

With a Square Reader, you can accept tap and go cards, chip cards, Apple pay and Google pay to enable you to take payments from donors quickly and easily. The reader connects wirelessly to your smartphone or tablet via Bluetooth and is perfect for your fundraising activities. There's a single low, flat fee of 1.9% per transaction, with no long-term contracts or monthly recurring fees making it a simple way to accept payments.

If you're holding a Cake Stall, Bunnings BBQ, Stationary Bike Challenge, or themed event, you can purchase a Square card reader for \$65 from square.com or Officeworks. You simply take and away you go!



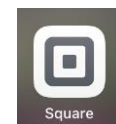
5 minutes to set up the app on your smartphone

How to set up your square reader on smart phone: <https://tinyurl.com/483mx8s9>

Setting up your account

Let's Get Started

- Download the Square, point of sale
- Select In person
- Select Complete sign - up
- Enter your email address and create a password
- Accept Seller Agreement and Privacy Policy
- Select 'Sign Up'



How would you like to take payments?

In person

Through an invoice

Through a website

Continue

Notifications

Account

What's new

Complete sign-up

Finish signing up to start taking payments.

Tell us about your Business

- What type of business is it? – **Casual Use**
- Business Category – **Other**
- Estimated annual revenue h **\$0p \$10,000**
- How do you plan to use Square? – **All of my card transactions**
- ABN – **Leave blank**
- Trading Name – **Proudly Supporting Tour de Cure**
- Business Type – **Individual/Sole Trader**
- Business Name - **Proudly Supporting Tour de Cure**

What type of business is it?

Casual Use

Business Category

Please select...

Estimated annual revenue

Select estimated revenue...

How do you plan to use Square? (Optional)

Select usage type...

ABN

^ v Done

Miscellaneous Goods
Miscellaneous Services
Outdoor Markets
Other

Lets Talk about you

- Enter your information in the tabs provided
- Business Role – Select **Sole Trader**
- **Select Continue**

Confirm your identity

- Select either Passport, Medicare or Driver's Licence
- Enter the required information
- Tick the confirm box
- **Select Continue**

Continue

Confirm your identity.

Enter your Medicare, passport or driver's licence number so that we can securely verify your identity.

Identification Document

Driver Licence

State

Driver Licence Number

Driver Licence Card Number

By ticking this box, you confirm that you are authorised to provide your personal information

Link to your bank account

- Enter Account name, BSB and Account number
- **Select Continue**

Link your bank account

Link your bank account to receive card payments and direct debit amounts you owe Square. Once your bank account is verified, card payments are transferred in one to two business days.

Note: To verify this account, we will withdraw an amount of \$0.01, then refund the charge. Make sure you have at least \$1.00 in your bank account to prevent your bank verification from failing due to insufficient funds.

Account holder

BSB

Account number

Re-enter account number

Enable device settings

- Select Enable Location services
- Select Enable Service Storage
- Select Enable phone access

Location Services

Location Services must be turned on at all times when using Square. Square needs to know where transactions take place in order to reduce the risks associated with those transactions and to minimise payment disputes.





Device Storage

Square needs to access the device storage system in order to securely process transactions and prevent malicious code from interfering with Square.

Walkthrough

- Enter \$1.00 to get started
- Now tap the charge button
- Exit walkthrough by clicking green 'X' on the bottom right hand corner
- Select end walkthrough
- Select cash – enter tender \$1.00


 ² Current Sale 

Charge \$1.00

Add Note \$1.00

1	2	3
4	5	6
7	8	9
C	0	+

Keypad Library

Now, tap the Charge button. 

Adding Items List

- Select the 'library' in the bottom right corner
- Select 'Create New' then 'Create Item'
- Enter the information for the items you will be selling e.g. -- \$10 Donation
- This will create an itemised list so you do not need to enter prices each time

Create Item		
\$10	\$10 Donation	\$10.00
\$20	\$20 Donation	\$20.00
\$50	\$50 Donation	\$50.00
Multi	Buy 5 Get 1 Free	\$15.00
Cu	Cup Cake	\$3.00

Connecting Square reader via Bluetooth LE

Watch the video : <https://www.youtube.com/watch?v=JUQ10QmGmH4>

- Ensure your device has the latest version of the Square app
- Go to your device settings and turn on Bluetooth
- Open the Square app
- Go to the menu by clicking the 3 horizontal lines in the top left corner
- Select 'Settings'
- Then scroll and select 'Card Readers'
- Select 'Connect a Reader'
- Then select 'Contactless and Chip Reader'
- Press and hold the power button on your Square reader for about 3 seconds
- When the four orange lights start flashing, release the button
- The Square app will automatically pair with the reader
- Your Square reader may go to sleep to save power. If it does simply press the power button once and the Square app will connect instantly