

Using Square

To Start

1. Order a free Square Mag Stripe Reader. It fits Apple and Android smart phones and tablets that have a lightening connector. If you prefer, the chip and contactless readers are about \$50.
2. Download the Square Point of Sale App.
3. Create an account on the App.
4. Go to Settings
 - a. Enter sales tax rate -- unless your prices include sale tax. The Falcon Heights rate is 7.375%.
 - b. Enter your bank account and other seller information.

To Take a Payment

1. Enter price on the keypad.
2. Review sale. The sales tax will have been added to the sales price if you have entered it separately.
3. Press Charge.
4. Select payment option.
 - a. If using a card, swipe the card.
5. Options for receipt:
 - a. No receipt
 - b. Email receipt. Square will find customer or enter email address.

The mag stripe reader is free when you sign up for the Square POS App, which is also free. Transaction fees are 2.6% and \$0.10 per transaction and 3.5% and \$0.15 when manually entered.

Learn more:

<https://squareup.com/us/en?v=all>

YouTube – Camrynscutecreations “How to Accept Payment at Craft Shows”

NOTE: there is no WiFi in the Fine Arts Building. Use your device as a hotspot or use Square in offline mode.