Using Square reader to accept Credit Cards for popcorn

- If you are going to sell popcorn, send an email to meadowsp@austin.rr.com and I will "Invite" you to use the 'Square' app to take credit cards for popcorn sales. When I invite you, you will be sent an email where you will have a link to download the 'Square Register' app from app store or go to https://squareup.com/app to download the app. When you accept the invite, you will create a free account login but your account will be connected to the Pack 101 account so any sales you make will automatically be deposited into the Pack Bank account. When it asks you if you want to be sent the card swipe dongle for your tablet/phone, please say "Yes". They are free and that will give the Pack a bunch of these to pass around as needed. I will also automatically be emailed each time you make a sale so I can track how much you sell for prizes. I am getting 7 of the card swipe dongles so each den will have one plus the ones that we get from creating accounts for each of us.
- Take credit cards for popcorn as a last resort. When you swipe a card, 2.75% of the sale price comes out of our Pack profit (So 41 cents will come out of the $5.25 the Pack makes on a $15 bag of popcorn). If you have to manually enter the credit card number, 3.5% + 15 cents comes out of that $5.25). So mention we take Visa, MasterCard, American Express or Discover only if the customer does not have cash or as a last attempt to make a sale. That percent that goes to Square also covers the credit card fees that businesses pay.
- The Visa, MasterCard, American Express or Discover card can be a credit card, a debit card, a gift card, a pre-paid card or rewards card. To manually process an international card, enter the card number, expiration date, CVV, and either the postal code (same as ZIP code in the United States) or five zeros (00000).

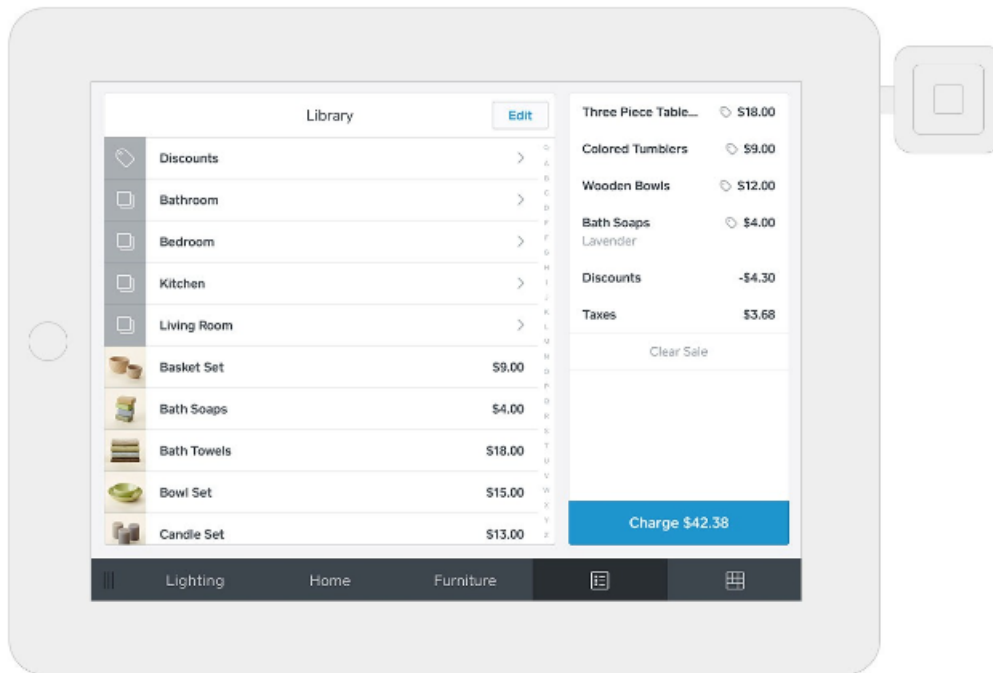Sign In Menu Accept Credit Cards From An iPhone, Android or iPad - Square

Square Quick Start Guide

Accept your first card payment

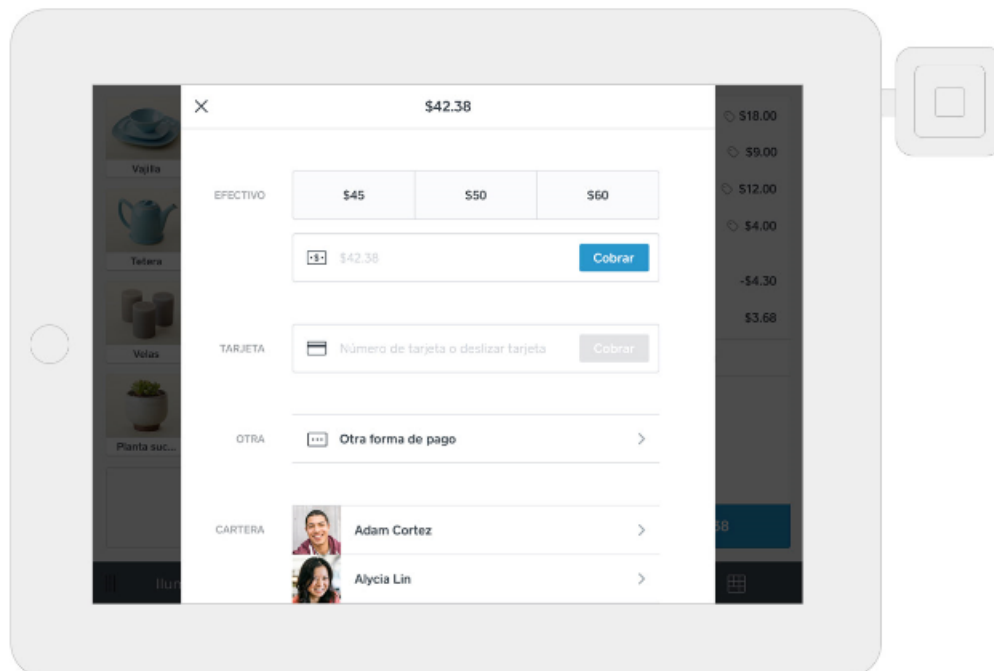Plug in your Square Reader to accept credit and debit cards.

1. **Make the sale**

    Enter an amount by tapping the keyboard icon. Tap **Charge,** the **$** icon or just swipe the card.
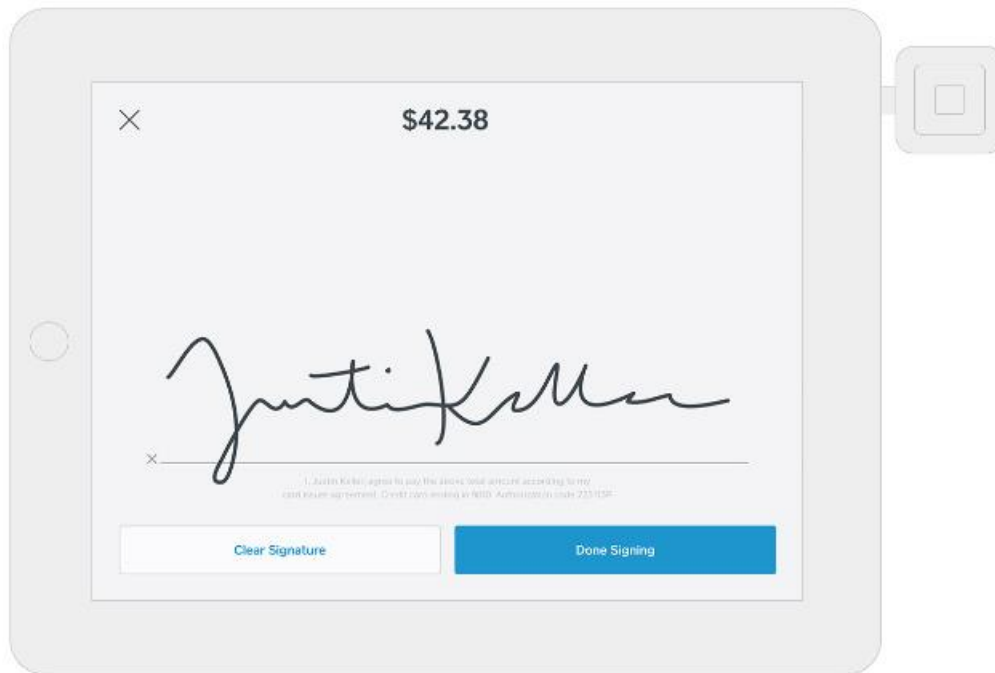
2. Swipe the card

With the black magnetic stripe facing the thick side of the reader, swipe the card quickly and smoothly.

3. **Complete the transaction**

   Your customers can add a tip, sign with their finger, and send a receipt.

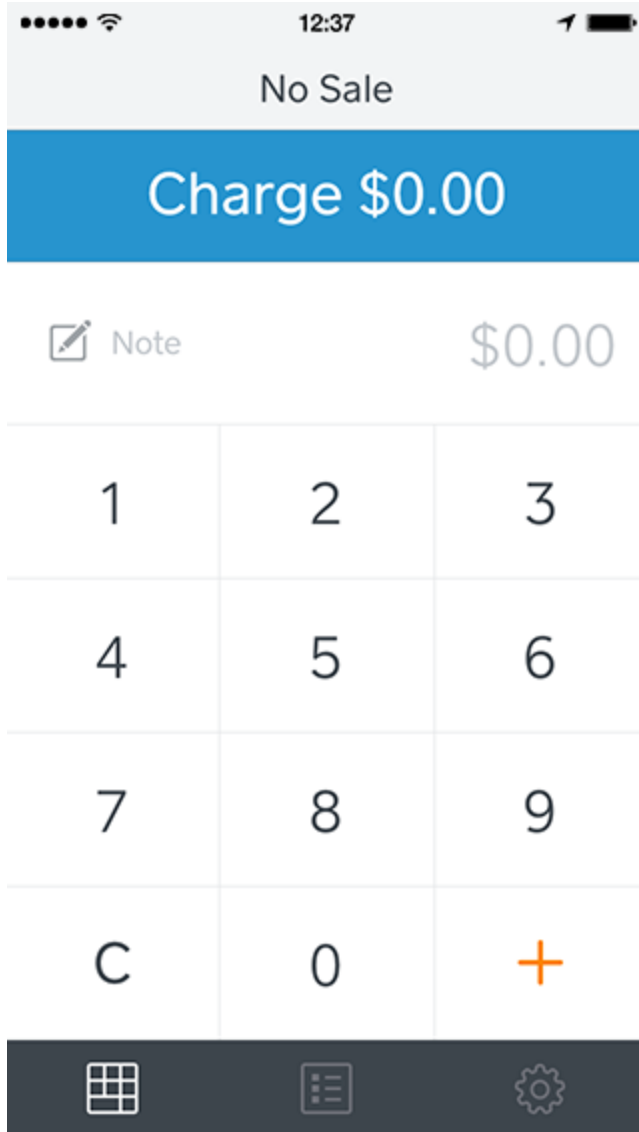   Tap "New Sale" to take another payment.

Steps to Manually Enter Payments

For manually entered transactions, Square's fee is slightly higher. To accept payments on a supported device using Square Register without a reader:

1. Ring up a transaction by adding custom amounts using the keypad. Custom sales can be calculated by tapping the orange + to add charges together.

2. Tap "Charge" to process the payment.
3. Tap "Credit Card" or "Card" to enter the card number, expiration date, security code, and the customer's billing ZIP code.
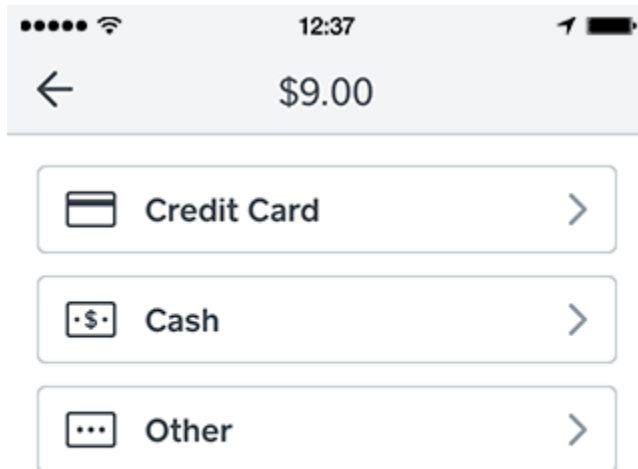
4. Tap "Charge."
5. If you have signatures enabled, have your customer sign with their finger. Your customer can also leave a tip if this feature is enabled.You can write Phone or Internet Order in place of a signature when your customer is unavailable to sign. Tap the "X" in the upper-left corner to cancel the payment and return to the previous screen.
6. After the customer taps "Done Signing" they can enter their preferred receipt delivery method.
7. You'll see a final screen that reads "You're All Done." after the payment completes.

Tap "New Sale" to take another payment.

Note: Change the quantity, apply tax, add a description, or remove an item by tapping it in your current sale.

Required Information for Manual Entry

We require **all of** the following information for transactions entered manually:

- Complete card number
- Billing postal code
- Expiration date
- Security code/CVV

If any piece of information is entered incorrectly, the card will be declined. If the card numbers entered turn red, review Square's payment troubleshooting.

Learn how merchants protect themselves from fraud and chargebacks with safety tips for manually entered transactions.