

How to accept credit cards using Square Point of Sale

1. Download the free App: search for Square Point of Sale. If you don't know how to download the App, just ask. You can download onto your smartphone or an iPad.
2. Enable Wi-Fi. Wi-Fi info for the Veteran's Building:
 - Wi-Fi: GVVb-GUEST
 - Password: #GVVets2022!#
 - *please do not share with guests, for renters only
3. Log onto one of the Nevada County Habitat for Humanity accounts.
UN: lorraine@nchabitat.org
PW: Nchouses25
4. To connect your reader:
 - Ensure the reader is charged. 4 green dots when you push on the button is fully charged. Red indicates a charge is needed.
 - Go to your device settings and make sure Bluetooth is turned on for Square. This may be different than the general Bluetooth.
 - Open the Square app and tap More from the navigation bar at the bottom of your screen.
 - Tap Settings > Hardware > Square card Readers > "Connect a Reader."
 - Put your reader into pairing mode by pressing the reader's button for 3-10 seconds.

How to accept sales from the Square App:

1. Tap on "Keypad".
2. Enter customer name.
3. Enter amount of sale.
4. Enter a note if appropriate.
5. Tap "charge".
6. Have customer tap or insert card. They must have a chip. If not, you will need to enter the card number manually. (Chip reader must be charged.)
7. Ask the cardholder if they would like a receipt of their credit card sale. Their options are a text message or an email. If they want a receipt, let them enter their info. Enter "Send" (not sure if that's the prompt). If no options come up it is because the customer info is already in Square to send to them.
8. Go to "New Sale" for next credit card charge.
9. If you make a mistake
 - a. Hit "C" to clear on the phone or use the back arrow.
 - b. On the iPad, swipe left on amount, then Delete. If the name is wrong, tap on their name, then tap on Remove from sale.

If you do not see a number pad, select another grid at the bottom of the screen.