Square Setup Instructions

You are all good to go for processing credit card charges for your chapter events on the Square. Setting up the Square is very easy.

Go to www.square.com<http://www.square.com>

On their home page sign up with your email address and passcode. Request a free card reader if you would like to have the ability to swipe a credit card. Otherwise you can just process payments by hand entering the credit card information into their charge form.

Once you have logged in fill out the application with your chapter banking information in the places where it is required. Chapter Chairs will be responsible for the maintenance of this account. You will get an email when you process a transaction which you should forward to your treasurer so they can reconcile the payment with your bank account.

If you resign your chapter chair position you will be responsible for turning over the account information to the incoming chapter chair. If your chapter changes it banking information you will have to remember to change in your Square account.

It is very easy to use and a way for you to collect funds without someone having to write a check. When you process your first payment you will just follow the picture prompts. You will need to ask for the security code, as well as the expiration date and zip code for the billing address for credit cards if you process payments without having the actual card in hard.