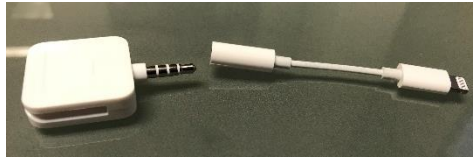


How to Use Square on Smartphone

NOTE: The Square reader plugs into your smartphone's earphone jack. If you have an iPhone 7 or newer model, you no longer have an earphone jack. You need to use a "dongle" (item on right in photo below) to connect the Square reader to the phone. The dongle comes with the phone or you can buy extras from Apple.



SET UP

- Accept email invitation from TREE Fund and create Square login
- Download Square Point of Sale app onto smartphone

ENTERING SALE

- Select **DONATION** (has picture of TREE Fund logo)
- Enter a donation amount
- Click **ADD**

REMOVING AN ITEM FROM THE SALE

- Select **CURRENT SALE**
- Select the item you want to remove/edit quantity
- Either select **REMOVE ITEM** or use the **- or + signs to adjust the quantity**. You may then press **SAVE or CONFIRM REMOVE ITEM**

ACCEPTING PAYMENT: Credit Cards/Cash/Checks

* Accepts American Express, Visa, Mastercard and Discover*

- Select **CHARGE**
- Select payment method
 - Credit Card – swipe card and have card holder sign
 - Cash – enter amount, select **TENDER** to finalize sale
 - Other – use this for checks and type check number in note section, select **TENDER** to finalize sale

ISSUING RECEIPT

- After sale has been completed purchaser can choose to either enter a cell phone number for text receipt, email address for emailed receipt, or **NO THANKS** for no receipt.
- Start a new sale