SQUARE ACCOUNT SETUP

Signing up is simple!
Just head to squareup.com/i/PRPOPCORN1 to sign up for Square for FREE.
Let's create your account.

Signing up for Square is fast and free — no commitments or long-term contracts.

Square account set-up works best on desktop or laptop computer. Avoid setting up on mobile device.

Enter your email

[example.com]

Confirm your email

[example.com]

Create a password

[example.com]

Country

United States

I'm not a robot

reCAPTCHA

I agree to Square's Terms, Privacy Policy, and E-Sign Consent.

Already have a Square account? Sign In.

CONTINUE
How can we help you?

Due to COVID-19, many businesses are offering limited or remote services. We want to help you navigate these changes quickly and clearly. Select the option that best fits your immediate needs. You can add additional features and functionality at any time.

Quick setup of remote and online features
Express setup of online sales, pickups and deliveries, invoicing, gift cards, and remote payment

All Square products and features
Full setup for all of our products and services

CONTINUE
The Boy Scouts of America National Council does not permit any regional or local councils, troops, packs, or units to use the National Council’s Tax Identification Number (TIN) when applying for a merchant processing account.

You should use your Chartering Organizations (TIN).

Business information
Let’s start with your business name and EIN. You can always edit these details later.

Business name
Alamo Area Council Popcorn Empire

Employer Identification Number (Optional)
00-0000000

Your tax ID will be used for tax reporting purposes only. You can edit this information on your Square Dashboard at any time.

Estimated annual revenue (Optional)
Select estimated revenue...
Which type of merchant best describes you?

No matter what type of merchant you are, Square can help you sell anywhere.

Individual
One-Person Business, Sole Proprietor, Side Project or Casual Use

Business
LLC, Corporation, Partnership, Charity or Religious Organization
Tell us about your business

Primary Use
Charities, Education and Membership

Usage Type
Charitable Organization

CONTINUE
Where will you sell?

Choose all that apply — Square merchants typically sell from multiple locations.

- Brick and mortar location
- **On-the-go**
- At an event
- Through a Square Online site
- Through sent invoices

CONTINUE
What will you use to take payments?

Choose all that apply.

- Mobile Phone
- Tablet
- Computer
- Square Register
- Square Terminal
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item catalog</td>
<td>Create items or services to speed up checkout and enhance reports.</td>
</tr>
<tr>
<td>Team</td>
<td>Set permissions and track time for your team members.</td>
</tr>
<tr>
<td>Payroll</td>
<td>Pay employees and/or contractors and we'll handle the taxes for you.</td>
</tr>
<tr>
<td>Gift cards</td>
<td>Sell gift cards in store or online to boost sales.</td>
</tr>
<tr>
<td>Marketing campaigns</td>
<td>Email your customers to tell them about promotions or special events.</td>
</tr>
<tr>
<td>Loyalty program</td>
<td></td>
</tr>
</tbody>
</table>
Let's talk about you.

Enter your legal name and home address, even if registering as a business. We will not use this information to perform a credit check, just to verify your identity.

Legal name

First name: [Input box]  Last name: [Input box]

Home address

Full home street address: [Input box]  Apt/Unit: [Input box]

Zip code

City: [Input box]  State: [Input box]

Date of birth

Select month: [Input box]  DD: [Input box]  YYYY: [Input box]

Last 4 digits of SSN or ITIN

Phone number

(000) 000-0000

CONTINUE
Take payments quickly and securely.

It's easy to get started on Square with our free magstripe reader. But since most payments are made with chip cards, you can better protect your business by using the Square Reader for contactless and chip. It accepts chip and NFC payments and covers you against EMV disputes (unlike the magstripe reader).

Choose the reader that works best for your business

We make two versions of Square Reader for magstripe for different types of personal devices. Choose the audio jack version if your device has a 3.5 mm headset jack. Choose the Lightning connector version if you have a newer iOS device.

- Audio jack (3.5 mm headset)
- Lightning connector

Compatible with iPhone 7 or later, iPad Pro 2020, and all devices with a Lightning connector and are running iOS 10.2.2 or later.
Let's get you a free magstripe reader.

How quickly do you need a card reader?

- I need a reader today
- I want a reader mailed to me

Where should we send your reader?

Your Square reader will arrive within 10 days. You can key in card payments manually until your reader arrives.

First name: Brian
Last name: Amott
Phone number: (608) 943-8283

Shipping address: 185 E Tama Street
Apt/Unit:

Zip code: 53554
City: LIVINGSTON
State: Wisconsin

NEVERMIND, I DON'T NEED A READER
CONTINUE
Welcome to Square

Our Setup Guide will walk you through how to get set up on Square.

50% set up

Setup Guide

Let's get started

This Setup Guide will take you through the steps needed to get your business up and running on Square.

50% set up

Activate your account to take payments

Link Your Bank Account
Connect your bank account so you can transfer your funds.

Take Your First Payment
Decide how you will take your first payment with Square.

Verify Your Identity
Before you can accept payments, we need to verify your identity.

Schedule Transfers
Set up a transfer schedule so you know when to expect your money.
Bank Accounts

Your funds will only be transferred into a verified bank account. Verification usually takes a few minutes, but for some banks can take up to 4 business days. If you change bank accounts, your money will continue to be transferred into your existing account until the new account is verified.

Once your bank account is verified, card payments are transferred into your account in 1-2 business days. Online sales are transferred the day after you complete the order. Learn more about transfers.

<table>
<thead>
<tr>
<th>Location</th>
<th>Account Type</th>
<th>Account Info</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo Area Council Popcorn Empire</td>
<td>No Bank Account</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Bank Account

Alamo Area Council Popcorn Empire

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Checking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Holder's Name</td>
<td>Account Holder's Name</td>
</tr>
<tr>
<td>Routing Number</td>
<td>Routing Number</td>
</tr>
<tr>
<td>Account Number</td>
<td>Account Number</td>
</tr>
<tr>
<td>Confirm Account Number</td>
<td>Account Number</td>
</tr>
</tbody>
</table>

By linking your bank account, you're instructing Square to verify your bank account information with a consumer reporting agency for fraud and risk prevention purposes. This will not affect your credit score.
Welcome to Square

Our Setup Guide will walk you through how to get set up on Square.

33% set up

Setup Guide

Last 30 days

Total customers
New customers
Returning customers
Average spending per customer
Average visits per customer
Positive feedback
Negative feedback

Today

Gross sales
No sales yet today

Transactions
No sales yet today

Popular topics from the Seller Community

New: Square Banking
Isabelle_ • 1 reply

Partner Spotlight: Meet Poptin!
mackenzieparker • 2 replies

How do you make your business stand out from competitors?
isabelle_ • 36 replies

Meet our Square Online Team: How can we improve Square Online?
Tom • 50 replies

Activate your account to take payments

Link Your Bank Account
Connect your bank account so you can transfer your funds.

Schedule Transfers
Set up a transfer schedule so you know when to expect your money.

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Decide how you will take your first payment with Square.

Verify Your Identity
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Set up your account
Transfer Schedule

Schedule

- **Automatic**
  
  With an automatic transfer schedule, we'll transfer your money to your linked bank account based on the speed and the schedule you select below.

- **Manual**
  
  With a manual transfer schedule, the money you earn will accrue in your Square Balance and is available for manual transfers in Balance overview.

By default, your Close of Day is 7:00pm CDT and Square will automatically transfer your funds next business day. If specific daily reporting is important for your business or you want your funds faster, you can change your Close of Day as well as schedule a transfer to come the same day below. Learn more about transfers>

Transfer Speed

- **1-2 Business Days**
  
  Your funds will be transferred within 1-2 business days at no extra charge

- **Same day**
  
  Your funds will be transferred instantly at the end of day for a fee of 1.5% of the total transfer amount

- **Custom**
  
  Choose the speed of each day's transfer independently
Welcome to Square

Our Setup Guide will walk you through how to get set up on Square.

50% set up

Setup Guide

Customize Receipts
Customize your receipts—how they look and what they say.
Branding

To display your custom branding please upload your logo, and select your brand color. Changes will be reflected across all of Square. Upload images less than 10MB in size, that are either pngs or jpgs.

Digital

Brand colors
Changes to your brand color will be reflected across Square, including on your receipts, loyalty campaigns, and anywhere else your customers interact with Square.

Choose a color for your digital receipts.
ADDING TEAM MEMBERS

Invite team members, the parents/Scouts you would like to have access to your popcorn products at store fronts or door-to-door sales. Adding team members allows for proper tracking of sales.
An email will be sent to Team Members to create login and have access to your products at store fronts or door-to-door sales.
Create job title and select Pay type as None.
The Square system requires you to create a Personal Passcode for each Team Member. They will not be using it for your Popcorn sale.
Remove full access and select which permissions you would like for your parents/team members to have access to.
ADDING PRODUCTS
Welcome to Square

Our Setup Guide will walk you through how to get set up on Square.

33% set up

Setup Guide

Last 30 days

- Total customers: 0
- New customers: 0
- Returning customers: 0
- Average spending per visit: $0.00
- Average visits per customer: 0
- Positive feedback: 0
- Negative feedback: 0

Popular topics from the Seller Community

- New: Square Banking
- Partner Spotlight: Meet Poptin
- How do you make your business stand out from competitors?
- Meet our Square Online Team: How can we improve Square Online?
Add all products to item library. Duplicate items and add Take Order before product name for items sold but not delivered. i.e. “Cheddar Cheese” for DELIVERED products and “Take Order Cheddar Cheese” for products to be delivered to the customer in the future.

Be sure to have parents/Scouts add customer information to all Take Order items.

★ Be sure to add “Donation” item, leave the price option blank and donation amount can be entered at check out.
Units can track available inventory in Square. Numbers must be updated manually based on Unit invoice and available product.

★ Be sure to update available inventory at every product pick-up and reorder.
Update current stock numbers.

Select “Low stock alert” and get alerts when you drop below a specific amount.
**Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Butter Microwave (16 pk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>None</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of this item. Describe details like features, options, and measurements.</td>
</tr>
<tr>
<td>Locations</td>
<td>Alamo Area Council Popcorn Empire</td>
</tr>
</tbody>
</table>

**Options**

Add a custom set of options to an item to create variations. For example, a size option set can create variations small, medium, and large. Learn more.

**Variations**

<table>
<thead>
<tr>
<th>SKU</th>
<th>SKU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Per Item</td>
</tr>
<tr>
<td>Price</td>
<td>$20.00</td>
</tr>
<tr>
<td>Stock</td>
<td>4</td>
</tr>
<tr>
<td>Low stock alert</td>
<td>2</td>
</tr>
</tbody>
</table>
INVITING OTHER UNITS TO SQUARE

When your friend starts processing payments after signing up using your referral link, you’ll both receive free processing on $1,000 in sales for 180 days.
Basic Information

- **Business Name**: Alamo Area Council Popcorn Empire
- **Email Address**: chelsey.luster@bsamail.org

Password

A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

- **Update Password**

2-step verification

Add an extra layer of security to your account. A verification code will be required each time someone logs in to Square Dashboard or a Square mobile app to confirm they are the account holder. Learn more

- **Enable 2-step verification**

Owner Passcode (Point of Sale)

Your Owner Passcode can be used to access all areas of your Square account. For security, we recommend creating a separate Team Passcode at **Security > Team Permissions**

- **Owner Passcode**: 2 2 2 6

- **Generate**
When your friend starts processing payments after signing up using your referral link, you’ll both receive free processing on $1,000 in sales for 180 days.

squareup.com/i/487ECAF458