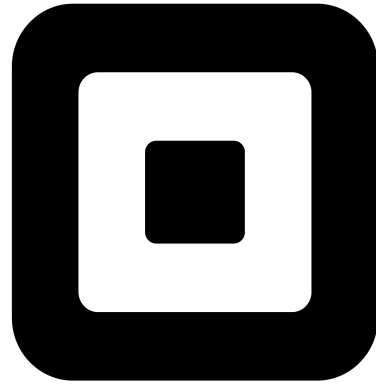


# SQUARE ACCOUNT SETUP



Square

**Signing up is simple!**

Just head to [squareup.com/i/PRPOPCORN1](https://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.



## Just the basics

Tell us about your business so we can serve you better.



## No credit checks

We'll need the last four numbers of your SSN to verify your identity.



## Get your free magstripe reader

When you're done, we'll drop your free Square Reader for magstripe in the mail.

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

Enter your email

Confirm your email

Create a password

 Show

Country

 United States 



I'm not a robot



reCAPTCHA  
Privacy - Terms



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

## 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...

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).**

CONTINUE

## 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

CONTINUE

## 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



SKIP

CONTINUE



## What else can we help you manage?

Select all that apply.



### Item catalog

Create items or services to speed up checkout and enhance reports.



### Team

Set permissions and track time for your team members.



### Payroll

Pay employees and/or contractors and we'll handle the taxes for you.



### Gift cards

Sell gift cards in store or online to boost sales.



### Marketing campaigns

Email your customers to tell them about promotions or special events.



### Loyalty program



## 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

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
---	--

### Home address

<input type="text" value="Full home street address"/>	<input type="text" value="Apt/Unit"/>
---	---------------------------------------

### Zip code

### City

### State

### Date of birth

<input type="text" value="Select month..."/>	<input type="text" value="DD"/>	<input type="text" value="YYYY"/>
--	---------------------------------	-----------------------------------

### Last 4 digits of SSN or ITIN

### Phone number

This information should be Charter Organization details.

CONTINUE

## Take payments quickly and securely.

It's easy to get started on Square with our free<sup>1</sup> 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).




Square Reader for contactless and chip

**\$49**

CONTACTLESS (NFC)    CHIP (EMV)

MAGSTRIPE

Square Reader for magstripe included.



OR

Square Reader for magstripe

**Free**

Audio jack (3.5mm) or Lightning<sup>®</sup> connector

SKIP FOR NOW

CONTINUE

## 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<sup>®</sup> connector version if you have a newer iOS device.



Audio jack (3.5 mm headset)

Lightning<sup>®</sup> connector

Compatible with iPhone and iPad models that have a Lightning<sup>®</sup> connector and are running iOS 10.0.2 or later.

SKIP FOR NOW

CONTINUE

# 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

Arndt

Phone number

(608) 943-8283

Shipping address

105 E Tama Street

Apt/Unit

Apt/Unit

Zip code

53554

City

LIVINGSTON

State

Wisconsin

NEVERMIND, I DON'T NEED A READER

CONTINUE



Home



Invoices



Account & Settings



Reports



Transactions



Balance



Items



Customers



Team



Online

# Welcome to Square

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



50% set up

[Setup Guide](#)

[Take a payment](#)

[Send an invoice](#)

[Add an item](#)

### 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 >

### Today

Gross sales

**No sales yet today >**

Transactions

**No sales yet today >**

### Popular topics from the Seller Community >



**New: Square Banking**

Isabelle\_ • 8 replies



**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?**



Home



Invoices



Account & Settings



Reports



Transactions



Balance



Items



Customers



Team



Online

Virtual Terminal

Loyalty

Marketing

Timecards

Gift Cards

Appointments

Online Checkout

Orders

COVID-19 resources & funding

# Welcome to Square

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50% set up

Setup Guide

## Today

Gross sales

No sales yet today >

Transactions

No sales yet today >

## Popular topics from the Seller Community >



What is your most memorable experience with a customer? 🗨️

Isabelle\_ • 0 replies



Resources for Sellers Affected by Wildfires in Oregon

Helen • 0 replies



## 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. ✓



- Account ▾
- Personal Information
- Bank Accounts**
- Email Notifications
- Authorized Representatives
- Security
- Get Free Processing
- Business ▾
- Square Accessories ▾

## 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 >](#)

Location	Account Type	Account Info	Status
Alamo Area Council Popcorn Empire	No Bank Account		<a href="#">Add Bank Account</a>

## Alamo Area Council Popcorn Empire

Account Type	Checking ▾
Account Holder's Name	Account Holder's Name
Routing Number	Routing Number
Account Number	Account Number
Confirm Account Number	Account Number

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](#)

### 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

[Take a payment](#)

[Send an invoice](#)

[Add an item](#)

### Last 30 days

Total customers

New customers

Returning customer

Average spending p

Average visits per c

Positive feedback

Negative feedback

## 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.

33% set up

### 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.

#### 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.

### 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



Home



Invoices



Account & Settings



Reports



Transactions



Balance



Items



Customers



Team



Online

Virtual Terminal

Loyalty

Marketing

Timecards

Gift Cards

Appointments

Online Checkout

Orders

Contracts

# Welcome to Square

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



50% set up

[Setup Guide](#)

## Today

Gross sales

**No sales yet today >**

Transactions

**No sales yet today >**

## Popular topics from the Seller Community >



What is your most memorable experience with a customer? 🔄

Isabelle\_ • 0 replies



Resources for Sellers Affected by Wildfires in Oregon

Helen • 0 replies



New: Square Banking

Isabelle\_ • 29 replies



Meet our Square Online Team: How can we improve Square Online?



## Setup Guide

### Set up your account ^

#### Customize Receipts

Customize your receipts—how they look and what they say. ✕

#### Add a Location

Add locations and setup business details to manage multiple locations. ✕

#### Explore Software

Explore Square's suite of tools to help you run and grow your business. ✕

#### Set Up Your Taxes

Set up taxes to apply to individual items or at checkout. ✓

#### Build your item catalog ✓

#### Get started with Square Point of Sale ✓

#### Create an eCommerce site v



Account ▾

Business ▾

Locations

Pricing & Subscriptions

Transfers

Receipt

Tax Forms

Devices

Square Secure

CCPA

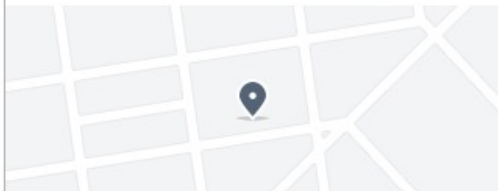
Square Accessories ▾



Alamo Area Council Popcorn Empire

\$3.26

Item Name	\$3.00
Item Description	
Subtotal	\$3.00
Tax (8.75%)	\$0.26
Total	\$3.26



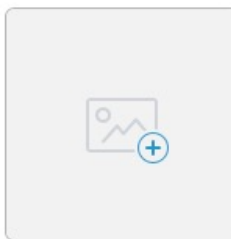
Alamo Area Council Popcorn Empire  
2226 NW Military Hwy  
San Antonio, TX 78213-1833

### 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 jpegs.

#### Digital

Collapse



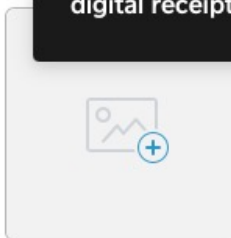
#### Brand colors

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.

Collapse



# 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.*



- Home
- Invoices
- Account & Settings
- Reports
- Transactions
- Balance
- Items
- Customers
- Team**
- Online

- Virtual Terminal
- Loyalty
- Marketing
- Timecards
- Gift Cards
- Appointments
- Online Checkout
- Orders
- Contracts
- Payroll

# Welcome to Square

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



[Setup Guide](#)

- [Take a payment](#)
- [Send an invoice](#)
- [Add an item](#)

### 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	>

### 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?**



Team Members

All Jobs v

Status (Active) v

View By: First Last v

Filter Team Members

Create Team Member

Commissions

Permissions

Name	Job	Status
Bradley Donat	Popcorn Parent	Active
Chelsey Luster	Owner	Active

× **Create Team Member**

First Name	First Name
Last Name	Last Name
Email Address	Email Address

Adding an email will invite the team member to access their timecards in the Square Team app.

Phone Number	Phone Number
Team Member ID <span>?</span>	Team Member ID

**Save**

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.



COVID-19 resources & funding >

Team Members

All Jobs ▾ Status (Active) ▾ View By: First Last ▾

Commissions

Permissions

Name	Job
Bradley Donat	Popcorn Parent
Chelsey Luster	Owner
Popcorn Test	

Popcorn Test

Personal Information [Edit](#)

FIRST NAME LAST NAME  
Popcorn Test

EMAIL  
popcorn@alamoareabsa.org

PHONE  
210-414-7357

Add job to continue setup

Set up time and wage tracking, commission, Square permissions, location assignment, and more.

[Continue setup](#)

**Job and compensation**

Primary job title Popcorn Parent ▾

Pay type None ▾

Overtime Exempt  
This team member is not exempt from overtime FLSA rules. [Learn more >](#)

Earns commission  
[Upgrade to Team Plus](#) to set commission rates for your team members

[Save](#)

Create job title and select Pay type as None.



COVID-19 resources & funding >

Team Members

[All Jobs](#)
[Status \(Active\)](#)
[View By: First Last](#)

Commissions

Permissions

Name	Job
<a href="#">Bradley Donat</a>	Popcorn Parent
<a href="#">Chelsey Luster</a>	Owner
<a href="#">Popcorn Test</a>	Popcorn Parent

Popcorn Test

**Personal Information** [Edit](#)

FIRST NAME: Popcorn      LAST NAME: Test

EMAIL: popcorn@alamoareaabsa.org

PHONE: 210-414-7357

**Add permissions to finish setup**

Give access to Square apps, and assign or restrict permissions for those apps

[Finish setup](#)

**Job and compensation** [Edit](#)

PRIMARY JOB: Popcorn Parent

Add wages to track pay, commission, view sales vs. labor reports, and calculate overtime cost.

[Assign wages to Popcorn](#)



# Popcorn Test's Permissions

## Permissions

Permission set	Team Permissions	<a href="#">Edit</a>
Locations	Alamo Area Council Popcorn Empire	
Access	Shared points of sale, Mobile points of sale, Dashboard	

The Square system requires you to create a Personal Passcode for each Team Member. They will not be using it for your Popcorn sale.

## Credentials

These credentials allow this team member to use Square with the permissions set up above.

Personal Passcode	0 0 0 0	<a href="#">Generate</a>
-------------------	---------	--------------------------

This passcode is used for log in and time tracking at any point of sale on a shared device.

Personal Email	popcorn@alamoareaabsa.org
----------------	---------------------------

This team member will be invited to create their own email login for accessing Dashboard and Point of Sale on their personal device.

# Team Permissions

[Permissions](#) > [Access points](#)

Remove full access and select which permissions you would like for your parents/team members to have access to.

Permission set name

Team Permissions

## Customize this set of permissions

Customize the permissions below to tailor the way team members with this permission set use Square.



Full access

This enables all permissions except managing transfers and bank accounts. Only the account owner can manage transfers and bank accounts.

Search permissions

Checkout Active

Orders Off

Transactions Off

Reports Active

Balance Off

Customers Active

Messages Off

Items Off

Online Off

Invoices Off

### Checkout

Grant access to execute sales transactions and manage orders.

#### BASIC SALE OPERATIONS

Take payments

Take itemized payments

Manually enter custom amounts

Use Virtual Terminal

Virtual Terminal allows team members to accept payments in a web browser (Square Dashboard).

Cancel transactions

Manually adjust taxes during a transaction

# ADDING PRODUCTS



- Home
- Invoices
- Account & Settings
- Reports
- Transactions
- Balance
- Items**
- Customers
- Team
- Online

## Welcome to Square

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



[Setup Guide](#)

[Take a payment](#)

[Send an invoice](#)

[Add an item](#)

### 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	>

### 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?**

Virtual Terminal

Loyalty

Marketing

Timecards

Gift Cards

Appointments

Online Checkout

Orders

Contracts

Payroll



Item Library

All Categories ▾

All inventory ▾

🔍 Search by name, description, or SKU

Actions ▾

Create an Item

Modifiers

Categories

Discounts

Sales taxes

Options

Units

Custom Attributes

Settings ▾

Item	Category	Stock	Price	+
<a href="#">Butter Microwave (16 pk)</a>		0	\$20.00/ea	...
<a href="#">Cheddar Cheese</a>		-	\$20.00/ea	...
<a href="#">Classic Caramel</a>		-	\$10.00/ea	...
<a href="#">Jalapeño Cheese</a>		-	\$20.00/ea	...
<a href="#">Kettle Microwave (16 pk)</a>		-	\$20.00/ea	...
<a href="#">Yellow Popping Corn</a>		-	\$10.00/ea	...

Suggestions

[Donation](#)

[Water](#)

[Thin Mints](#)

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.

# Edit Item

Actions ▾

Save

## Details

Name	Butter Microwave (16 pk)
Category	None ▾
Description	Enter a description of this item. Describe details like features, options, and measurements.
Locations	Alamo Area Council Popcorn Empire

## Point of Sale tile



## 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](#)

[Add options](#)

## Variations

[View stock history](#)

[Edit variation details](#)

SKU	<i>i</i>	SKU
Unit	<i>i</i>	Per Item ▾
Price		\$20.00
Stock		0 <a href="#">Add low stock alert</a>

[Add variation](#)

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.



# Edit variation

Details

Manage stock

Custom attributes

## Locations and stock

Available at 1 of 1 locations

Available at Alamo Area Council Popcorn Empire

Tracking

Stock action

Select reason



Current stock

0

Low stock alerts

Update current stock numbers.

Select "Low stock alert" and get alerts when you drop below a specific amount.

Done

# Edit Item

Actions ▾

Save

## Details

Name	Butter Microwave (16 pk)
Category	None ▾
Description	Enter a description of this item. Describe details like features, options, and measurements.
Locations	Alamo Area Council Popcorn Empire

## Point of Sale tile



## 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 >](#)

[Add options](#)

## Variations

[View stock history](#)

[Edit variation details](#)

SKU	<span>i</span>	SKU
Unit	<span>i</span>	Per Item ▾
Price		\$20.00
Stock		4
Low stock alert		2



# 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.*



- Home
- Invoices
- Account & Settings**
- Reports
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- Customers
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- Online

- Virtual Terminal
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- Gift Cards
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- Online Checkout
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- Contracts
- Payroll

# Welcome to Square

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



[Setup Guide](#)

- [Take a payment](#)
- [Send an invoice](#)
- [Add an item](#)

### 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	>

### 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?**



Account ▾

Personal Information

Bank Accounts

Email Notifications

Authorized Representatives

Security

Get Free Processing

Business ▾

Square Accessories ▾

### Basic Information

Business Name	Alamo Area Council Popcorn Empire	<a href="#">Edit</a>
Email Address	chelsey.luster@bsamail.org	<a href="#">Change</a>

### 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	<a href="#">Generate</a>
----------------	---	---	---	---	--------------------------



Account ▾

### Earn rewards for referring new businesses 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.

Personal Information

Bank Accounts

Email Notifications

Authorized Representatives

Security

[Get Free Processing](#)

Business ▾

Square Accessories ▾

squareup.com/i/487ECAF458

Send Referral

Tweet

Share on Facebook

Copy



**Add your referral link to Square Receipts**

Include a customized referral link on your Square receipts to create greater opportunities for referrals.

Current Offers



**You have no rewards yet**

Refer more sellers to Square by sharing your link above.



Offer 1

**Process \$1,000 for Free**

Receive free processing on up to \$1,000 in sales over the next 180 days on all card transactions.



Offer 2

**\$20 off Square Contactless + Chip Reader**

Receive a discount on Square's most advanced reader. Plug it into Square Stand or connect wirelessly to accept Apple Pay, Android Pay, and chip cards anywhere.