

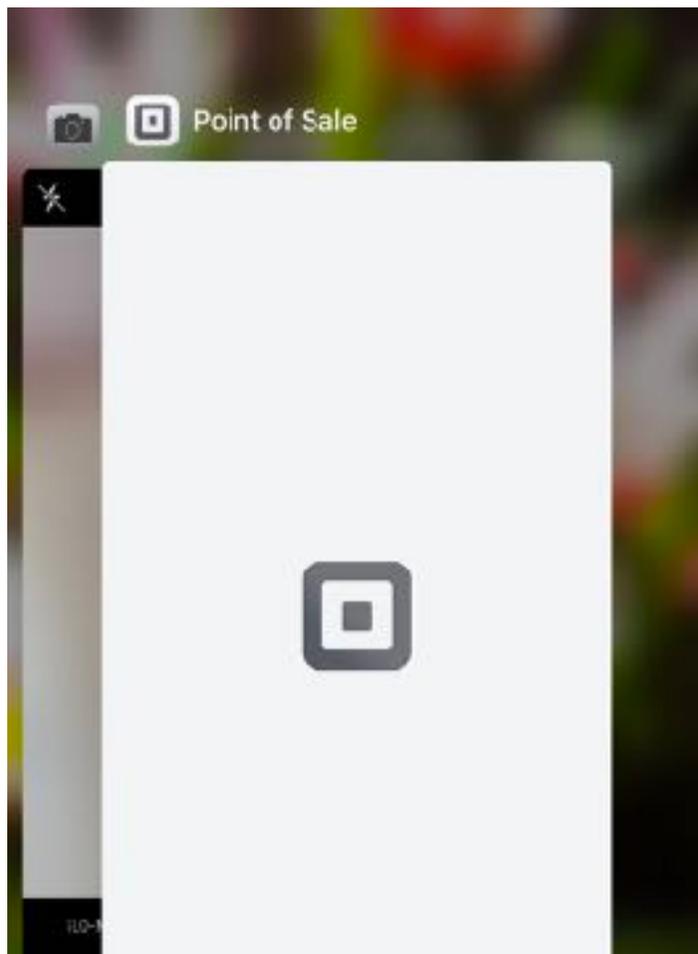
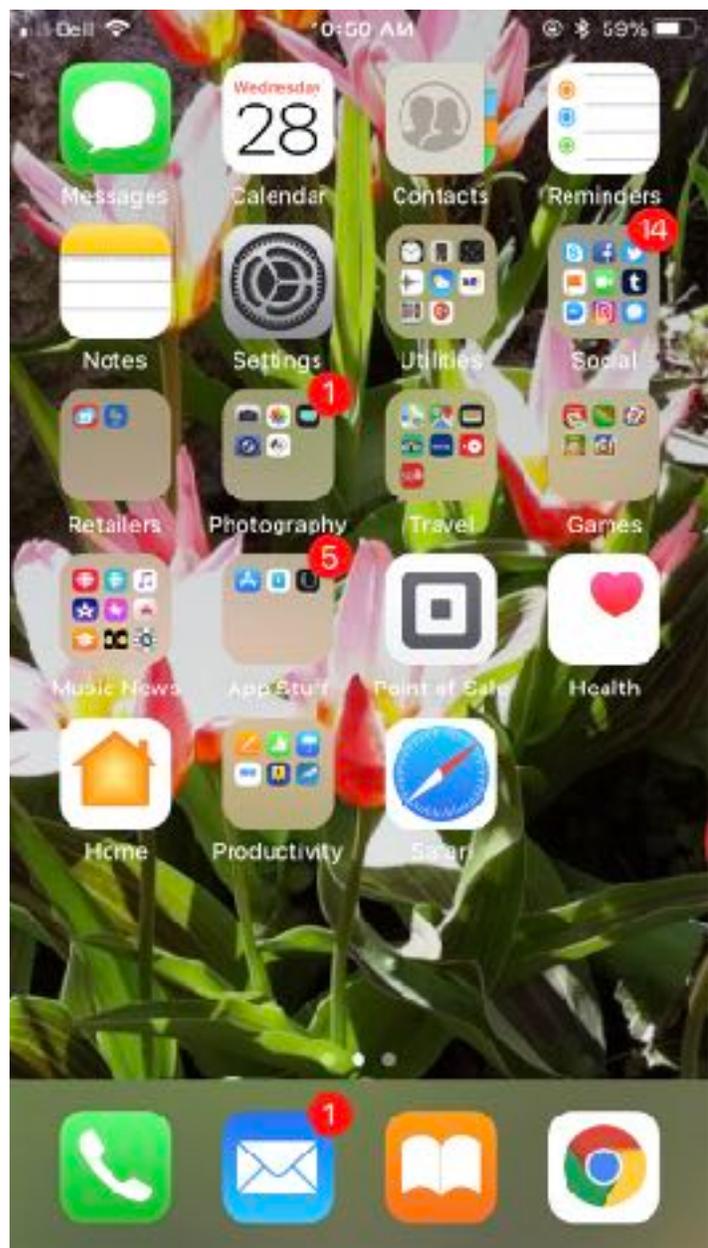


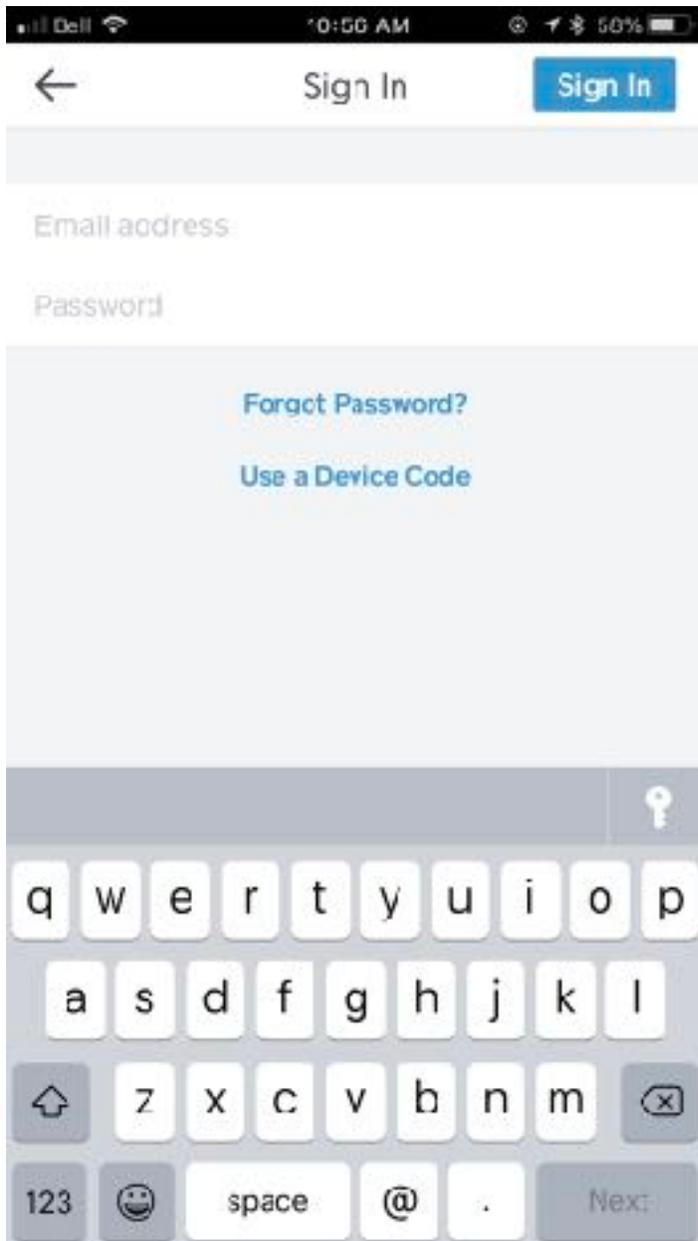
# Square Point of Sale

Accept credit cards today.

Create Account

Sign In





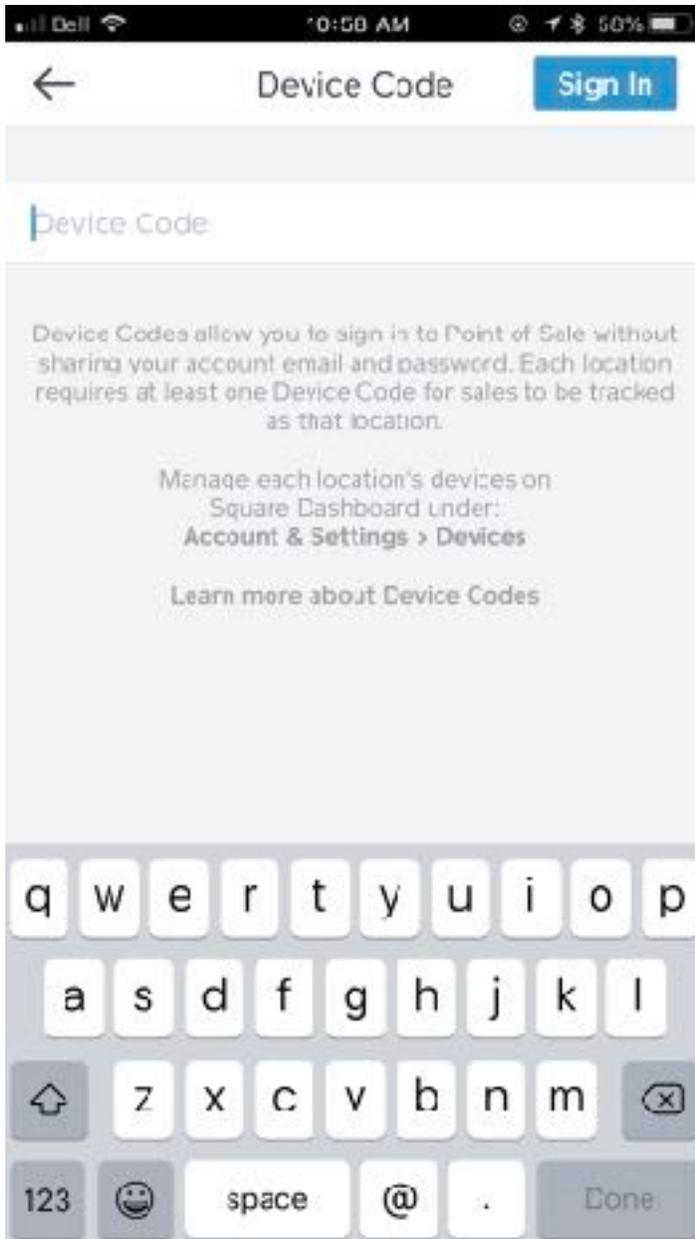
## Sign In

From your [supported device](#):

- Open the Square app, and tap **Sign In**.

With **Employee Management**, multiple employees can log in to the Square app from a single device (without having to enter an email address or password) using Device Codes. Device Codes can also pair a phone or tablet to a specific location, allowing for device-level reporting. Device Codes cannot be used to access your online Square Dashboard or account settings.

When you create a Device Code for the first time, you'll be asked to assign the device to a specific location. You can [create and edit locations](#) anytime from your online Square Dashboard.



## Create Device Codes

- From **Account & Settings** in **your online Square Dashboard**, click **Devices**.
- Click **Create Device**.
- Enter a Nickname and click **Create** to generate your code.
- Choose to send your code via phone number and tap **Send**.
- Open the Square app on your mobile device and tap **Sign In**.
- Tap **“Use a Device Code”** and enter the code.

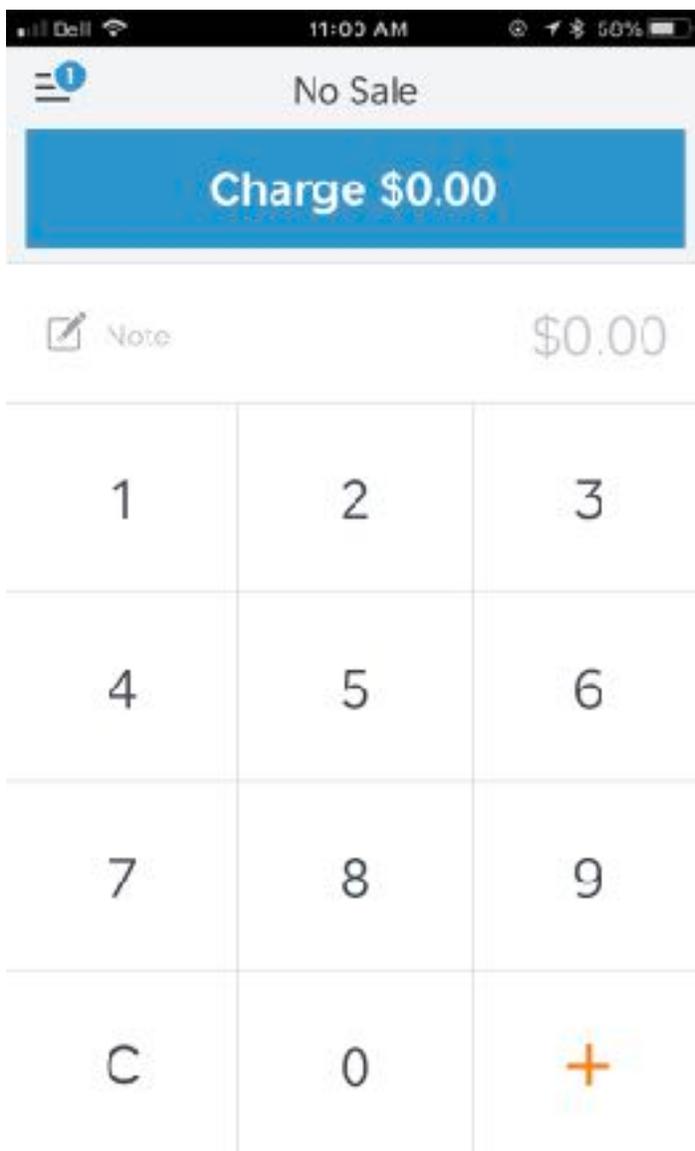
The device status in your dashboard should say **Active**.

**Note:** If not used within 48 hours, a device code will expire and you'll need to reset it to sign in to the Square app.

# Process Custom Sale Amounts

## Enter a custom sale amount

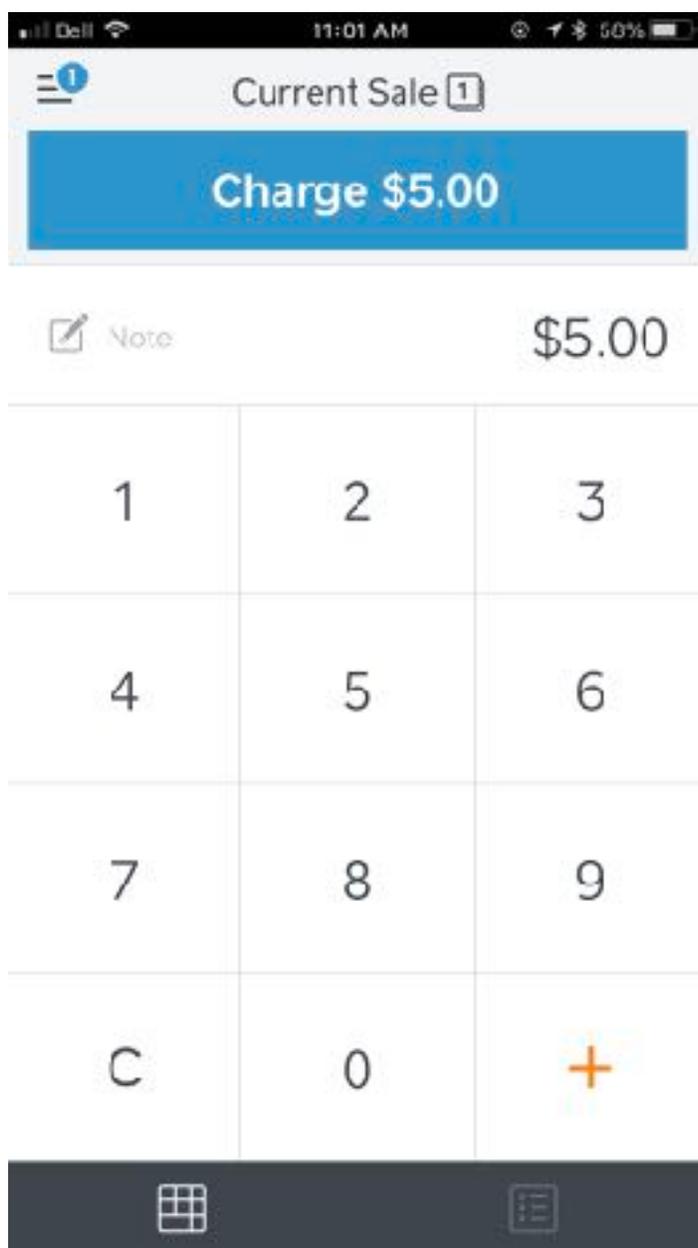
- From the Square app, tap the keypad icon in the navigation bar.
- Enter a custom amount, followed by the orange + icon. Repeat these steps to turn the Square app into a quick calculator.



- You can tap **Current Sale** (at the top) and select a sale amount to adjust the quantity, VAT, discounts, or add a note.

## Add Notes on a Smartphone

- From your current sale, tap **Current Sale** at the top of the screen.
- Tap an item or custom



amount to add notes.

- Select the back arrow to save the note and return to the current sale.

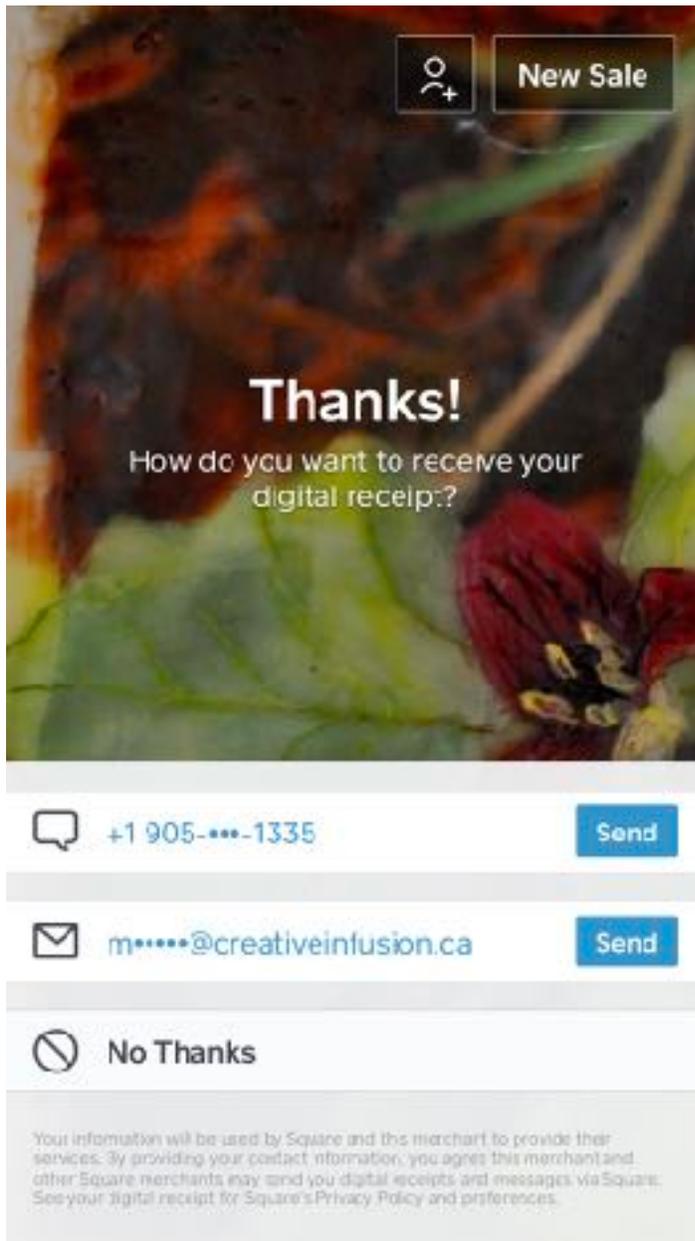
**Note:** Descriptions and notes cannot be added to a payment after it has processed.

- To charge your customer, tap **Charge**.

- You'll see one green light on the reader. Insert the chip card or hold the contactless card or device over the reader to complete the sale. For chip card payments, advise your customer to enter their PIN on your device, followed by the tick button.



- When you've finished entering information on the sale, turn the phone to the customer to sign the screen using the tip of a finger.
- For payments in which the card is not present tap Credit or Debit Number to manually enter your customer's card information or select a different payment method.
- Customers can select their receipt delivery preference on the receipt screen.



## Sign Out

Signing out of your Square account differs depending on the type of device you're using.

Sign out on an iOS device:

- Tap: 
- Tap **Settings** > **Sign Out**.

- Confirm that you would like to sign out.