



Using Square to receive credit card payments

When fundraising with Scout Popcorn and your Group wants to accept payment via credit card, order yourself a Square! Square is a payment device called a reader that works with the free Square mobile app to allow you to take payments which are deposited directly into your Group's bank account. There are two types of Square readers:

- 1. Magstripe reader:** This reader is free to order upon sign up here: <https://squ.re/ScoutsCA2000>. You will also get \$2,000 commission-free payments. This means that Square will charge a *2.65% commission after the first \$2,000. Please note that this reader will not accept contactless or chip cards and is available for either android or iOS.
- 2. Square Reader for contactless and chip:** This reader costs \$59 and allows you to connect wirelessly to your phone to accept contactless debit and credit cards, mobile payments like Apple Pay and Google Pay, as well as chip credit cards. Note: Ordered readers may take at least 3 weeks for delivery and arrival, plus reader setup.

YOUR GROUP MUST LINK ITS SQUARE READER(S) TO THE GROUP BANK ACCOUNT.

To do this, an assigned Volunteer or the Group Treasurer will need to sign into the Square account(s) and go under Account & Settings, then click Bank Accounts. Your Group must then enter your bank account transit number, account number and institution number. Then click Verify Account. The verification process can take up to 5 business days.

If different Scouters in a Group are each ordering a square reader, the Group Treasurer must always have the sign-in details to each square account, and once signed in, repeat the above process.



For more details on how to use Square, check out the links below:

[Video-Getting started with Square](#)

[Video-How to create items for sale on Square](#)

[Video: Getting Started with the Square contactless and chip reader](#)

[Square Account FAQs](#)

[Fees and Payment FAQs](#)

