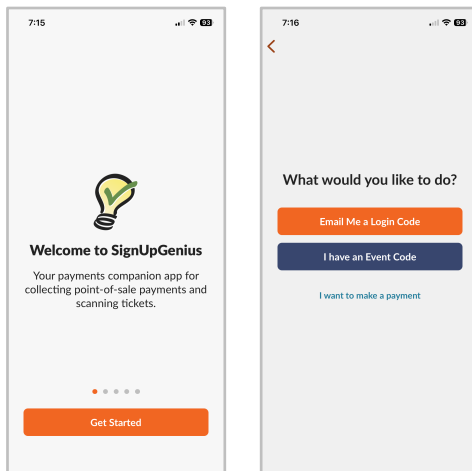


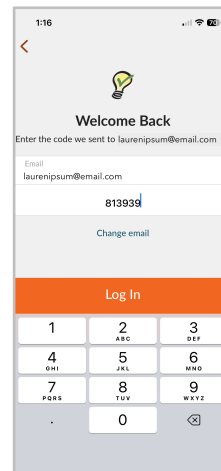
PRIOR TO ACCEPTING POINT-OF-SALE PAYMENTS:

1. Ensure you have downloaded the iOS or Android mobile app.
2. Ensure you have an existing SignUpGenius account with a published payment page.
3. Ensure that Bluetooth is enabled within your device settings. Do NOT pair the card reader within your device settings, just enable it. The reader will pair automatically within the SignUpGenius Payments Companion mobile app.

STEP 1: Open the app, click “Get Started”, then tap “Email Me a Login Code”.



STEP 2: Enter the numeric code sent to your email.

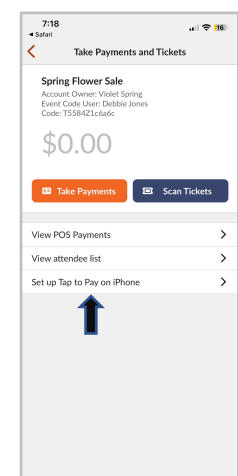


STEP 3: Turn on your Bluetooth card reader. Or, enable Tap to Pay on your device.



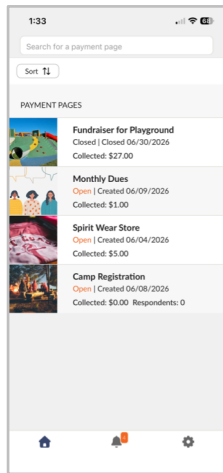
OR

M2 reader

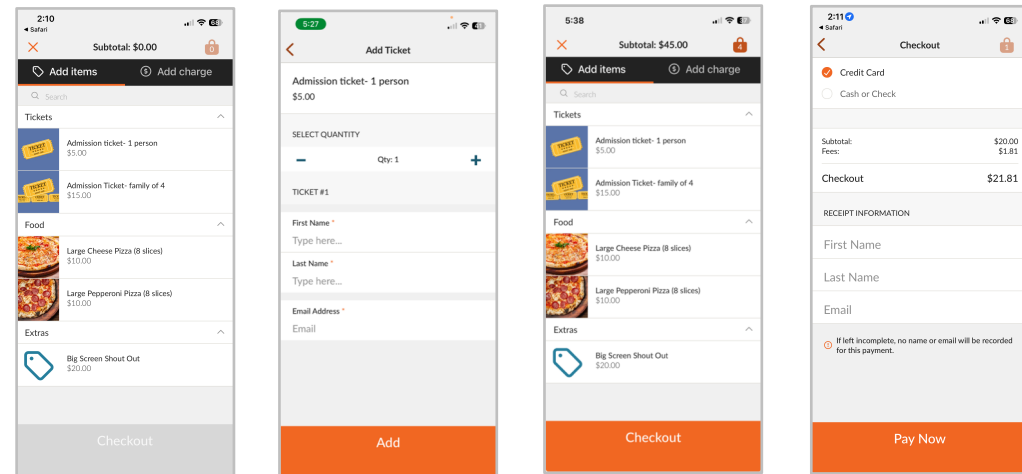


Taking payments with the Bluetooth Card Reader

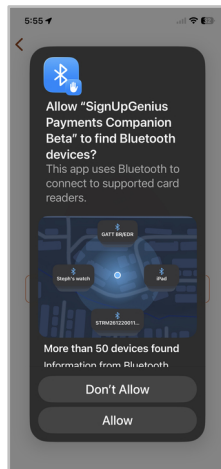
STEP 4: Tap the Payment Page for which you are taking payments, then tap “Take Payments”.



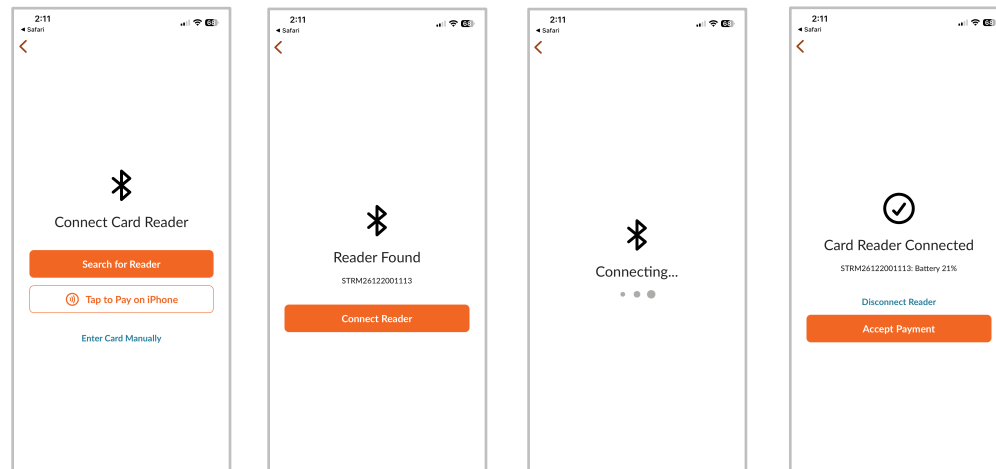
STEP 5: Add items to cart, proceed to checkout, select payment method and enter customer details.



STEP 6: Allow SignUpGenius to use your device’s Bluetooth.

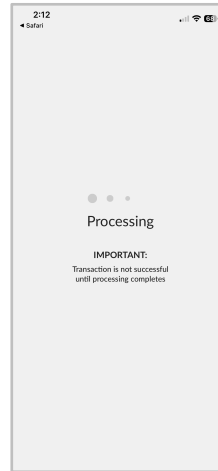
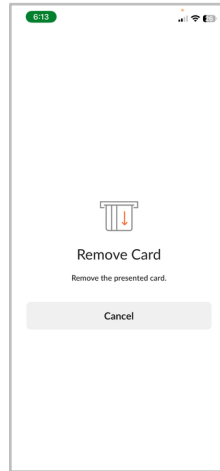
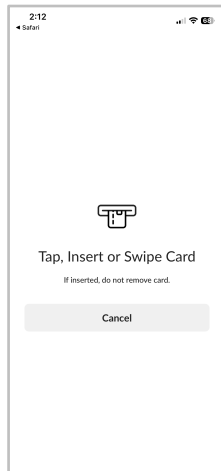


STEP 7: Connect to your card reader and tap the “Accept Payment” button. If multiple readers are detected, you will be asked to select one (based on the serial # on back of reader).

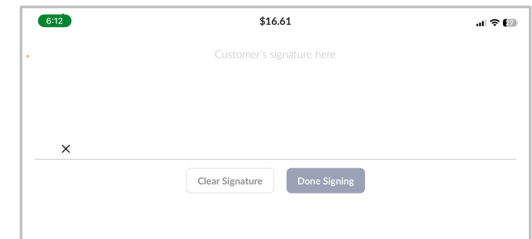


Taking payments with the Bluetooth Card Reader, con.

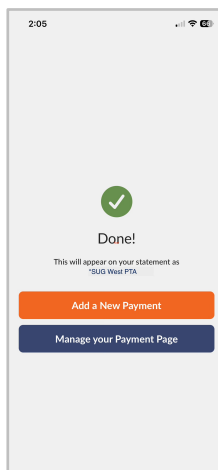
STEP 8: Tap, insert or swipe the credit card and allow payment to process. If inserting the card, wait until you see the “Remove Card” screen before removing the card.



STEP 9: Allow the customer to sign (or to skip the signature step, ask the account owner to disable it within their app’s point-of-sale settings).

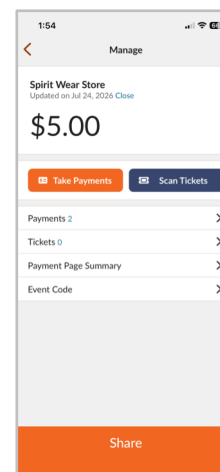


STEP 10: Choose to take another payment or manage page.



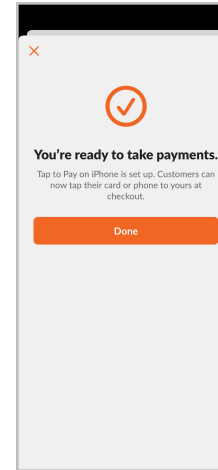
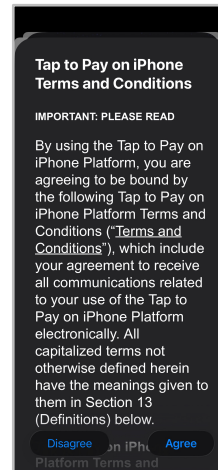
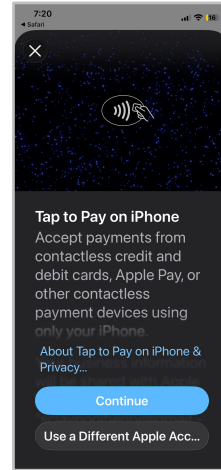
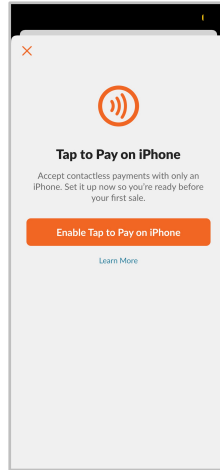
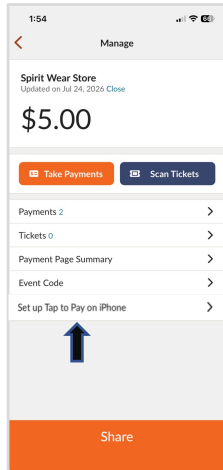
NOTE:

From the Manage view, account holder can view payment summary, create an Event code or view all payments.



Taking payments with Tap to Pay

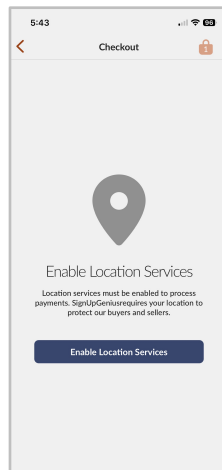
STEP 4: Enable Tap-to-Pay for your device by accepting the Terms and Conditions.



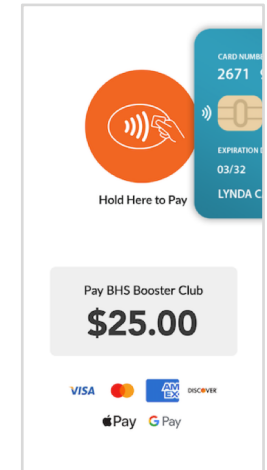
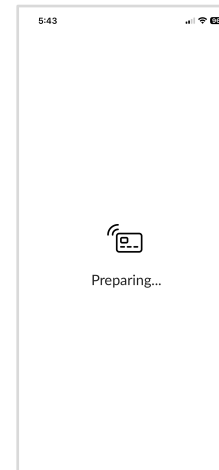
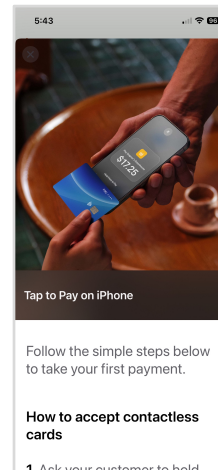
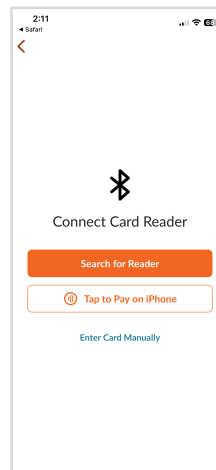
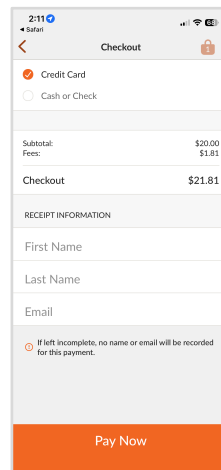
STEP 5:

Add items to cart as shown in card reader flow.

STEP 6: Allow SignUpGenius to use your device's location

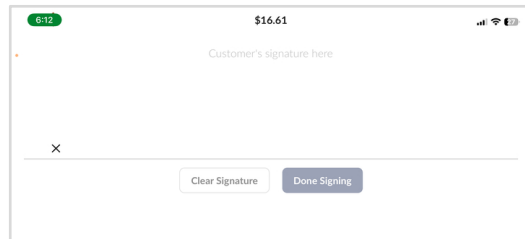


STEP 7: After tapping Pay Now, Choose "Tap to Pay on iPhone". For the first transaction only, user will see Tap to Pay instructions. Once dismissed, the transaction will be prepared. Tap Card on phone to capture transaction.

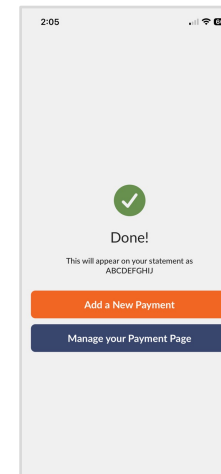


Taking payments with Tap to Pay

STEP 8: Allow the customer to sign or skip the signature step by disabling it within the app's point-of-sale settings.



STEP 9: Tap the button to take another payment or return to the “Manage” view.



NOTE:

Once back on the “Manage” view, you will see options to view Payments, the Page Balance summary and the option to create an Event code.

