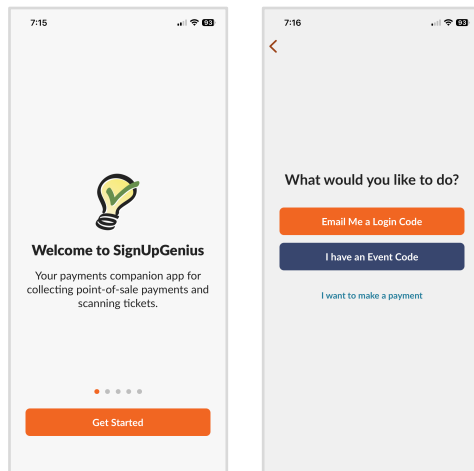


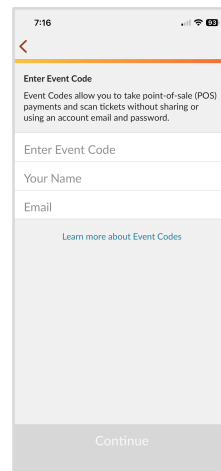
PRIOR TO ACCEPTING POINT-OF-SALE PAYMENTS:

1. Ensure you have downloaded the iOS or Android mobile app.
2. Ensure you have received an Event code from the SignUpGenius account owner (this could be in the form of a 10-digit code, a link shared or a QR code that you scan).
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 click “I have an Event Code”.



STEP 2: Enter your Event Code, name and email.

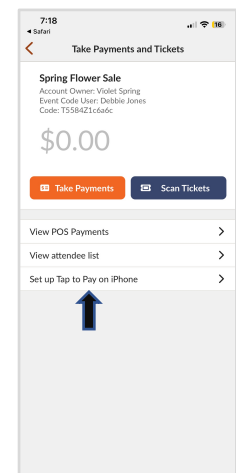


STEP 3: Turn on your Bluetooth card reader. Or, enable Tap to Pay on your device.



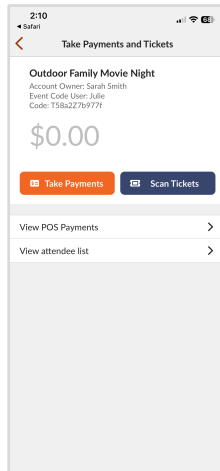
OR

M2 reader

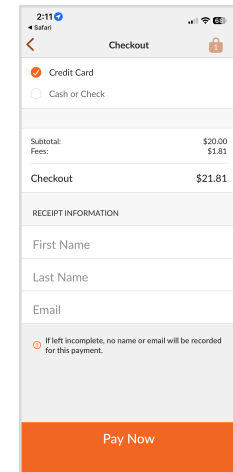
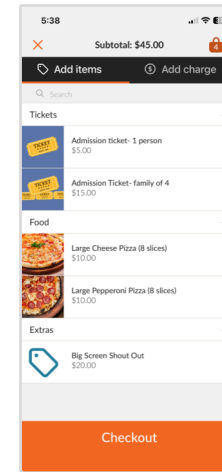
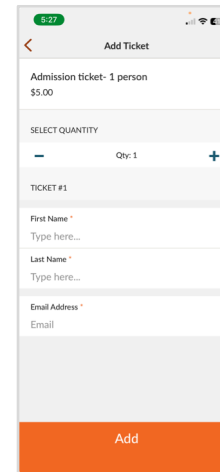
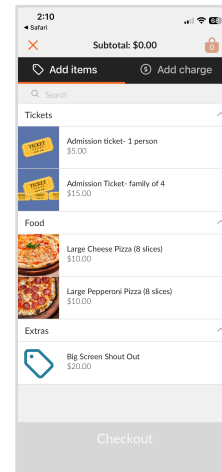


Taking payments with the Bluetooth Card Reader

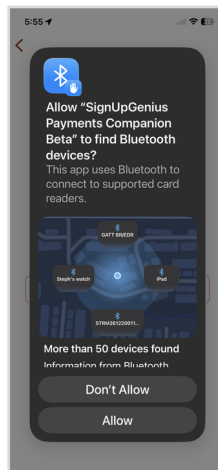
STEP 4: Click the orange “Take Payment” button.



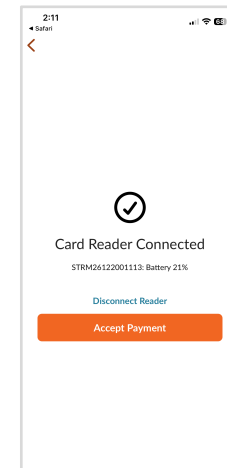
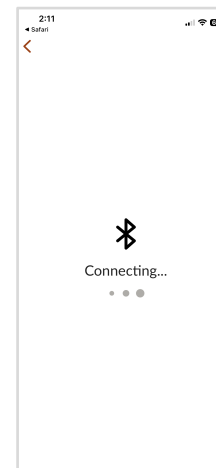
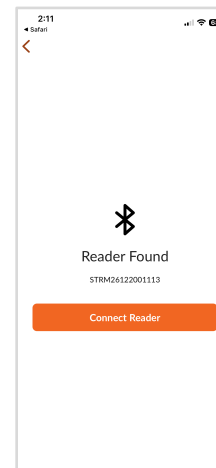
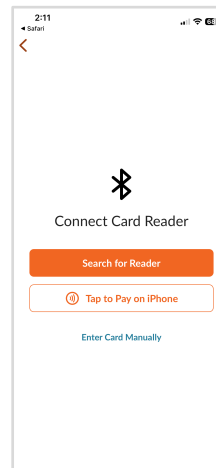
STEP 5: Add items to cart, proceed to checkout, select payment method and enter customer details.



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

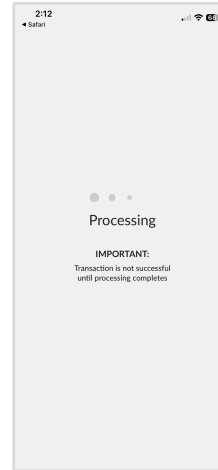
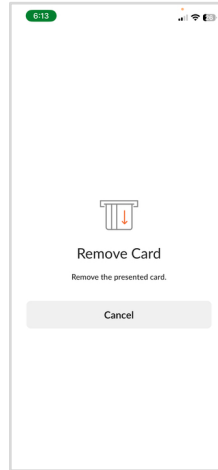
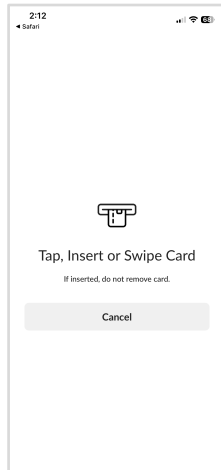


STEP 7: Connect to the card reader and tap the “Accept Payment” button. If multiple readers are detected, you will be asked to select one (based on the serial # on back of reader).

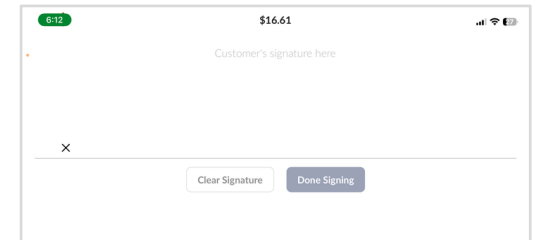


Taking payments with the Bluetooth Card Reader

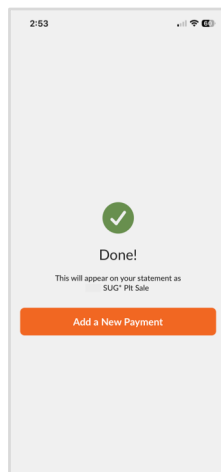
STEP 8: Tap, insert or swipe the credit card and allow payment to process. If inserting the card, wait until you see the “Remove Card” screen before removing the card.



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).

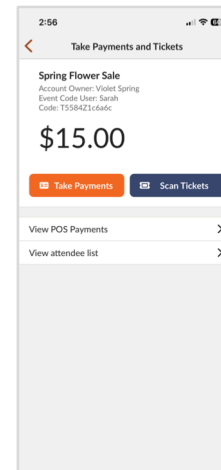


STEP 10: Tap the button to take another payment.



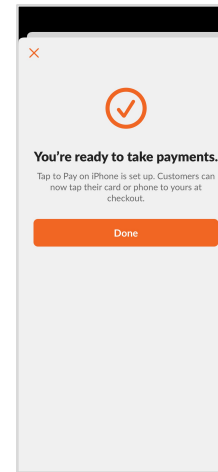
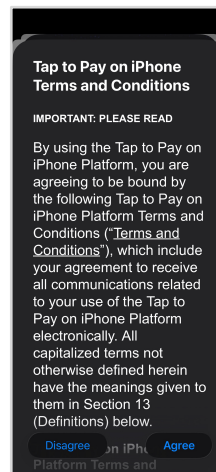
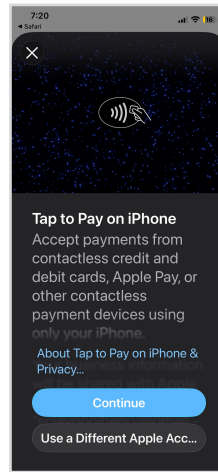
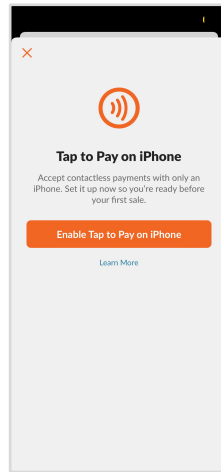
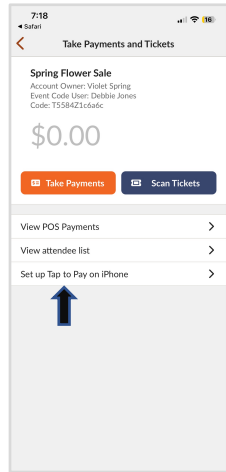
NOTE:

Once back at the “Take Payments” view, you will only see the totals and payments for the transactions that you alone have accepted on your own device.



Taking payments with Tap to Pay

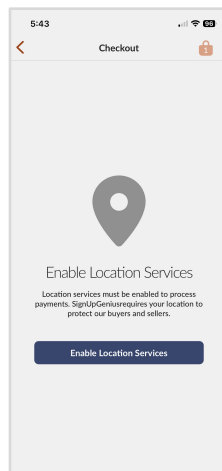
STEP 4: Enable Tap-to-Pay for your device by accepting the Terms and Conditions.



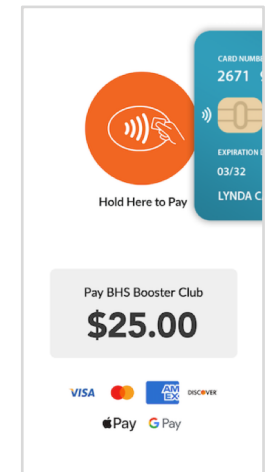
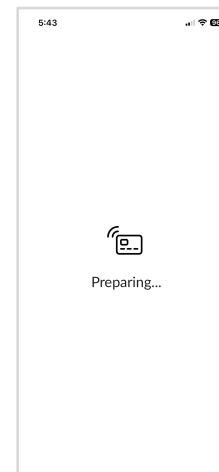
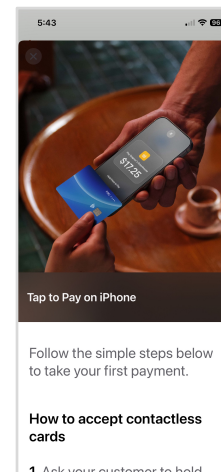
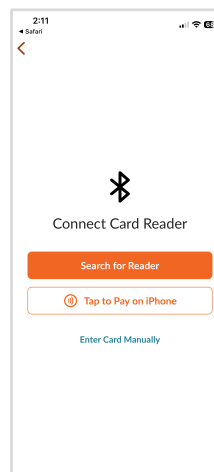
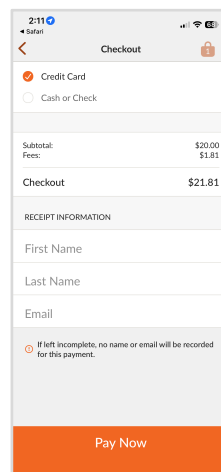
STEP 5:

Add items to cart as shown in card reader flow.

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

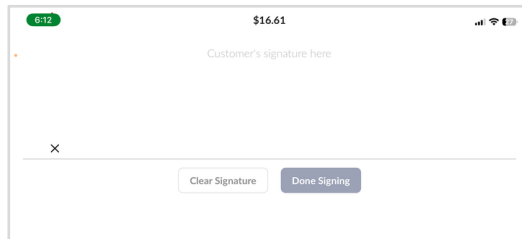


STEP 7: After tapping Pay Now, Choose "Tap to Pay on iPhone". For the first transaction only, user will see Tap to Pay instructions. Once dismissed, the transaction will be prepared. Tap Card on phone to capture transaction.

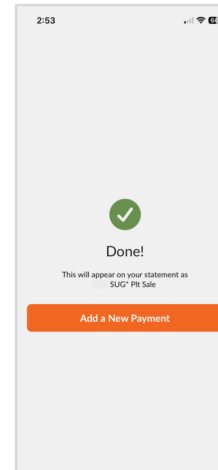


Taking payments with Tap to Pay

STEP 8: Allow the customer to sign (or to skip the signature step, ask the account owner to disable it within their app's point-of-sale settings).



STEP 9: Tap the button to take another payment.



NOTE:

Once back at the "Take Payments" view, you will only see the totals and payments for the transactions that you alone have accepted on your own device.

