



Take a quick crash course in mobile processing.

# Your PayAnywhere Startup Guide.



 **PayAnywhere**<sup>™</sup>  
Call us today at 1-877-236-9302

## 1. Get Started

Download the free PayAnywhere app on your smartphone or tablet.\*

Enter your Merchant ID, Login ID, Username, and Password that was provided in your Welcome Letter.

Review the "Details" page and press "Next". You can customize your profile with your name and information that will appear on customer receipts. You can even include your business logo and add a personalized message.

Create a 5 digit passcode that you can easily remember. You will need this passcode each time you launch the PayAnywhere app.



Send custom receipts with personalized photos and messages!

You'll instantly know when a sale is approved!

## 2. Customize

Keep things simple and set your app options as the following:

Lock Timer: Select "Never"

Printing Options: Select "Off"

Tips: Select "Off"

Auto-Detect Tax: Select "Off"

Cash: Select "On"

Discounts: Select "Off"

Invoice Number: Select "Off"

Require Signature for transactions below \$25: Select "On"

*Of course, you can turn options on or off as needed.*



## 3. Make a Sale

Plug the PayAnywhere reader into the audio jack of your smartphone or tablet.

**Make sure your volume is at the maximum level and your ringer is turned on!**

Launch the PayAnywhere app and select "New Charge" from the main screen.

Tally your customer's order and enter the purchase total into the "Price" field using the numeric keypad.

Tap the "Description" field and enter a brief description of what you sold.

Tap the "Charge" button and confirm your transaction details and continue.

While holding your device, firmly swipe the credit card through the slot in the PayAnywhere reader. Keep the card's magnetic strip facing towards the front.

If for some reason you are unable to swipe the customer's card, or the card is not present (for orders via phone), you may select the "Enter Card Manually" option.

Once processed, the app will let you know if the sale is either declined (red) or approved (green). If the transaction is over \$25, the app will ask for a customer signature using their finger on the screen.

Send an optional email receipt by inputting your customer's email address.



\*Works with iPhone, iPad, iPod touch, most Android smartphones and tablets, and most BlackBerry phones.

Visit our website Help Guide for more information at [www.payanywhere.com/support](http://www.payanywhere.com/support). PayAnywhere also has video demos of its most popular features on YouTube. You can check them out at [www.youtube.com/payanywhere](http://www.youtube.com/payanywhere).



Have questions? Call 1-877-236-9302

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