



Raising hope & changing lives through research

SQUARE ONSITE TRANSACTION INFORMATION

1. You will receive a custom login code for your event. The code will expire within 48 hours.
2. Login instructions will be given when you receive your login code.
3. The code will only work on one device. If you plan on using multiple devices to collect payments, we will need to assign unique codes for each device.
4. Square does not collect any customer information. Reporting only gives our accountant the last 4 digits of credit cards – no names. To assure that we can issue receipts to all participants, please use the Square Transaction Log to collect the name, address, and email for each transaction.