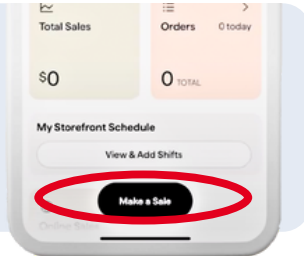


This guide will provide step-by-step instructions for scouts and parents to successfully take a payment on the Trail's End app on their mobile device with Tap to Pay.

## Step 1

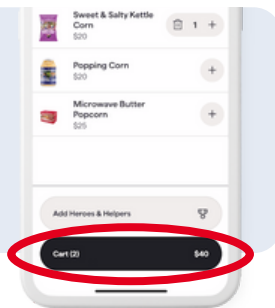
Tap **'Make a Sale'** from the app dashboard



## Step 2

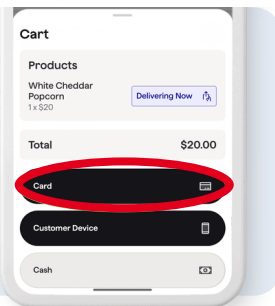
Add products to the cart.

Tap **'Cart'** to complete checkout.



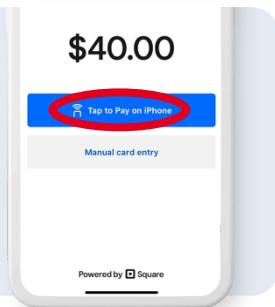
## Step 3

Tap **'Card'** to take payment with Tap to Pay.



## Step 4

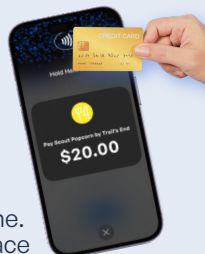
Tap the **'Tap to Pay on iPhone'** button.



## Step 5

Have the customer hold their payment method near the top of the iPhone.

- For credit cards, have them hold the card horizontally over the contactless symbol on the iPhone.
- For digital wallets, have them place their device over the contactless symbol on the iPhone.



# TIPS

### Best Practices for using Tap to Pay on an iPhone

- If your phone case has a holder for physical cards, remove them from your phone case to prevent accidentally charging your own card while Tap to Pay is enabled.
- Never hand your iPhone over to the customer. Have the customer hold their card or NFC device. If needed, have them hand you their card or NFC device for you to tap on your iPhone.
- For credit cards, hold the credit card horizontally over the contactless symbol on the iPhone.
- For digital wallets, have them place their device over the contactless symbol on the iPhone.
- Watch for the Approved message on the screen to confirm that payment has been accepted.

### Setting up Tap to Pay in the Trail's End App on an iPhone Device

1. Go to Settings in the app by tapping the gear icon in the upper right corner.
2. Tap on Square Settings
3. Accept the permissions to enable Square to accept payments:
  - Bluetooth
  - Location
  - Microphone
4. Tap to Pay on iPhone will show as Ready .

### Troubleshooting Tips for Tap to Pay on an iPhone

- Check that your phone is compatible using this list from Square, available at <https://squareup.com/us/en/compatibility?platform=iOS&brand=Apple>

