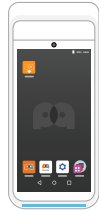


Power up your PayAnywhere.

1 Get connected.



Bluetooth Card Readers



Smart Terminal

- If you're using a Bluetooth card reader, download the PayAnywhere app on your device. If you're using a PayAnywhere Smart Terminal, connect to Wi-Fi and tap the PA Installer icon to download the PayAnywhere app.
- Log in using the QR code provided in your Welcome email.

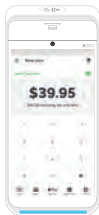
2 Customize the experience.



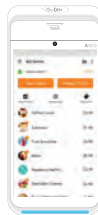
Menu → Settings

- Choose your theme. Switch to Retail for advanced features like Inventory and Open Tabs.
- Tap Receipt Settings to customize your receipt information, add a logo, display social media links, and enable customer ratings.
- Set default preferences for signature, tip, and tax rate.
- Turn on Offline Transactions when your internet connection is unreliable to save transactions and process them later.

3 Complete a sale.



Terminal theme



Retail theme

- If you're using the Terminal theme, enter a dollar amount on the New Sale screen. If you're using the Retail theme, add one or more items to your cart and proceed to checkout.
- Insert an EMV chip card into the card reader. Or, select the desired payment method from the Checkout screen.
- Your customer will sign and tip, if necessary.
- Email, print, or SMS text a receipt to your customer.

4 Manage your business.



PayAnywhere Inside

Head to inside.payanywhere.com and log in using your PayAnywhere credentials.

Activity — See an overview of today's activity, view sales and transactions, check deposits, pull reports, and download statements.

Business — Add employees and assign roles. Save and view customer information, take online payments, send invoices, and handle chargeback disputes.

Library — Create and manage your inventory with items, categories, modifiers, and discounts.

Account — Update your business information, set up email alerts on your account activity, order supplies, and connect to third party integrations like Homebase.