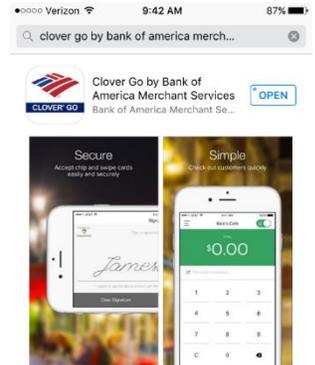




## Clover Go Credit Card Application Setup & Instructions

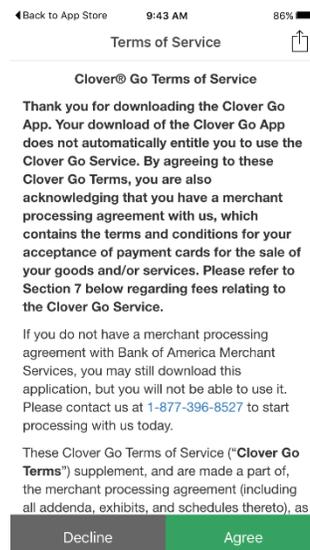
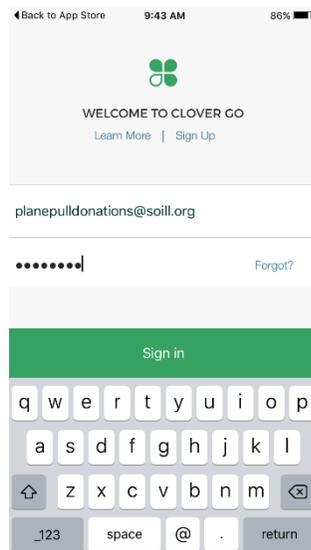
### Getting Started

1. You will need to designate a smartphone or tablet (with access to a cellular network or Wi-Fi) to use for the credit card application. You are able to use the same login information on as many devices as you would like.
2. Visit the App Store or Google Play and download the app named Clover Go by Bank of America Merchant Services

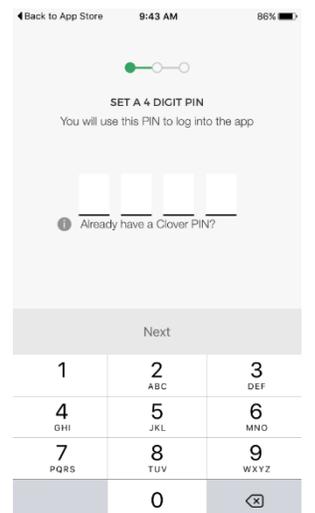


### Using the App

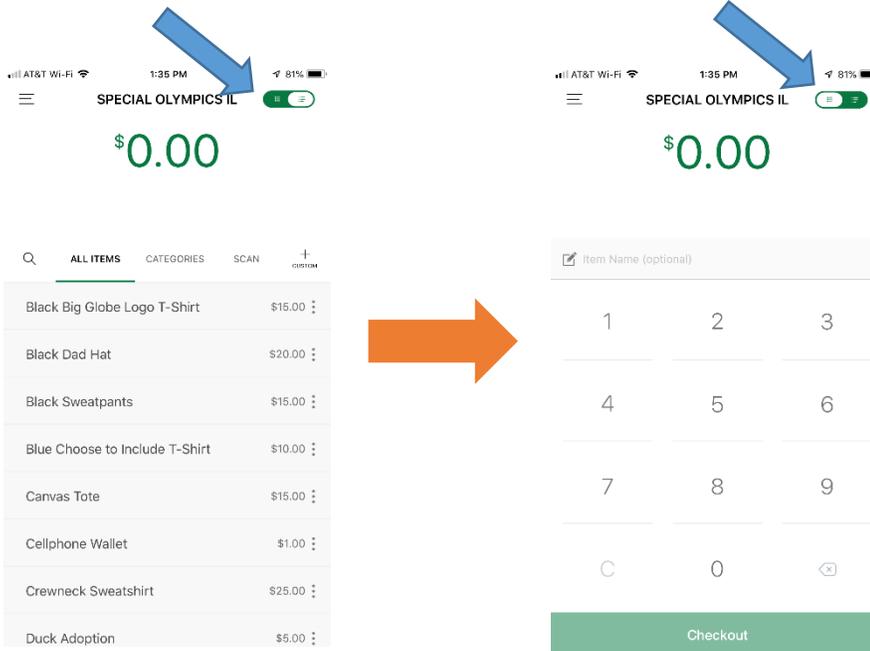
1. When opening the app for the first time you will be prompted for an email address/password. Enter the information provided to you when your account was setup and agree to the terms of service.



2. Next you will verify your 4 digit pin provided to you. This will be used for logging into the app normally. You will be prompted to enter the pin twice during setup.



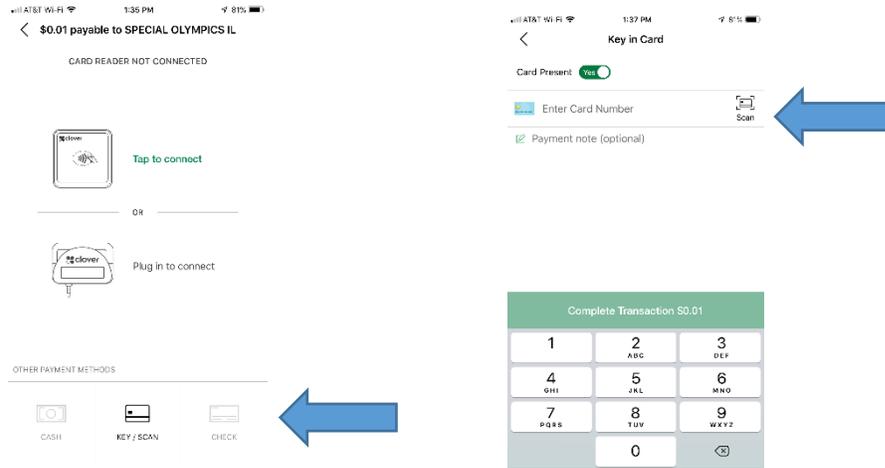
- If you are using a card reader you will be asked to plug in the reader for it to initialize. **If you are not using a reader you can “skip this step”**
- Once your system is set up, you will want to activate the swipe bar in the top right corner of the main screen. This will update your screen to allow you to input grand totals rather than itemize items out.



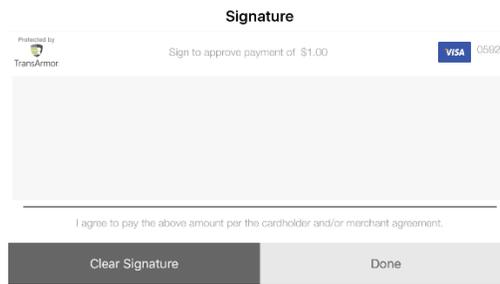
## Processing Cards

- Enter Amount of donation
- Select Checkout.
- If using the card reader, insert the card (if chipped) or swipe the card.

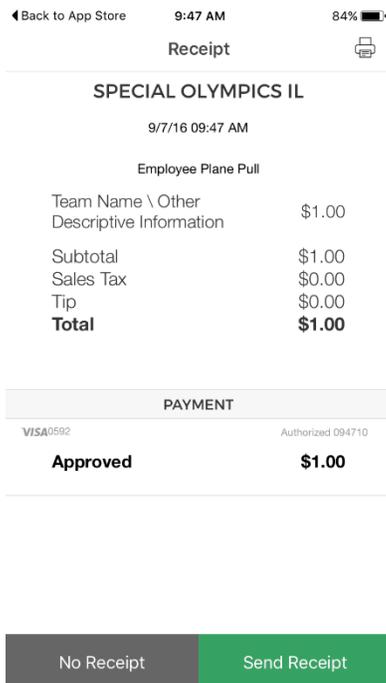
- If no card reader is present, Key/Scan under Other Payment Methods at the bottom of the screen. This will open a field to type in the card information.



- The customer should then sign with either their finger or a stylus.



- If the customer would like a receipt please select send receipt and enter their phone number or email address for receipt delivery.



Cancel Send Receipt

Send receipt to a mobile number or email address.

Mobile Number

ed.uphoff@gmail.com

**Questions? Contact:**

**Jim Fitzpatrick  
Dougan**

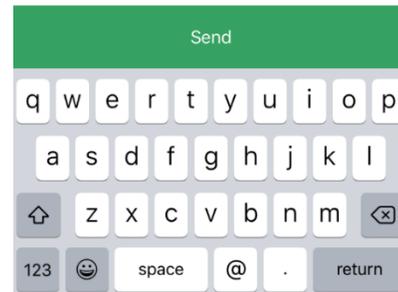
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