



Once you are logged into the App, You <u>MUST</u> set up the Settings correctly. To access the Settings, tab the button in the upper left corner and complete the steps listed below

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Tip	\bigcirc >
For Manually Entered Transactions:	
Collect Cardholder Zip	
Collect CVV	
For non-EMV Transactions:	
Signature Capture	\bigcirc >

Select Transactions

<u>ALL</u> buttons under Transactions should be set to <u>OFF</u>

You do not need to collect the Zip Code but the CVV MUST be ON

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Transactions		>
Receipt		>
Security		>
Manage Readers		>
Receipt Printers		>
Help		>

You can also select the Receipts tab and edit what the customer sees on their receipt.

	Edit Receipt
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	Add Logo
	(80 characters left)
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8	GSNEO.org
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Sample: In the note, we added: Thank you for supporting the Girl Scouts of North East Ohio

You can also add the Customer Care number of 800-852-4474 and the gsneo.org website.