haled
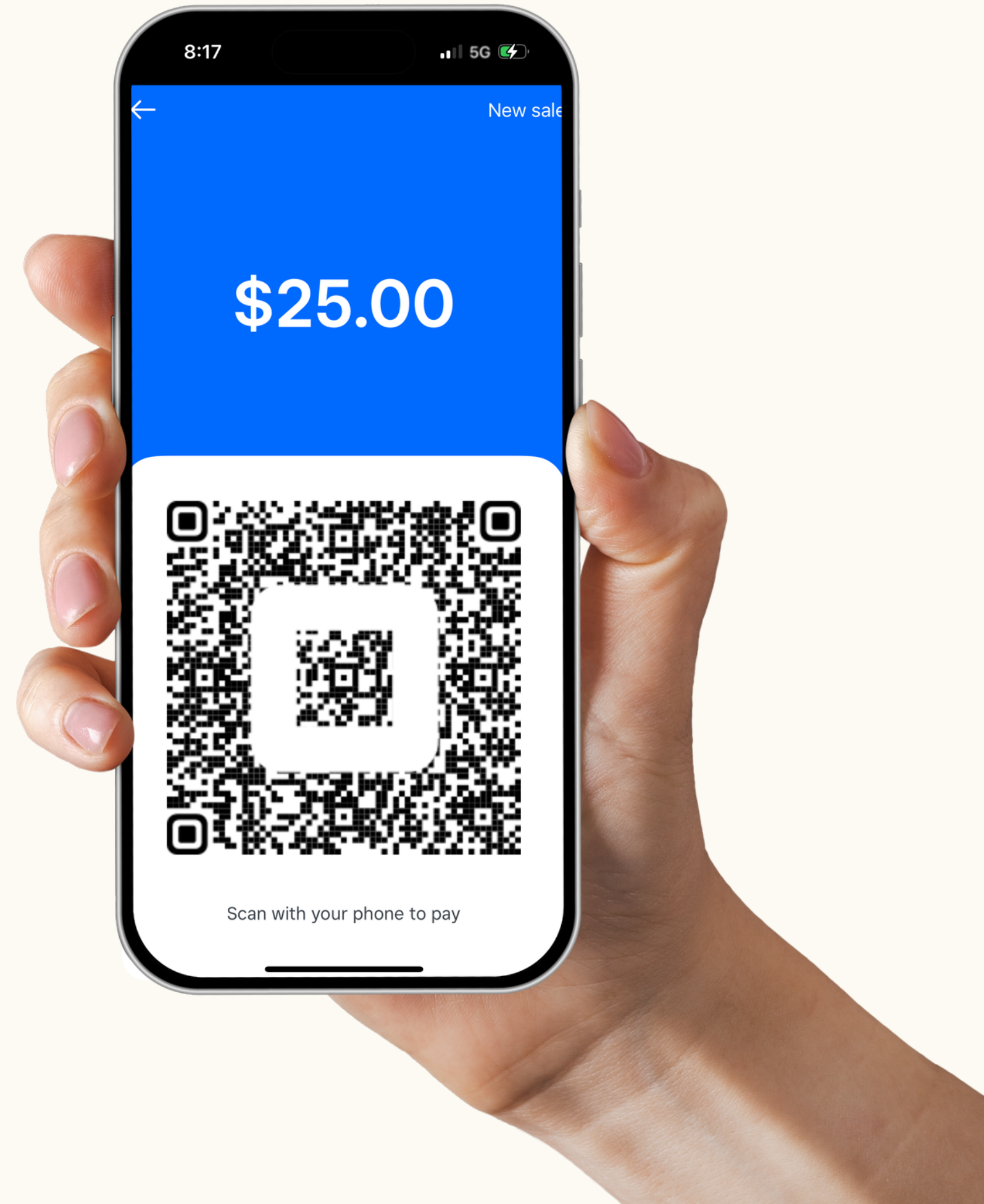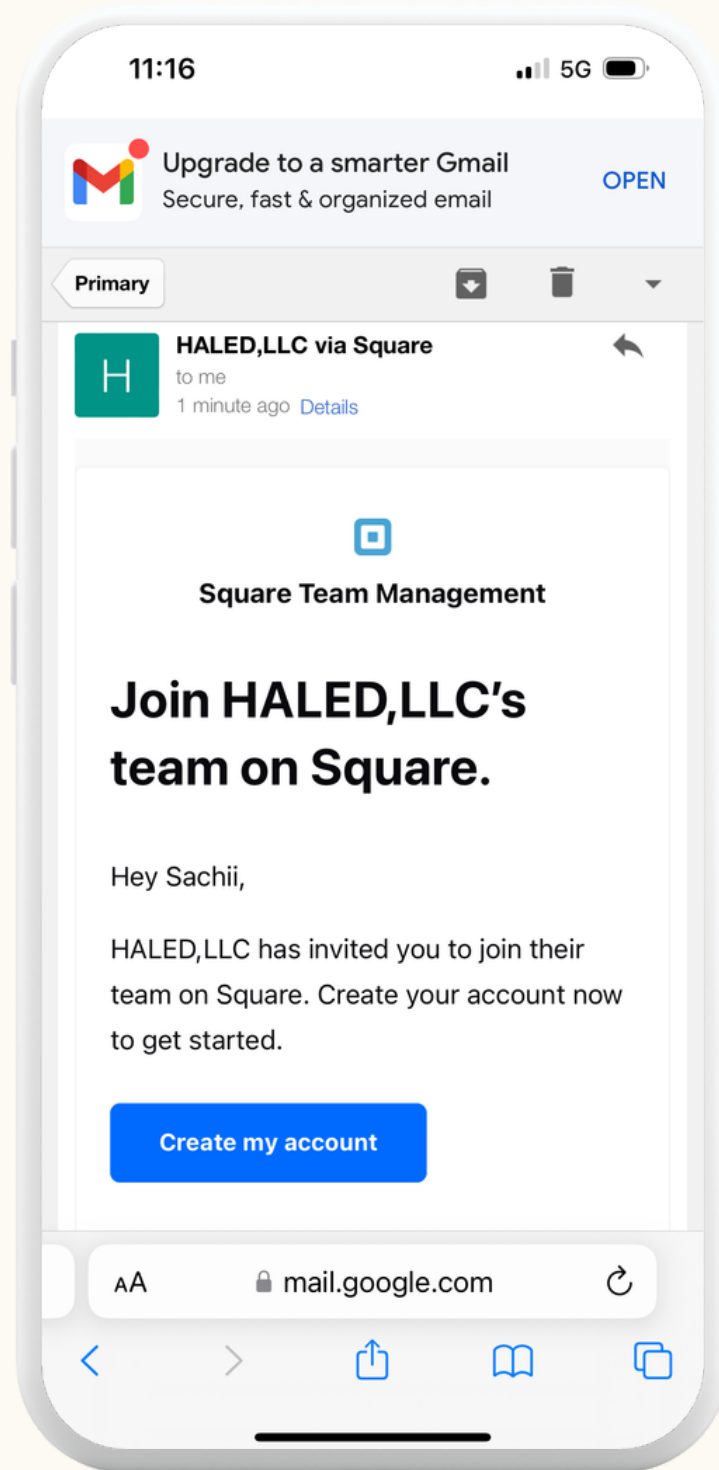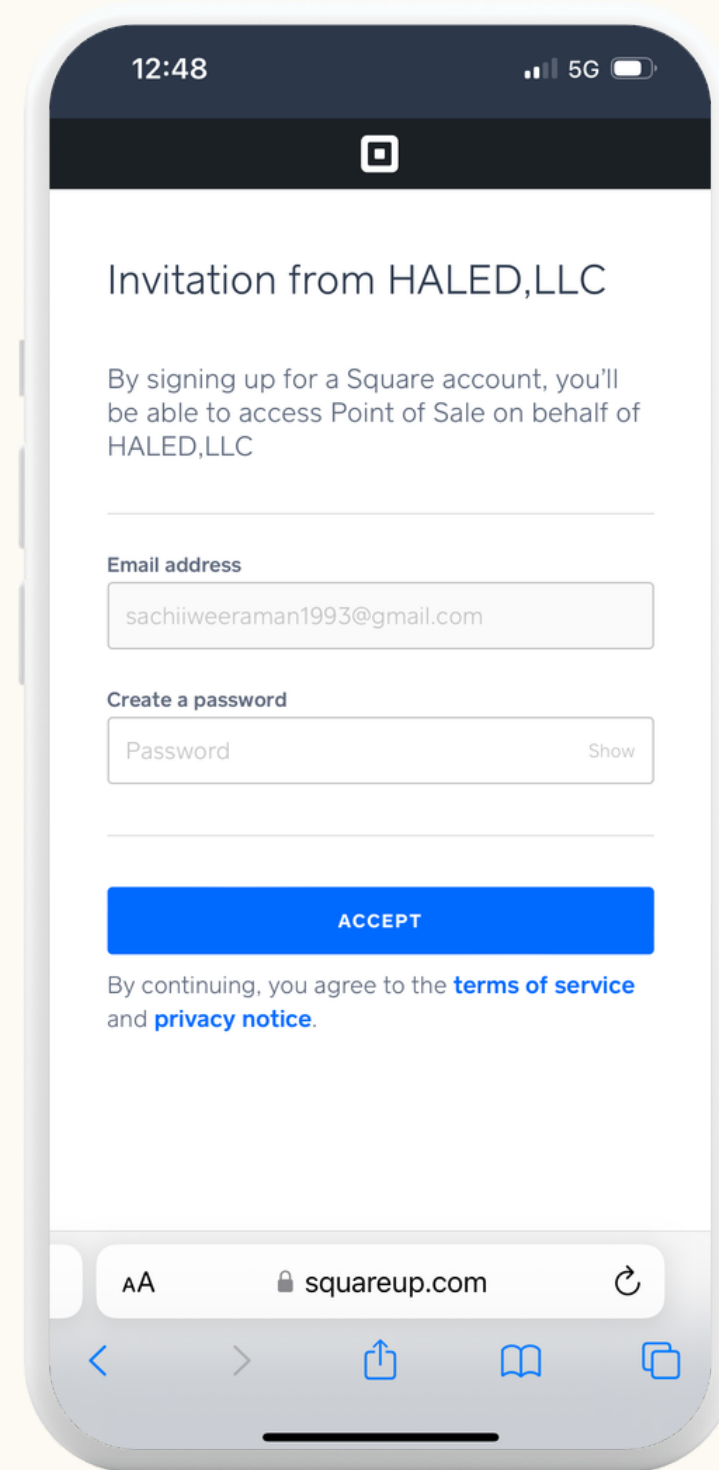
Connect to Haled's Payment Collection
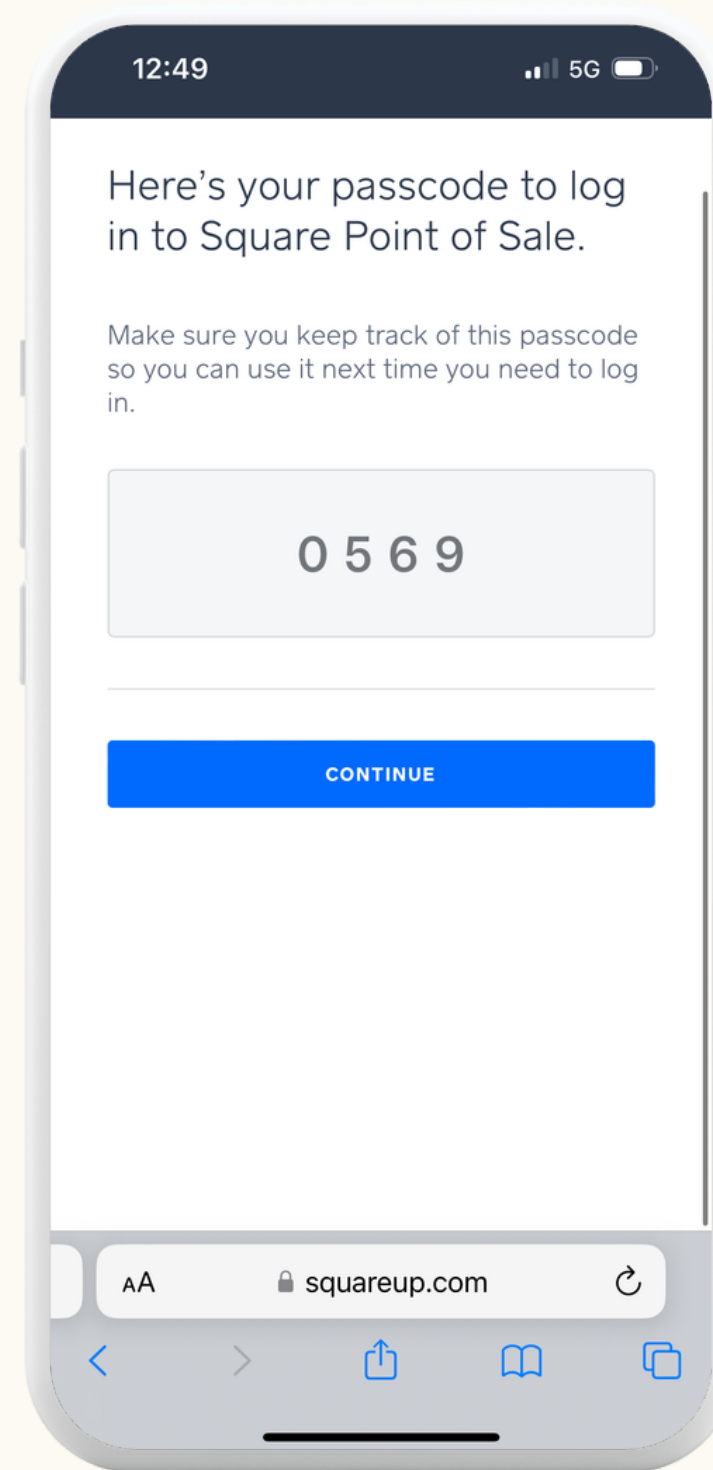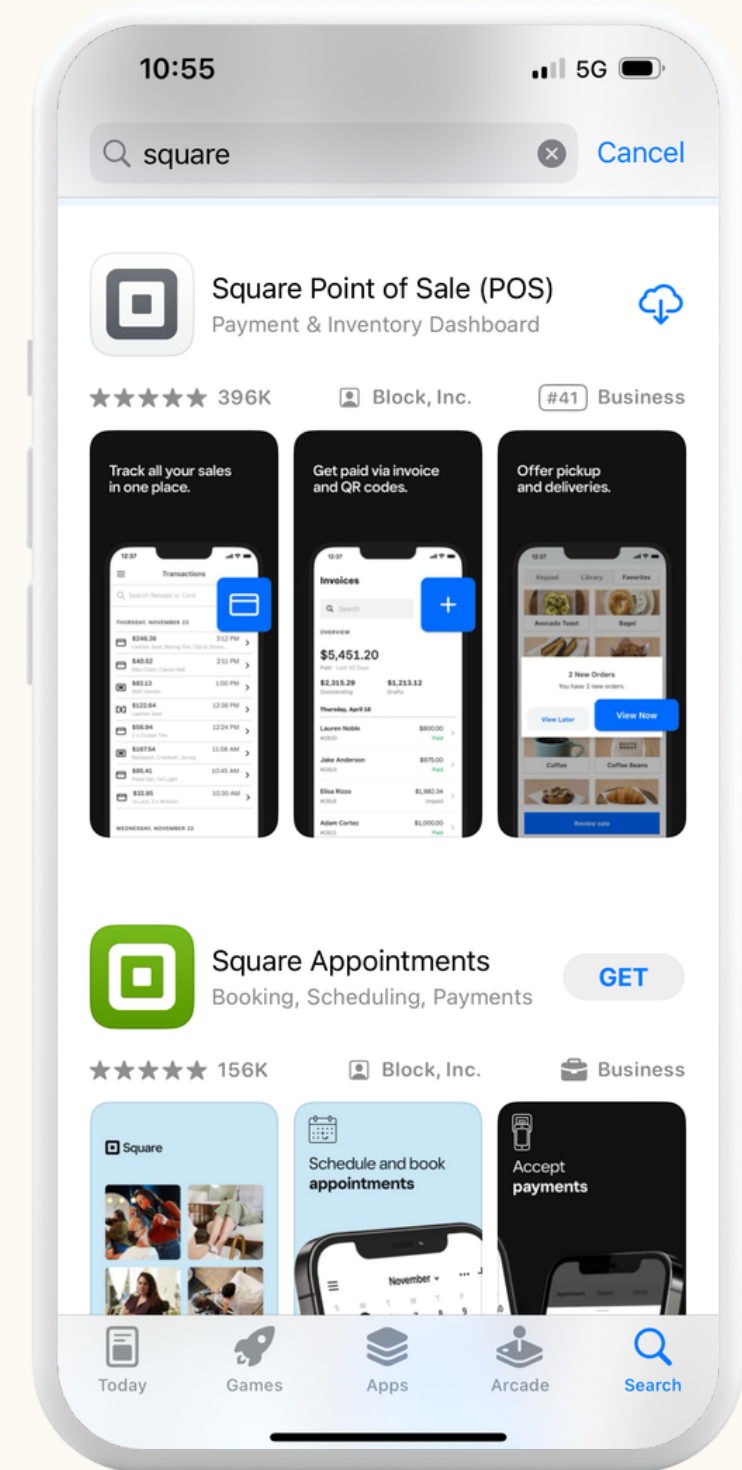Power by Square with these simple steps:

Step 1: Check your email for an invitation from Square for HALED, LLC. Click "Create my account" in the email.
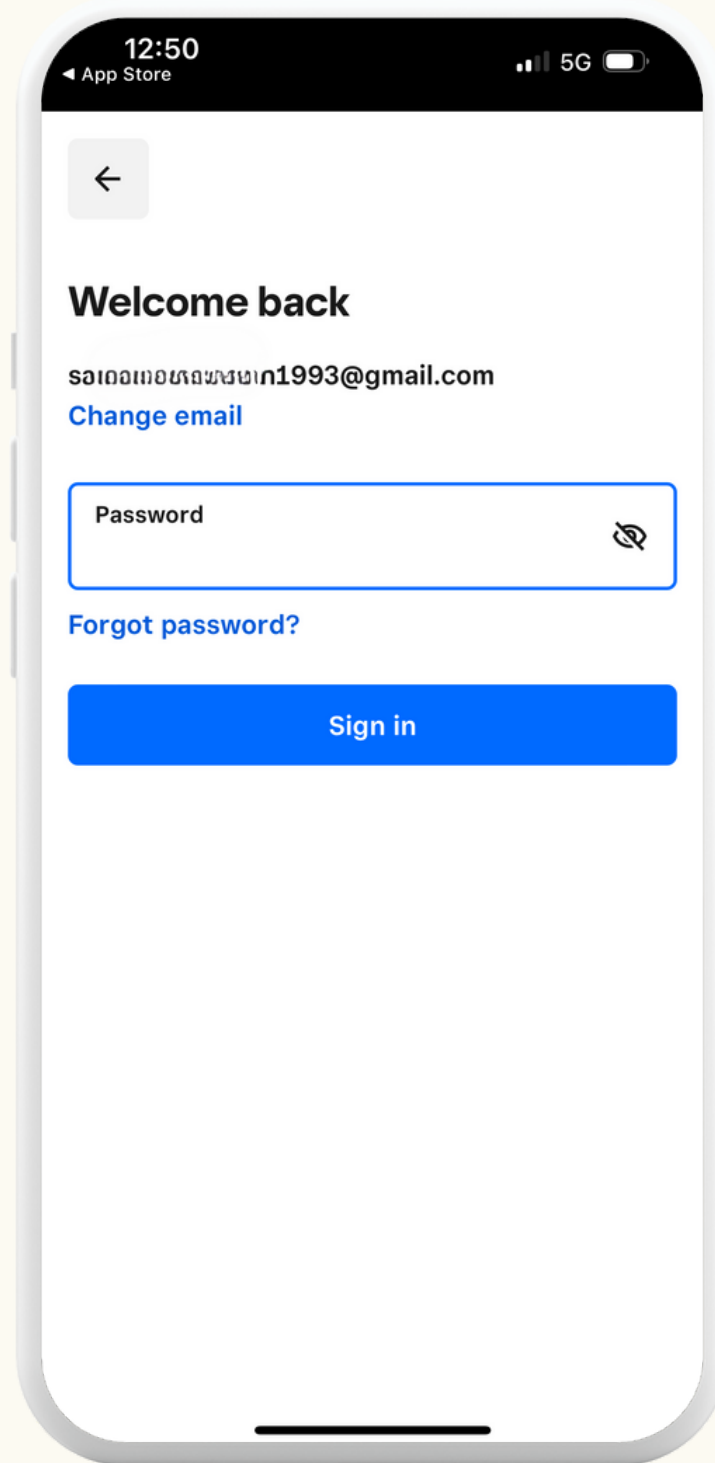
Step 2: Enter your email associated with Haled and create a password.
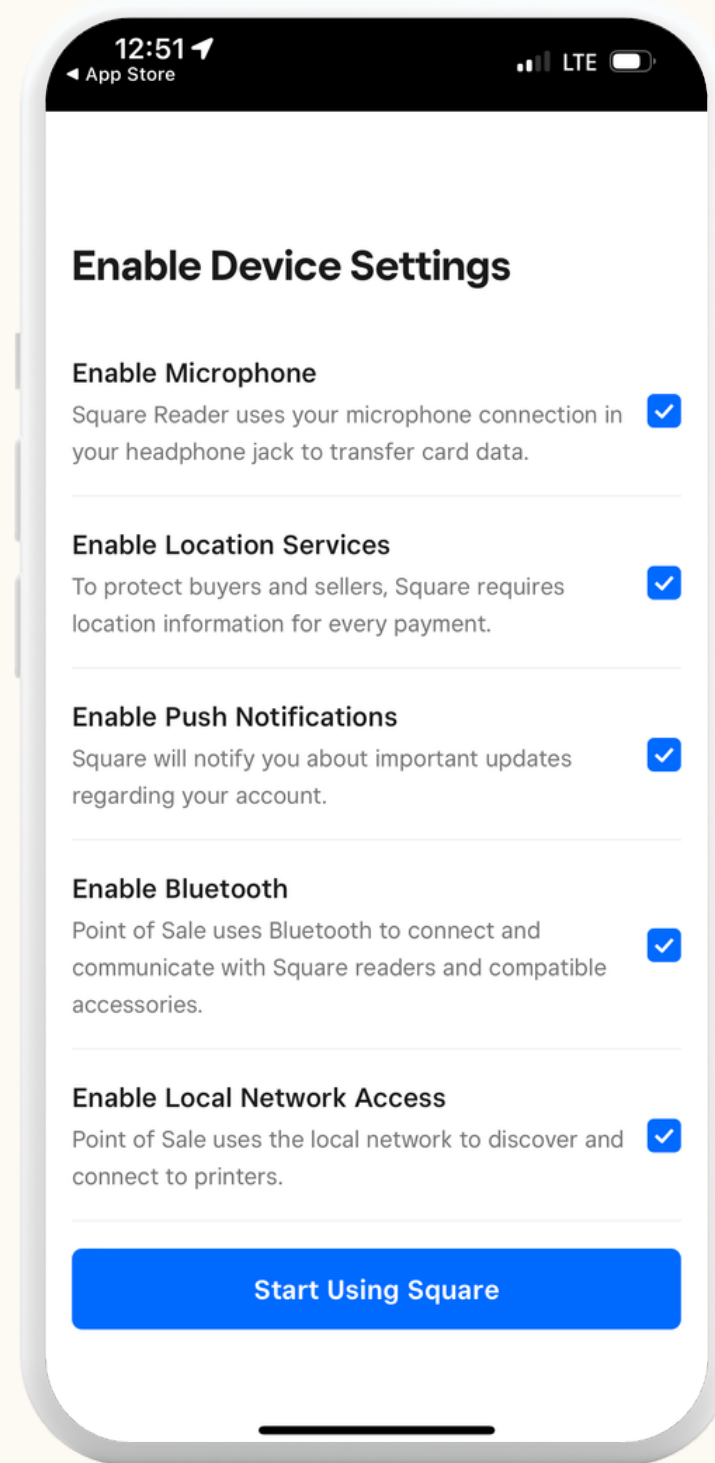
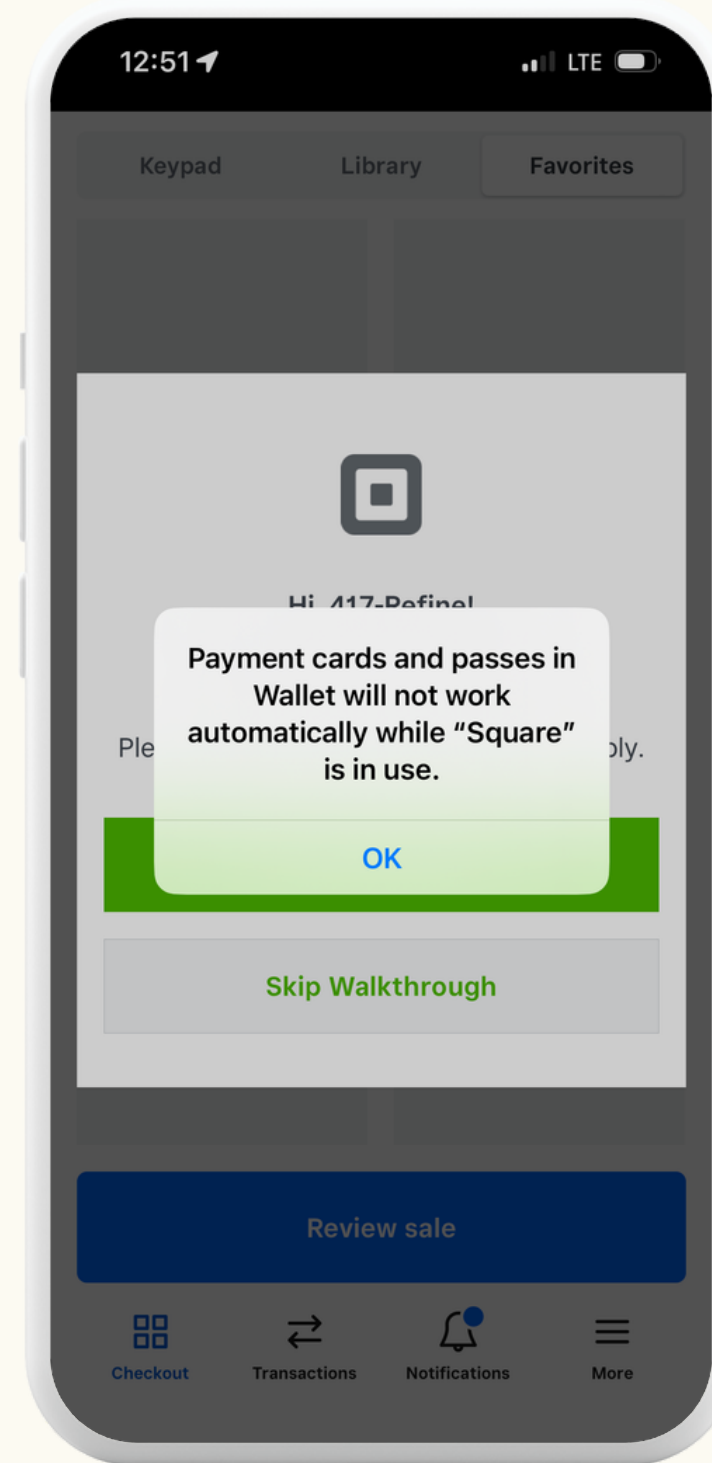**Step 3:** Remember the four-digit passcode provided to you.

Step 4: Download the "Square Point of Sale" app from the Apple or Google App store by clicking "Download Point of Sale" on the screen you see.
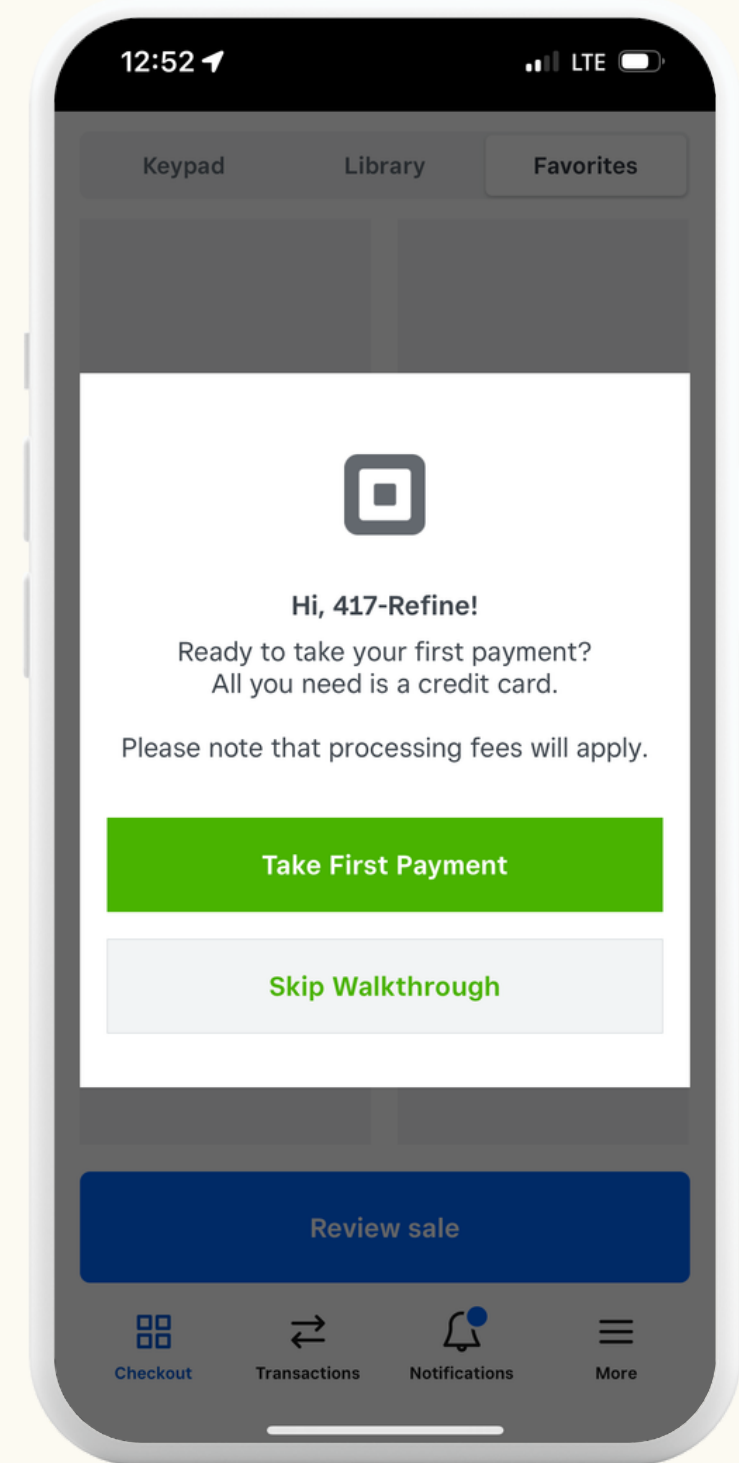
Step 5: Open the app and sign in using your credentials.
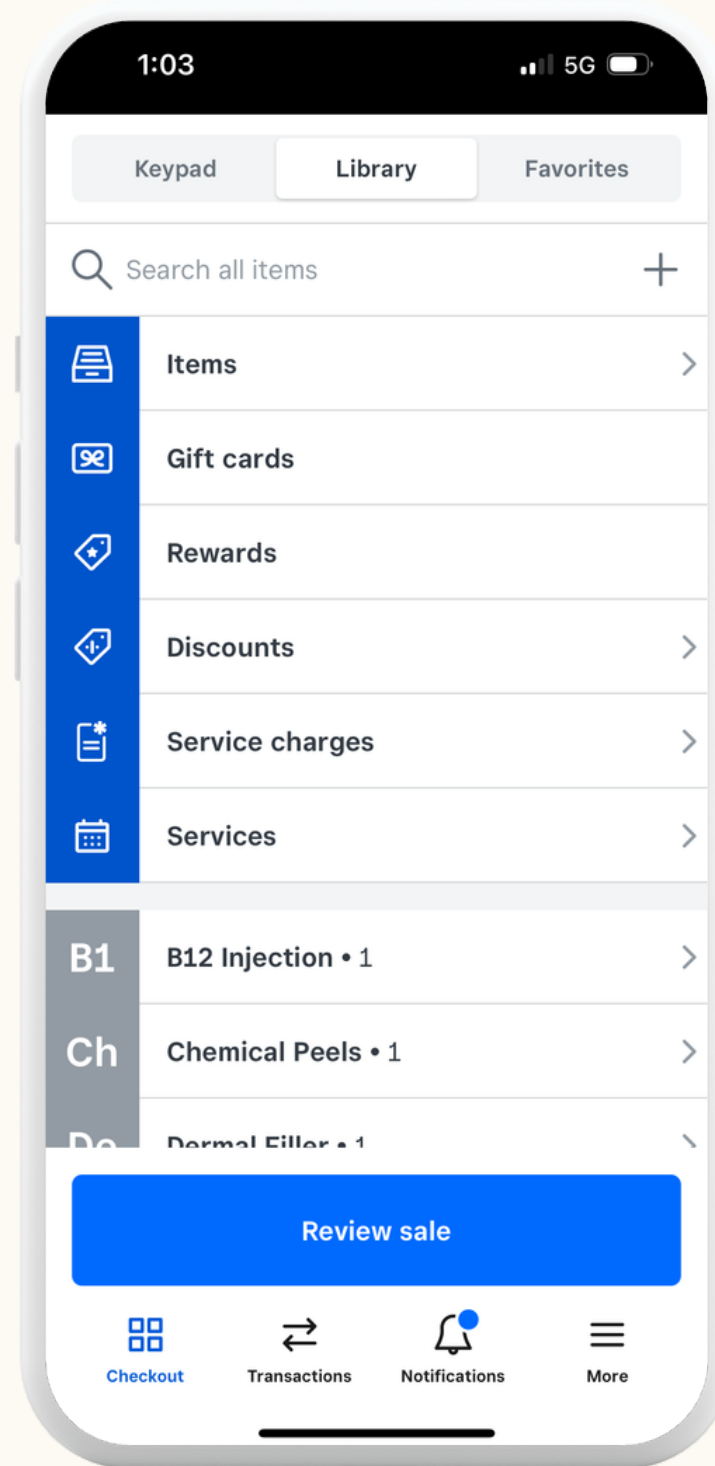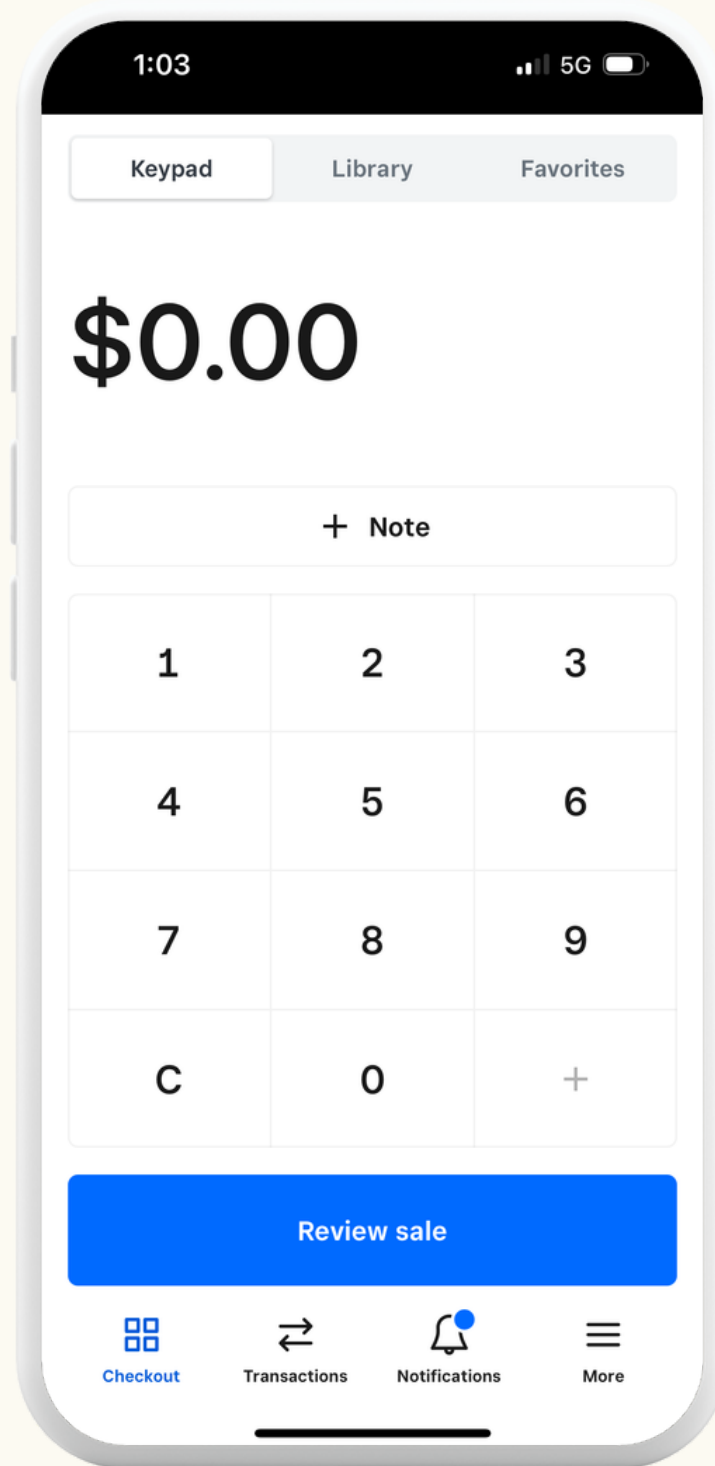
Step 6: Enable all device settings and select "Start Using Square".

Step 7: If prompted, select "OK"

Step 8: You can choose to take a tutorial by clicking "Take First Payment", or skip it by selecting "Skip Walkthrough" and continue.
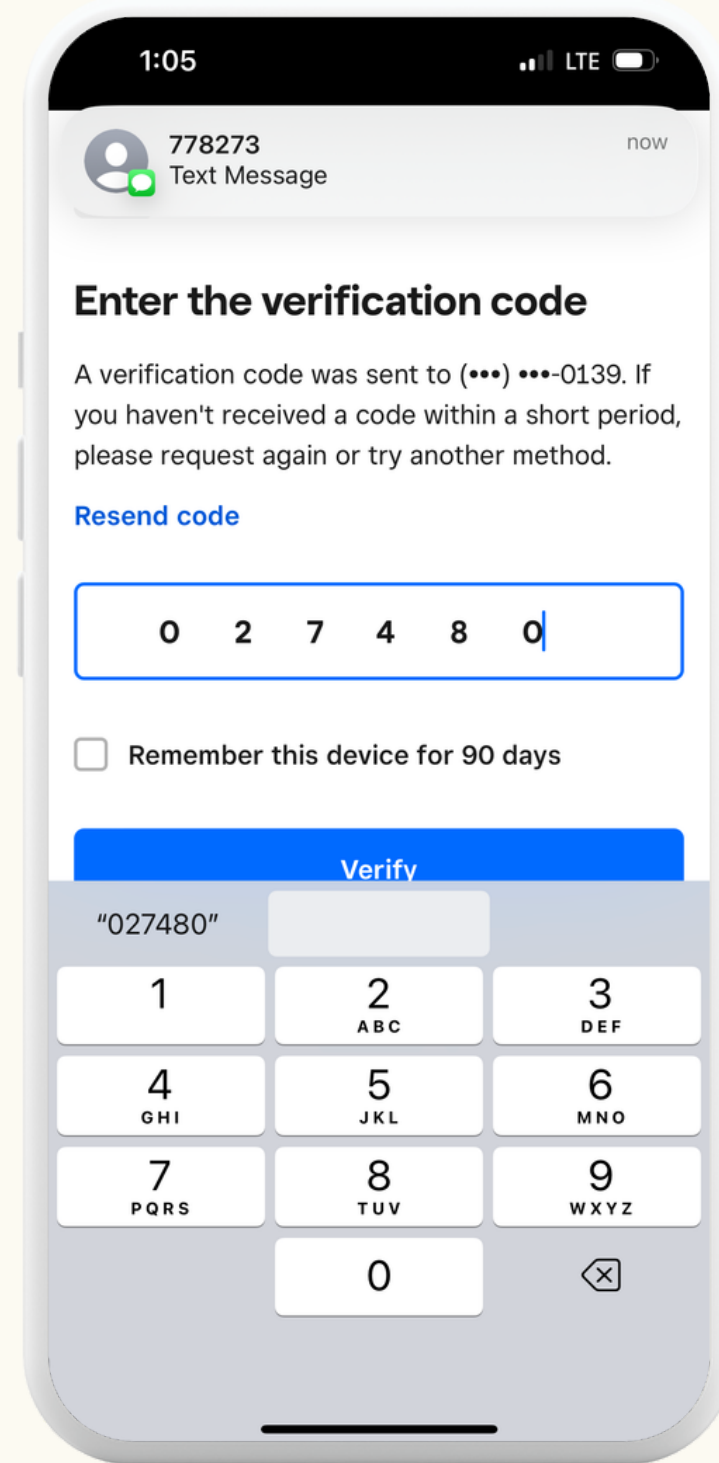
Step 9: To accept payment, select the keypad tab for manually entering amounts or the library tab to see available services at your associate Med Spa. Refer to the checkout section for charging customers.
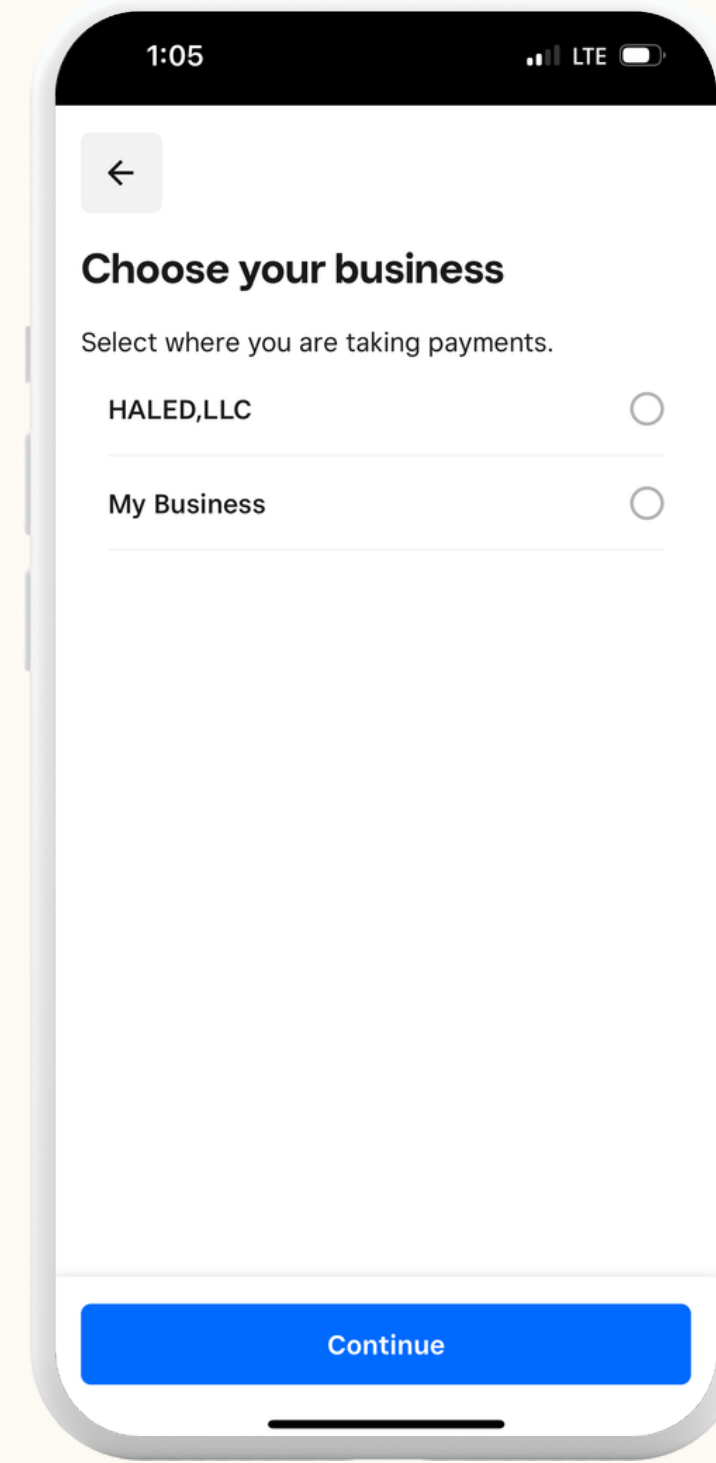
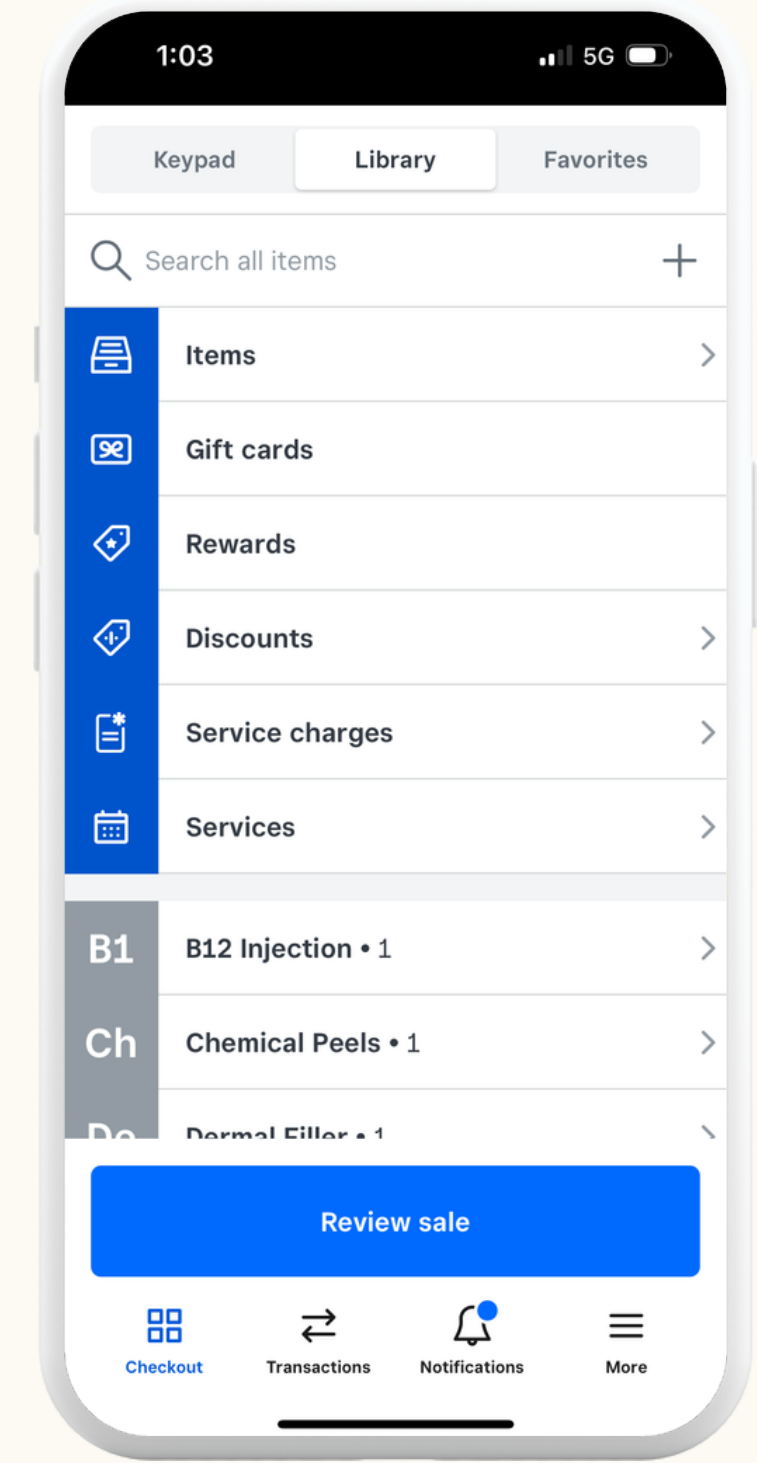# Already have a Square account? Great! Follow these steps to connect:
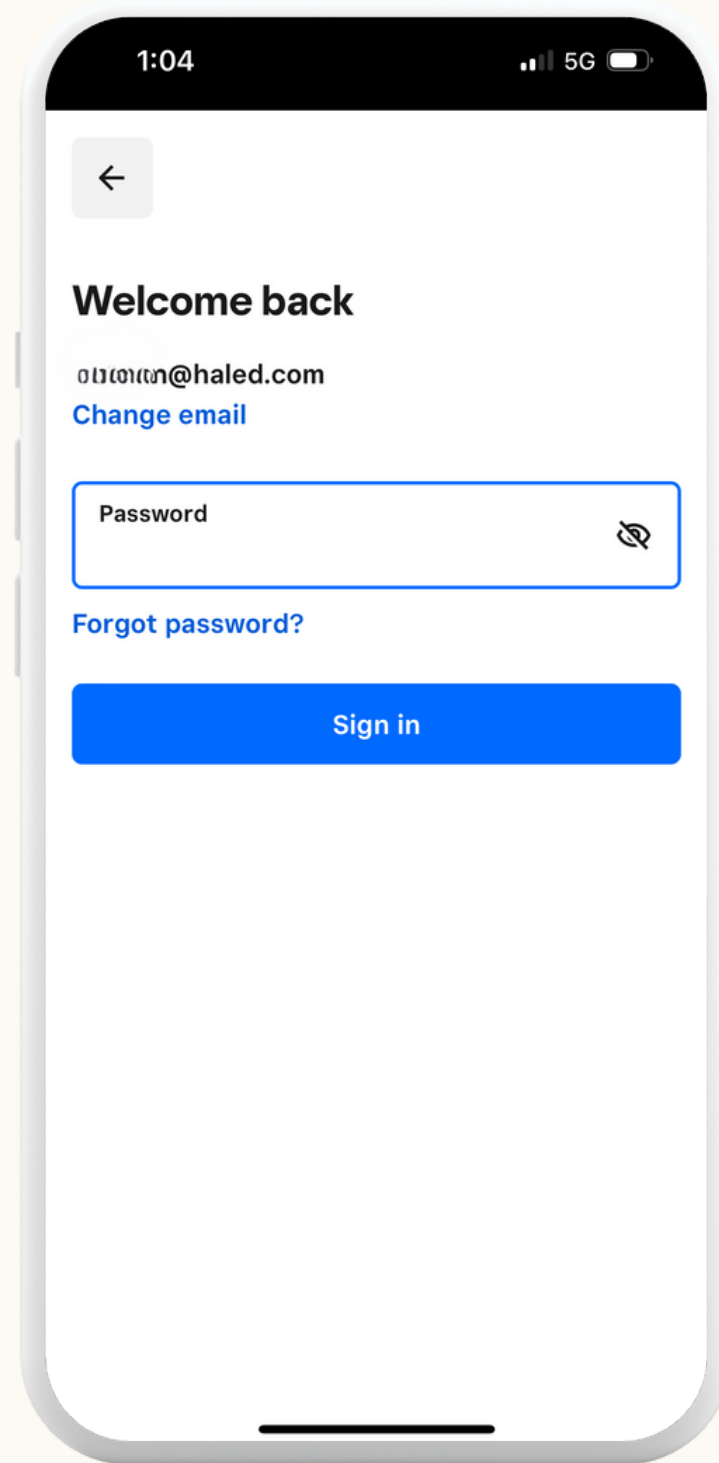
Step 1: Sign out of your Square account and close the app, if already signed in.

Step 2: Open the app, sign in using your login credentials, and complete the phone verification.
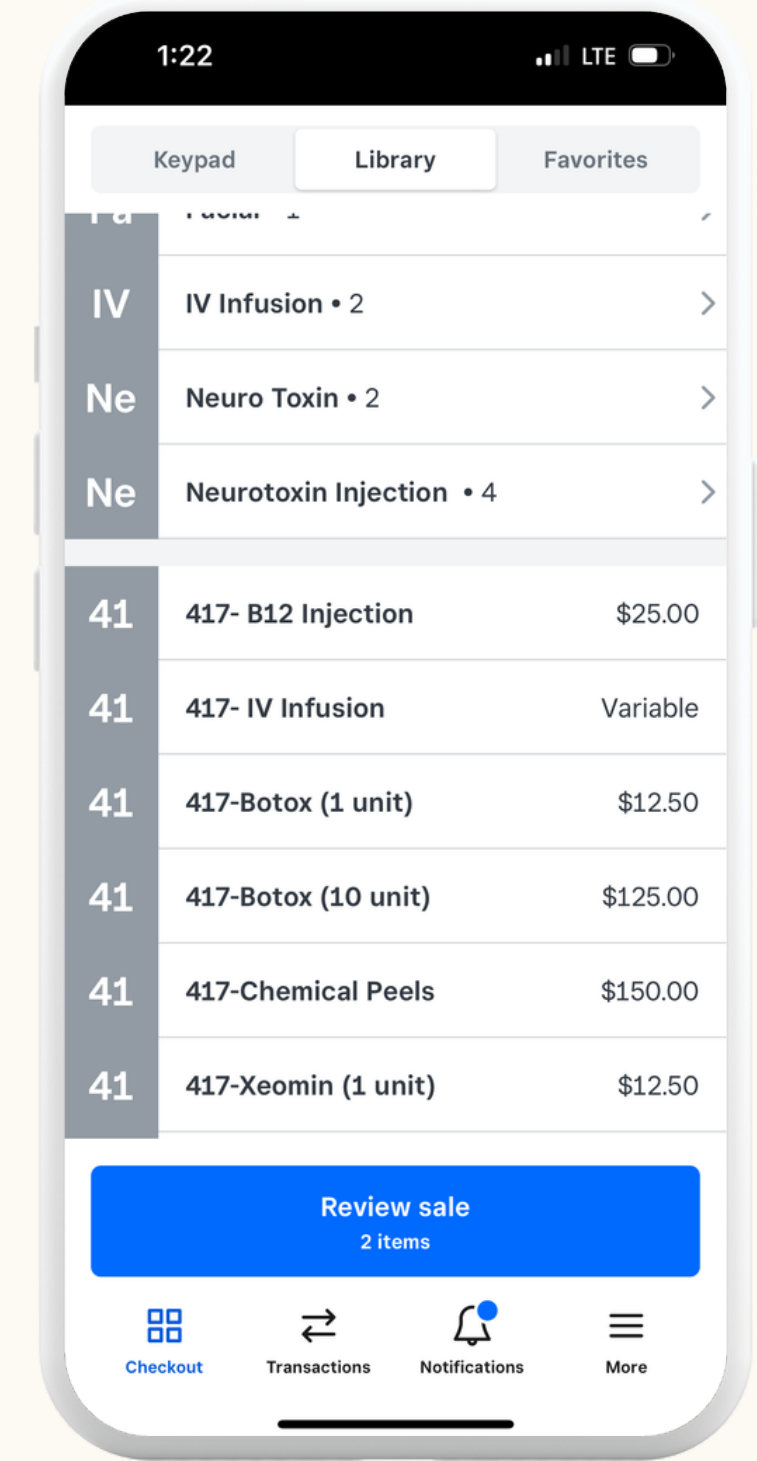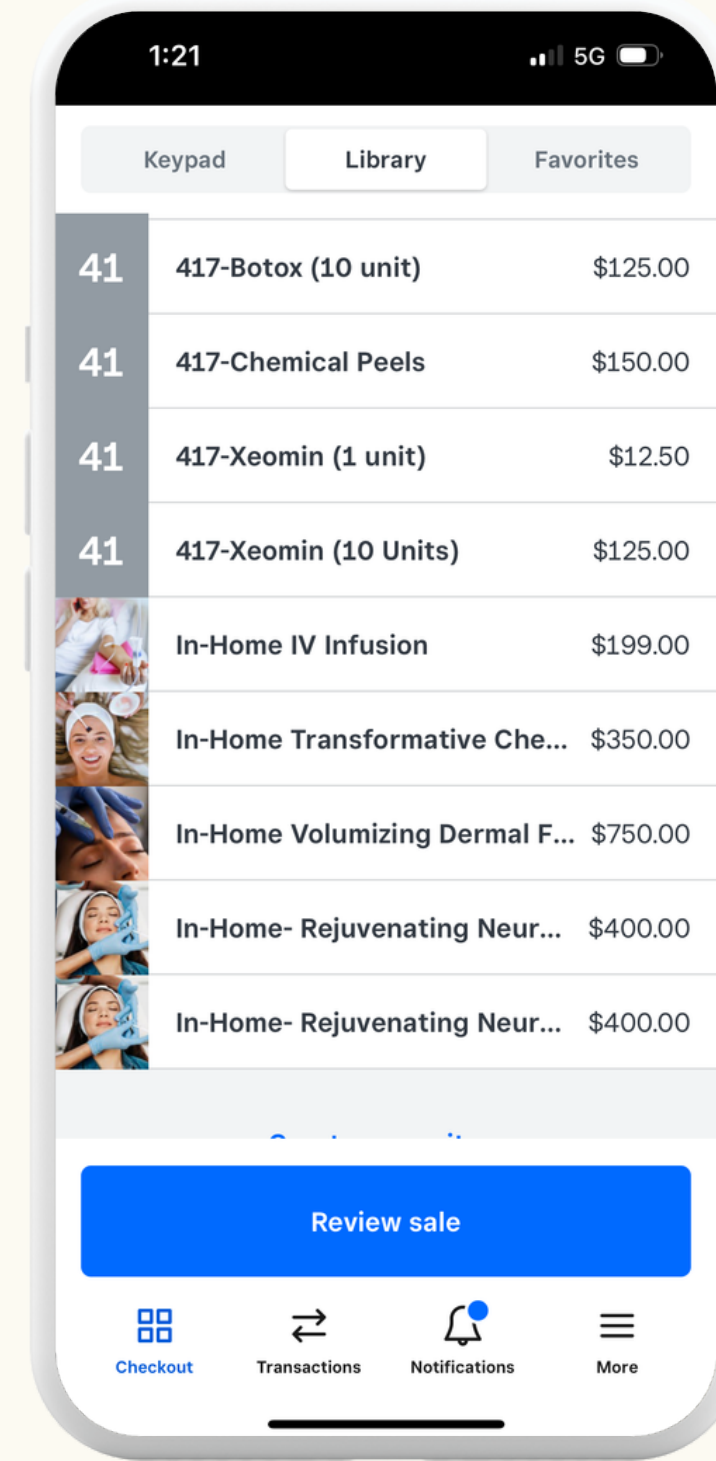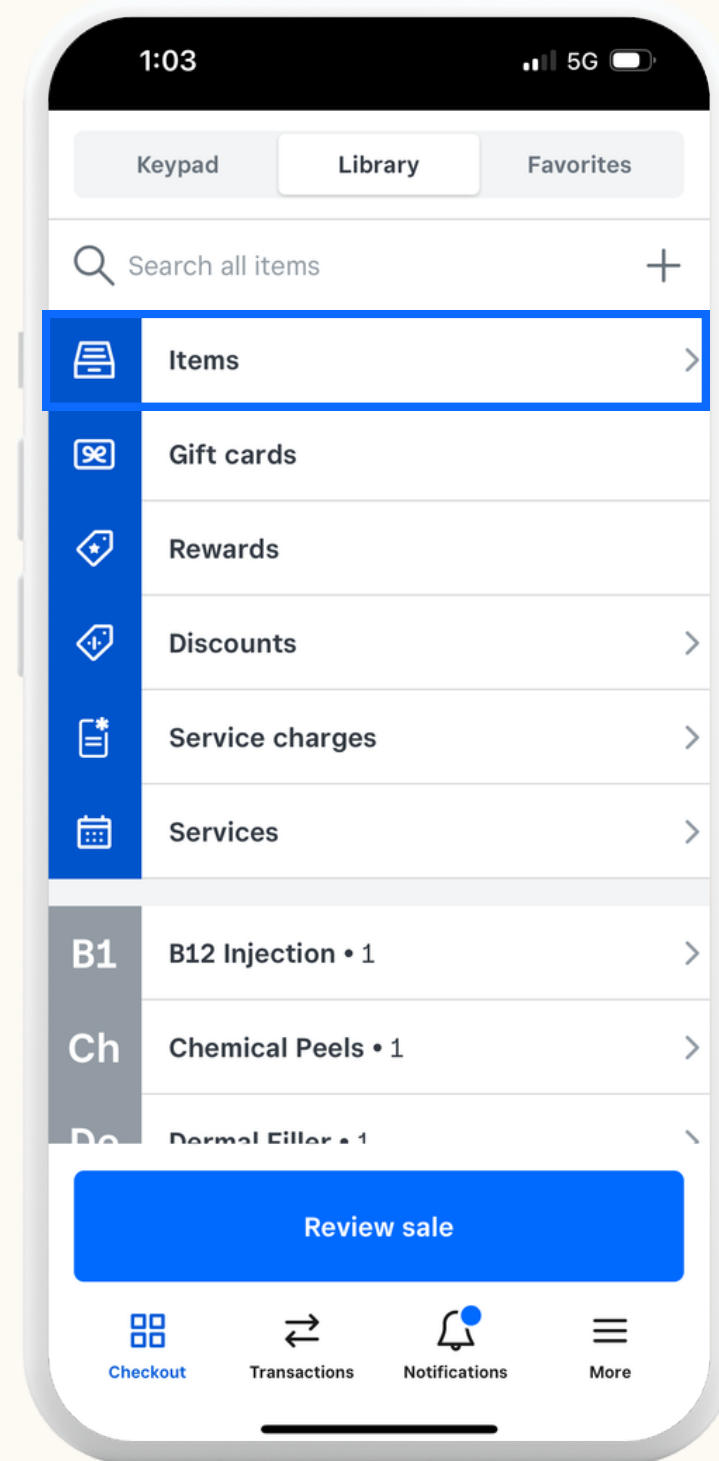
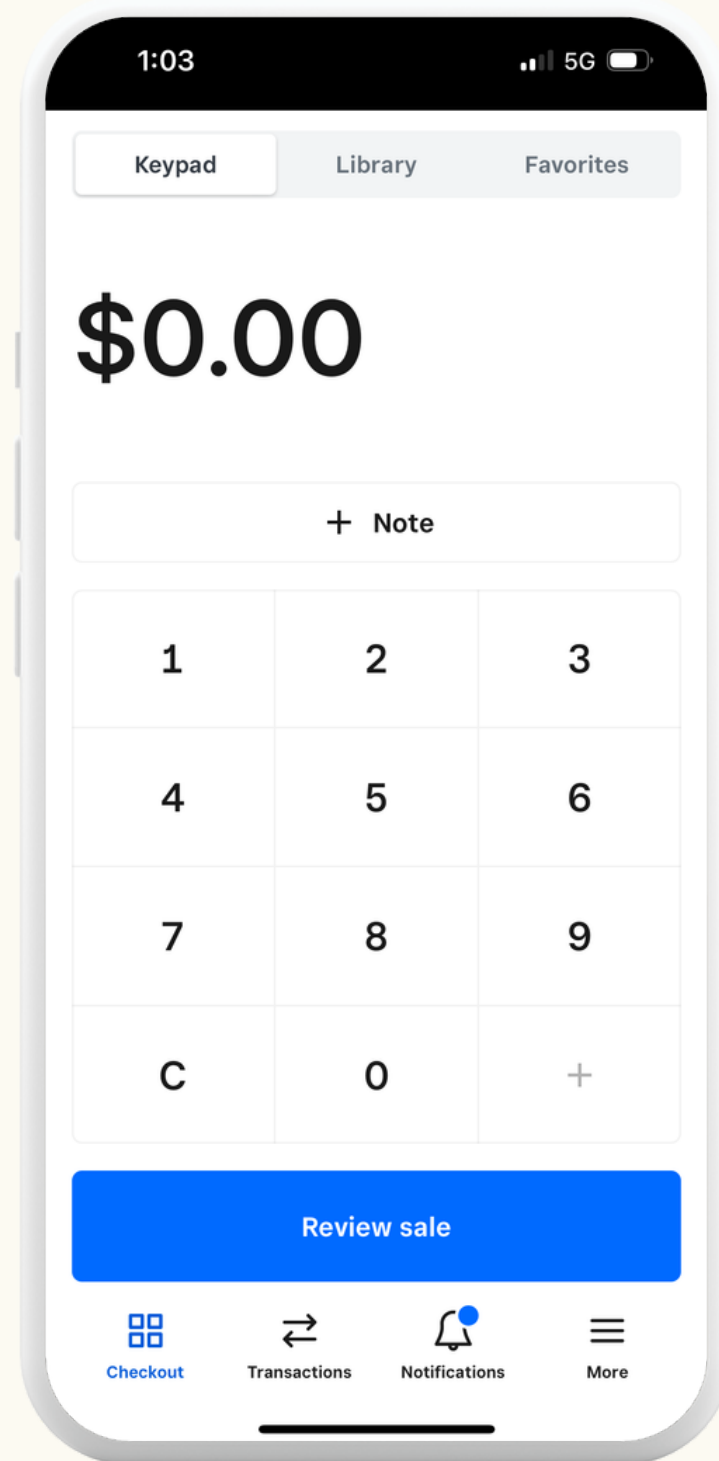**Step 3:** Select "HALED, LLC" when prompted to choose your business.

Step 4: Access the Med Spa services and proceed to checkout.

Check out and charge customers with these steps:
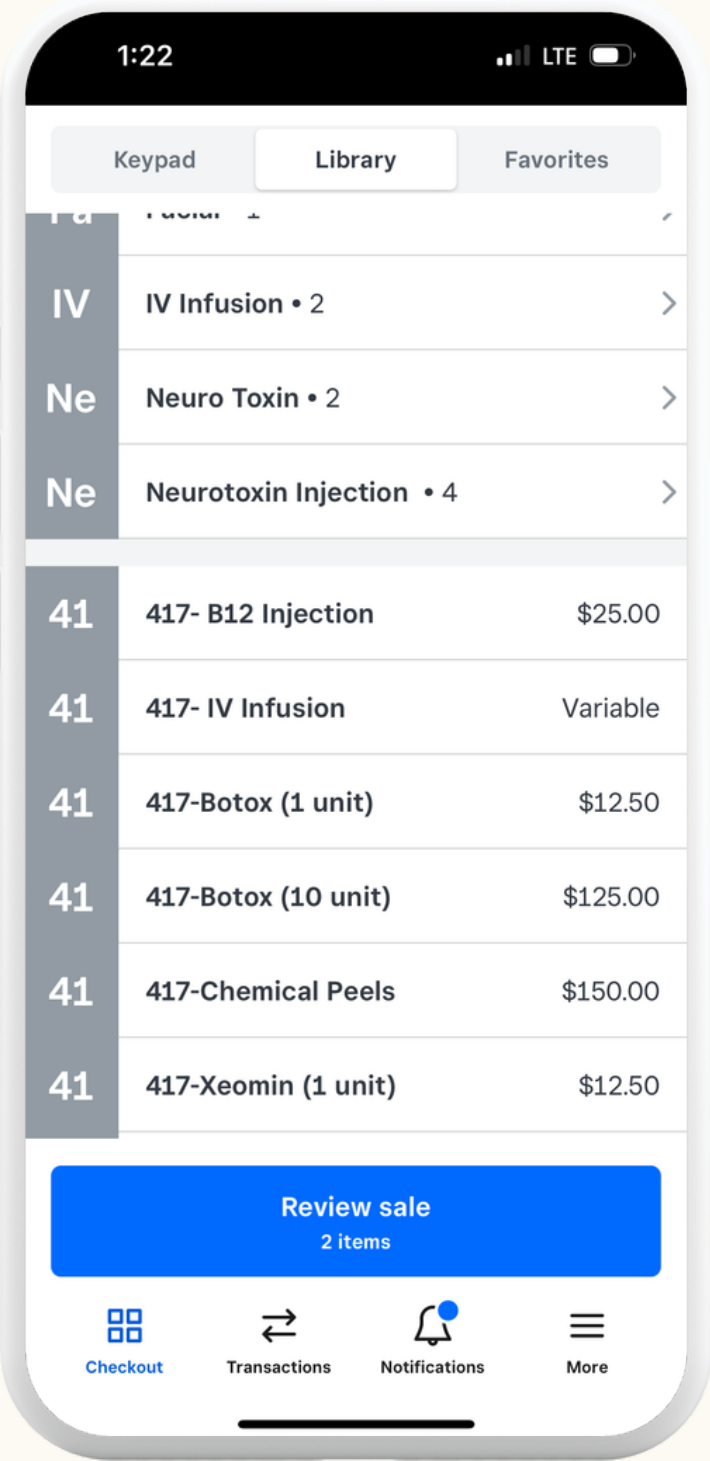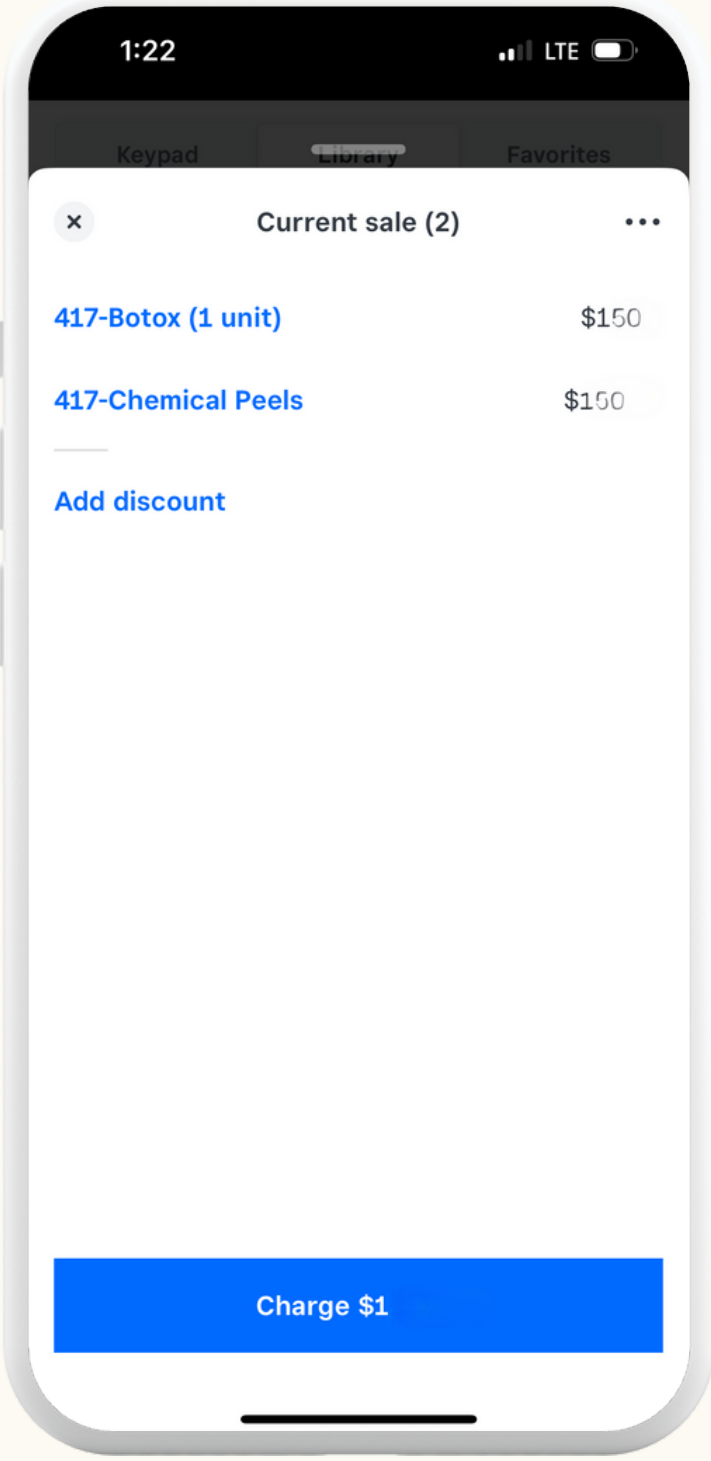

Step 1: Go to the library tab and select "items tab" to select the service. If the service is not listed, manually enter the amount to charge in the "keypad tab"

Step 2: Add the service by clicking the appropriate service items.

Check out and charge customers with these steps:

Step 3: Review the sale by clicking "Review Sale".
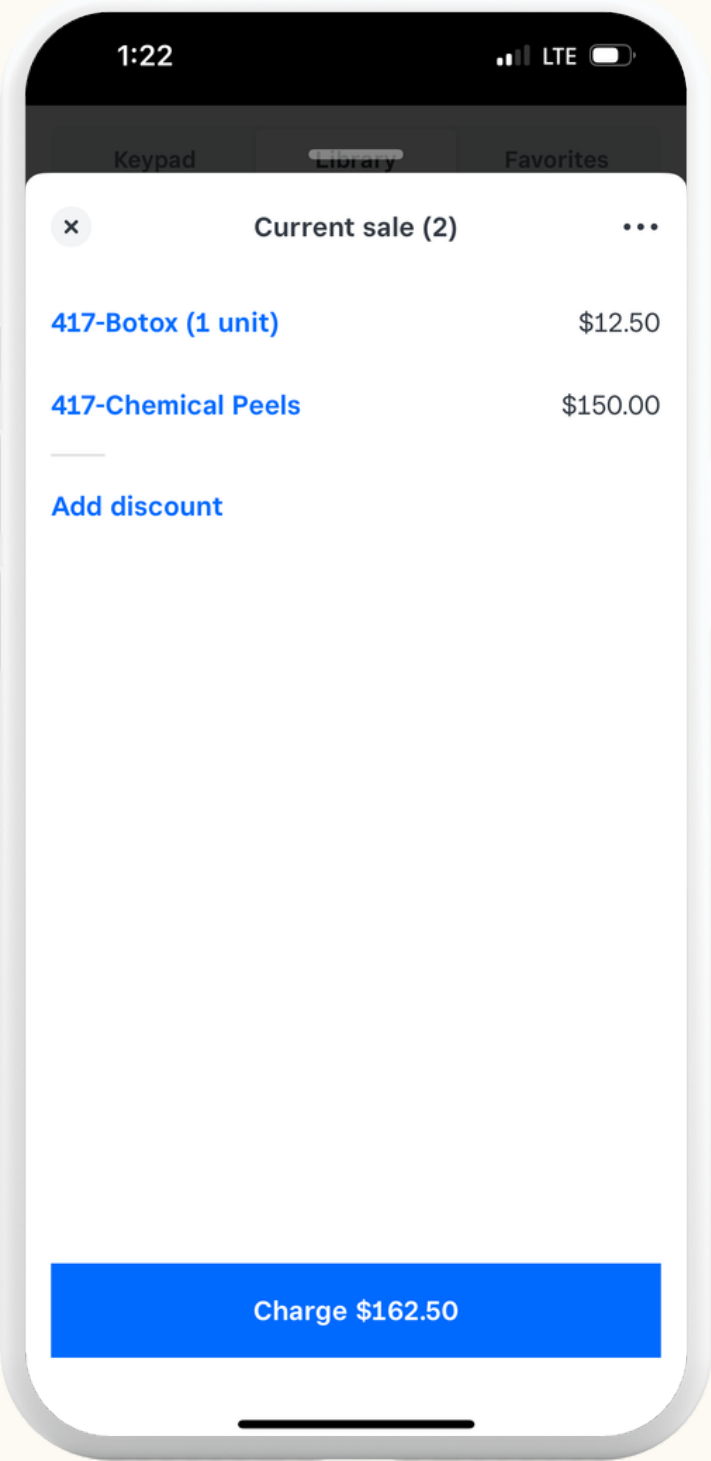
Step 4: Select "Charge".

(Option 1) Take payment using a card on file, if available.
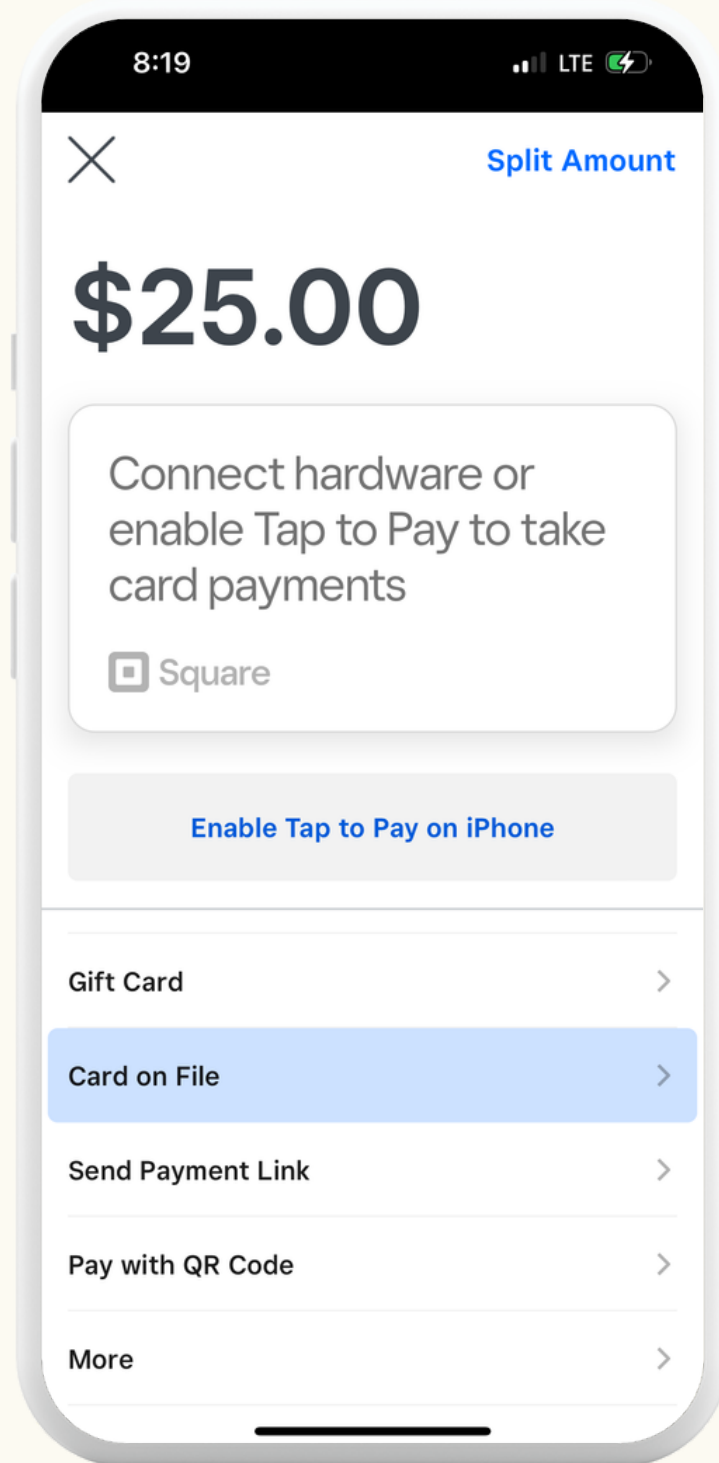
(Option 2) Take payment using "Manual Credit Card Entry".

(Option 3) Take payment using a QR code by selecting "Pay with QR Code".
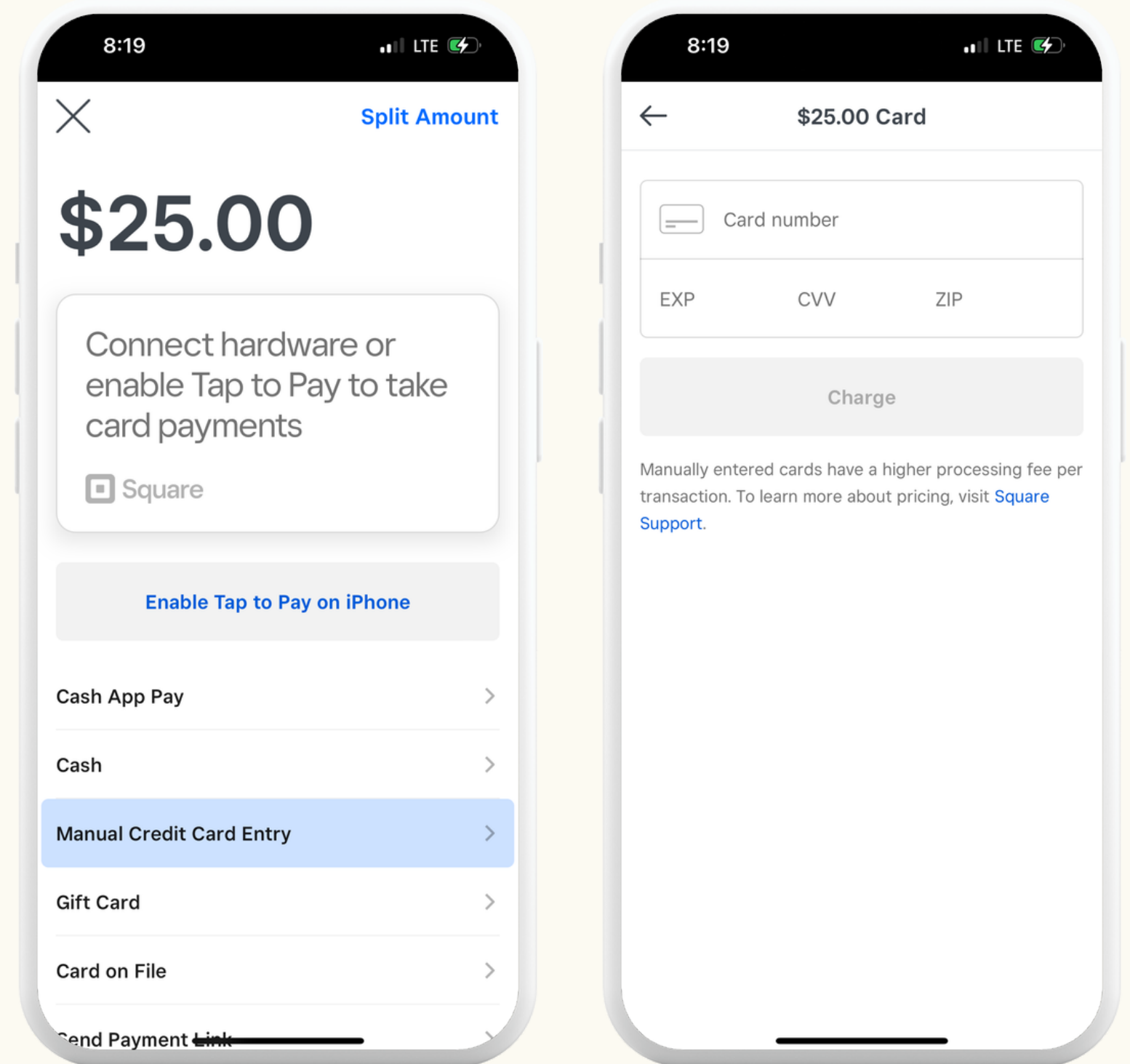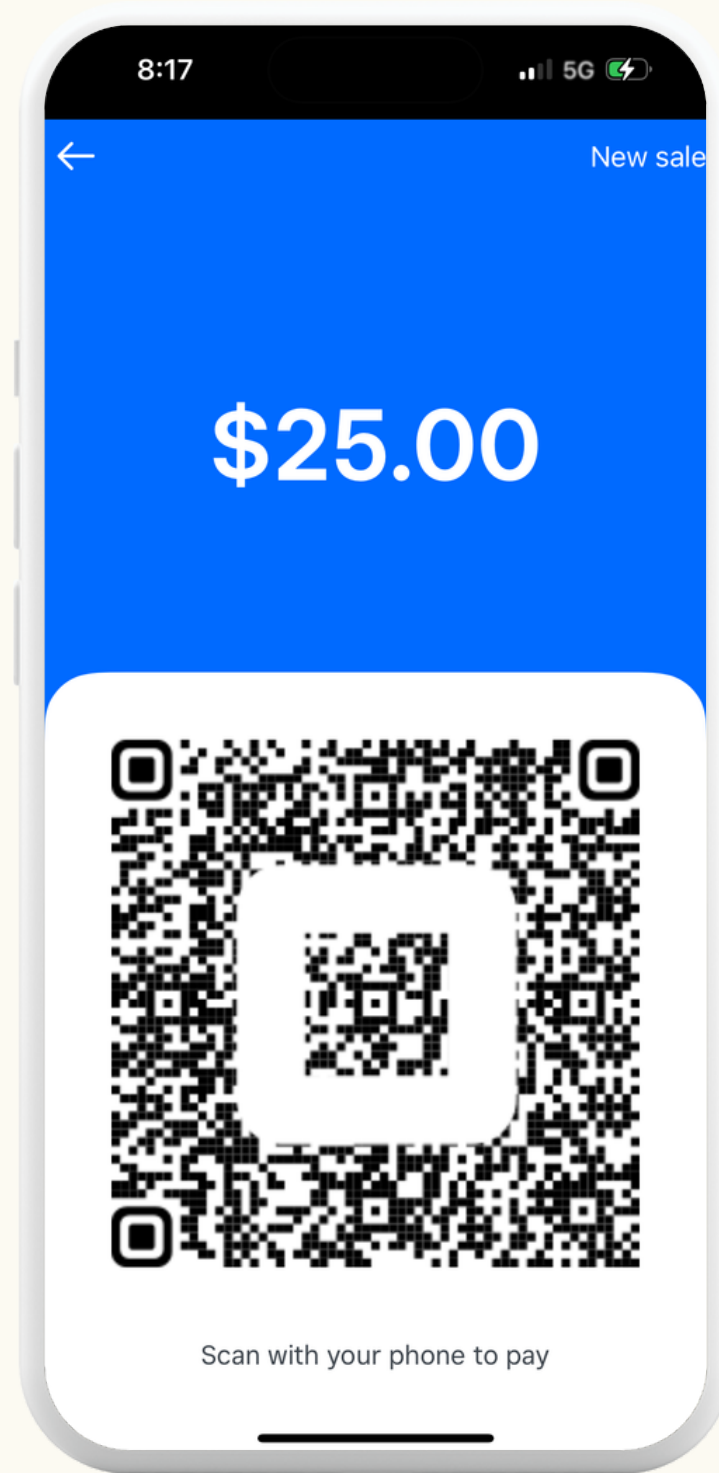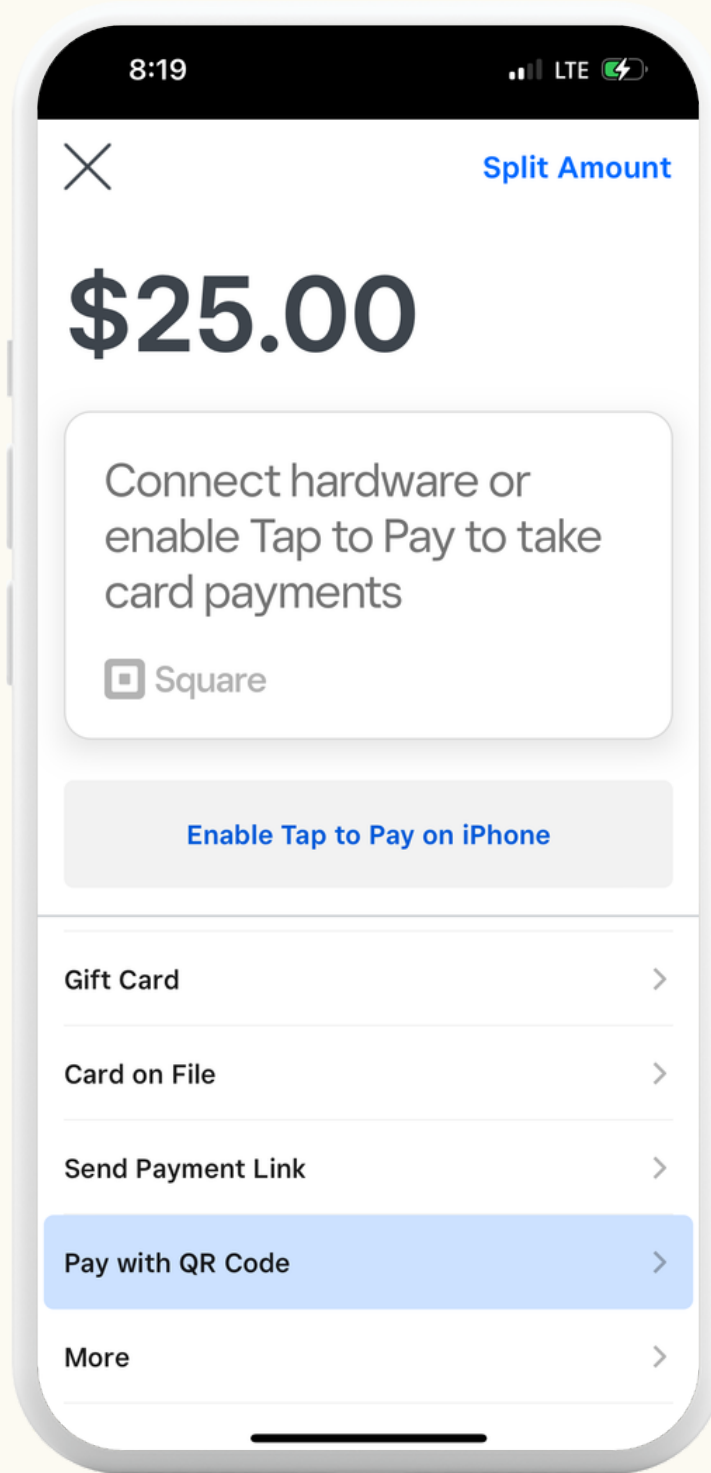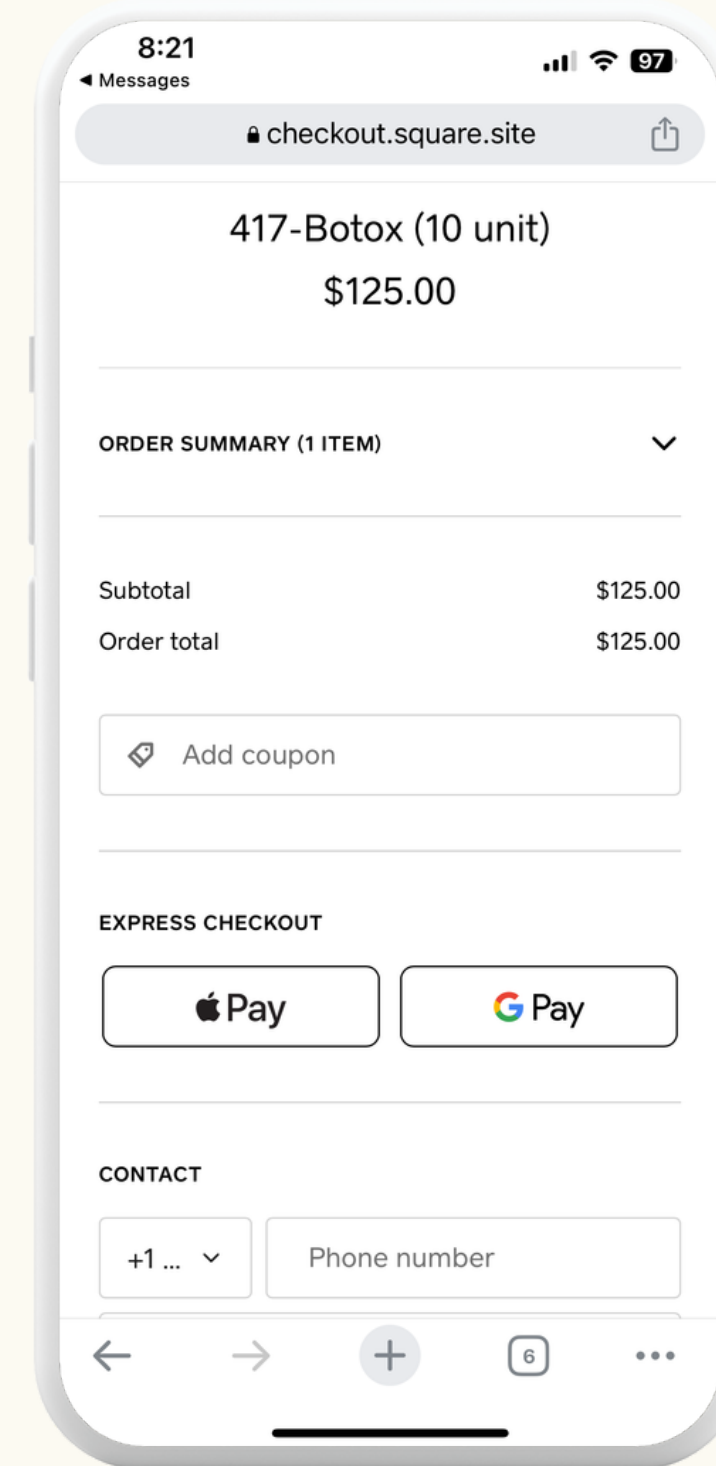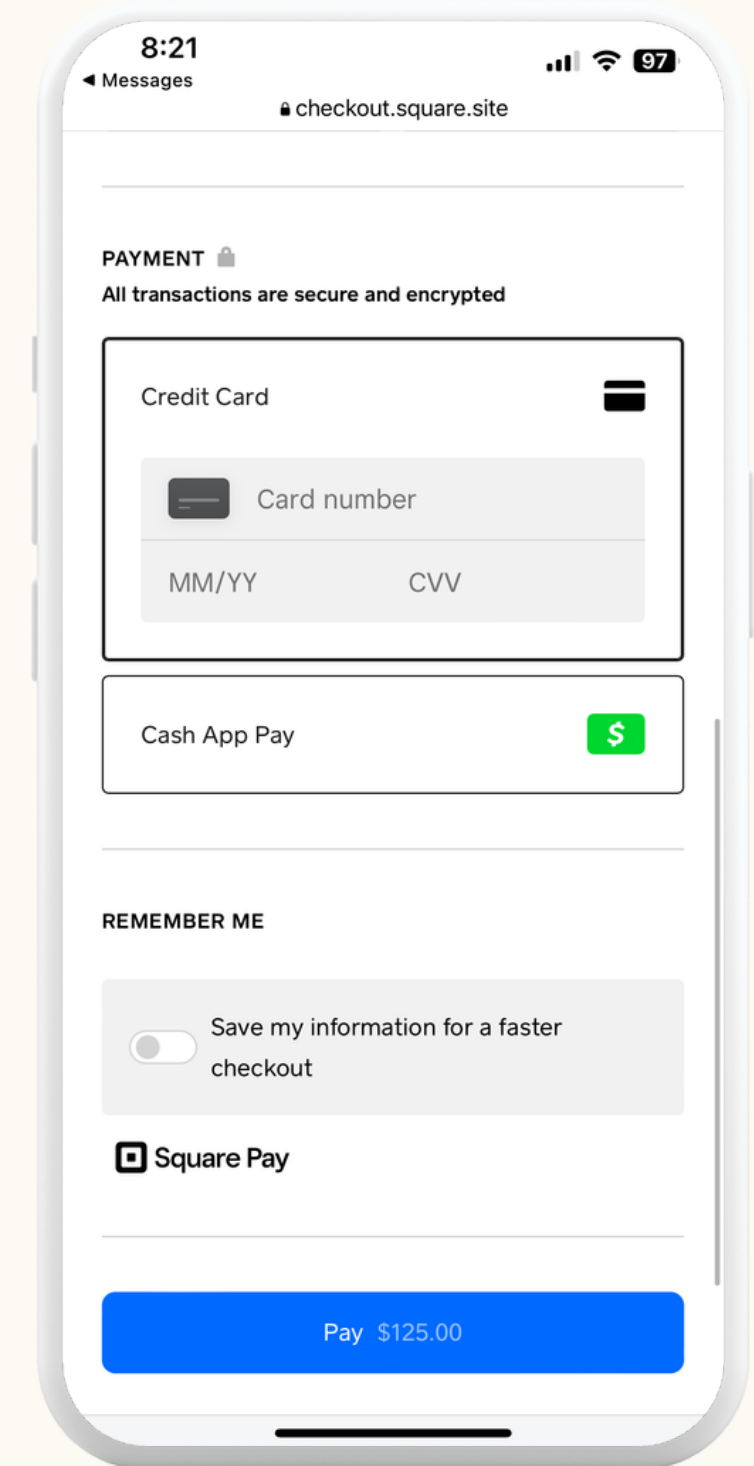
Ask the customer to scan the code

Customer's payout experience (Only for Reference)

Step 6: Wait for payment confirmation before finishing the appointment

Things To Remember When Charging The Customer

At this time, Haled takes a payment from the customer during checkout. So when checking out, it is important to apply the pre-paid amounts correctly as outlined in this guide so we dont charge more from the customer. This doesn't affect your pay at all!

Customers are notified to tip you through Cash, Venmo, or Cash App, so your tips are NOT subjected to credit card fees and other fees associated with business.

If the above tipping options fail, you can "Key" in the tip amount on square. But this will be subjected to fees.

Prepaid items are automatically deducted from the subtotal.
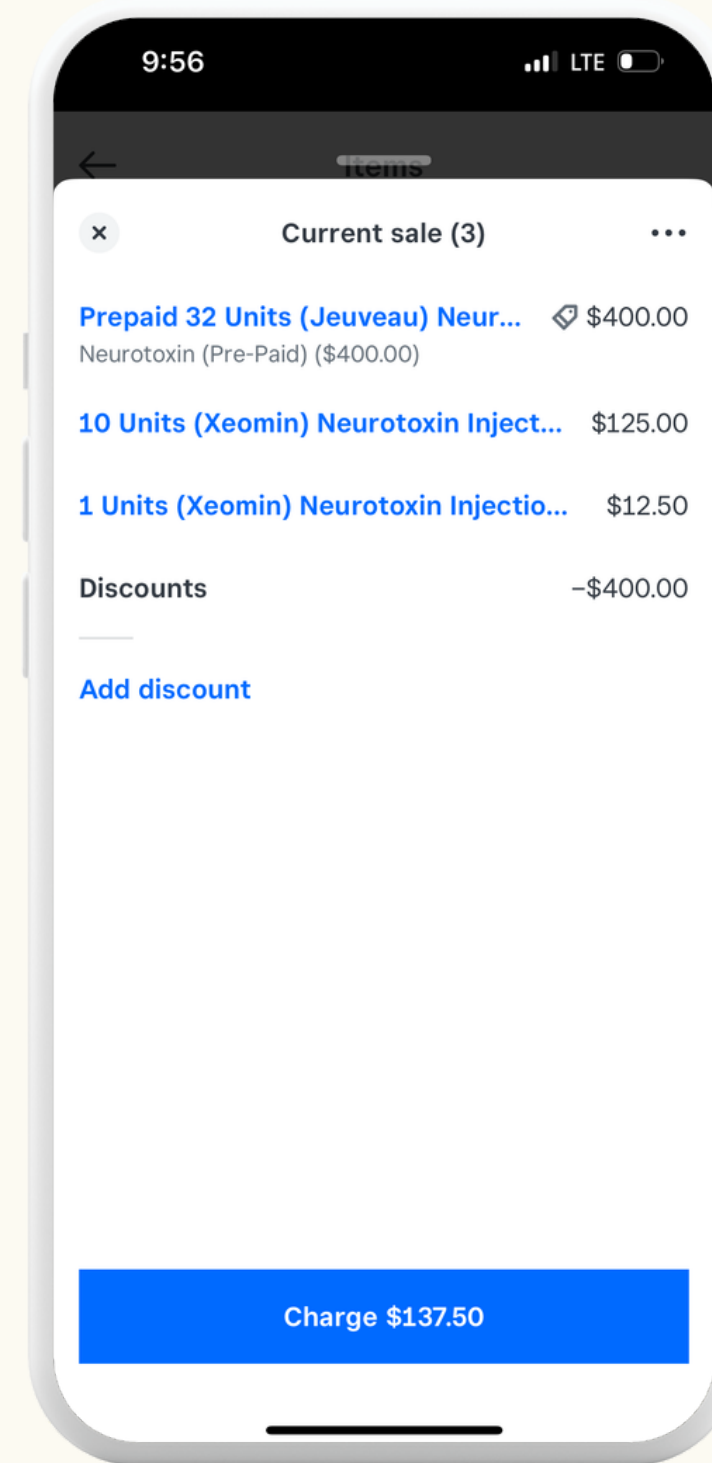
Step 1 : Select the "Prepaid Service" first when checking out
*You will have the prepaid amount indicated in the email sent to you ahead of time

Step 2 : If the customer requires additional services or additional units, then add those items now. **Make sure it DOES NOT have the prefix "Prepaid"

Step 3: Always check if the prepaid amount is applied correctly to the Prepaid service and not the additional services

How To Enable Tipping

Customers are notified to tip you through Cash, Venmo, or Cash App, to ensure your tips are NOT subjected to credit card fees and other fees associated with the business processes.

However, if you need to use the Tipping Function Via Square, **please note** the tipping function through Square is only offered when there is a balance to be paid on the checkout screen.
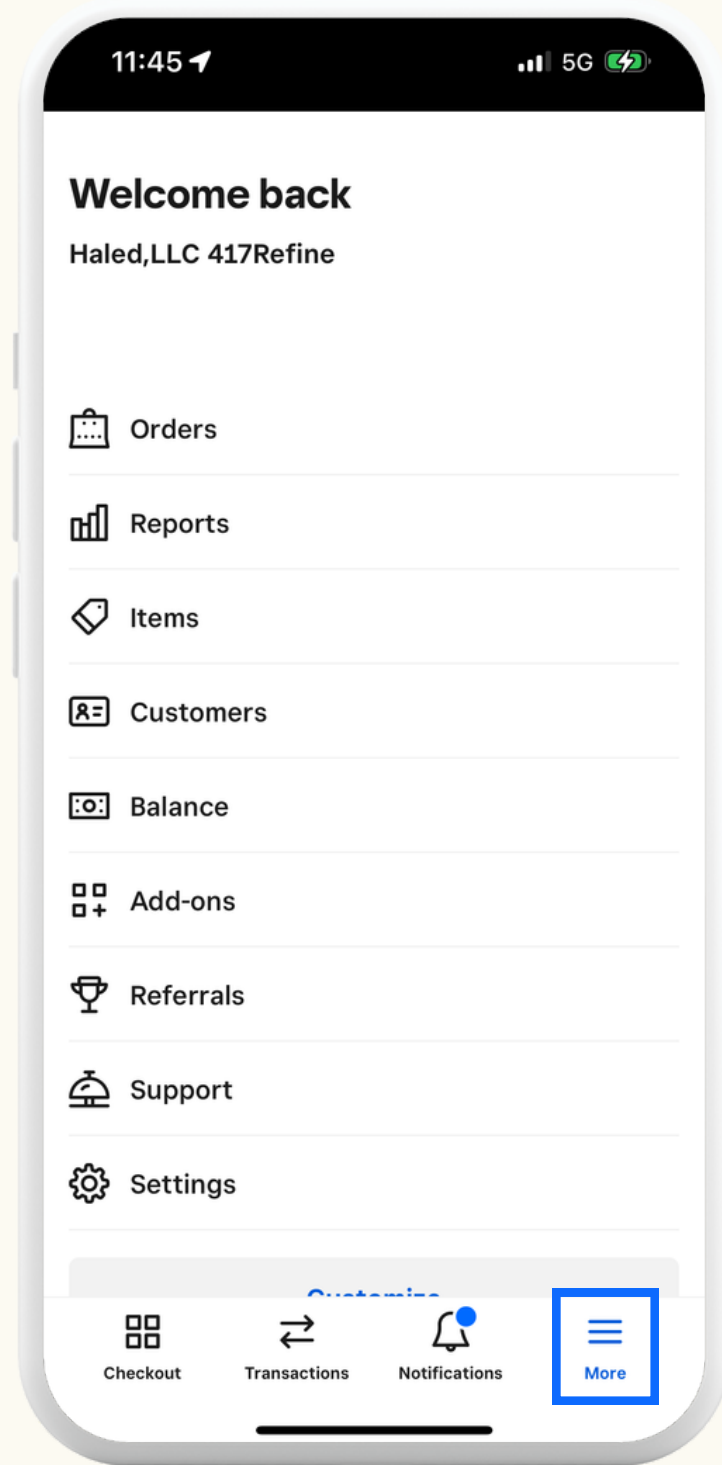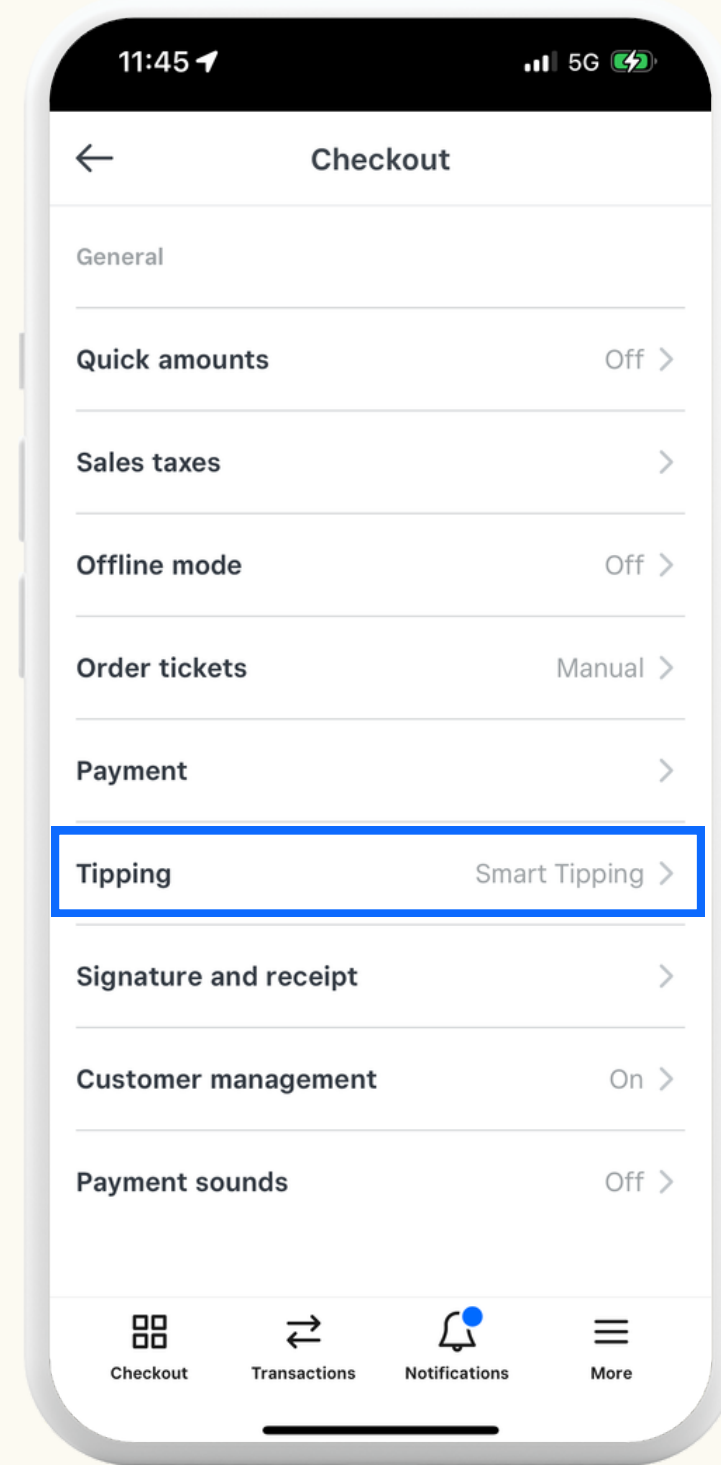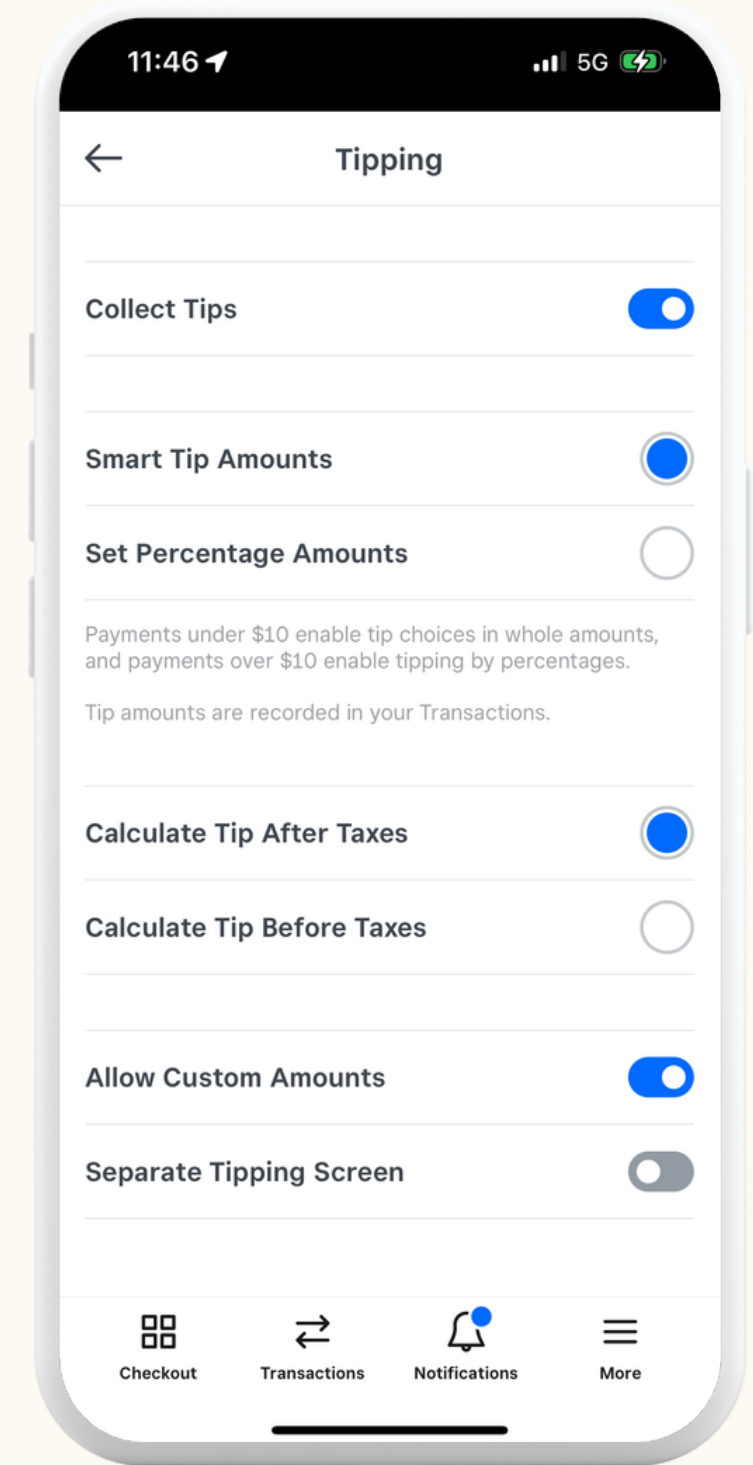
Step 1: Select the "More" on the bottom right corner
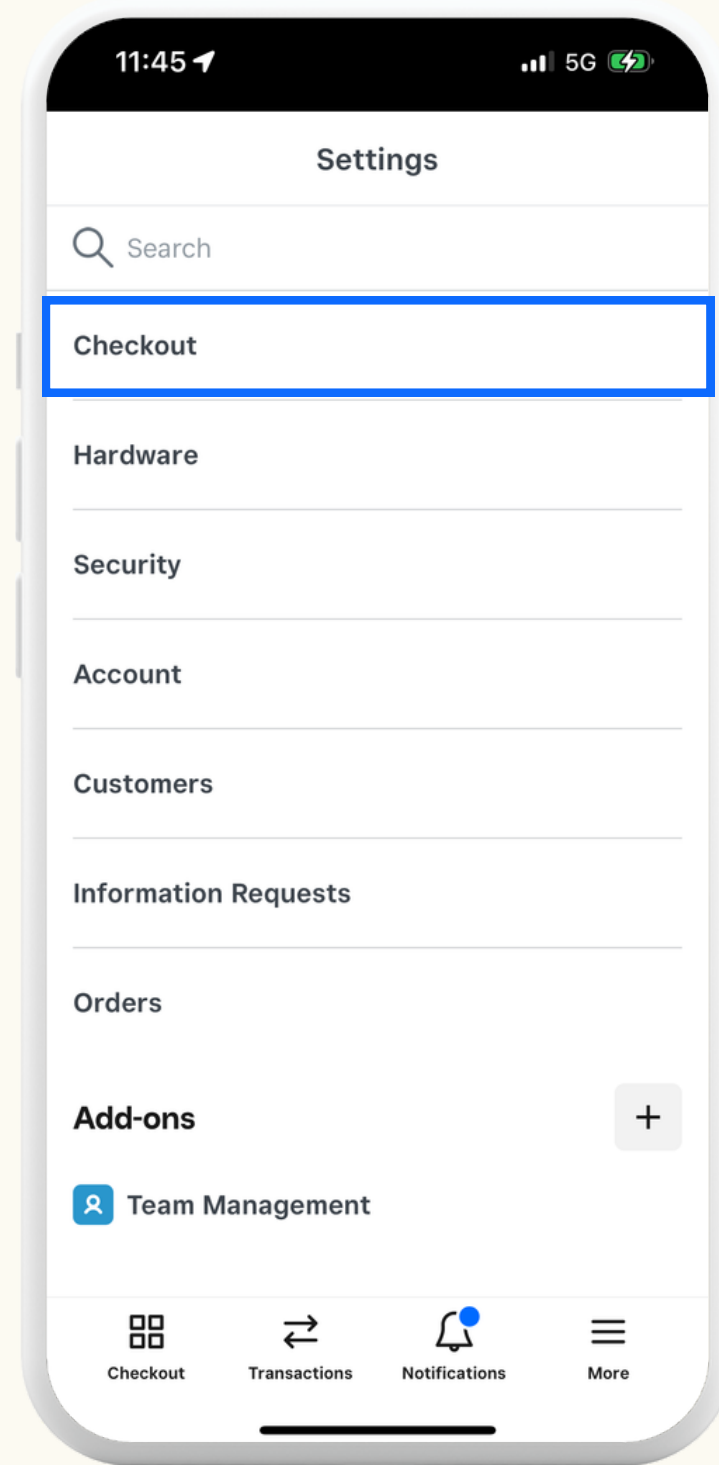
Step 2: Select the "Checkout" tab as shown above

Step 3: Select the "Tipping" tab as shown above

Step 4: Change the setting to the setting shown above to activate tipping during checkout