

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.

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	12:49
	Here's your passcoo in to Square Point o
1	Make sure you keep track of t so you can use it next time you in.
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	CONTINUE
	AA 🔒 squareup.com
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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.

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Velcome back	Enable Device Settings	
อเธอเถอเรลษรษาก1993@gmail.com	Enable Microphone	
hange email	Square Reader uses your microphone connection in	
	your headphone jack to transfer card data.	
Password		
ي بر الم	Enable Location Services	-
	To protect buyers and sellers, Square requires	Ці /17-
orgot password?	location information for every payment.	Payment cards
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Sign in	Enable Push Notifications Square will notify you about important updates	Ple automatically
	regarding your account.	is in
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	Enable Bluetooth	
	Point of Sale uses Bluetooth to connect and	
	communicate with Square readers and compatible	Skip Wall
	Enable Local Network Access	_
	Point of Sale uses the local network to discover and 🔽	
	connect to printers.	
		Revie
	Start Using Square	
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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.

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	Review sale				Review sale	
Checkout	→ ↓ Transactions Notificat	ions More		eckout Transa	•	ms More

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:

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oເນເທາແກ@haled.com Change email	
Password	\$
Forgot password?	
Sign in	
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1:05 📲 LTE 🔵 **778273** Text Message now Enter the verification code A verification code was sent to (•••) •••-0139. If you haven't received a code within a short period, please request again or try another method. **Resend code** 0 2 7 4 8 0 Remember this device for 90 days Verify "027480" 2 3 1 ABC DEF 5 6 4 GHI JKL MNO 7 8 9 PQRS тих WXYZ \otimes 0



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:

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Checkout	→ ↓ Transactions Notificati	ons More		ckout Transactio	-	More		Checkout	Transactions

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"

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unit)	\$12.50
) Units)	\$125.00
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Step 2: Add the service by clicking the appropriate service items.

Check out and charge customers with these steps:

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41	417- B12	Injectio	on	\$25.00
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41	417-Che	mical Pe	eels	\$150.00
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417-Botox	(1 unit)	\$12.50		417-Botox (1
417-Chemi	cal Peels	\$150.00		417-Chemica
Add discou	int			Add discount
			,	
	Charge \$162.50			

Step 3: Review the sale by clicking "Review Sale".

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	Current sale (2)	•••
x (1 u	nit)	\$1 50
nical I	Peels	\$1 50

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Charge \$1

Step 4: Select "Charge".

(Option 1) Tak	e payment	using	a	card
on file, if availa	ble.			

8:19	.ıII LTE 🚱
\times •	Split Amount
\$25.00	
Connect hardware enable Tap to Pay to card payments	
Square	
Enable Tap to Pay on iPl	hone
Gift Card	>
Card on File	>
Send Payment Link	>
Pay with QR Code	>
More	>

8:19	III LTE 🚱	8:19		
\times	Split Amount	~	\$25.00 (Card
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Gift Card	>			
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(Option 3) Take payment using a QR code by selecting "Pay with QR Code".

8:19 .II LTE 🚱	8:17 .11 5G 🗭	8:21 ▲ Messages ···· ··· ··· ··· ···· ··············	8:21 ◄ Messages ♣ checkout.square.site
× Split Amount \$25.00	← New sale	417-Botox (10 unit) \$125.00	PAYMENT 🗎 All transactions are secure and encrypted
Connect hardware or enable Tap to Pay to take card payments	\$25.00	ORDER SUMMARY (1 ITEM) V Subtotal \$125.00 Order total \$125.00	Credit Card
Square Enable Tap to Pay on iPhone		Add coupon	Cash App Pay
Gift Card > Card on File >		EXPRESS CHECKOUT	Save my information for a faster checkout
Send Payment Link >		Солтаст	Square Pay
Pay with QR Code > More >	Scan with your phone to pay	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Pay \$125.00

Ask the customer to scan the code

Step 6: Wait for payment confirmation before finishing the appointment

Customer's payout experience (Only for Reference)

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 prepaid 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.



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

9	:55 I	TE 💽,
\leftarrow	Items	
Q Se	earch items	+
	1 Unit (Jeuveau) Neurotoxin In.	\$12.50
	1 Units (Xeomin) Neurotoxin In.	\$12.50
	10 Units (Jeuveau) Neurotoxi	\$125.00
	10 Units (Xeomin) Neurotoxin	\$125.00
	B12 Injection (In-Home)	\$35.00
ØĽ	Chemical Peel (In-Home)	\$350.00
	Dermal Filler Injection (In-Ho	\$750.00
Sait	IV Infusion (In-Home)	\$199.00
	Lipo-C Injection (In-Home)	\$35.00
	Review sale	
Chec	-	M ore

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

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★ Current sale (3) Prepaid 32 Units (Jeuveau) Neur ♦ \$400.00 Neurotoxin (Pre-Paid) (\$400.00) 10 Units (Xeomin) Neurotoxin Inject \$125.00 1 Units (Xeomin) Neurotoxin Injectio \$12.50 Discounts -\$400.00 Add discount		ali lte 💽		9:56
Prepaid 32 Units (Jeuveau) Neur ◊ \$400.00 Neurotoxin (Pre-Paid) (\$400.00) 10 Units (Xeomin) Neurotoxin Inject \$125.00 1 Units (Xeomin) Neurotoxin Injectio \$12.50 Discounts -\$400.00			Ttems	\leftarrow
Neurotoxin (Pre-Paid) (\$400.00) 10 Units (Xeomin) Neurotoxin Inject \$125.00 1 Units (Xeomin) Neurotoxin Injectio \$12.50 Discounts -\$400.00			Current sale (3)	×
1 Units (Xeomin) Neurotoxin Injectio \$12.50 Discounts -\$400.00	F	 &\$400.00		
Discounts -\$400.00	f	t \$125.00	eomin) Neurotoxin Injec	10 Units (X
		o \$12.50	omin) Neurotoxin Injecti	1 Units (Xe
Add discount		-\$400.00		Discounts
			nt	Add discou
Charge \$137.50			Charge \$137.50	

Prepaid items are automatically deducted from the subtotal.

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.

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- Checkout		← Tip	ping
General			
Quick amounts	Off >	Collect Tips	
ales taxes	>	Smart Tip Amounts	
Offline mode	Off >	Set Percentage Amoun	ts
Order tickets Man	ual >	Payments under \$10 enable ti and payments over \$10 enable Tip amounts are recorded in y	e tipping by percentages
Payment	>		
Fipping Smart Tippi	ing >	Calculate Tip After Tax	
Signature and receipt	>	Calculate Tip Before Ta	xes
Customer management	On >	Allow Custom Amounts	;
Payment sounds	Off >	Separate Tipping Scree	n
			[] =

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