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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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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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	your headphone jack to transfer card data.	
Password		
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Sign in	Enable Push Notifications	Ple automatically
	regarding your account.	is in
	Enable Bluetooth	
	Point of Sale uses Bluetooth to connect and	
	communicate with Square readers and compatible accessories.	Skip Wal
	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	Ch	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:

1:04	, II 5G 🗩
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Welcome back	
າມເຫແກ@haled.com	
Change email	
Password	জ
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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	Review sale			Re	view sale				Review
Checkout	→ ↓ Gransactions Notification	ons More	Che	ckout Transactio	ns Notifications	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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orary	Favorites
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eels	\$150.00
unit)	\$12.50
Units)	\$125.00
ision	\$199.00
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enating N	leur \$400.00
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Notificati	ons More



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

Check out and charge customers with these steps:

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	Keypad	Lib	rary	Favorites
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IV	IV Infusi	on • 2		>
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41	417- B12	Injectio	on	\$25.00
41	417- IV I	nfusion		Variable
41	417-Boto	ox (1 uni	it)	\$12.50
41	417-Boto	ox (10 ui	nit)	\$125.00
41	417-Che	mical Pe	eels	\$150.00
41	417-Xeo	min (1 u	nit)	\$12.50
		Revie 2 it	w sale ems	
Che	ckout Tra		Notificatio	ms More

1:22		•••• LTE	1:22
Keypa	ad Library	Favorites	Keypad
×	Current sale (2)	•••	×
417-Boto	((1 unit)	\$12.50	417-Botox (1
417-Chen	nical Peels	\$150.00	417-Chemical
Add disco	ount		Add discount
	Charge \$162.50		

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

ount

Charge \$1

Step 4: Select "Charge".

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

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× •	Split Amount
\$25.00	
Connect hardware enable Tap to Pay to card payments	or o take
Square	
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Send Payment Link	>
Pay with QR Code	>
More	>

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\times	Split Amount	~	\$25.00 (Card
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Enable Tap	to Pay on iPhone			
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Cash	>			
Manual Credit Card E	ntry >			
Gift Card	>			
Card on File	>			

(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 >		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

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\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
<u>e</u>	Chemical Peel (In-Home)	\$350.00
	Dermal Filler Injection (In-Ho	\$750.00
Asar	IV Infusion (In-Home)	\$199.00
	Lipo-C Injection (In-Home)	\$35.00
	Review sale	
Chec	kout Transactions Notifications	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"

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\leftarrow	Ttems					
×	Current sale (3)		•••			
Prepaid 32 Unit Neurotoxin (Pre-P	ts (Jeuveau) Neur. aid) (\$400.00)		\$400.00	•	•	i
10 Units (Xeom	nin) Neurotoxin Inje	ect	\$125.00			-
1 Units (Xeomi	n) Neurotoxin Injec	tio	\$12.50			
Discounts		-	\$400.00			
Add discount				ĺ		
	Charge \$137.50					

Prepaid items are automatically deducted from the subtotal.

3: Always check if the prepaid amount olied correctly to the Prepaid service 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.

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Checkout Transactions Notifie	Cations

11:45 - 11 5G 🚱
Settings
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Checkout
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Add-ons +
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- Checkout		C Tipping	g	
General				
Quick amounts	Off >	Collect Tips		
Sales taxes	>	Smart Tip Amounts		
Offline mode	Off >	Set Percentage Amounts		
Drder tickets Ma	nual >	Payments under \$10 enable tip cho and payments over \$10 enable tipp	Payments under \$10 enable tip choices in whole amounts and payments over \$10 enable tipping by percentages.	
Payment	>			
Fipping Smart Tipp	ping >	Calculate Tip After Taxes		
Signature and receipt	>	Calculate Tip Before Taxes		
Customer management	On >	Allow Custom Amounts		
Payment sounds	Off >	Separate Tipping Screen		
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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