



SECC Square Instructions

Intake Process: Before setting up any account, SECC Coordinators must submit an internal request form to be approved for a Square profile. Please specify the **event date(s) and details** where you intend to use the Square access.

Fill out the request form here: <https://www.secctexas.org/form/square-card-reader-request-form>

An invitation to set up your Square account will be sent within two weeks of the submitted form, so please submit your request in a timely manner.

Hardware Options: SECC Coordinators can collect payments using physical Square card reader devices or by using the **Tap to Pay** feature, which enables standard smartphones to serve as standalone terminals. **The Tap to Pay feature is preferred**, but devices are available for those whose smartphones do not meet specifications.

Setting Up "Tap to Pay" for Mobile Devices

Tap to Pay allows SECC Coordinators to accept contactless cards, Apple Pay, and Google Pay directly on an iPhone (details about Android are below) without needing external reader hardware.

Device Checklist & Limitations

- **Supported Devices:** Must be an iPhone XS or newer. Tap to Pay is **not** available on iPads.
 - **Note: Some Android phone models may be compatible with Tap to Pay.** Follow the steps to check that the Tap to Pay option is available. If it is, your device is compatible.
- **Credentials:** If you log into the app using a temporary "device code," Tap to Pay will be disabled. An SECC Coordinator must log into the Square POS app using the primary organization owner account credentials to authorize this feature.

- **System Settings:** The device's Date & Time must be set to "Automatic," an active device passcode must be configured, and it must have a stable internet connection (offline mode is not supported).

Apple Activation Steps

1. Open the Square POS app on the compatible device.
2. Tap ≡ More > **Settings** > **Account**.
3. Select **Tap to Pay on iPhone** and toggle the switch to **ON**.
4. Verify the listed Apple ID, then tap **Agree & Continue**.

Android Activation Steps

You can enable Tap to Pay on Android at any time through your point of sale app.

1. Sign in to your point of sale app and tap ≡ **More** > **Settings** > **Hardware**.
 2. Select **Tap to Pay** and toggle on **Tap to Pay**.
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Donation QR Codes & Payment Links

For digital campaigns, emails, or printed flyer marketing, SECC Coordinators can use a direct web checkout link to receive donations.

You have three main options:

- **Direct Link:** A raw URL for text messages, email newsletters, or social media posts.
- **QR Code:** A high-resolution QR code image to place on printed event posters, flyers, or banners.
- **Buy Button:** An HTML embed snippet that places a clean "Donate" button on a website.

If you are interested in using one of these features, please [contact your SECC Local Campaign Manager](#) as soon as possible, once you are approved as a Square user.