IN-PERSON PAYMENTS SETUP GUIDE

FOLLOW THESE STEPS TO ALLOW YOUR CUSTOMERS TO USE AFTERPAY CARD IN-PERSON

To set up your payment terminals to accept Afterpay Card payments, we need to link each of your terminals to your Afterpay Business Account. One way to do this is by performing a one-time test tap transaction, on each terminal, and then submitting the details to us for review.

Please note: In order to accept Afterpay Card payments, your terminals must have contactless card/payWave capability, as well as the ability to accept Prepaid Cards.

STEP 1

USE ANY ACTIVE AFTERPAY CARD TO PERFORM THE TEST TAP TRANSACTION.

Don't worry, as this is a test transaction for setup purposes only, the Afterpay Card being used won't be charged.

🔔 **Don't have an Afterpay Card?** If you don't have access to an active Afterpay Card for the test, or need help completing this step, please get in touch with us via the details at the bottom of the page.

🔔 **Have an Afterpay Plus Card?** If you only have access to an Afterpay Plus Card, please do not use this card to conduct a test transaction as you will be charged. Please contact us via the details at the bottom of the page.

STEP 2

INITIATE THE TEST TRANSACTION VIA YOUR PAYMENT TERMINAL.

Enter $1.11 as the test transaction amount.

If you are unable to manually enter the $1.11 transaction amount into your payment terminal, you can also scan an item from your store instead. Please reach out to us if you need support.

STEP 3

TAP THE AFTERPAY CARD ONTO THE PAYMENT TERMINAL TO PERFORM THE TEST TAP TRANSACTION.

Once complete, you will get a decline message on your terminal. This means the test transaction has worked! Please ensure you take a photo of the receipt for use in step 4.

Please repeat steps 1-3 for each of your payment terminals, so all your terminals can accept Afterpay Card payments.

STEP 4

PLEASE SUBMIT THE PHOTOS AND DETAILS FROM EACH TEST TRANSACTION. THE SUBMISSION FORM IS LOCATED IN THE 'SETTING UP AFTERPAY CARD FOR YOUR BUSINESS' EMAIL.

Once this is done, you'll receive an email from Afterpay Onboarding to confirm that your setup is complete, usually within a few days.

Congratulations! You are now ready to accept Afterpay Card transactions in-store!

PLEASE ENSURE YOU FOLLOW THESE STEPS IN THE FUTURE WHEN SETTING UP ANY NEW TERMINALS OR LOCATIONS.

If you need help to finalise your terminal setup, please contact us via email at anz-afterpay-merchant-admin@squareup.com
Or via phone on:
AU 1300 621 603 Monday - Friday from 9:00am - 5:00pm AEST
NZ 0800 472 317 Monday - Friday from 11:00am - 7:00pm NZST

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