



# Your Guide to PayAnywhere

## Items included:

### 1. Frequently Asked Questions

Answers to FAQ about the PayAnywhere program

### 2. Apply Site Guide

Refer to this section for helpful hints on applying for your PayAnywhere account.

### 3. Tax Guide

Refer to this section for information regarding what Tax Identification Number (TIN) to use.

### 4. Startup Guide

Once you've got your account, view this section to quickly set up your PayAnywhere app.

### 5. Adding Users

Learn how to set up additional users to your account through PayAnywhere Inside.

### 6. Help Guide

Useful links and phone numbers for PayAnywhere.



Have Questions? Call 877.236.9302

Customer Service & Tech Support: [custservice@payanywhere.com](mailto:custservice@payanywhere.com)



# The Complete Mobile Payment Solution

## What is PayAnywhere?

PayAnywhere is a trusted mobile point-of-sale solution used by businesses of all sizes. Available for Apple iOS and Android devices, PayAnywhere is a free credit card processing app and secure credit card reader allowing you to accept credit cards anywhere, anytime.

## Why PayAnywhere?

PayAnywhere offers ease-of-use, the most robust payments app, and live customer support to help take your business where it needs to go. Every transaction is encrypted point-to-point, ensuring your customer's data remains safe and secure. PayAnywhere adheres to the strictest standards of PCI compliance.

## How do I get my own credit card reader?

Head to [payanywhere.com/campmasters](http://payanywhere.com/campmasters) to apply for your account. You should receive approval within a couple of hours. If you don't already have one, you'll receive your free credit card reader in the mail within a few days.

## What do I need to start using PayAnywhere?

Download the FREE app at the App Store or Google Play and register for your account.

## What forms of payment can I accept?

Use PayAnywhere to accept and track cash and credit card payments. PayAnywhere works with all major credit card brands, including Visa, MasterCard, American Express, Discover and PayPal.

## What types of transactions can I do?

Process sales, voice authorizations, forced transactions. If needed, you can easily refund or void sales.

## Can I use multiple accounts or devices?

The reader is not account or device specific. You can use the reader on multiple PayAnywhere accounts. You can also use a single reader on multiple devices.

## When are the fees deducted?

Fees are deducted before funds are deposited into your bank account.



## What are the fees?

- Pay-As-You-Go pricing
- No monthly fees
- No setup or cancellation fees
- No monthly minimum requirement
- Swiped Rates: 2.69% per transaction
- Keyed Rates: 3.49% + \$0.19 per transaction.



## When can I expect funds into my bank account?

PayAnywhere pays out each business day with funds typically deposited into your bank account within one business day of the processed sale. However, some banks may hold funds longer for verification. Please consult your bank if funds are being held for more than 3 business days.

## Will they check my credit?

Applying for a merchant account is similar to applying for a credit card or bank account. Because credit card processors are required to verify your identity, PayAnywhere pulls information from your credit report to verify that it's actually you who is signing up for an account.

## What if I have questions?

PayAnywhere is available by phone, email, or live chat. Contact live customer and technical support at 1-877-236-9302. Visit the online Help Guide and watch video tutorials at [PayAnywhere.com/Support](http://PayAnywhere.com/Support).



# Applying for PayAnywhere

Head to [payanywhere.com/campmasters](http://payanywhere.com/campmasters) to apply for your account. As the Popcorn Kernel for your Unit, you are responsible for your account. Use your information for the majority of the fields on this page.

**Prefer the Phone?**  
Call to Register: Ramsey  
popcorn: 877-236-9302

## How Will You Use PayAnywhere?

**Make sure you are applying under "Business".**

**As a Business**  
A person or group that is incorporated or has a federal tax ID.

**As an Individual**  
A person selling goods or services who does not have a federal tax ID.

### Information About You, The Principal of the Company

First Name:	<input type="text"/>	Address:	<input type="text"/>
Last Name:	<input type="text"/>	Suite / Apt #:	<input type="text"/>
Email:	<input type="text"/>	Zip Code:	<input type="text"/>
Phone Number:	<input type="text"/>	<input checked="" type="checkbox"/> This is the Same as the Business Address	
Birthdate:	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Please create a password:	<input type="password"/>
Last 4 Digits of SSN:	<input type="text"/>	Confirm password:	<input type="password"/>

**Information About Your Company**

We are a:	<input type="text"/>	Total Monthly CC Sales:	<input type="text"/>	<input type="text"/>
Who is a:	<input type="text"/>	Highest Sales Amount:	<input type="text"/>	<input type="text"/>
Corporation Name:	<input type="text"/>	We Have Been In Business for:	<input type="text"/>	
Doing Business As Name (if applicable):	<input type="text"/>			
Federal Tax ID:	<input type="text"/>			

I have read and agree to the [Terms and Conditions](#).

**Create Account**

TESTED 12-MON

This site and your information are protected by SSL encryption, and verified daily by McAfee

Please refer to the tax guide on the next page.



# Boy Scouts of America Account Tax Information Guide

## Overview

The Boy Scouts of America National Council does not permit any regional or local councils, troops, packs, or units to use the National Council's Tax Identification Number (TIN) when applying for a merchant processing account.

Units should *not* use the Social Security Number of an adult leader. If they do, the IRS will attribute all banking transactions, unit purchases, etc., to that leader as an individual and they will be solely responsible for any related tax burden. Total transactions under \$20,000 do not trigger a 1099 however.

## Required tax filing information:

- Tax Identification Number (TIN)
  - Must not be the TIN of the BSA National Council (22-1576300)
  - May be a TIN belonging to:
    - Charter organization
    - Local or Regional Council
    - Individual unit or troop (rare and not recommended)
- Tax Filing Name (as it exists on file with the IRS for the TIN being used)
- Tax Filing Address (this is the address belonging to the "owner" of the TIN)\*
- Business Type (LLC, Corp, Sole Proprietor, etc.)

**\*NOTE:** The merchant address for each merchant account should be the address which belongs to the tax filing entity (Charter, Council, Unit, etc.) so that Form 1099-K is not mailed to individual Unit members and no tax reporting burden falls on individuals within a Unit or Pack.

## Acceptable forms to prove Tax Identification information:

- Letter 147c
- Form SS-4
- Form W-9

## Acceptable forms to prove tax-exempt status:

- 501(c)(3) – Note: IRS Form 1023 is used to apply for tax exempt status.

Additional information can be obtained by request from the Boy Scouts of American National Council or via their website: <http://www.scouting.org/>

An FAQ regarding "Fiscal Policies and Procedures for BSA Units" is also available: [http://www.scouting.org/filestore/financeimpact/pdf/Fiscal\\_Policies\\_and\\_Procedures\\_for\\_BSA\\_Units.pdf](http://www.scouting.org/filestore/financeimpact/pdf/Fiscal_Policies_and_Procedures_for_BSA_Units.pdf)



# Your PayAnywhere Start Up Guide

Take a quick crash course in mobile processing.

## 1. Get Started

Download the free PayAnywhere app on your smartphone or tablet.\*

Enter your Username and Password, which you created when applying for PayAnywhere. If you have forgotten your password, please reset it at PayAnywhere Inside ([inside.payanywhere.com](http://inside.payanywhere.com)).

Review your Settings. You can customize your profile with your name and specific business information that will appear on customer receipts. You can even include your business logo and add a personalized message.

Create a 4 digit passcode that you can easily remember. You will need this passcode each time you launch the PayAnywhere app.



## 2. Customize

Go to your Settings menu and tap on "General Settings" to customize the app to your preferences.

Keep things simple and set your app options as the following:

Tips: Select "Off"

Auto-Detect Tax: Select "Off"

Discounts: Select "Off"

Auto-Generate Invoice #: Select "On"

Require Signature for transactions below \$25: Select "On"

Of course, you can turn options "On" or "Off" as needed.



### 3. Make a Sale

Plug the PayAnywhere reader into the audio jack of your smartphone or tablet.

Make sure your volume is at the maximum level and your ringer is turned on!

Launch the PayAnywhere app and select "Sell" from the main screen.

Tally your customer's order and enter the purchase total into the "Price" field using the numeric keypad on the "Express Sell" screen.

If you'd like to add more information about the order, tap "Open Details."

Tap the "Item Name" field and enter what you sold.

Confirm your transaction details and continue by hitting the green button.

While holding your device, firmly swipe the credit card through the slot in the PayAnywhere reader.

Keep the card's magnetic strip facing towards the front.

If for some reason you are unable to swipe the customer's card, or the card is not present (for orders via phone), you may tap to enter the card manually.

Once processed, the app will let you know if the sale is either declined or approved (check mark). If the transaction is over \$25, the app will ask for a customer signature using their finger on the screen.

Send an optional email receipt by inputting your customer's email address.

Visit our [website Help Guide](http://www.payanywhere.com/support) for more information at [www.payanywhere.com/support](http://www.payanywhere.com/support)





# Adding Users

To add additional users to your account, log into PayAnywhere Inside.

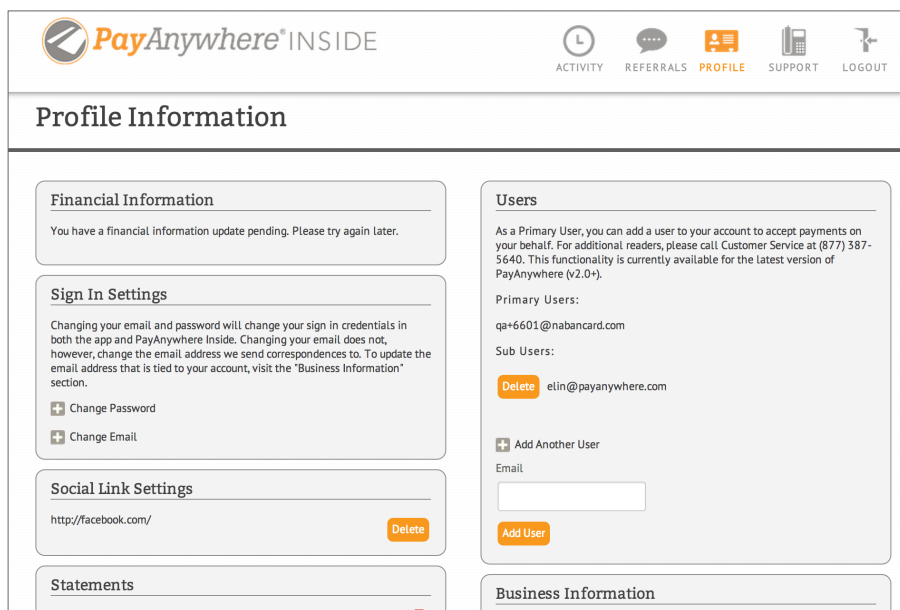
From PayAnywhere Inside, go to the Profile page and click Add Another User in the Users section. Enter in the email of the user you would like to invite. PayAnywhere will send an email invitation for the user to register for their user account, which takes less than a minute. Once registered, they can access the PayAnywhere app using their email and password.

To disable a user, click the Delete button next to their name. If you need to re-enable their account, just add their email address again.

A few things to remember:

- Make sure your user have devices supported by the app.
- Use the user's preferred email address when sending the invite.
- The invite expires 7 days after being sent.

You can invite a user who has previously used PayAnywhere. They will not receive a new welcome letter; they can use their existing email address and password to sign up.





# Help & Resource Guide

Useful information for your PayAnywhere account.


## Help Guide

Visit [PayAnywhere.com/Support](http://PayAnywhere.com/Support)


## Video Tutorials

 [YouTube.com/PayAnywhere](http://YouTube.com/PayAnywhere)

## Customer Service & Technical Support

 Call 1-877-236-9302 |  [custservice@payanywhere.com](mailto:custservice@payanywhere.com)

## Download for iOS


 [itunes.apple.com/us/app/pay-anywhere-accept-credit/id404066296?mt=8](http://itunes.apple.com/us/app/pay-anywhere-accept-credit/id404066296?mt=8)

## Download for Android

 [play.google.com/store/apps/details?id=ban.card.payanywhere&hl=en](http://play.google.com/store/apps/details?id=ban.card.payanywhere&hl=en)

## Connect Online

 [Facebook.com/PayAnywhere](http://Facebook.com/PayAnywhere)

 [Twitter.com/PayAnywhere](http://Twitter.com/PayAnywhere)