

Never miss a sale again with GoPayment!

Welcome to GoPayment! If you follow the steps below, you'll be taking credit card payments in no time.

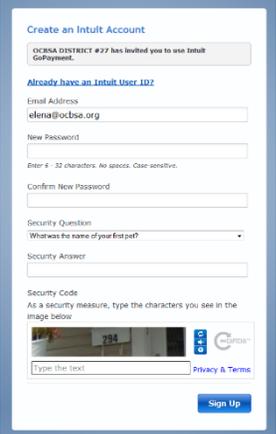
- Take payments anytime, anywhere
- Swipe, scan or key in credit cards

Get started

Step 1. Create a login from the Intuit email

Before you can begin using GoPayment, you must first sign up with Council so they can enter you into the system and send the email to you. If you already have an account and have forgotten your password, you will need to visit <https://merchantcenter.intuit.com/psdlogin-servlet/service/password-reset>. Follow steps to reset your password. You must have access to your email to complete this process.

1. Open the email from IntuitGoPayment@intuit.com titled "You've been invited to a GoPayment account" and click on the link.
2. Your **username** will be pre-populated with your **email address**.
3. Type in the password you want to use and select a security question then click **Sign Up**.

A screenshot of the "Create an Intuit Account" form. The form is titled "Create an Intuit Account" and includes a message: "OCBSA DISTRICT #27 has invited you to use Intuit GoPayment." Below this, there is a section for "Already have an Intuit User ID?" with a link. The form contains several input fields: "Email Address" (pre-filled with "elena@ocbsa.org"), "New Password", "Confirm New Password", "Security Question" (with a dropdown menu), "Security Answer", and "Security Code" (with a CAPTCHA image showing the number "734"). There is a "Sign Up" button at the bottom right of the form.

Step 2. Download the mobile payments app (GoPayment) to your device

Important: Not compatible with Windows or Blackberry devices. Although we do not officially support devices from other providers (such as TracFone and Cricket), they will often work with GoPayment.



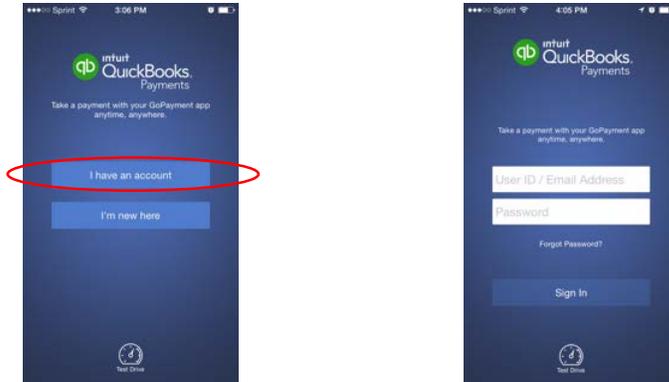
Apple. [Download GoPayment from the Apple Store.](#)



Android. [Download GoPayment from the Google Play store.](#)

Step 3. Launch app

Once you open the app select "I have an account". DO NOT select "I'm new here". Enter the email address and password you just created and click **Sign In**.



Step 4. Set up the card reader (only if you have one)

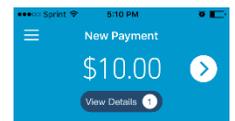
1. Plug the card reader into your phone and open the GoPayment app.
2. Sign in with your **User ID** and **Password**.
3. For Apple devices, tap **Settings** from the Sidebar menu. (For Android devices, tap the **Settings** icon.)



4. Select **Card Reader Type** and tap the image of your reader.
5. Tap the **Home** icon and click **Take Payment** to process a transaction.

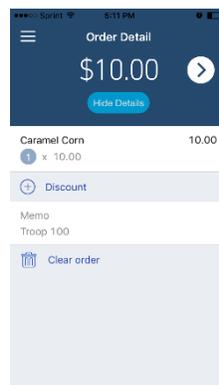
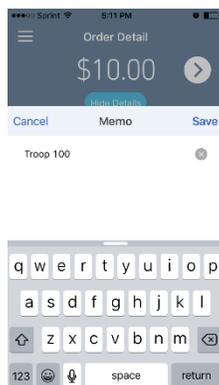
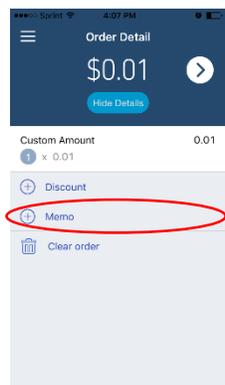
Step 4: Process a transaction

Enter your sale amount and the description of the product your customer is purchasing (optional). You may click the + on the bottom right hand corner to add another product. To view all items in order click **View Details** under amount. This will display a Discount and **Memo** button. When you are done click the > button.



AMOUNT	ITEMS
Caramel Corn	10.00

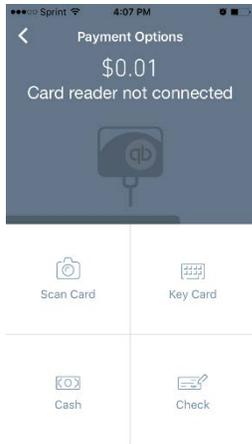
Important: Please remember to enter the **Unit Type**, **Unit #** and **Name of Scout** in the **Memo** field, otherwise the credit cannot be given for that transaction.



1	2	3
4	5	6
7	8	9
✖	0	+

Step 5: Charge a card

Once you've entered your sale information, you're ready to swipe, scan or manually enter a credit card for a sale. Here's how:



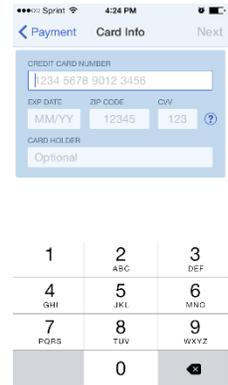
Swipe Card (only if you have a card reader)



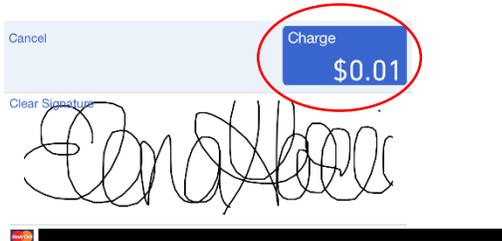
Scan Card



Key Enter Card



Sign with finger and select Charge



Once your transaction is completed, you will have the opportunity to **Send a receipt** to your customer via email or just select **Done**.

Step 5: Void a transaction

To void a transaction, go to your sidebar by clicking the icon in the top left hand corner and select **Transaction History**. Select the transaction to void and the receipt will appear. Next you will touch the icon in the top right hand corner (this may be different for Androids). Select **Void Transaction**.

