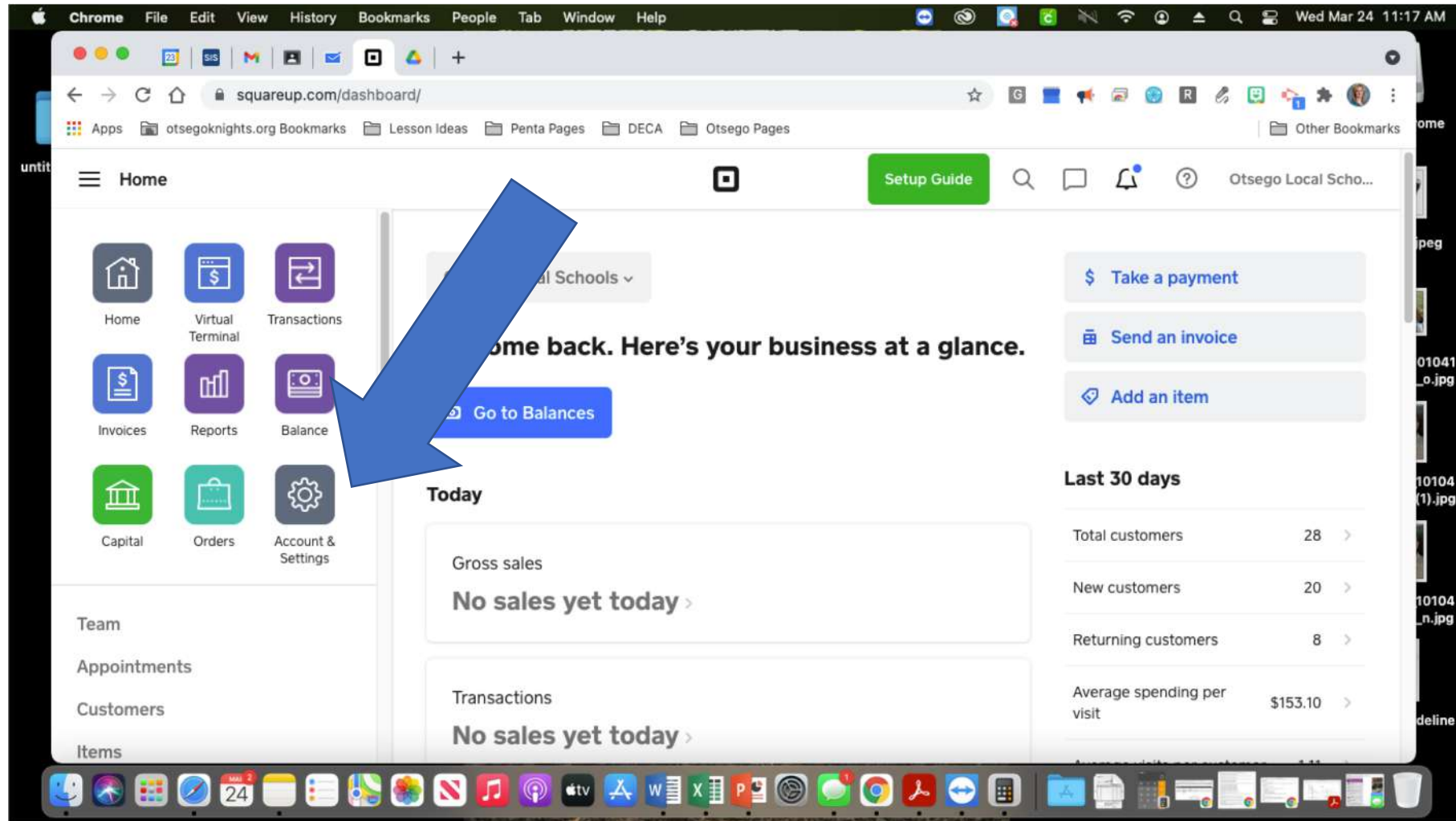


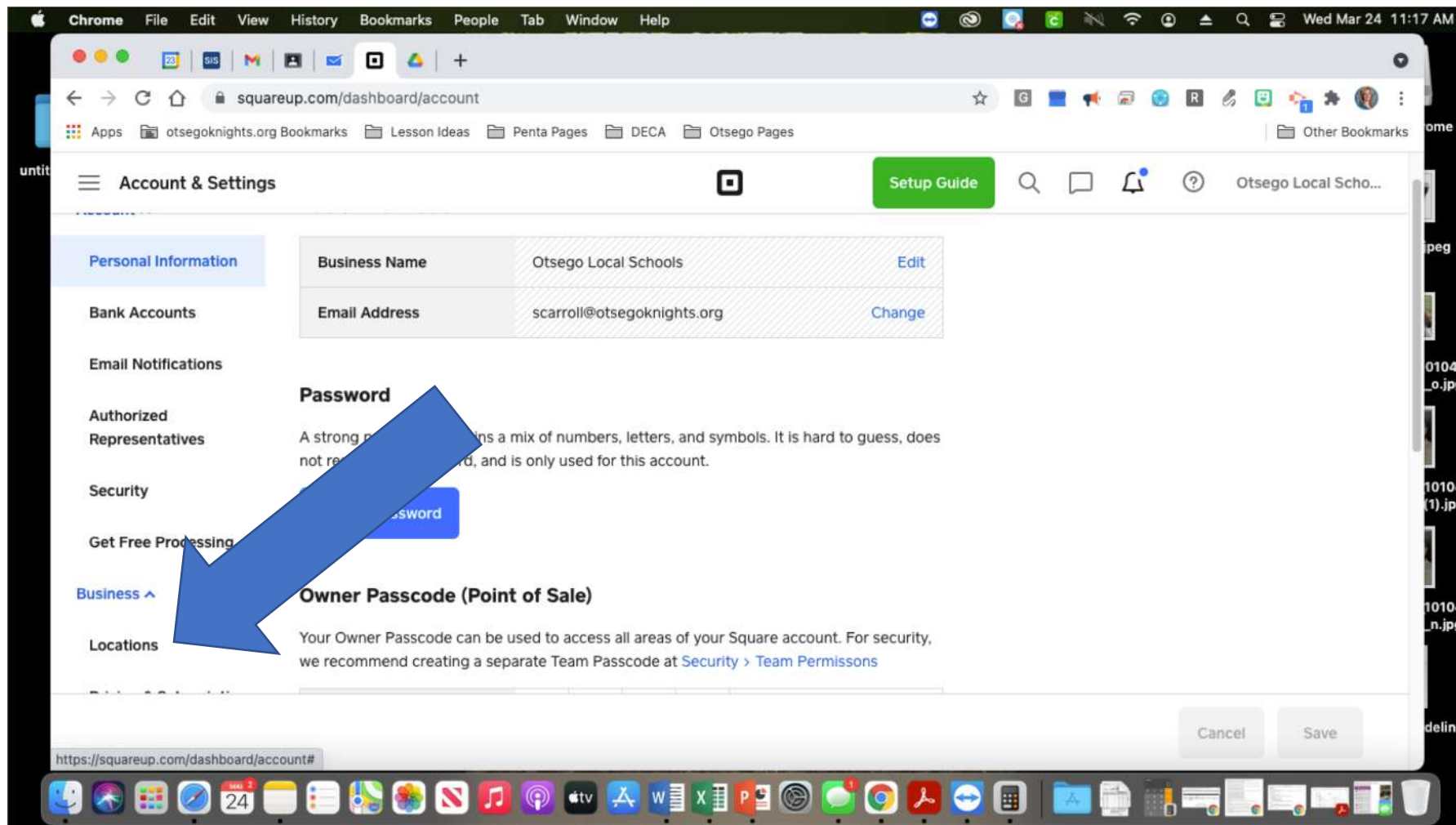
Setting Up Sites & Adding Locations/Transfer Tags

Square How To

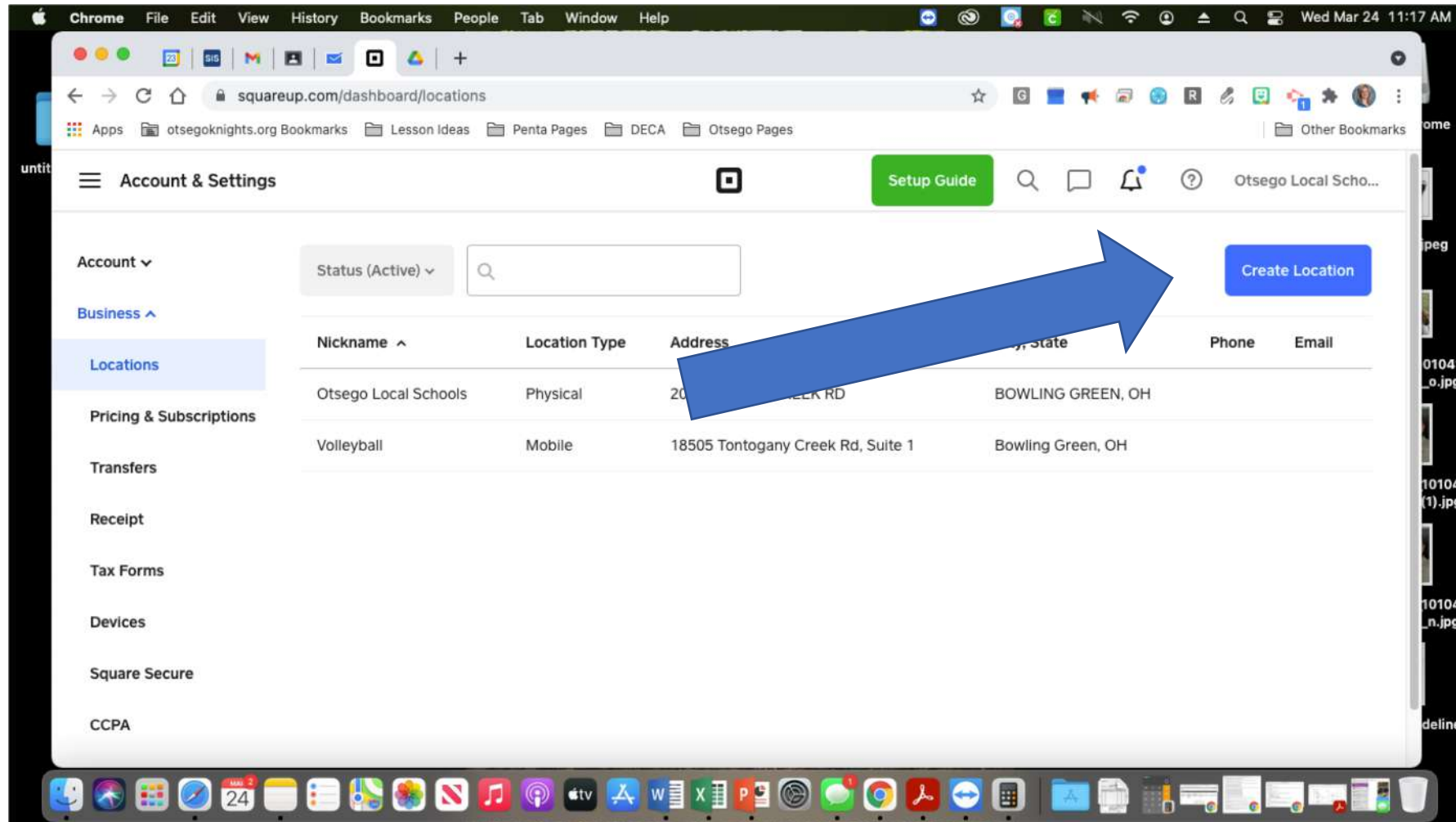
In order to have “Transfer Tags” you will need a location for every webpage. Start by logging in to your square dashboard and clicking on Account & Settings



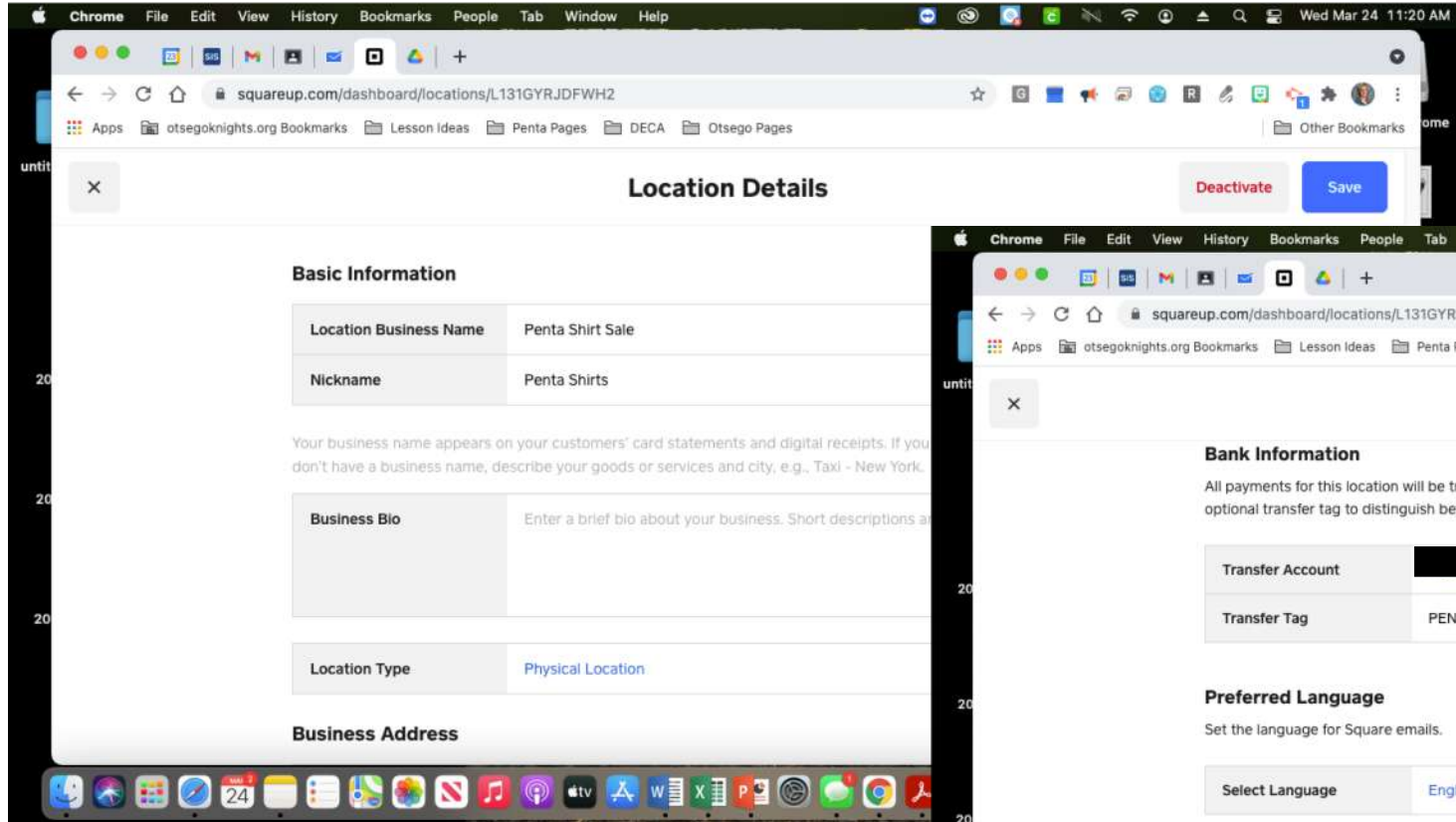
On the left navigation bar, click on the “business” menu to expand the tab (if necessary) and then click locations



Now, click “Create Location” and enter all your information in the new window that opens.



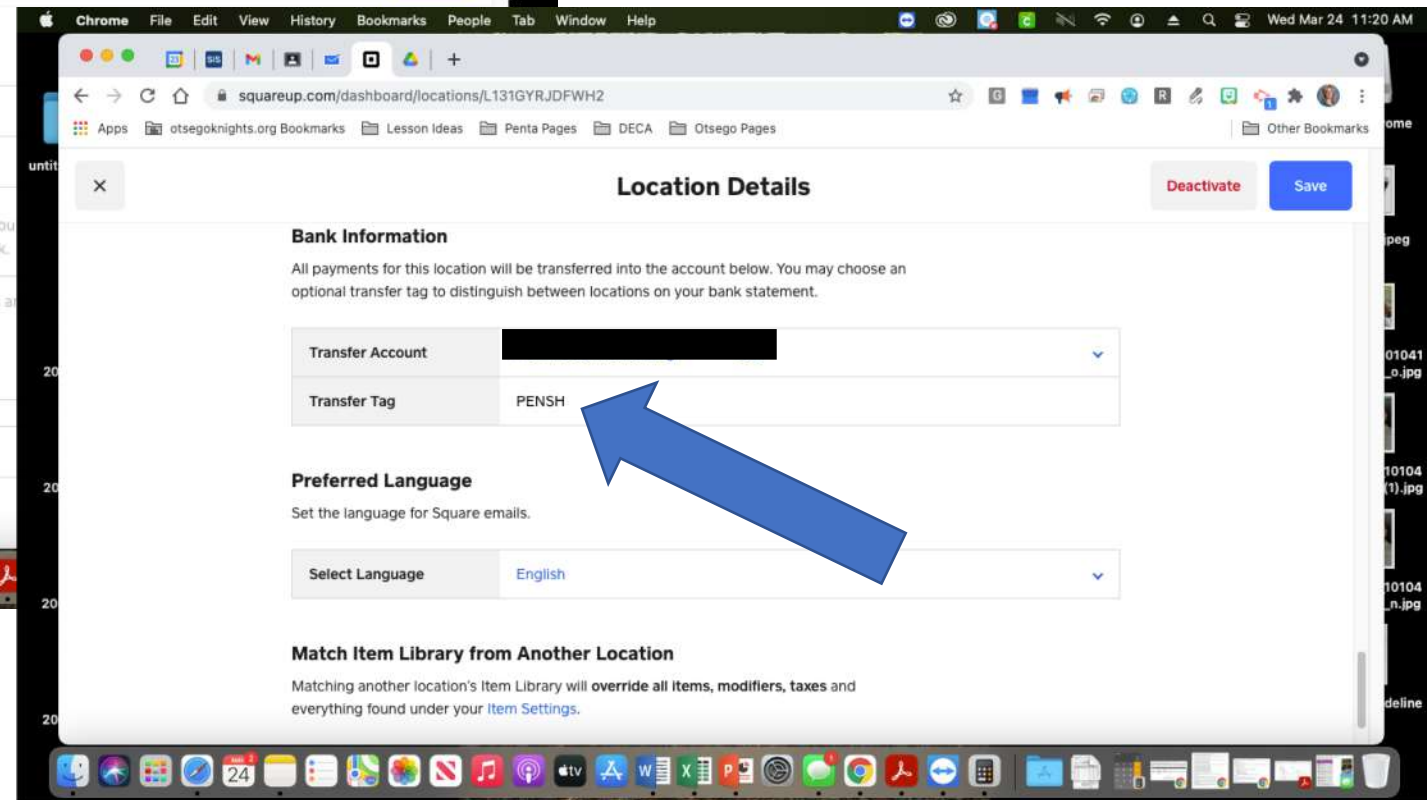
As you scroll down and enter your information, you will select your bank account that you already use. Then, finish filling in all the information. Click save. This will take you to the previous screen with a list of your locations. Click your new location, scroll back down to the bank information and you will now see a space to enter a “transfer tag.” Enter your five characters that you want this labeled as. Click save again



This screenshot shows the 'Location Details' page for a location with ID L131GYRJDFWH2. The 'Basic Information' section is visible, containing the following fields:

Basic Information	
Location Business Name	Penta Shirt Sale
Nickname	Penta Shirts
Business Bio	<small>Enter a brief bio about your business. Short descriptions are best.</small>
Location Type	Physical Location

Below this section is the 'Business Address' section, which is partially visible.



This screenshot shows the 'Location Details' page for the same location, but with the 'Bank Information' section expanded. A blue arrow points to the 'Transfer Tag' field, which contains the text 'PENSH'.

Bank Information
All payments for this location will be transferred into the account below. You may choose an optional transfer tag to distinguish between locations on your bank statement.

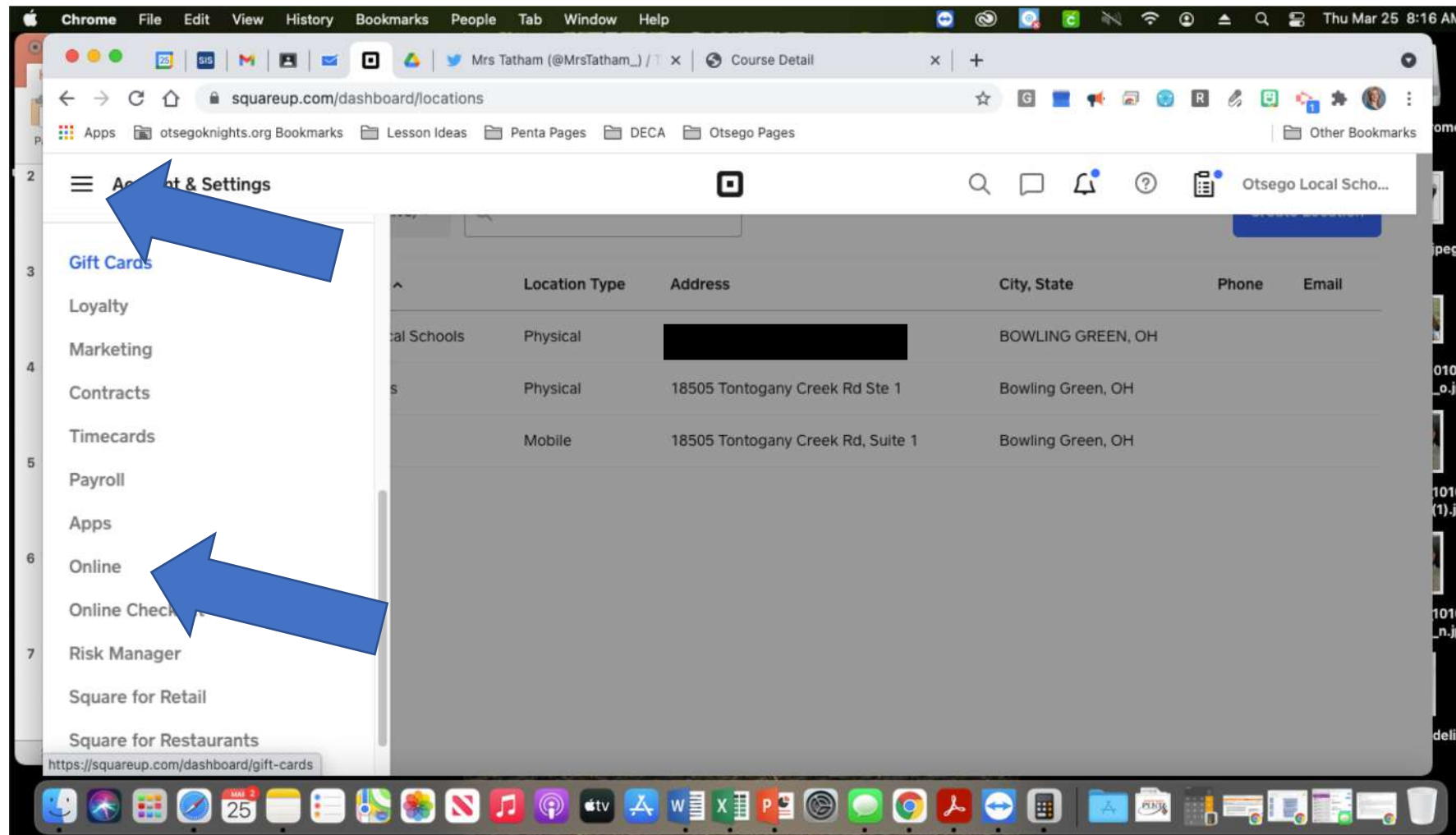
Transfer Account	[Redacted]
Transfer Tag	PENSH

Preferred Language
Set the language for Square emails.

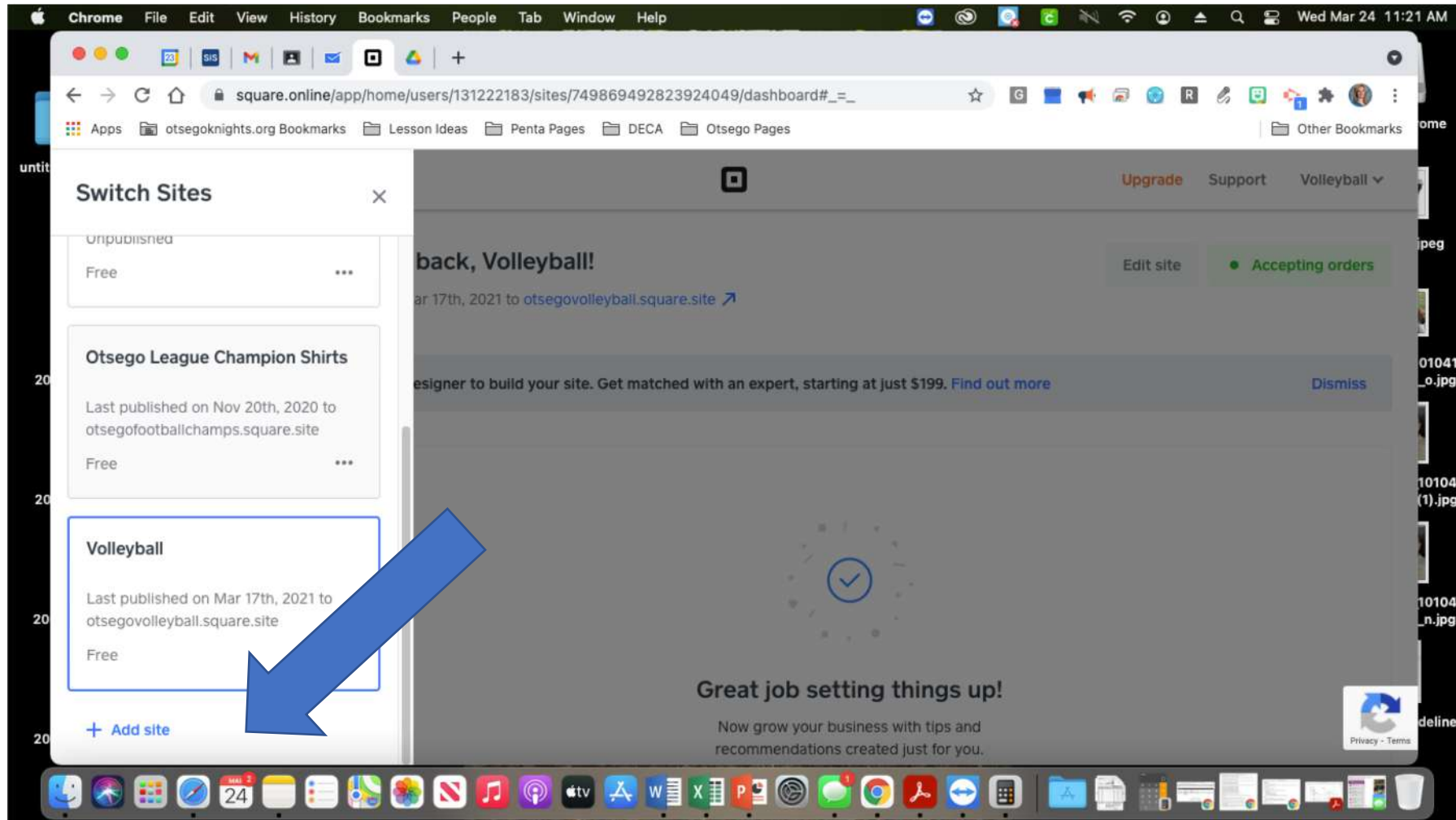
Select Language	English
-----------------	---------

Match Item Library from Another Location
Matching another location's Item Library will override all items, modifiers, taxes and everything found under your [Item Settings](#).

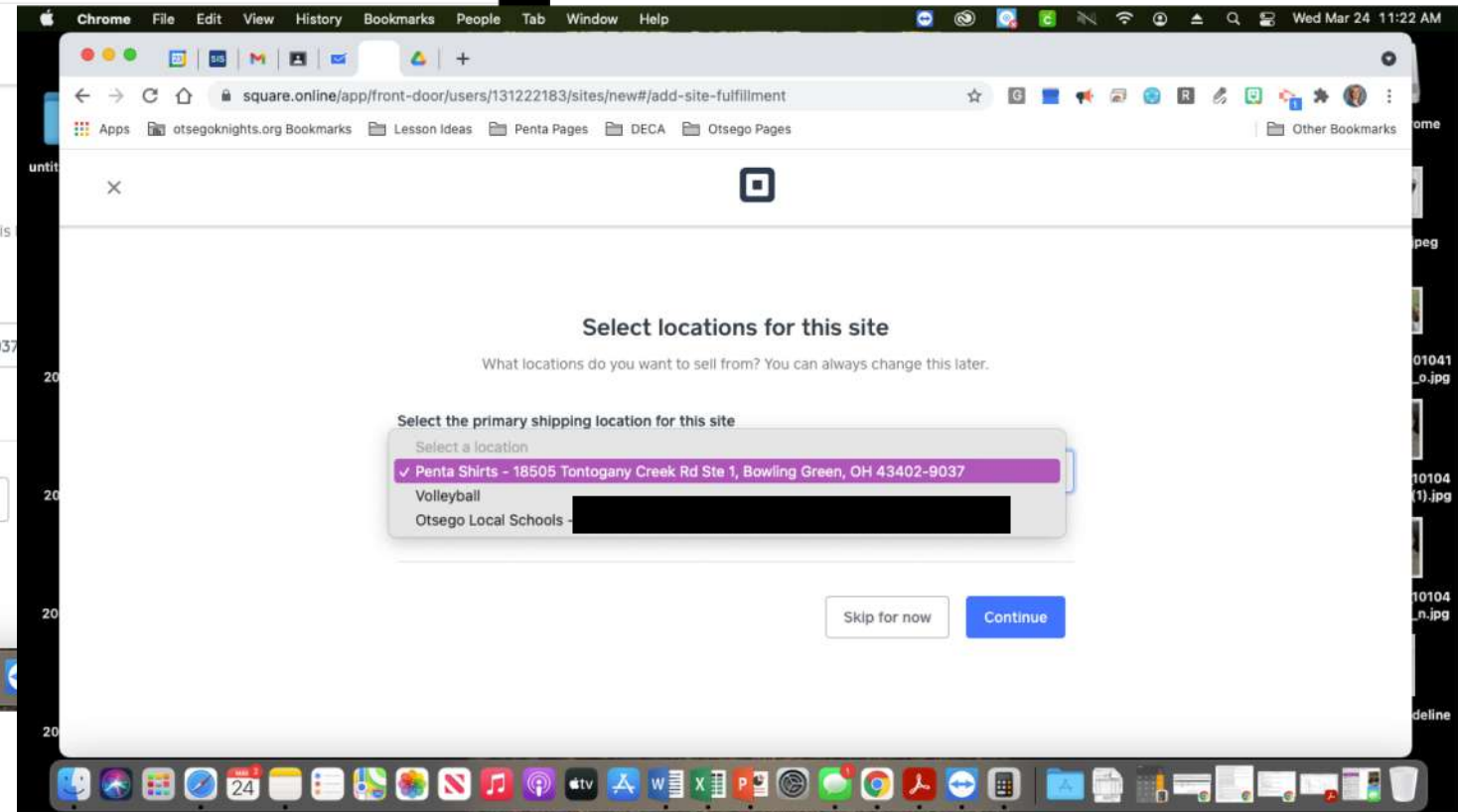
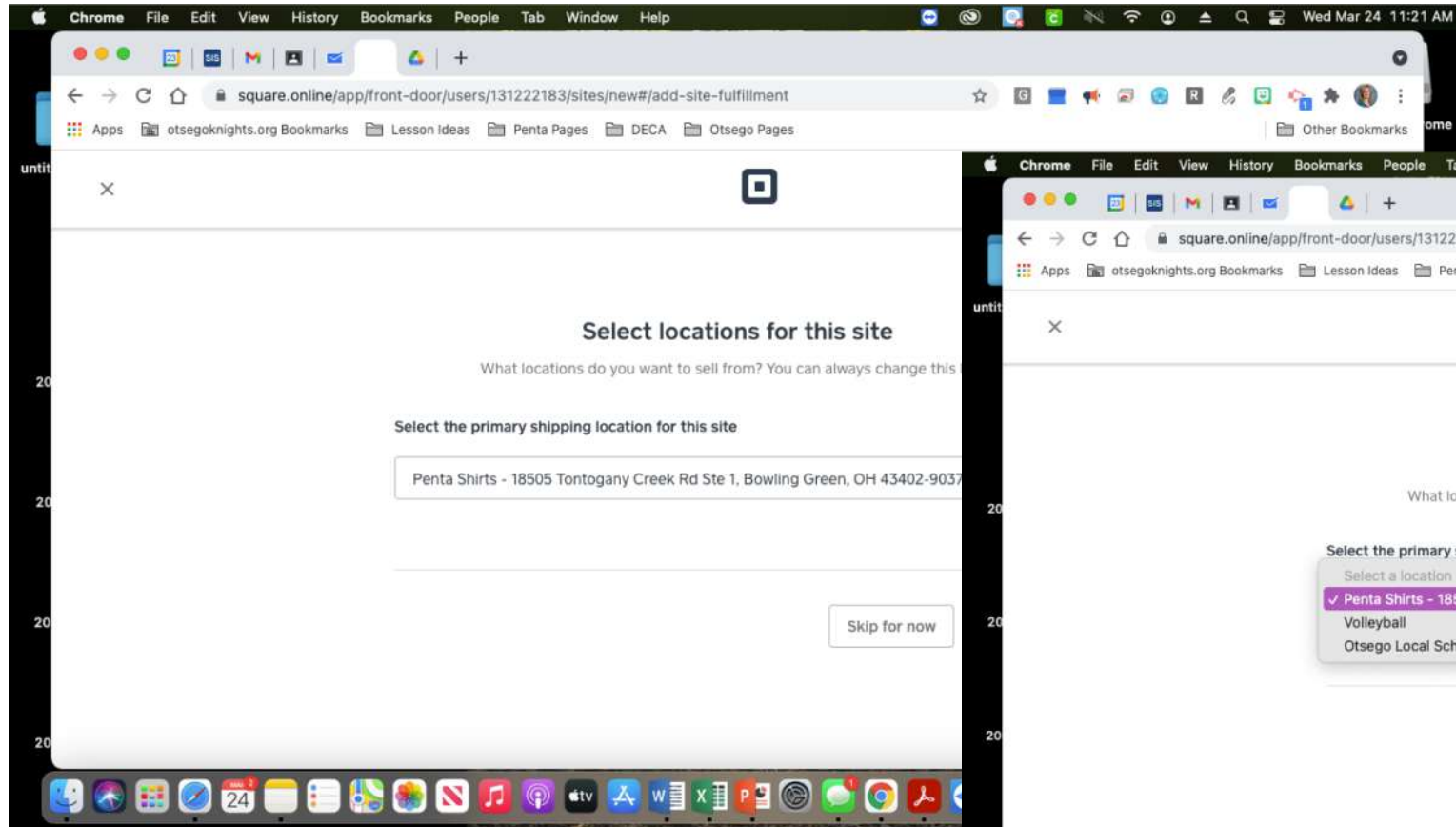
Now that you have your transfer tag set up for your new location, click the “three line hamburger” in the top left to open the navigation and scroll down to “online”



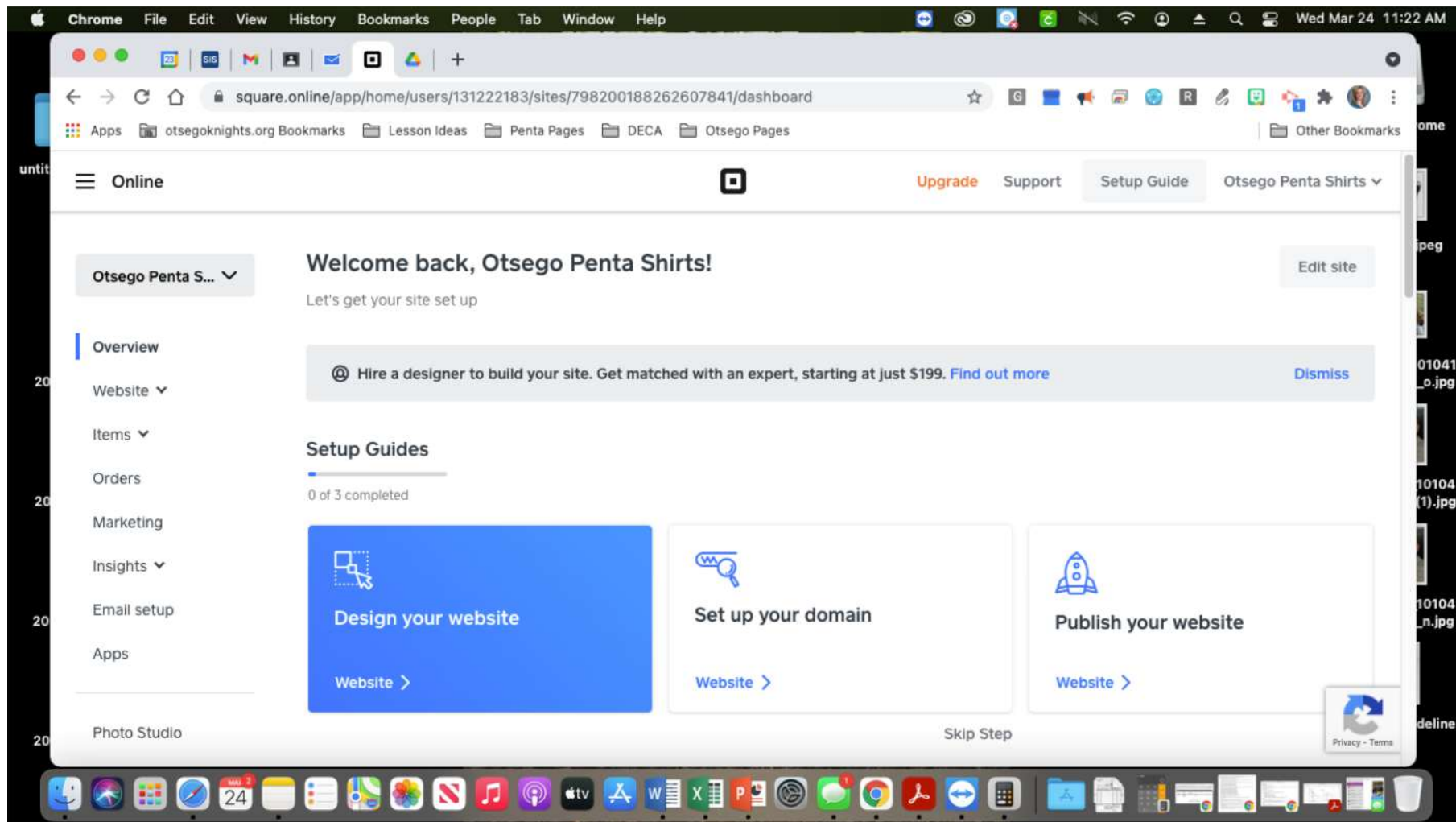
When you are in the Online dashboard, click on the drop down menu in the top left corner to change the site you are on and scroll down to “add site”



Now that you have your new location set up, this will be the first question asked when you start setting up your new website. Select your new location!



You are now ready to Design your website. Any item from your library that is sold through this site will have the transfer tag when it comes over to the bank account.



Enjoy your newly designed sites and easy reports!

