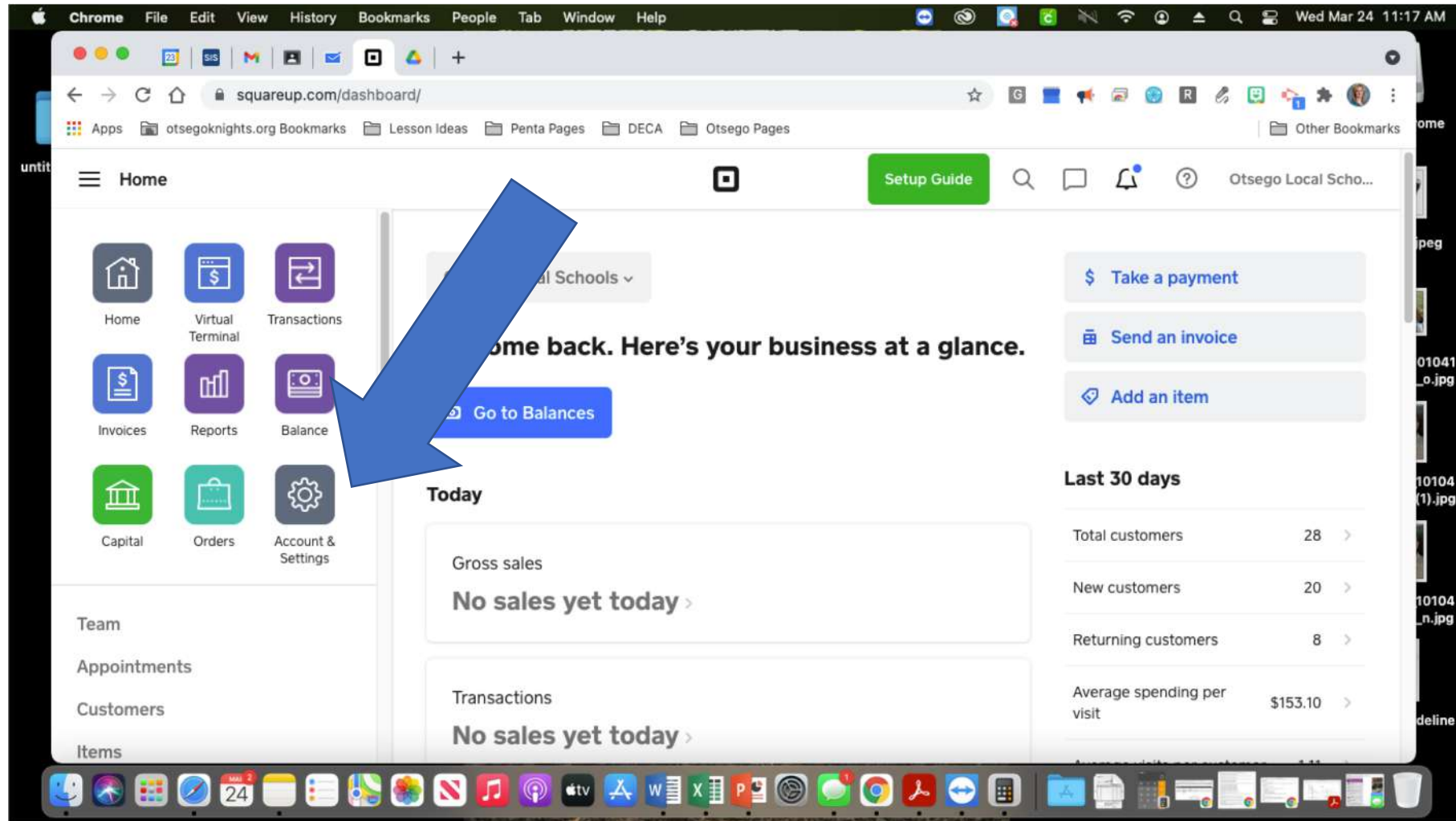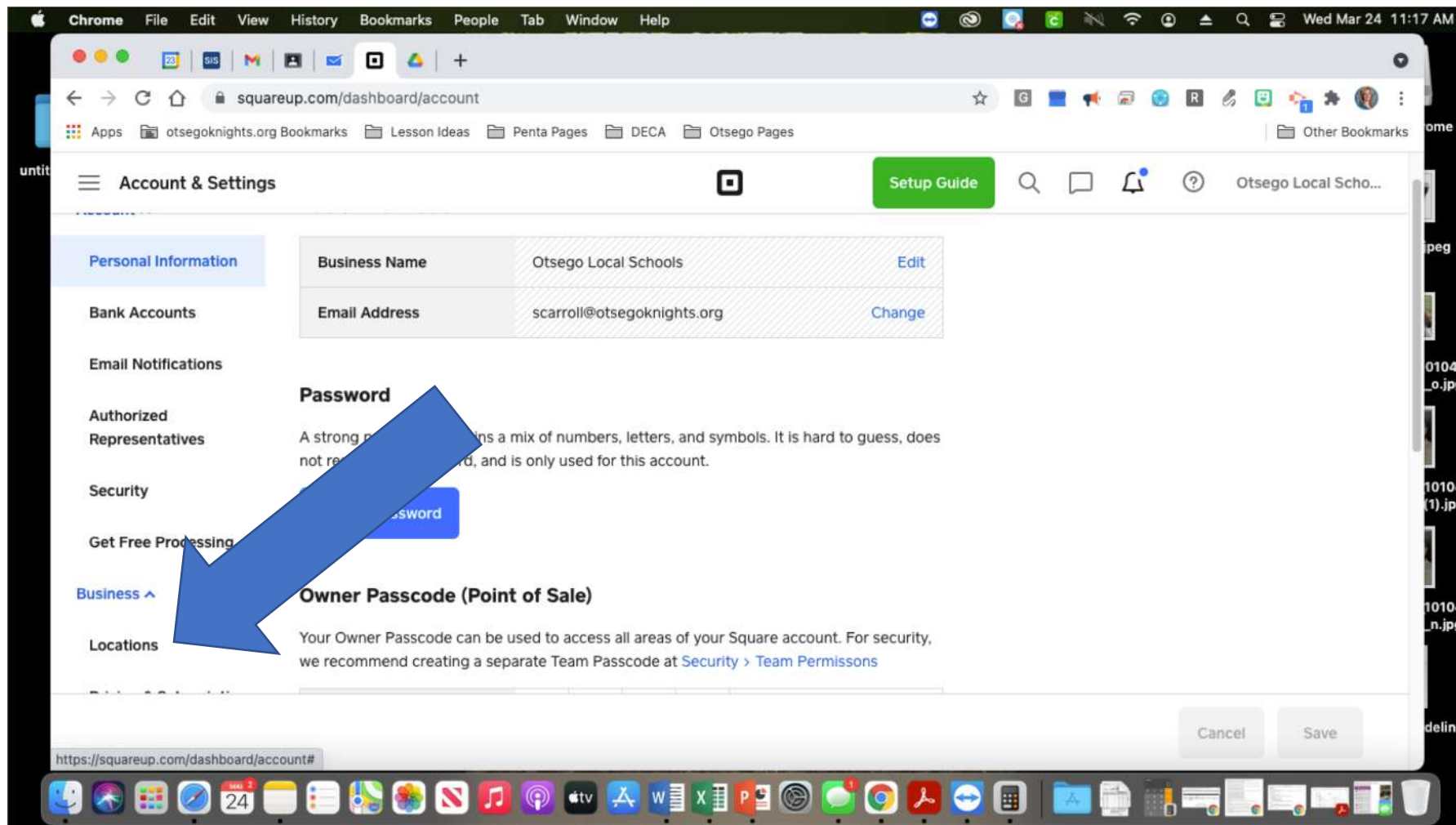# Setting Up Sites & Adding Locations/Transfer Tags

Square How To
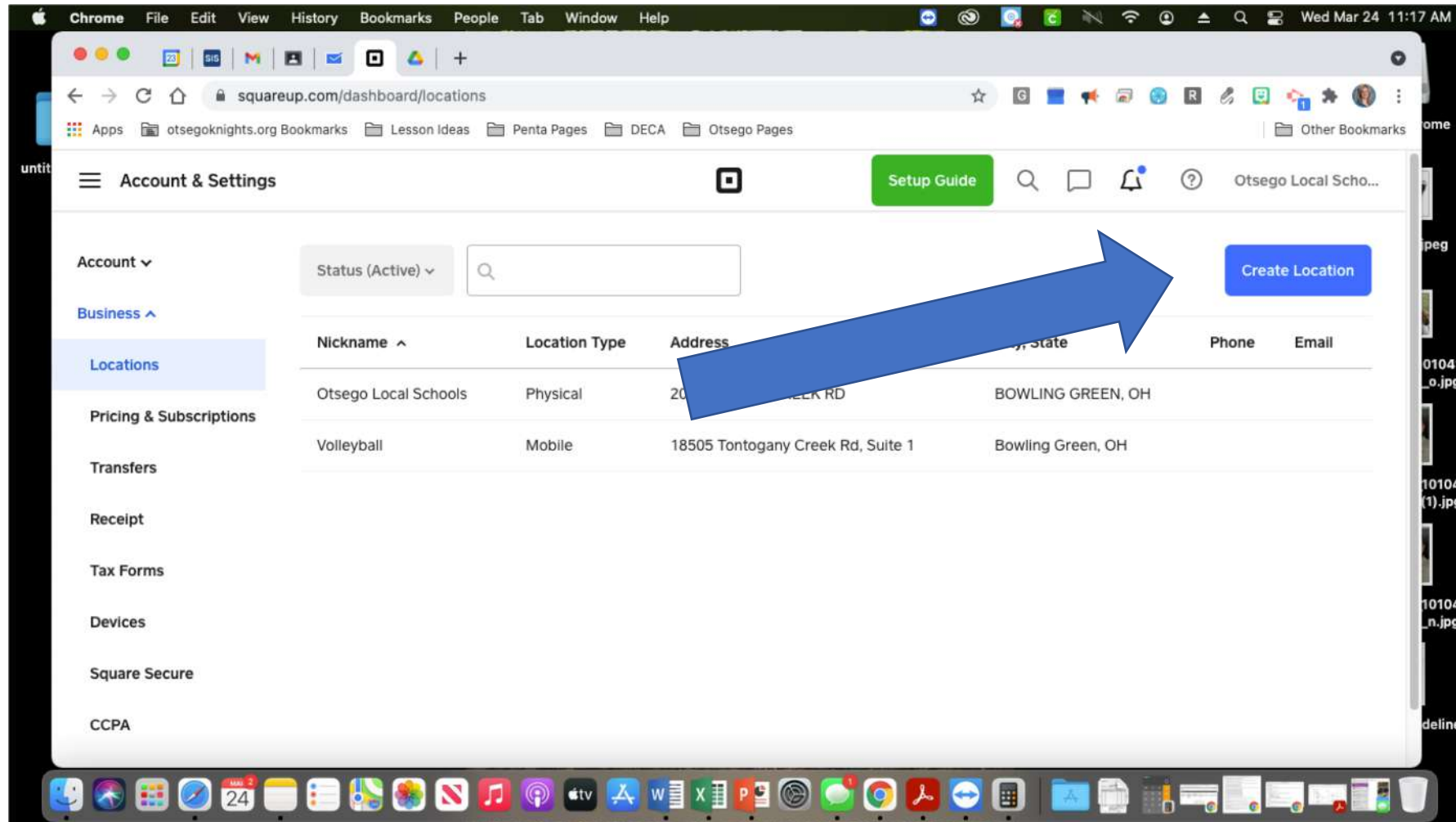
In order to have "Transfer Tags" you will need a location for every webpage. Start by logging in to your square dashboard and clicking on Account & Settings
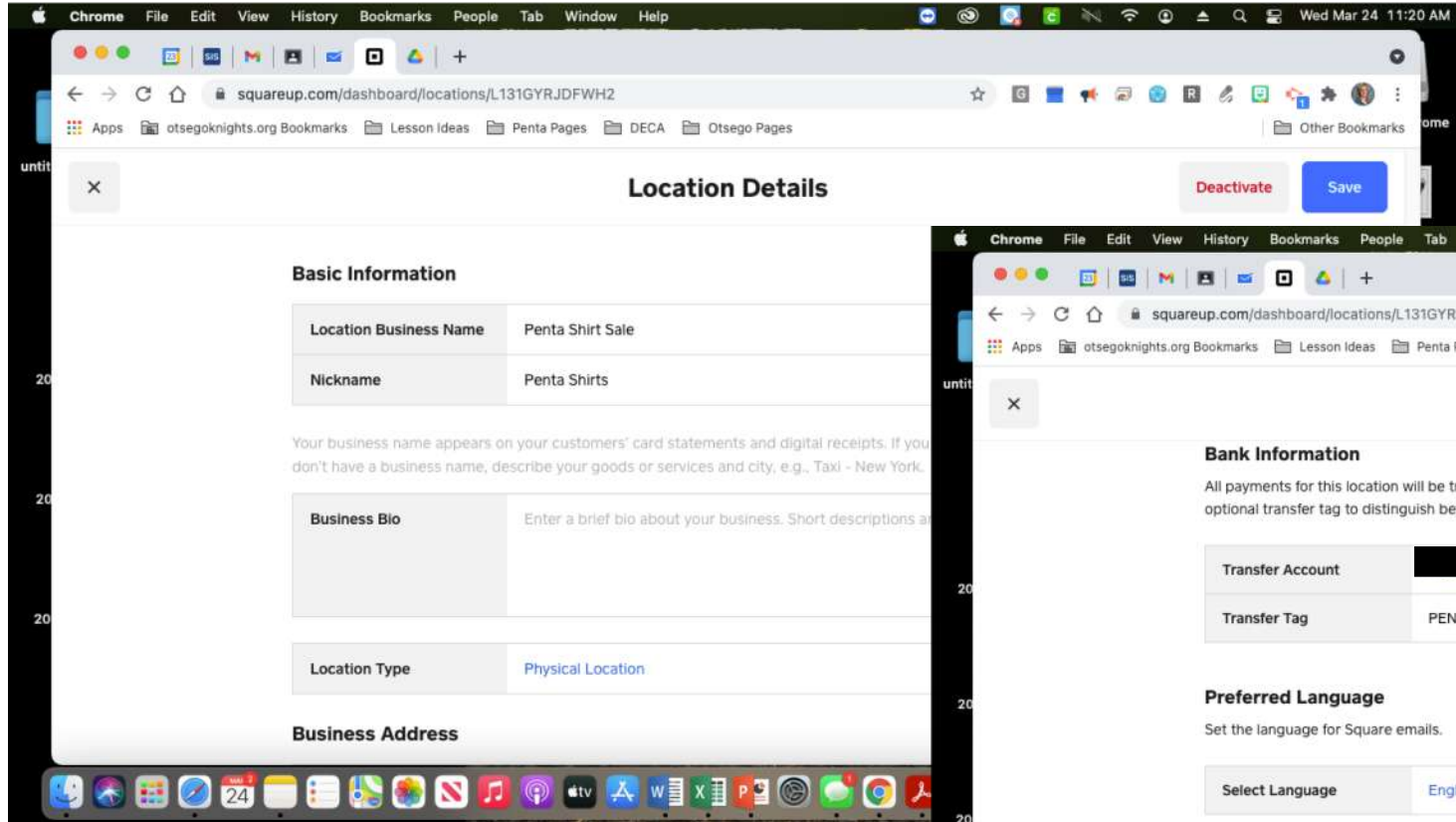
On the left navigation bar, click on the "business" menu to expand the tab (if necessary) and then click locations

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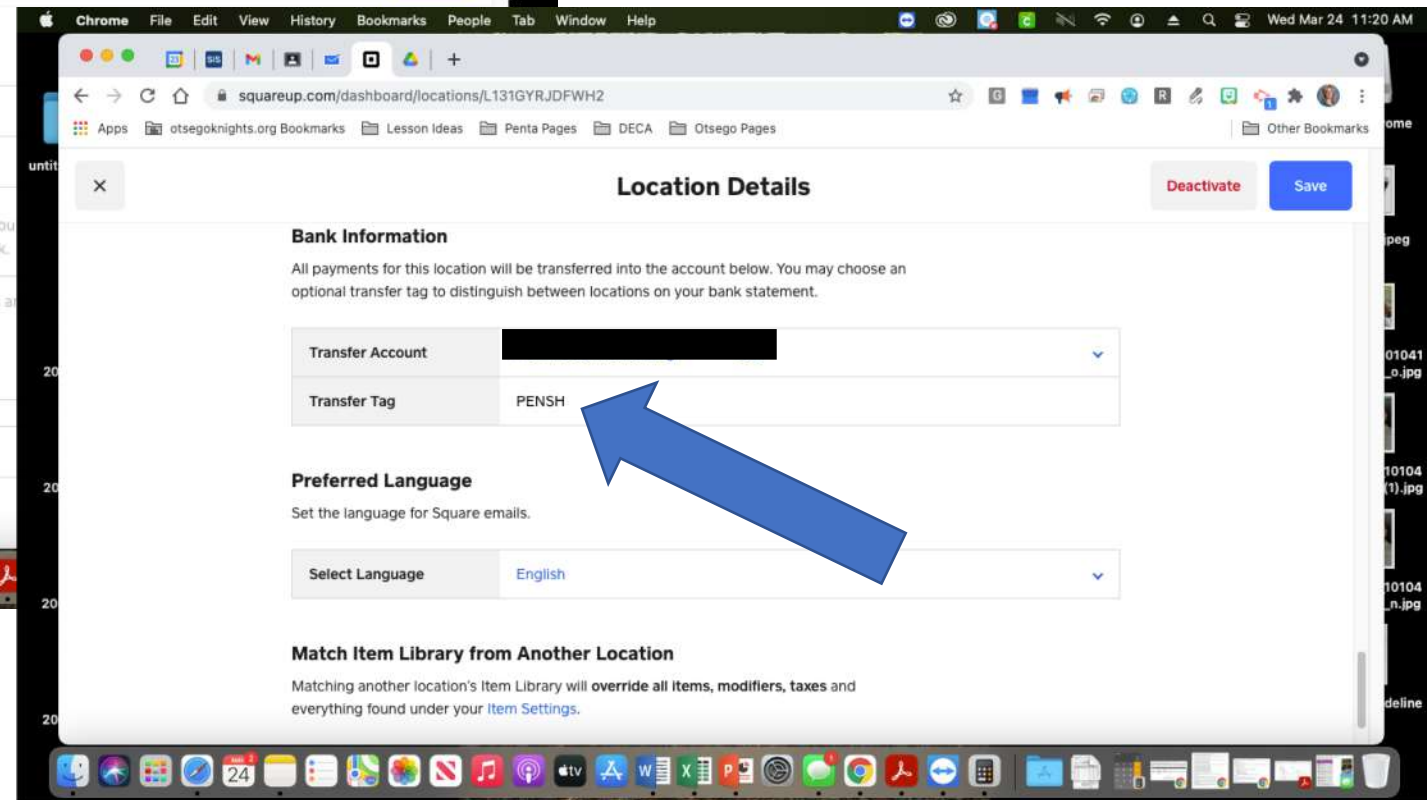
As you scroll down and enter your information, you will select your bank account that you already use. Then, finish filling in all the information. Click save. This will take you to the previous screen with a list of your locations. Click your new location, scroll back down to the bank information and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

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"
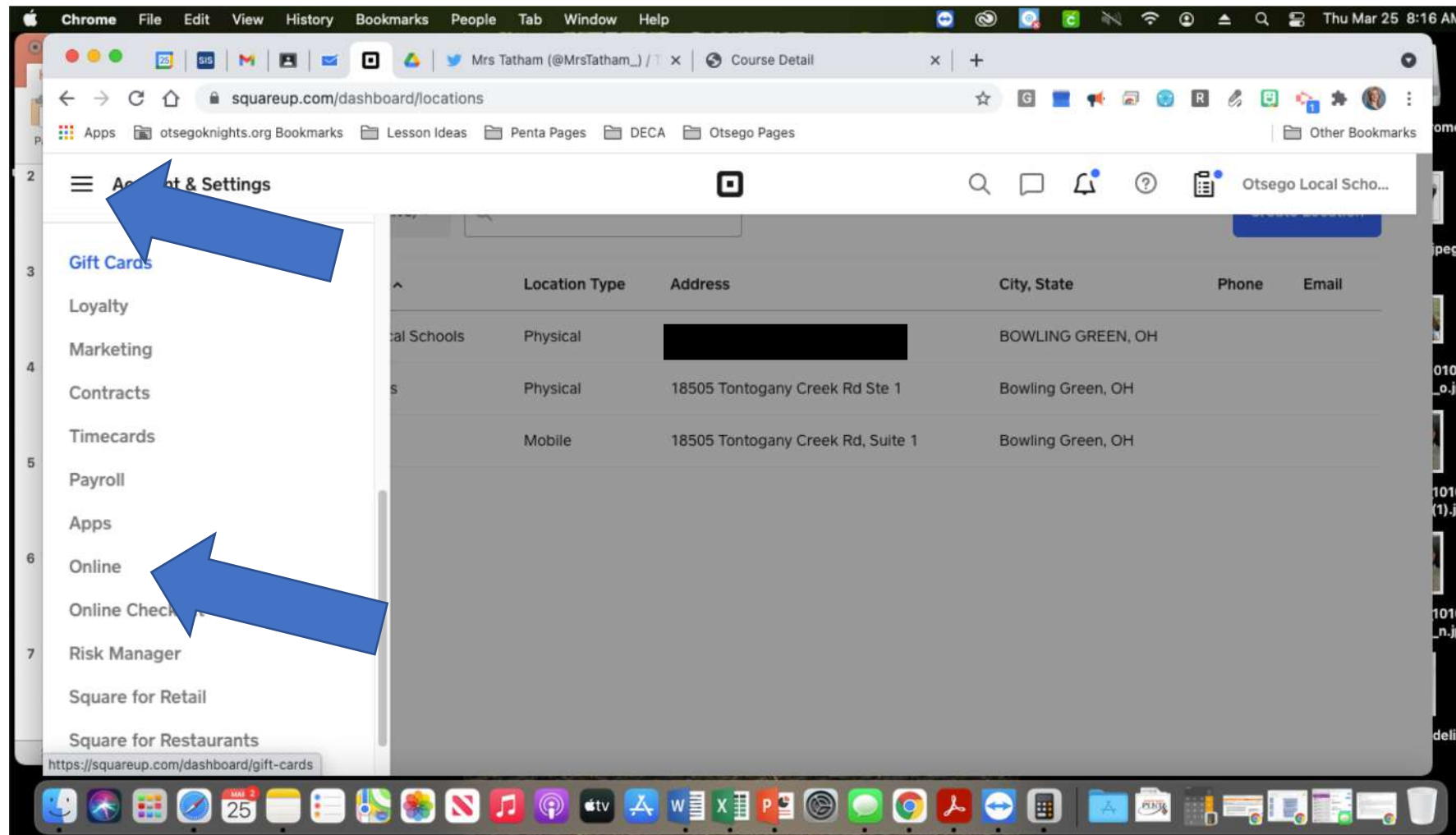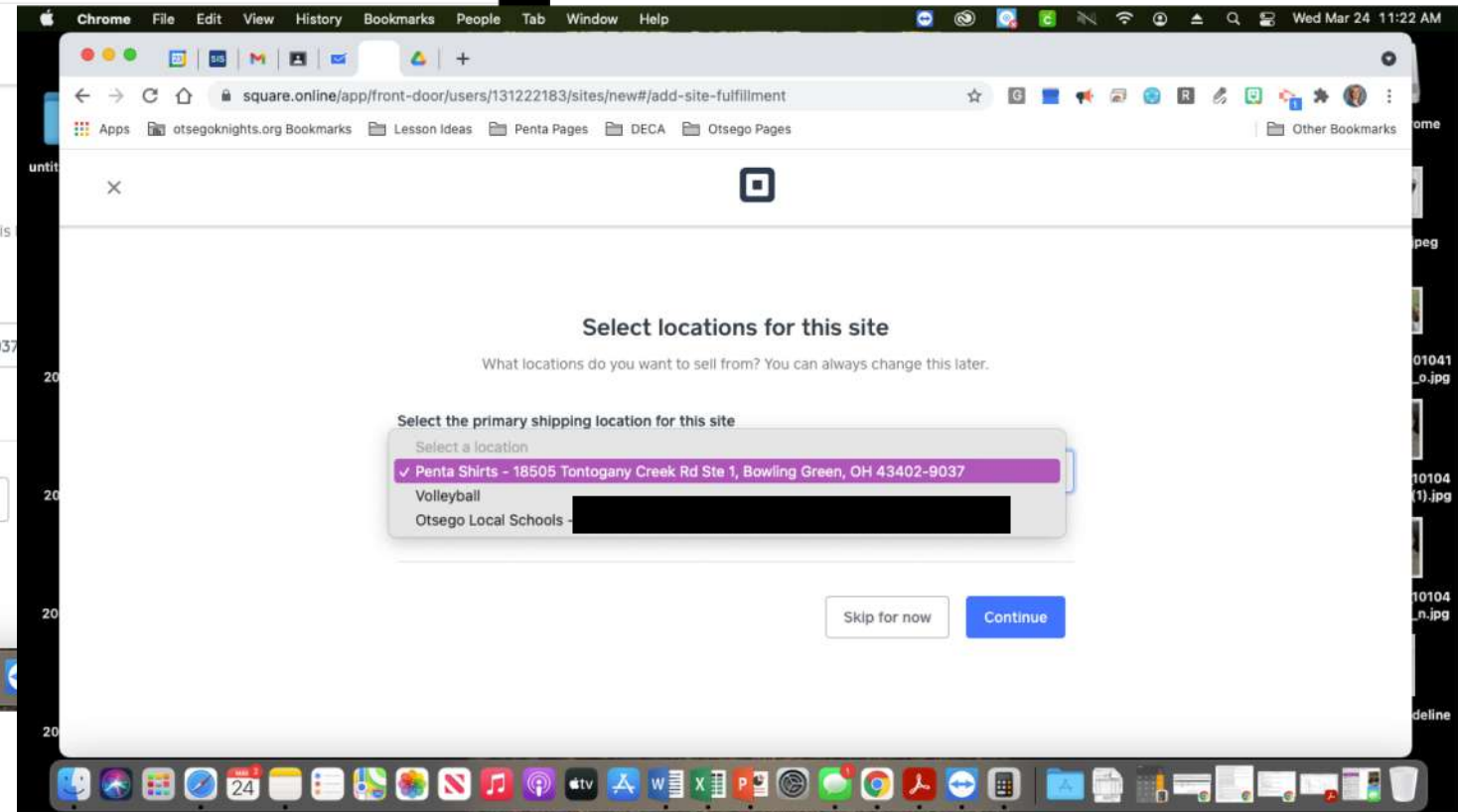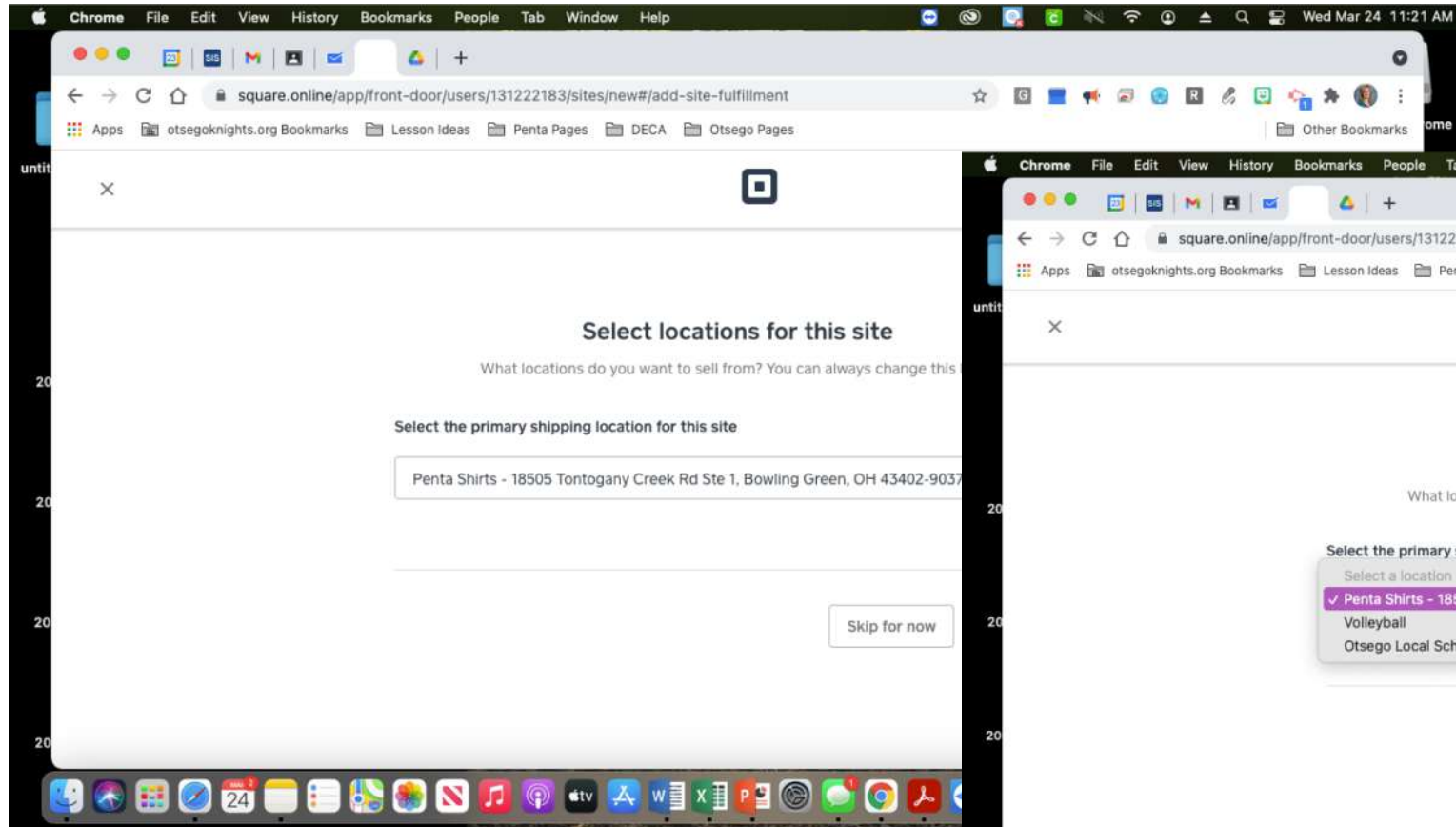
When you are in the Online dashboard, click on the drop down menu in the top left corner to change the site you are on and scroll down to "add site"
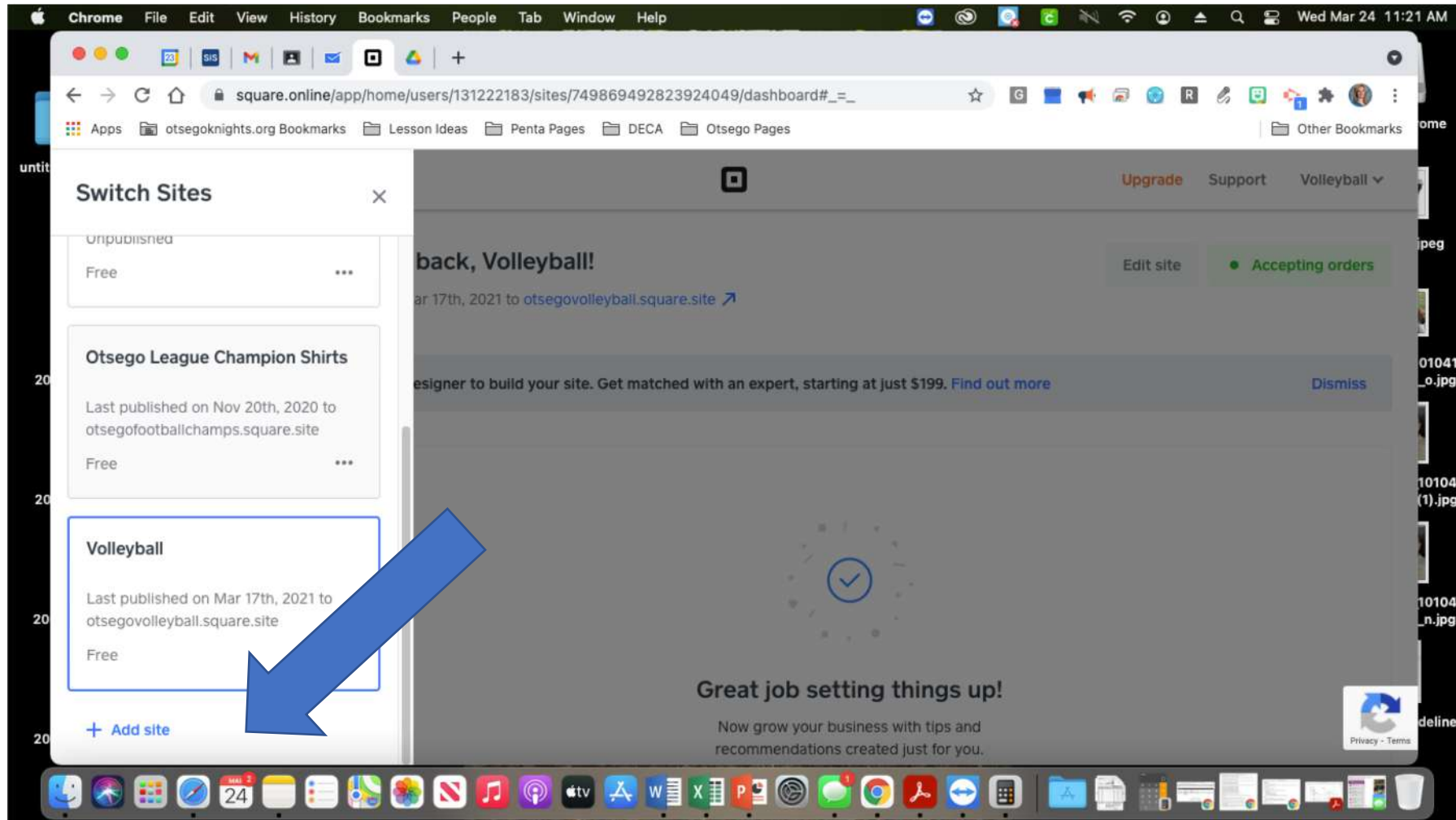
Now that you have your new location set up, this will be the first question asked when you start setting up your new website. Select your new location!

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.
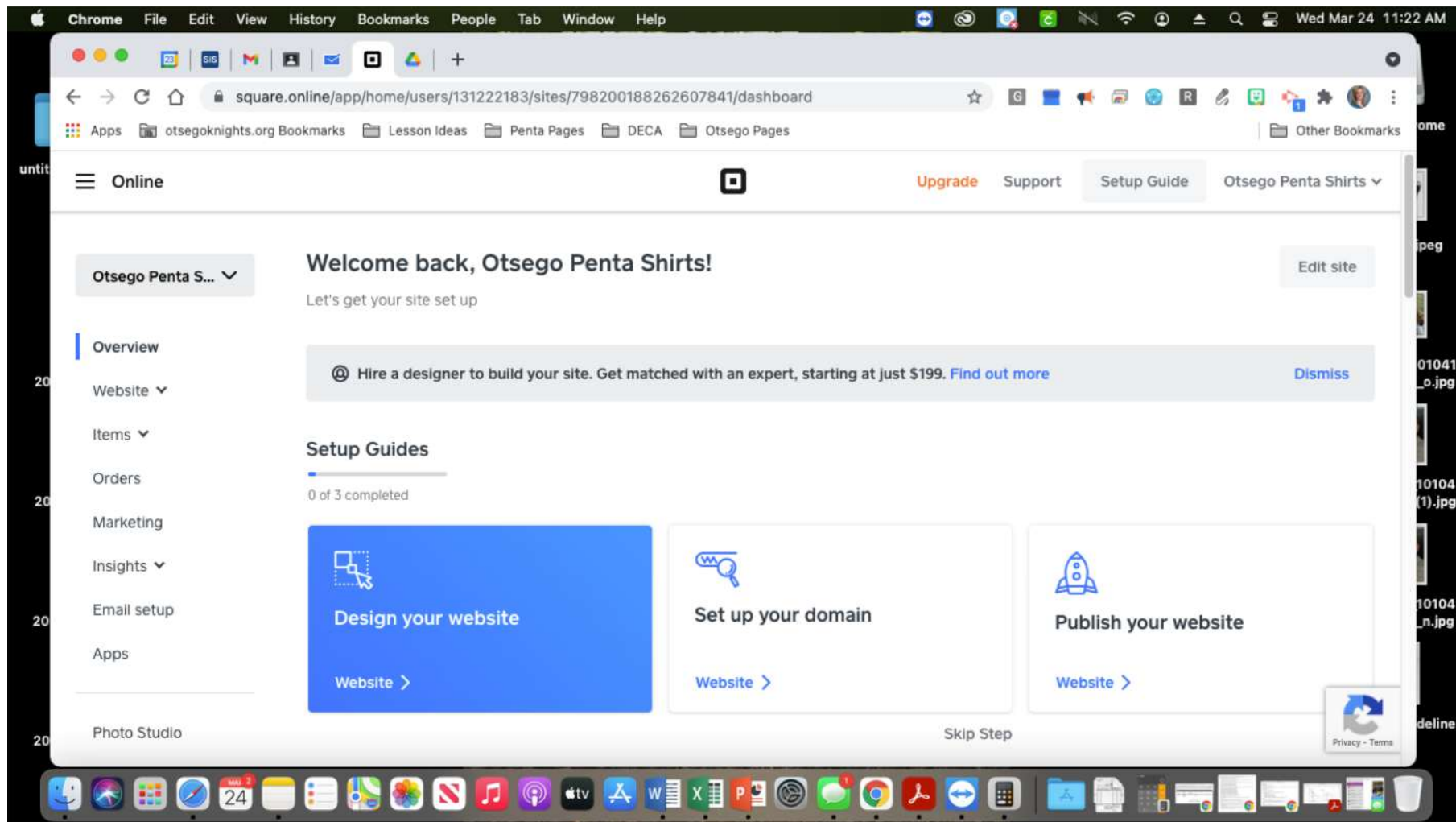
# Enjoy your newly designed sites and easy reports!