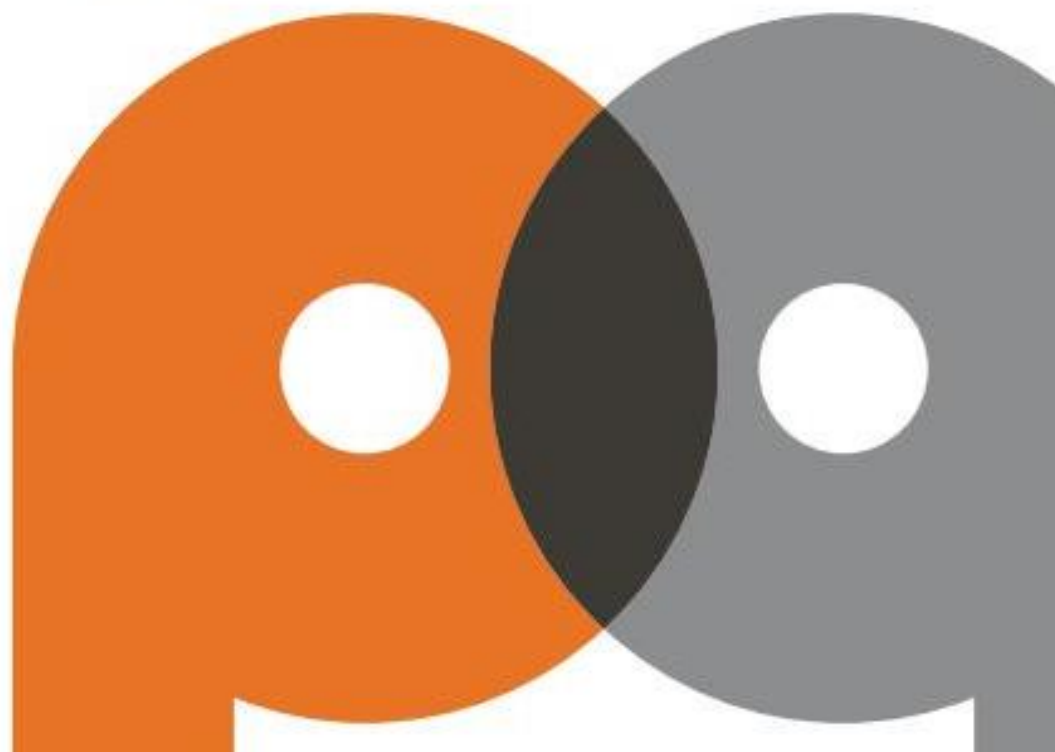


Your guide to the PayAnywhere app.



1

Download the PayAnywehre app from the the iTunes Store or the Google Play Store. The PayAnywhere app is compatible with the technology listed below.

PLEASE NOTE:

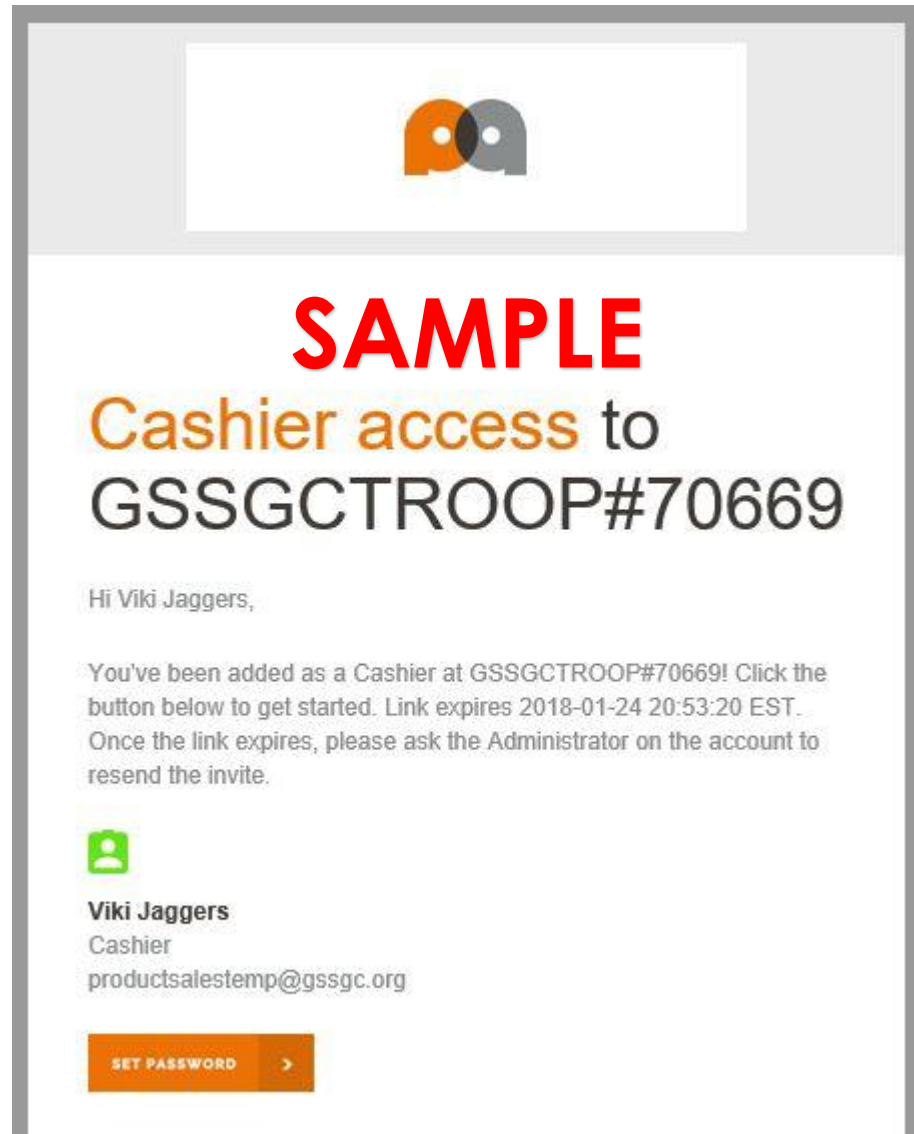
Screen examples presented in this guide may vary depending on the operating system of your device.



2

Open the email you received directly from PayAnywhere and click the link to set up the user account password.

After you set it up, it will direct you to the merchant portal login screen in your web browser. If you attempt to login there, you will receive a message indicating you cannot access the portal.





3

Open the app on your phone. Enter your new password. Press the orange login button with an arrow to login.

IF YOU USED THE APP LAST YEAR and are having problems:

1. Uninstall the PayAnywhere app.
2. Reinstall the app from the iTunes Store or the Google Play Store.
3. Open the app and login.

Email Address

Password

LOGIN 

FORGOT PASSWORD

TEST DRIVE

CREATE AN ACCOUNT 

Making a Sale

4 Insert card reader into the headphone jack.
You may need to turn the volume all the way up.

5 The app will open to Express Sale. If not, click the credit card icon on the bottom left of the screen.

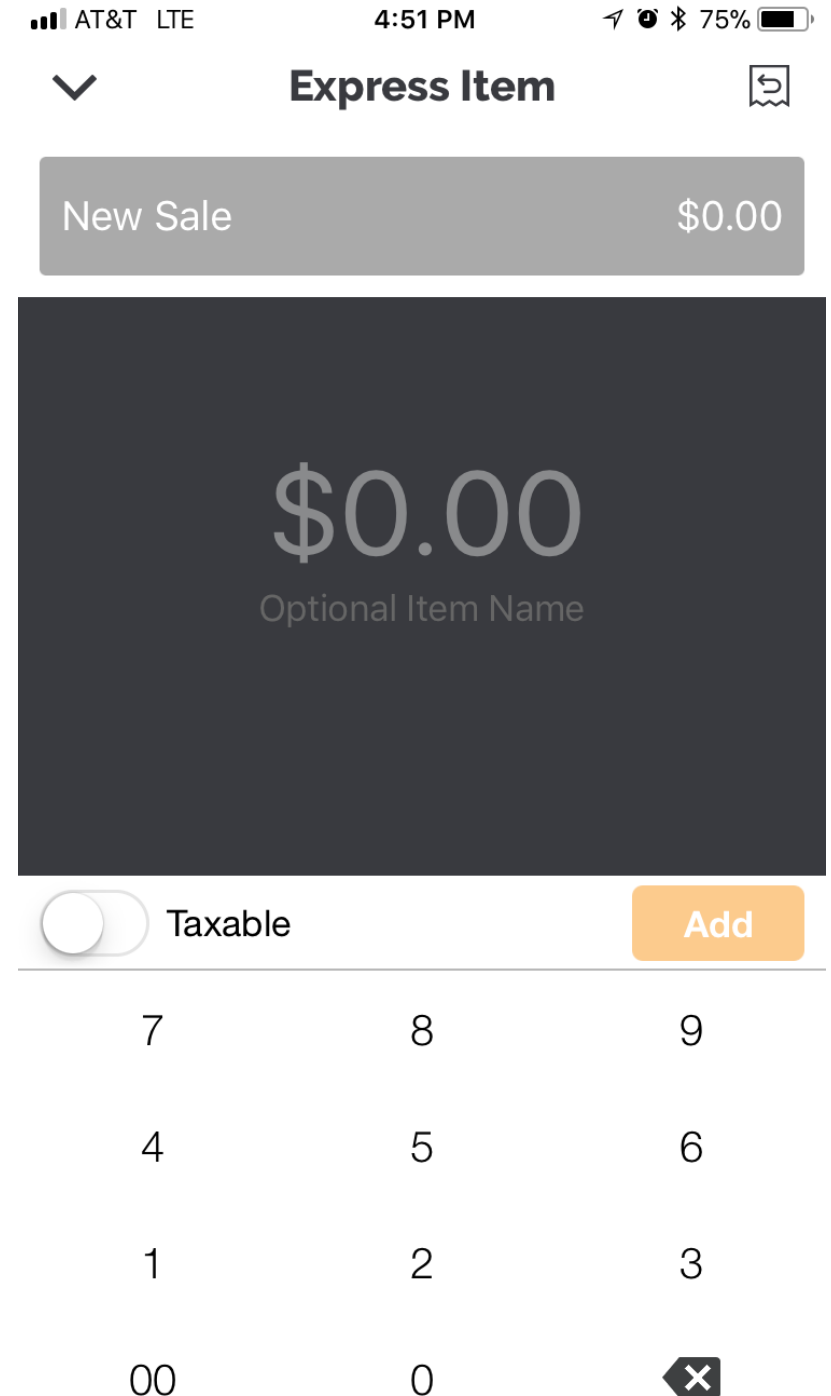
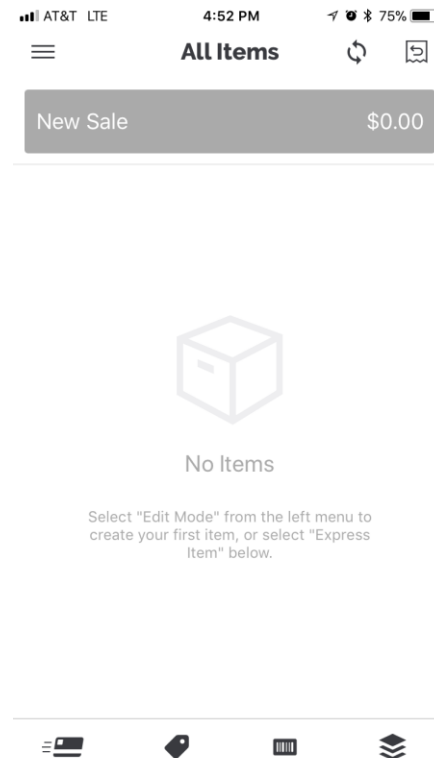
6 Ensure the Taxable button is off.

7 Enter the TOTAL sale amount. Review sale details.

8 Process card by inserting card right from the Sell screen and skip the checkout process.

It will notify you if the charge is **approved or declined**.

9 Email or text the receipt to the customer and yourself for your records.



Express sale.



1. Enter amount.

Enter any value and swipe or insert card. Tapping the "Add" button is not necessary unless another Express Item is being added.

2. Process card.

There's no need to tap "Proceed to Checkout". Just swipe or insert card right from the Sell screen and skip the checkout process.

3. Receipt share.

Users are directed to the Receipt Share screen as normal.

TIP

You can swipe on an empty cart to launch Express Item and immediately process.



On mobile, tap icon to open Express Sale

Viewing Transactions

Select the Navigation Menu or three lines icon on the top left of the screen.

Click Transactions.

Support

Select the Navigation Menu or three lines icon on the top left of the screen.

Click Settings.

Click Support.

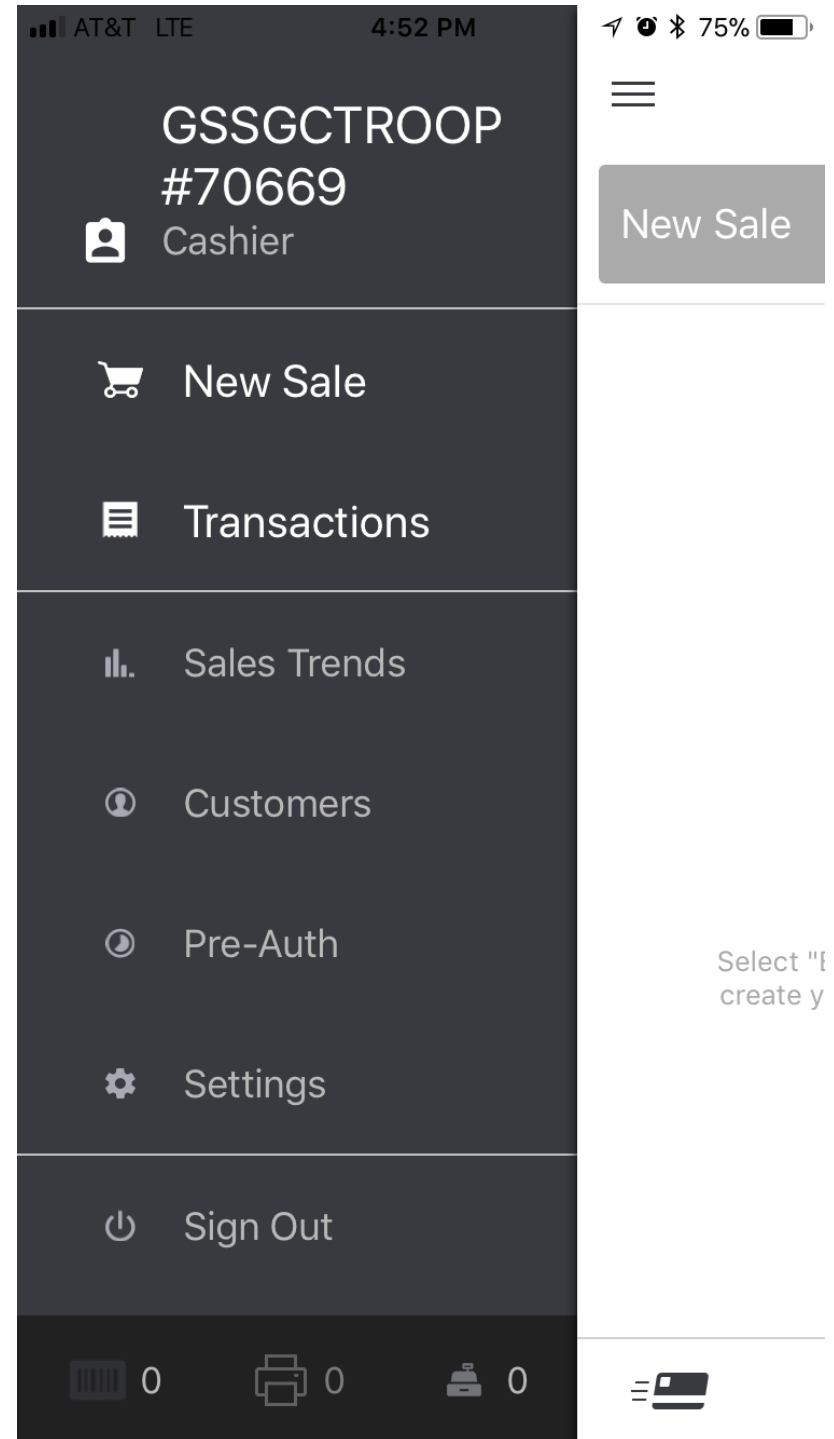
You can find contact information, FAQs, and Help Guides here.

Settings

Select the Navigation Menu or three lines icon on the top left of the screen.

Click Settings.

Edit tax settings here. It should be turned off.



Still have questions?

Help guide and video tutorials.

payanywhere.com/faq

Customer service and technical support.

Monday - Friday, 8am - 9pm ET
1.877.387.5640
custservice@payanywhere.com

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