

# How to Sign Up Square Payment System for Your Online Store

Square, Inc. is a financial services, merchant services aggregator and mobile payment company. Square Payments is only available for stores from the U.S.A and can be used in most large e-commerce platforms like Weebly, Bigcommerce, and Ecwid (Wix online store). It works seamlessly with multiple apps which will save time and streamline your operations. Signing up for Square is not only fast and free, but also it does not require commitments or a long-term contract. The only fee associated with the account is 2.9% + \$0.30 per transaction. However, you are required to provide a legal name, date of birth, phone number, and social security number for verification to complete the application.

How to create a Square new account:

## 1. Sign Up

To create a new account, you will need an email address and password to log in.

## 2. Fill in “About” Information

To serve you better and to meet your business’s unique needs, tell Square about your business information:

- **What type of business is it?**

You can select a type of business from these following options:

Please select...
Beauty and Personal Care
<b>Charities, Education and Membership</b>
Food and Drink
Health Care and Fitness
Home and Repair
Leisure and Entertainment
Professional Services
Retail
Transportation
Casual Use

- **What is your business name?**

If you do not have an official business name yet, you can just enter any name you want to be in the receipts.

- **Estimated annual revenue**

Select your estimated annual revenue from the followings:

Select estimated revenue...
<b>\$0 – \$10,000</b>
\$10,000 – \$50,000
\$50,000 – \$100,000
\$100,000 – \$250,000
\$250,000 – \$500,000
\$500,000 – \$1M
\$1M – \$5M
\$5M – \$10M
\$10M – \$20M
\$20M and above

- **Does your business have any employees?**

Select number of employees. If you have none, just select 0.

- **Business Category**

Select a business category from this following options:

Please select...
Charitable Organization
Child Care
Instructor/Teacher
<b>Membership Organization</b>
Political Organization
Religious Organization
School
Tutor
Other

- **Employer Identification Number (optional)**

Your tax ID will be used for tax reporting purposes only. You also can edit this information anytime on your Square Dashboard.

- **How do you plan to use Square? (Optional)**

Tell Square how will you use Square in your business:

<b>Select usage type...</b>
Entire business
Some of my locations
All of my card transactions
Some of my card transactions
As a backup processor
For events only

Click continue after you have complete all the information, then you will be directed to this verification page:

The screenshot shows a verification form with the following sections:

- Legal name:** Two input fields for "First name" and "Last name".
- Home address:** Two input fields for "Street address" and "Apt/Unit".
- Zip code:** An input field with "00000" pre-filled.
- City:** An input field with "City" pre-filled.
- State:** A dropdown menu with "Select state..." as the selected option.
- Date of birth:** Three input fields: "Select month..." with a dropdown arrow, "DD", and "YYYY".
- Last 4 digits of SSN:** An input field with "0000" pre-filled.
- Phone number:** An input field with "(000) 000-0000" pre-filled.

A blue "CONTINUE" button is located at the bottom right of the form.

In case you do not provide the right information, and Square is unable to verify your personal information, you will not be able to continue the application. Once you are verified, you can now link your bank information in which you want to deposit the received payments. Funds are usually deposited in your bank account in 1-2 business days.