

Welcome to Square. With Square you'll be able to take card payments.

This document outlines how to sign up to Square and how to order additional Square hardware.

We've been collaborating with the Financial Secretary of the Falkland Islands to make it possible for businesses to accept card payments in GBP.

If you're running a business in the Falkland Islands and would like to take payments with Square, please read on for a guide on how to get started. Please note that at times the Falklands sign up process differs from the standard process so it's very important to follow these instructions.

Questions? Contact Square Support on +44 800 098 8008 or email square-uk@help-messaging.squareup.com or visit squareup.com/gb/support.

How to sign-up to Square

Step one: Bank account

To use Square, you'll need a UK bank account number and sort code. This is where we'll send your deposits. If you have one already then move on to step two.

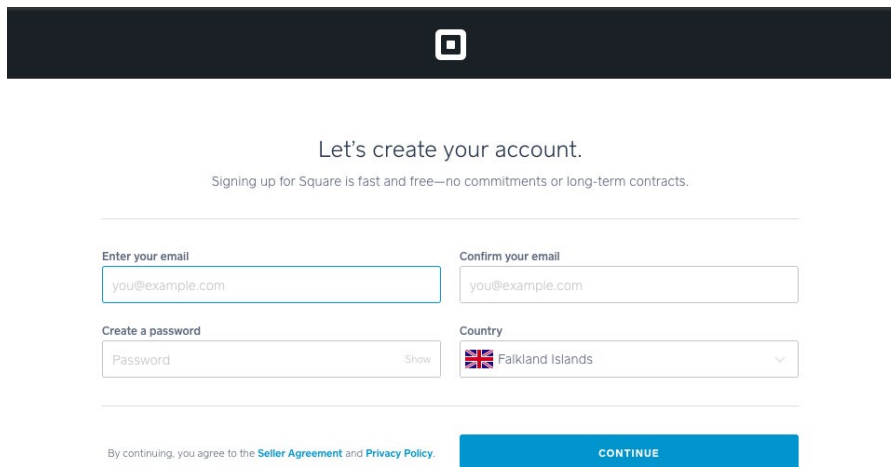
If not, you'll need to contact the Gibraltar International Bank, who have kindly agreed to provide UK bank accounts to businesses in the Falkland Islands. Go to <https://www.gibintbank.gi/> or email kevin.gonzalez@gibintbank.gi

Step two: Mobile or tablet

To take payments with the Square Reader, please make sure you have a compatible mobile phone or tablet with 3G, 4G or Wi-Fi capability. If you're not sure if your device will work with Square check at squareup.com/gb/compatibility

Step three: Create your account - **MUST BE DONE**

Sign up at squareup.com/signup/fk and **make sure the country in the dropdown code is set to Falkland Islands**. You can do this on your phone or tablet, or via your computer.



Let's create your account.

Signing up for Square is fast and free—no commitments or long-term contracts.

Enter your email
you@example.com

Confirm your email
you@example.com

Create a password
Password Show

Country
Falkland Islands

By continuing, you agree to the [Seller Agreement](#) and [Privacy Policy](#).

CONTINUE

Click 'Continue' then **stop** as soon as you've filled out the first page. You won't be able to fill out the 'Tell us about your business.' form as the information is tailored for UK businesses. Email us at square-uk@help-messaging.squareup.com and we'll send you a form to fill out.

Step four: Fill out the form we send you

When you log into Square your dashboard will say 'click here to activate' in a green banner - **ignore that**, we're activating your account manually.

Step five: Pick up your hardware

To get started, you'll need a Square Reader. We've shipped some to the Chamber of Commerce, where you can pick yours up free of charge. You can also pick up a Dock for your reader and an envelope containing stickers to let people know you take card payments.

If you use an iPad (iPad Air, iPad Air 2, iPad Pro 9.7, iPad (5th Generation 2017) or iPad (6th Generation 2018) then we can also send you a Square Stand which houses the iPad and turns it into a countertop point of sale. Please email square-uk@help-messaging.squareup.com to let us know if you would like one shipped to you.

Step six: Download the app

Head to the App Store or Google Play and download the Square app onto your phone or tablet- to find it just search 'Square'. Sign in with the same username and password you used when you signed up.

How to order Square hardware

Unfortunately, we are currently unable to offer direct shipping to the Falklands from the Square Shop with our existing courier. In replacement of this, we can arrange for orders for additional Square hardware to be sent to you using DHL. To order, please follow the instructions below:

Step one: Order hardware

- Choose your hardware and peripherals from the Square shop here <https://squareup.com/shop/hardware/gb/en>.
- Send your hardware order directly to Tyesha at Square using these details at checkout:
 - Address: 45 Rookery Court, 80 Ruckholt Road, Leyton, London, E10 5FA.
 - Phone Number: +44 7500 407 917

Step two: Share you order details with Tyesha for shipping

- Forward on the email order confirmation from Square to: friday@squareup.com.
- Share your name, address and phone number with Tyesha via email. *This is so the DHL order can be arranged.*

Step three: DHL shipping to the you

- Tyesha will arrange for your order to be sent to you via DHL and will forward on the shipping confirmation.
- All orders will be sent via DHL within 2-3 working days of the hardware being delivered to the UK address and step two being completed.

For reimbursement of VAT

- Please [link your bank account to your Square Account - https://squareup.com/help/gb/en/article/3896-link-and-edit-your-bank-account](https://squareup.com/help/gb/en/article/3896-link-and-edit-your-bank-account)
- Provided that your bank account is linked, Square will credit the VAT on the hardware order to your Square Account. The funds will be transferred to your bank account next business day (or the day after if the credit is placed after 4pm BST)