

Square setup

Requirements

To complete the setup, you will need:

1. A login for the Square account
2. A [Square Terminal](#) device
 - Note: the integration **does not** support the Square Reader

Square permissions

To pair SETLS with your Square account, your Square login must have "full access" as shown below. Permissions are set in the Square Dashboard under **Staff > Team > Permissions**.

[Permissions](#) > [Access points](#)

Full access 

This enables all permissions except managing bank accounts. Only the account owner can manage bank accounts.

🔍 Search permissions

 Checkout	Active
 Orders	Active
 Transactions	Active
 Reports	Active
 Balance	Off

Account & Settings

Grant access to view and edit business and device settings.

BUSINESS

- Manage subscriptions to Square services a
- View and set up integrations in the App Marketplace  

Full access is required for this action.

When logging into Square, SETLS requests the following permissions on your Square account.

Permission name	Used to
MERCHANT_PROFILE_READ	
PAYMENTS_READ	
PAYMENTS_WRITE	
DEVICES_READ	
DEVICE_CREDENTIAL_MANAGEMENT	

If you see the below screen, your permissions are not set correctly and you will need to see who in your team has full admin privileges for Square.

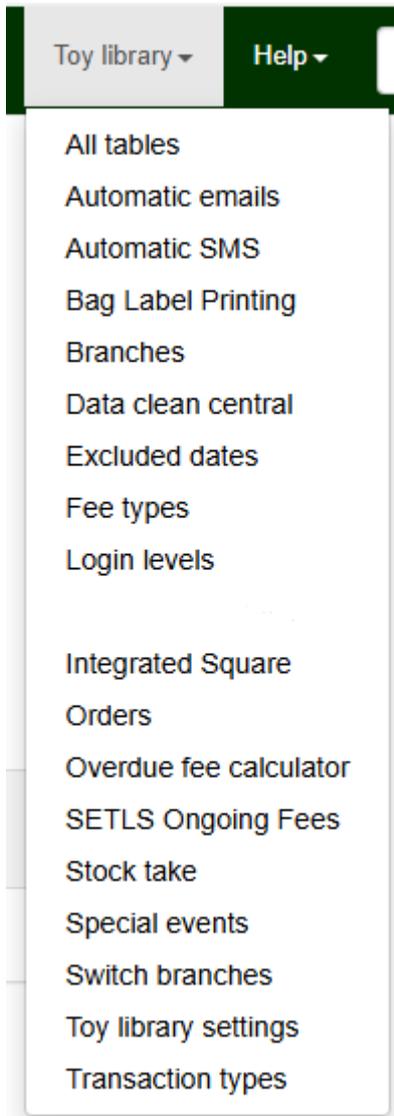
Error

Only the business owner can authorize applications for this Square account

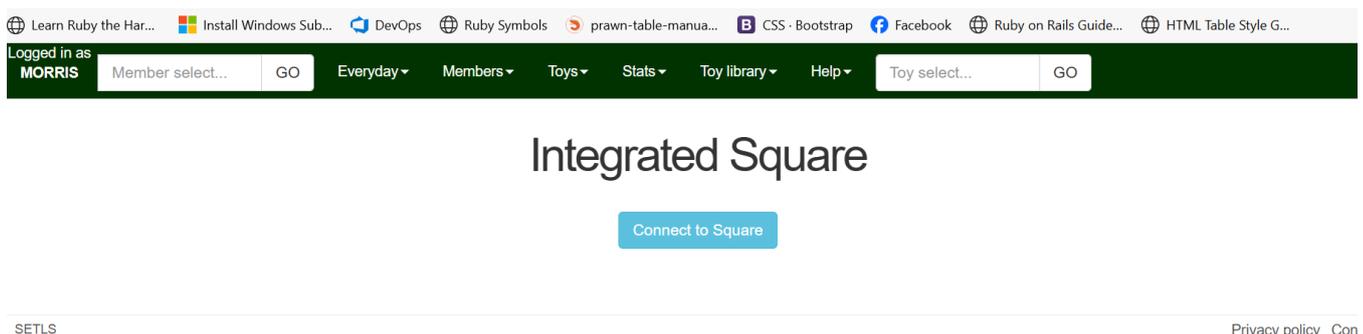
Process

1. In the "Toy library" menu, click "Integrated Square"

- If you don't see this option, please contact admin@setls.com.au



2. Click "Connect to Square" and log into Square



3. The Square status page will refresh and show:
 - Your Square "Business" and "Locations" details

- A new access token
4. Click "Add Square Terminal" and set:
- Device name
 - Branch (optional)
 - NB: we only support one Terminal per branch

Integrated Square

Basic Advanced

Square fees

Pass on Square fees	No
Square fee percentage	None
Square fee flat	None

Change fee settings

Devices

Add Square Terminal

ID	Name	Serial	Status	Location	Branch	Codes
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Note: only one Terminal is allowed per branch, and only one Terminal can have 'Any branch' selected.

Save devices

5. Follow the on-screen instructions to log into the Terminal with the device code. When the Terminal is successfully paired, the dialog will close automatically.

The screenshot shows the 'Add Square Terminal' dialog box in the foreground. The dialog has a title 'Add Square Terminal ...' and contains the following elements:

- Device name:** A text input field containing 'Square Terminal'. Below it, a note states: 'This will be displayed as 'Device Nickname' in the Square dashboard'.
- Branch:** A dropdown menu with 'Any branch' selected.
- Buttons:** 'Add' and 'Cancel' buttons at the bottom right of the dialog.

The background shows the 'Integrated Square' settings page with the 'Basic' tab selected. The 'Square fees' section is visible, showing a table with three rows: 'Pass on Square fees' (No), 'Square fee percentage' (None), and 'Square fee flat' (None). Below this is a 'Change fee settings' button. The 'Devices' section is also visible, showing an 'Add Square Terminal' button and a table with columns: ID, Name, Serial, Status, Location, Branch, Codes. A note below the table states: 'Note: only one Terminal is allowed per branch, and only one Terminal can have 'Any branch' selected.' Below the table is a 'Save devices' button.

6. The Square status page will display the device details

Integrated Square

Basic

Advanced

Square fees

Pass on Square fees	No
Square fee percentage	None
Square fee flat	None

Change fee settings

Devices

Add Square Terminal

ID	Name	Serial	Status	Location	Branch	Codes
device:307CS145B3000038	Square Terminal 0038	307CS145B3000038	AVAILABLE	GOSNELLS TOY LIBRARY	Any branch ▾	HTAFFD

Note: only one Terminal is allowed per branch, and only one Terminal can have 'Any branch' selected.

Save devices

You're now ready to accept payments!

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