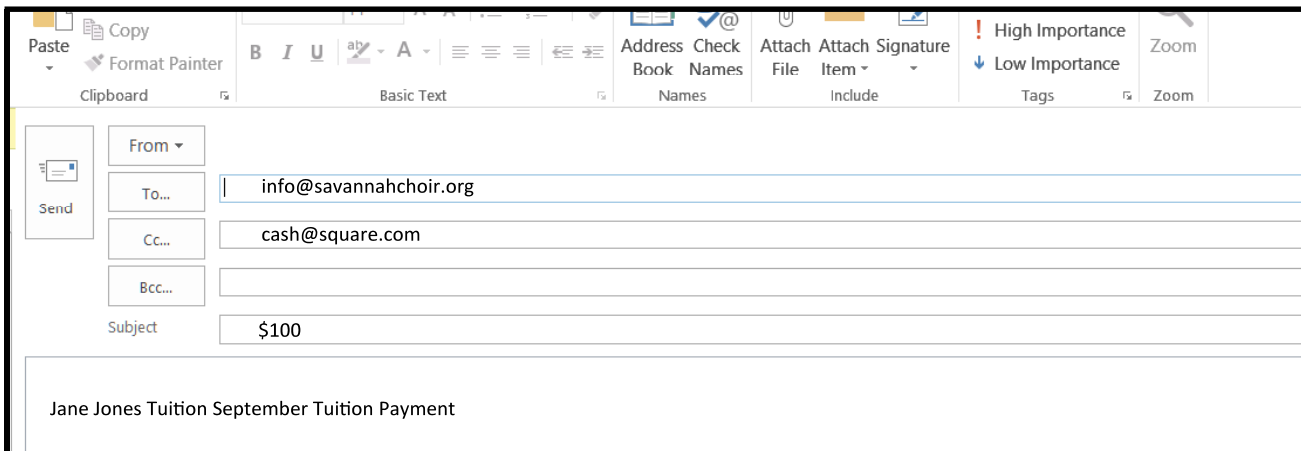


# How to use SquareCash:

Open an Email Browser:



The screenshot shows an email composition window with the following fields filled out:

- To:** info@savannahchoir.org
- Cc:** cash@square.com
- Subject:** \$100
- Body:** Jane Jones Tuition September Tuition Payment

In the TO field, enter info@savannahchoir.org

In the CC field, enter cash@square.com

In the SUBJECT field, enter the amount you want to pay with a \$ sign (see the example)

In the BODY, enter what this is for.

Hit SEND.

That's it. Well almost.

If you've not used SquareCash before, they'll send you an email and ask you to enter your Debit Card info once—it's really secure and encrypted, and you'll only need to do it one time.

The SCC will receive your original email, and then one from Square letting us know that you've initiated payment (if you haven't used SquareCash before) and another once you've entered your information on your end. If you've used SquareCash before, we'll just get an email letting us know that payment has been made and will be transferred from your bank account to ours.

This is free on both ends—there's no charge for you to use this service, and there's no charge on our end for processing, unlike PayPal or other credit card processors.

Square has a nice web slideshow to show you how it works, and where you can learn more. But PLEASE NOTE—you do NOT need to download their program to your mobile phone to use this. All you need to do is send an email as instructed above.

<https://square.com/cash>

Here's another article that walks through the process, and also offers some security tips if you're nervous about using this tool.

<https://leveragenewagemedia.com/blog/how-to-send-cash-online/>