

What Happens Next

Clover Go

1 SET UP YOUR WEB DASHBOARD

After you sign the contract, you'll receive an email with copies of all signed documents. One email is titled **"Welcome – Clover set up information."** This email includes a link to verify your email address for use with the Clover Web Dashboard (www.clover.com/home).

Your email address is login ID for the Dashboard, and allows you to set up your associated password.

You can access your Clover account anytime through the Dashboard from any Internet-connected device or computer.

2 CUSTOMIZE YOUR CLOVER GO PROFILE

Once you've accessed the Clover Web Dashboard, you can customize your profile for Clover Go.

- Set up your PIN in the Employees App. **Be sure to remember this PIN!** You can set up other employees and PINs here as well
- Set up your tax rates (optional) in the Setup App. Select Taxes from the menu on the left side of the screen, and select Add Tax Rate. Clover Go will apply your tax rates to your transactions for you. Multiple tax rates can be set up
- See help.clover.com for more detailed instructions

3 DOWNLOAD THE APP

On your mobile device, download the Clover Go App from the iTunes App StoreSM (for iOS) or Google Play[™] store (for Android). Make sure to fully complete the download and installation. Use the PIN you set up in Step 2 to log in to the app.

The Clover Go App requires the following operating system to operate properly. If your operating system does not match one of the following, the App may not work correctly for you:

- iOS 8.2 and above (iPhone 4S and later)
- Android OS 4.4 and above
- Bluetooth 4.0 (BT LE) must be supported for contactless reader (iPad and iPad2 not supported)

The app can be used to manually key transaction or do cash or check only transactions until the reader arrives.

4 RECEIVE AND BEGIN TO USE YOUR READER

When your card reader ships, you'll receive another email, titled "Welcome – Clover set up information." This email contains tracking information for your shipment.

Save any email that includes your Merchant ID (MID), which you'll need whenever you call support. Readers are fully charged when originally shipped, but may gradually lose their charge. Charge your reader for at least one hour before you begin to process transactions.

- The App will prompt you for which reader you've purchased
- The App will then tell you when it recognizes that the reader is properly connected

Make sure the volume on your device is turned to maximum volume and is not muted. The audio jack reader uses your device volume to transmit the transactions. If volume is turned down or muted, certain transactions will not work properly.

Call Clover Support whenever you need help – the number can be found in your app or on your Web Dashboard. Have your MID handy when you call! Your MID can be found in your Welcome/Set- Up emails, and on your Clover Dashboard.