

# PayPal POS

## Using the PayPal POS App (No Device Needed!)

### Step 1: Download & Log In

Download the PayPal POS app from the App Store (iOS) or Google Play (Android). Open the app and log in to the Torch Run account using the provided credentials. (**User:** torchrunva@specialolympicsva.org/ **Pass:** TorchRunZettle1!)



### Step 2: Select your agency and date of event button on the home screen

Enter the donation amount (e.g., \$10, \$25, etc.).

Tap "Charge" or "Checkout."



### Step 3: Choose the Payment Method

Select:

- "Manual Card Entry" or if it has the tap to pay option, have them tap the card directly onto the phone to process donation
- If prompted, confirm that you're taking a donation and not a physical goods sale (*to stay compliant with your terms*).



### Step 4 (optional): Enter card details if the credit card doesn't have "Tap to Pay" capability

Enter the donor's:

- Card number
- Expiration date
- CVV/security code
- Billing zip code (if prompted)

Tap "Charge" or "Confirm."



### Step 5: Receipt (Optional)

Once the payment is processed, you can send a receipt via:

- Email
- Text message
- Or skip the receipt entirely.



Android



Download the app