

# Square Setup Guide for Creativity by Lily

Hi Lily!

This guide will walk you through the steps to connect your Square account to your new website. Don't worry — since you already have Square for your in-person sales, this is quick and easy!

**Time needed:** About 10-15 minutes

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## What We're Doing

We're connecting your existing Square account to your website so you can:

- Accept credit card payments online
  - See all your sales (online + in-person) in one Square dashboard
  - Get payouts to the same bank account you already use
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## Step 1: Log Into Square

1. Go to [squareup.com](https://squareup.com) (<https://squareup.com>)
  2. Click **Sign In** in the top right
  3. Log in with your Square account (the same one you use for in-person sales)
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## Step 2: Make Sure Online Payments Are Enabled

1. Once logged in, click the **Settings** gear icon (⚙️)
2. Look for **Business** or **Account & Settings**
3. Find **Online Payments** or **eCommerce**
4. Make sure it shows as **Enabled**

*If it's not enabled, there should be a button to turn it on — it's usually instant since your account is already verified.*

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## Step 3: Go to the Square Developer Dashboard

This is where we get the "keys" that connect your website to Square.

1. Open a new tab and go to: [developer.squareup.com](https://developer.squareup.com) (<https://developer.squareup.com>)
  2. Click **Sign In** (use the same Square account)
  3. You'll see the Developer Dashboard
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## Step 4: Create an Application

1. Click the "+" button or **"Create Application"**
2. Name it: **Creativity by Lily Website**

3. Click **Save** or **Create**
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## Step 5: Get Your API Credentials

Once your application is created, we need to collect 3 things. I'll help you find each one:

### 5a. Application ID

- On the main application page, look for **Application ID**
- It looks like: sq0idp-XXXXXXXXXXXXXXXXXXXX
- **Copy this and share it with me on the call**

### 5b. Access Token (Production)

1. Click on the **Credentials** tab (or **OAuth** tab)
2. Look for **Production Access Token**
3. You may need to click "**Show**" or "**Create Token**"
4. It looks like: EAAAXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
5. **Copy this and share it with me on the call**

⚠ **Important:** This token is like a password — don't share it with anyone except me during our call!

### 5c. Location ID

1. Click on the **Locations** tab
  2. You'll see your business location listed
  3. Copy the **Location ID** (looks like: LXXXXXXXXXXXXXXXXXX)
  4. **Share this with me on the call**
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## Step 6: Share the Credentials With Me (On Our Call)

During our call, please have these 3 things ready to share with me:

What	Looks Like	Where to Find
Application ID	sq0idp-XXX...	Main app page
Access Token	EAAA...	Credentials tab
Location ID	LXXX...	Locations tab

I'll securely add these to your website, and then we can test a payment together!

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## What Happens Next

Once I have these credentials:

1. I'll add them to your website (takes about 5 minutes)
2. We'll do a small test payment together to make sure it works
3. Your website will be ready to accept real payments!

All payments will show up in your regular Square Dashboard, right alongside your in-person sales.

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## Quick Summary

- [ ] Log into Square at [squareup.com \(https://squareup.com\)](https://squareup.com)
  - [ ] Verify online payments are enabled
  - [ ] Go to [developer.squareup.com \(https://developer.squareup.com\)](https://developer.squareup.com)
  - [ ] Create an application called "Creativity by Lily Website"
  - [ ] Copy the **Application ID**
  - [ ] Copy the **Access Token** (Production)
  - [ ] Copy the **Location ID**
  - [ ] Share all 3 with me on our call
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## Questions?

If you get stuck on any step, don't worry! We can go through it together on our call. Just have your Square login ready and I'll walk you through it.

See you on the call!