Apriva Swiper Guide:

Download and install the Apriva pay plus application:

1. Activate account first by pressing the "activate account" link and enter the appropriate information:

   Activation Code: Found in email sent by Apriva.
   Username: Email used to sign up with account.
   Password: At least 8 characters. At least 1 uppercase, 1 lowercase, 1 number and 1 symbol.

2. Select the security questions with their corresponding answers. Agree to the terms.
3. Log in with the same username and password.
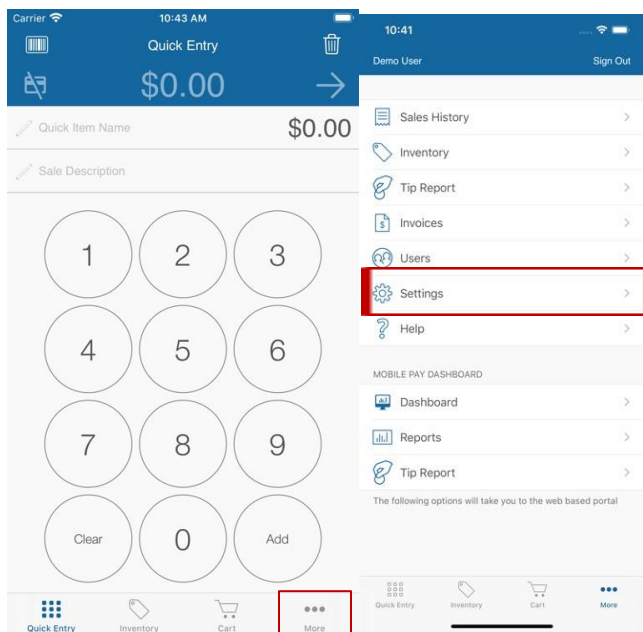
Connecting Swipers

IOS/ Apple Products

1. Turn on swiper. It should be blinking green.

2. Go to the bluetooth settings of the device and make sure it is on.

3. Go into the Apriva application and select the three dots that says "More" and hit the "settings" tab

4. Select "Card Readers"

5. Make sure the device under bluetooth devices starts with "CHB" and is checked

6. Go back to the main screen and the card reader should be updating

7. It will be linked, if the light on the swiper is solid green and the symbol on the card is solid white
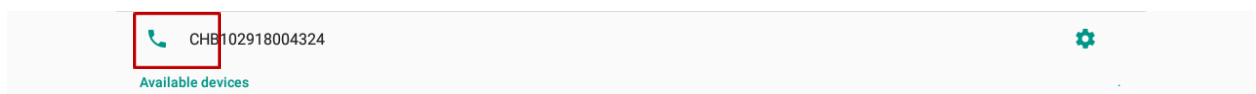
Android/ Samsung devices

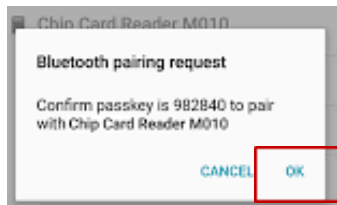1. Turn on swiper. It should be blinking green.

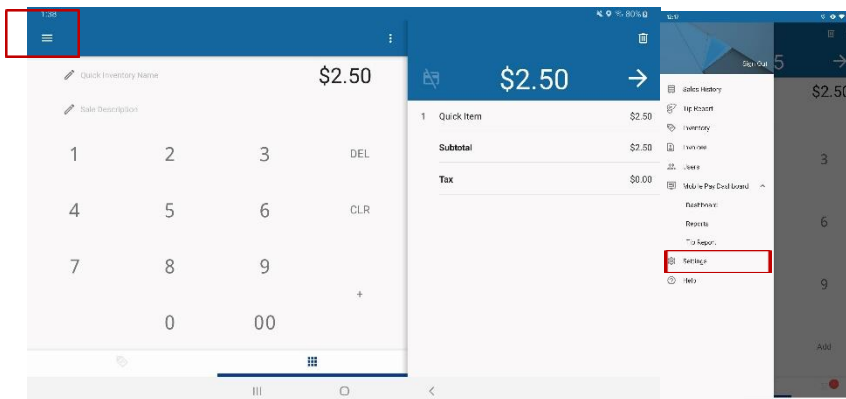2. Go to the bluetooth settings of the device and make sure its on.

3. Select the device that starts with "CHB" and has a single phone icon

4. It will give a pairing code. Select "Pair" or "OK"

5. Go into apriva application select the three horizontal lines on the top left corner and hit the "settings" tab

6. Select "Card Readers"

7. Make sure the device under bluetooth devices starts with "CHB" and is checked

8. Go back to the main screen and the card reader should be updating

9. It will be linked, if the light on the swiper is solid green and the symbol on the card is solid white

*Note: Before processing, make sure that you Apple or Samsung device has internet connection.