

# Connecting a Square account to your Affiliate account

Connecting your Square account to your affiliate account is simple and straightforward and requires only two pieces of information:

- A **token** which grants the K-BID software permission to access your Square account
- A **store name** (Square refers to this as a "location") which enables accurate reporting in your Square dashboard.

**\*\*IMPORTANT: Your Square store name/location does NOT change from auction to auction.** If you have questions on this, please contact Fiona at 763-367-6796 to discuss.

To access these two pieces of information and input them into your affiliate account, **please follow these steps exactly:**

1) Go to <https://connect.squareup.com/apps> and log in with your Square account username and password.

2) On the application dashboard, click "New Application"

Applications Documentation North Star Papercraft ▾

## Application Dashboard

Create and manage your Connect API applications.

[+ New Application](#)

OR

Not a developer? Find your perfect integration with one of our software partners.  
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### SEND YOUR FIRST API REQUESTS

Retrieve your merchant profile, download your payments history, and add an item to your library.  
[LEARN MORE >](#)

### LET OTHER MERCHANTS USE YOUR APPLICATION

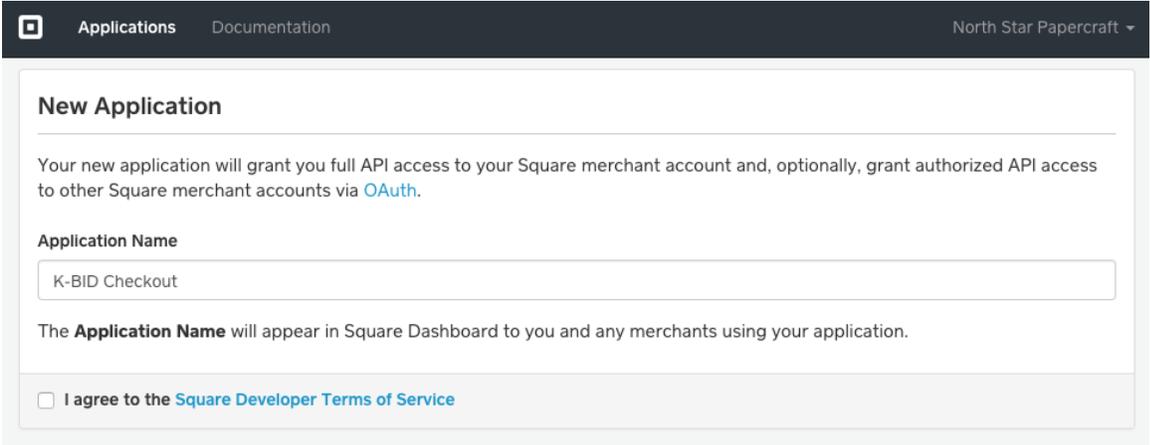
Add OAuth support to let merchants use your application with their own accounts.  
[LEARN MORE >](#)

SPEED UP DEVELOPMENT WITH OUR OFFICIAL OPEN-SOURCE SDKS

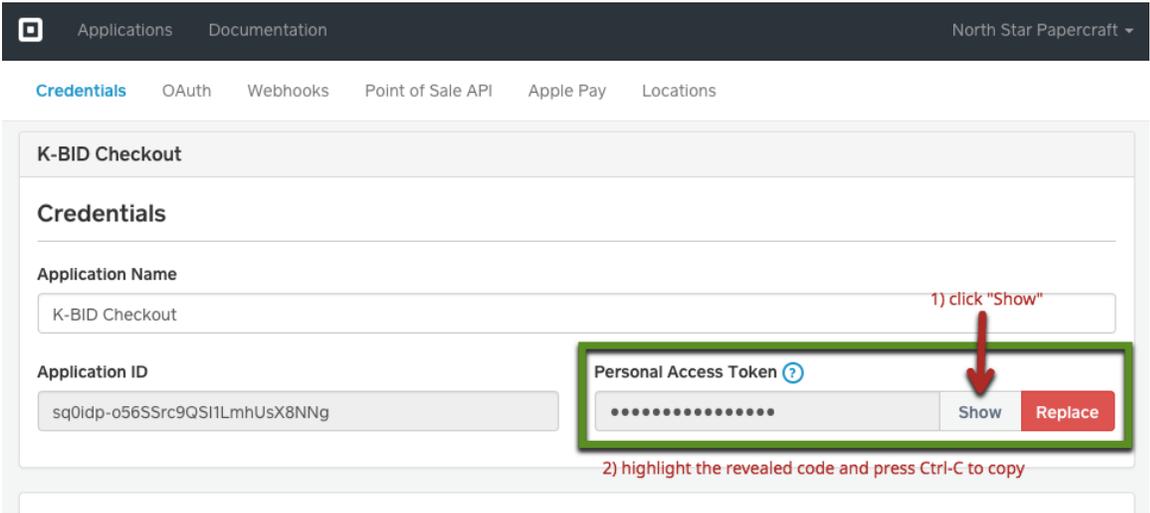
 PHP  .NET  Ruby  Python  Java  iOS  Android

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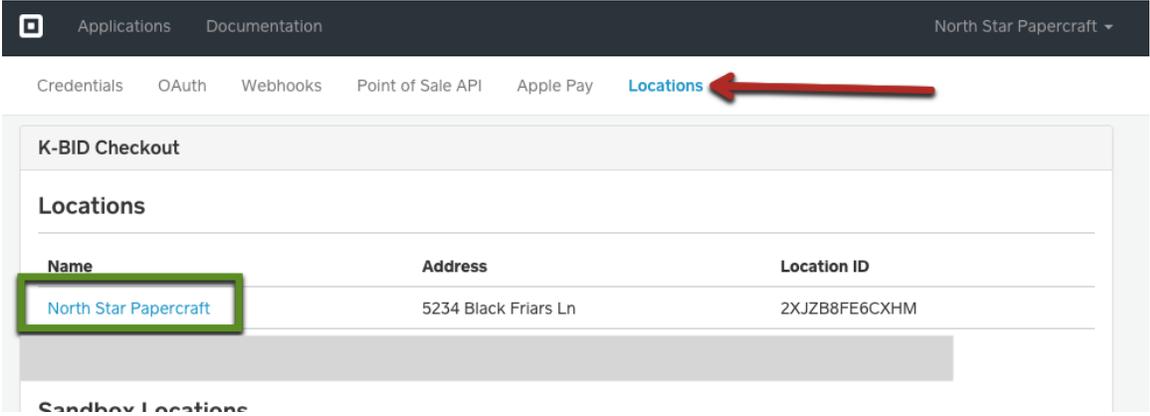
3) Enter an application name. We recommend "K-BID Checkout". Check the box to accept the Terms of Service and click "Create Application."



4) On the next screen, locate the "Personal Access Token" field and click "Show." Highlight the code displayed and press Ctrl-C on your keyboard or right-click and select "Copy".



5a) In the top menu, click on Locations. Make a note of the location name (do NOT Ctrl-C or you will overwrite the previously copied code!). If you have more than one location set up in your Square account, you will need to decide which ONE to attach to your K-BID profile.



**5b) OPTIONAL:** If you have no locations set up or if you'd like to set up a unique location for your K-BID profile, you will need to add one via your usual Square dashboard. Go to <https://squareup.com/dashboard/location> and follow the prompts to add a location. At a minimum you will need to give your location a Nickname and assign a bank account for depositing funds.

## Location Details

### Basic Information

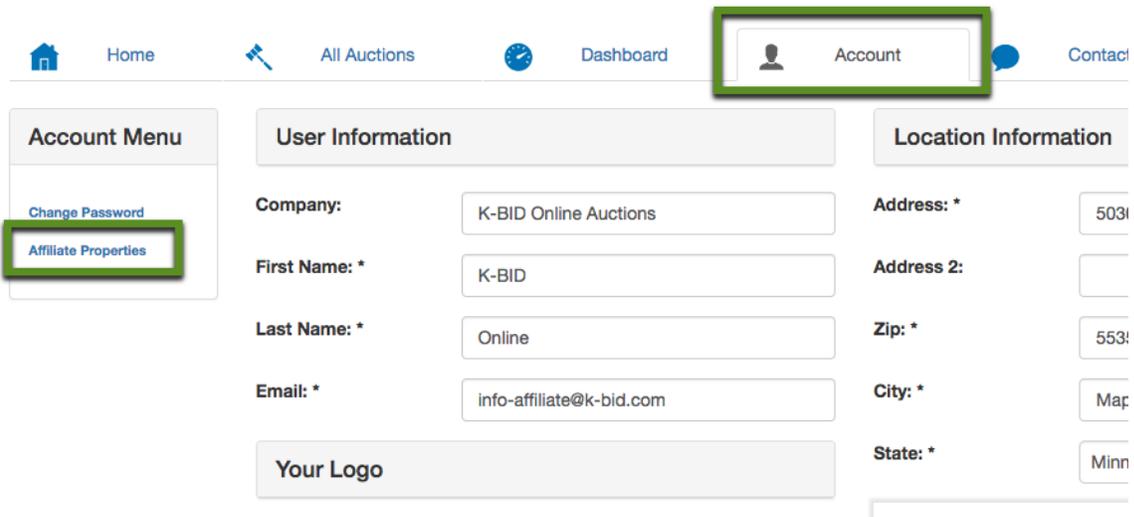
Business Name	North Star Papercraft
Nickname	K-BID
Business Bio	Enter a brief bio about your business. Short descriptions are the most effective.
Location Type	Mobile Location (No Address) ▾

### Bank Information

All payments for this location will be deposited into the account below. You may choose an optional deposit tag to distinguish between locations on your bank statement.

Deposit Account	Select a Bank Account for Deposits ▾
Deposit Tag	Deposit Tag (max 5 characters)

6) Log into your affiliate account on K-BID.com. Click the "Account" tab to access your affiliate profile information, and then select "Affiliate Properties"



The screenshot shows the K-BID.com user interface. At the top, there is a navigation bar with links for Home, All Auctions, Dashboard, Account (highlighted with a green box), and Contact. Below the navigation bar, there is an 'Account Menu' on the left with two options: 'Change Password' and 'Affiliate Properties' (highlighted with a green box). The main content area is divided into three sections: 'User Information', 'Location Information', and 'Your Logo'. The 'User Information' section contains fields for Company (K-BID Online Auctions), First Name (K-BID), Last Name (Online), and Email (info-affiliate@k-bid.com). The 'Location Information' section contains fields for Address (503), Address 2, Zip (553), City (Ma), and State (Minn).

7) At the bottom of the page, paste the "token" code (Ctrl-V or right click-Paste) from step 4 and enter the location name/nickname from step 5a or 5b. Click Save.



The screenshot shows the 'Square Payment Integration' form. It has two input fields: 'Square Access Token' with a value of 'sq0atp-fpiLV2ngUm66...(abbreviated for privacy)' and a red instruction 'paste "token" code (step 4) here'; and 'Square Store Name' with a value of 'K-BID' and a red instruction 'Enter store name (5a) or nickname (5b) here'. At the bottom right, there are two buttons: 'Cancel' and 'Save' (highlighted with a green box).

**You are now enrolled to receive payments using Square starting January 1, 2018.**