### Setting Up the MobileCause App and Swiper

- 1. Download the MobileCause credit card swiper app onto a mobile phone or tablet by going to the <u>Apple App Store</u>.
- 2. Log in to the app using your MobileCause username and password.
- 3. Select the Keyword for the fundraising event or campaign for which you will be collecting donations and tap Next. Be sure to select the correct keyword so that donations will appear on the event thermometer and correct reports.





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|--------------|----------------|---------------|
| Ø            | Select Keyword | Next          |
| Search       |                | Q             |
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 If you haven't yet connected the swiper, it will ask you to do so. Click Next once it is connected. If you use a uDynamo device, it will ask to use the microphone. Make sure to click OK or Allow.

You are now ready to accept donations and, if desired, send those donations to your event thermometer.



#### **Making Changes**

If you need to change anything, tap on the **Settings** icon in the top left corner to modify fields to collect information.



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| <b>〈</b> Back  | Settings     |              |              |
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| Set Suggeste   | d Amounts    |              | >            |
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| Security Polic | У            |              | >            |
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| manisha@mobil  | ecause.com   |              |              |
|                | Sign Out     |              |              |
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You can make the default amount choices different than your Text to Donate form with the Set Suggested Amounts section.

You can also change the processing fee percentage under Charge Processing Fee.

| INITATE 2:03 PM @ ≠ Ø \$ 74%   ✓ Back Suggested Amounts                                 |  |  |  |
|---|--|--|--|
| \$200   |  |  |  |
| \$125   |  |  |  |
| \$50  |  |  |  |
| Tap to edit each amount. Changes will be auto<br>saved when you click Done.<br>INI AT&T |  |  |  |
| Charge Processing fee   |  |  |  |
| Slide to change processing fee percentage.  |  |  |  |
|   |  |  |  |
| 2.5%  |  |  |  |



### Collecting Donations with Your MobileCause App and Swiper

- 1. Attach the swiper to your mobile device and open the MobileCause app.
- 2. Enter the amount of the donor's donation and tap Next.

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|            | 0                       | $\langle \times \rangle$           |

3. Swipe donor's credit or debit card.

Note: If the card doesn't have the donor's name on the card, such as with gift card, you can still swipe it or enter it manually.



Note: On an iPhone or iPad, you can instead collect the credit card info by tapping Scan Card and allowing the device to access the camera.

This feature works best on cards with high contrast numbering and without busy background images or patterns.





- Let the donor enter their contact information for receiving a receipt (optional). Tap Next
- 5. Choose whether to add the processing fee to the donation and if the donor wants to remain anonymous.
- 6. Have the donor sign their name. Click **Pay Now.**
- 7. The screen should process the transaction and say Payment Successful.

Then you can tap **I'm Done** to be ready for the next donor.



