

Intuit Credit Card Readers for Chapter Events

Technical Requirements & Getting Started

The CNPS state office can get you set up with an Intuit credit card reader that you can use at events (such as chapter plant sales) to collect credit card payments. The system is easy to set up, cost-effective to use, and can help boost your revenue.

What are the technical requirements to use the Intuit card readers?

The card readers plug into the **headphone jack** of your iPhone, iPad, or Android device. You have to be connected to the **internet** via Wi-Fi or your cellular data network. You will download an **app** to the device that the reader will run from. Any device with the Intuit app installed can log into your chapter's account to use the card reader with the user ID and password you set up.

The state office will get you started with a **user ID**, specific to your chapter, that allows you to log into the main CNPS account. To do this, you will need to provide the state office with an **e-mail address** that you (or someone else in your chapter) can access, and we will send a link to that e-mail address which you will need to click on to activate. The e-mail address you use will become your chapter's user ID, so we recommend that you use an e-mail associated with your chapter (you may want to create a new account such as "ChapterNameIntuit@gmail.com").

How does my chapter receive the money collected?

Since you are logging into the CNPS account, the transactions go into the state's account, but they are tracked by your chapter's user ID. At the close of the month, the state office will send your chapter a check for the total amount of money collected, less the card processing fees that Intuit charges. No monthly fees are charged to the chapter user accounts.

What are the processing fees?

The processing fees charged by Intuit **average around 2.2%**. Visa and MasterCard fees are generally lower than American Express and Discover, so while the system will process American Express and Discover, you may opt not to accept them in order to save money. The exact percentage charged varies based on the card itself (e.g., Visa cards with rewards programs may charge higher processing fees than other Visa cards), so it is hard to say the exact percentage you will be charged ahead of time.

What is the cost for the card reader itself?

Your chapter's **first card reader is free** (covered by the state office). If you would like to order additional readers, they will cost your chapter **\$10 each**. You get to keep your card readers and don't have to worry about sending them back to the state office.

Can we also process memberships and donations?

Yes. The CNPS account is already pre-programmed so that customers can click a button to add a membership or donation to their purchase during check-out. The state office covers the processing fees for these transactions. You will just have to collect a membership form from the person signing up, and indicate that they have already paid instead of writing in any credit card information on the form.

Okay, I'm ready to get started. What are my next steps?

Contact Laureen Jenson at ljenson@cnps.org or 916-447-2677 x211, and let us know that you would like to get started with an Intuit card reader. You will need to provide us with an e-mail address that we will send an activation link to. We will send you the card reader, and then schedule a call to teach you how to use it. **Please start this process at least 4 weeks before your event** to allow enough time to set up, send, and train you on the card reader.