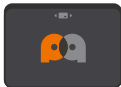# Welcome to Payanywhere.

2-in-1 and 3-in-1 Bluetooth® Credit Card Readers

payanywhere

Get started.

2-in-1 Bluetooth® Credit Card Reader
EMV chip cards I Magstripe cards

3-in-1 Bluetooth® Credit Card Reader
EMV chip cards I Magstripe cards I NFC contactless

What's in the box:
1. Credit card reader
2. Charging cord
3. Lanyard
4. Adhesive patch

Download the Payanywhere app

Download on the App Store

GET IT ON Google Play

Connect your reader.

💡 We recommend you fully charge your reader before connecting with the app.

Apple iOS
1. Launch the Payanywhere app.
2. Log in using the QR code provided in your Welcome email. Or, log in with the email address and password you used when creating your account.
3. Go to Menu (≡) → Settings → Card Readers.
4. Select your reader ("CHBxxxxxxxxxxxx") to pair it to the app.

Android
1. Open Settings on your Android device.
2. Go to Connections → Bluetooth → Scan for devices.
3. Select your reader ("CHBxxxxxxxxxxxxx") to pair it to your Android device.
4. Launch the Payanywhere app.
5. Log in using the QR code provided in your Welcome email. Or, log in with the email address and password you used when creating your account.
6. Go to Menu (≡) → Settings → Card Readers.
7. Select your reader ("CHBxxxxxxxxxxxxx") to pair it to the app.

💡 Order additional readers at paymentshub.com.

Complete a sale.

Dip (EMV chip cards)
2-in-1: the chip should face the direction of the Payanywhere logo.

3-in-1: the chip should face the direction of the NFC icon.

Swipe (Magstripe cards)
The front of the card should face the Payanywhere logo.

### Tap (NFC contactless payments)
For the 3-in-1 reader only.

Tap the Contactless Payment button on the Payanywhere checkout screen. With the NFC icon on the reader facing towards you, hold an NFC-enabled device or credit card within 4 centimeters of the reader.

Accept payments.

Choose a theme

Payanywhere's default Terminal theme works just like a traditional credit card terminal. For advanced features like inventory and open tabs, switch to the Retail theme. You can change your theme by navigating to Settings → Theme.
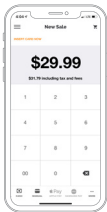
Terminal theme

1. Enter a dollar amount on the New Sale screen.
2. Insert an EMV chip card into the terminal. Or, select the desired payment method at the bottom of the screen.
3. Your customer will sign and tip, if necessary.
4. Email, print, or SMS text a receipt to your customer.
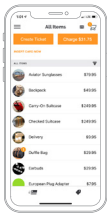
Retail theme

1. Add one or more items to your cart. Tap Charge to proceed to checkout, or tap Create Ticket to create an open ticket.
2. Insert an EMV chip card into the terminal. Or, select the desired payment method from the Checkout screen.
3. Your customer will sign and tip, if necessary.
4. Email, print, or SMS text a receipt to your customer.

Access Payments Hub.

Log in
Payments Hub is the online hub to manage your business. Navigate to paymentshub.com and log in with the email address and password you used when creating your account.

View activity
See real-time sales data, transactions, deposits, statements, and generate reports.

Create employees
Assign administrators, managers, cashiers, reporters, or staff with customizable levels of access.

Manage account
Update your personal and business information, manage disputes, and integrate with third-party services.

Accept payments
Process credit card payments in a web-based virtual terminal. Send recurring invoices that customers pay online.

Manage inventory
Build or import a product library and track stock. Create items with price variants, categories, modifiers, and discounts.

Order supplies
Purchase receipt paper, hardware, and accessories.

Tips and troubleshooting.

1. Check that the magstripe or chip of the card is facing the right direction.

2. Check to see if your reader is fully charged. If it is at a lower battery level, connect to the micro USB to charge. The red LED light will turn off when the reader is finished charging.

3. Restart your reader by pressing the power button.

4. Perform a hard restart on your reader by inserting a paperclip into the reset button. The reset button is located near the charging slot.

Learn more.

Help and tutorials

payanywhere.com/help
youtube.com/payanywhere

Customer support

custservice@payanywhere.com
877.387.5640

Product feedback

feedback@payanywhere.com