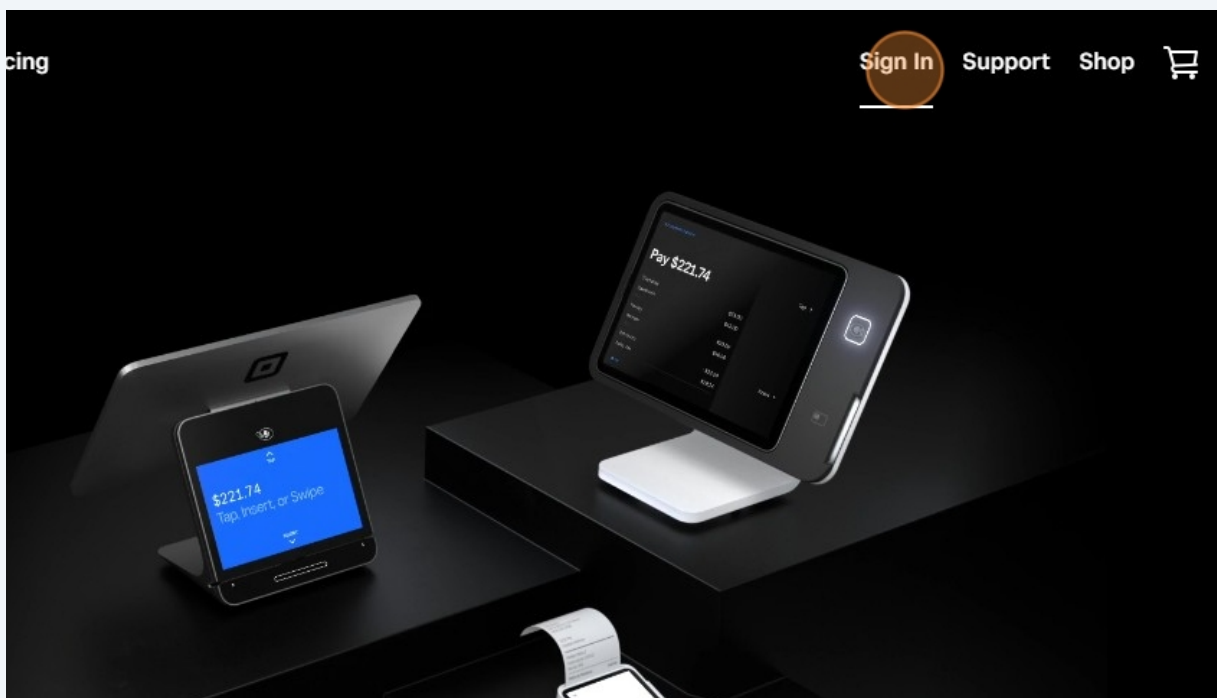


# Signing Into Square Account and Reviewing Receipts

1 Navigate to <https://squareup.com/us/en>

2 Click "Sign In"



**3** Enter your email address and Click "Next"

### Sign in

New to Square? [Sign up](#)

Email or phone number  
babykeg@phillipslife.net



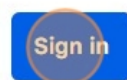
**4** Enter your Password and Click "Sign in"

**Welcome back.**

babykeg@phillipslife.net [Change](#)

Password  
.....

[Forgot password?](#)



5 Click here. "Customer Directory"

Customer directory

Directory

Search

Directory ⓘ

45 total customers in your directory

Name ^	Email
Ahkim Olugbala	.....@.....
Alfred McLaughlin	.....@.....
Ann Phillips	.....@.....

6 Click here. "Items & Orders"

Customer directory

Subscriptions

All products

Marketing & loyalty >

**Items & orders >**

Payments >

Reporting >

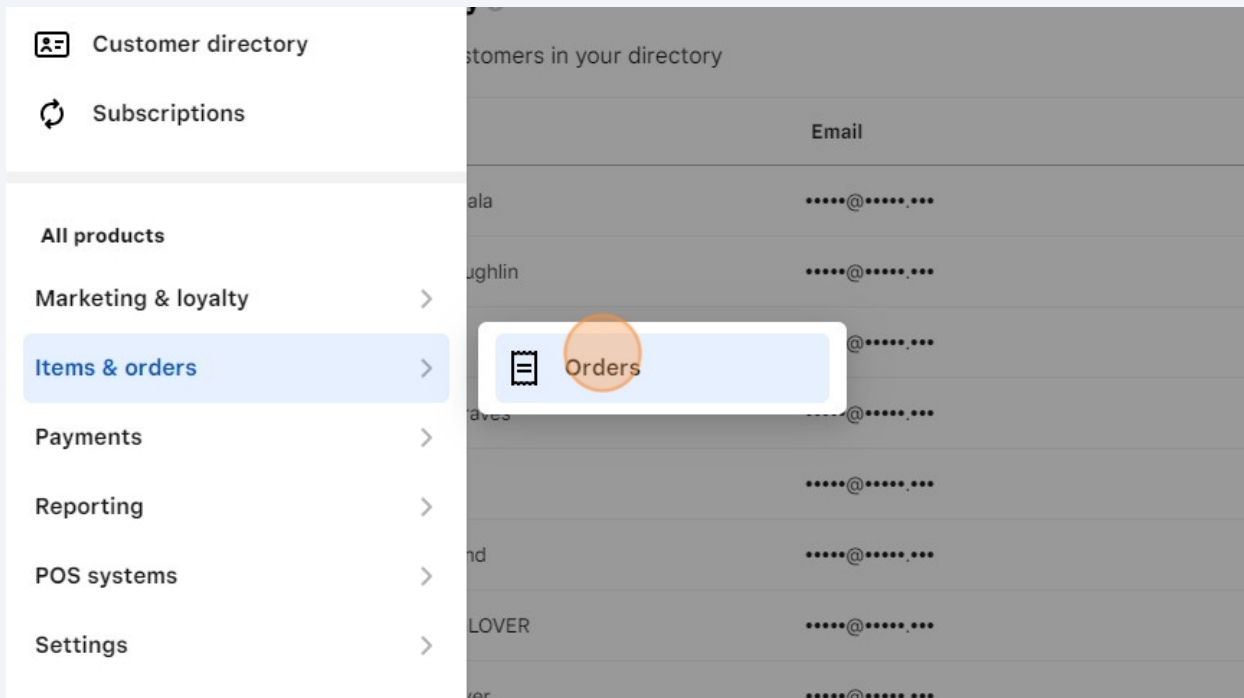
POS systems >

Settings >

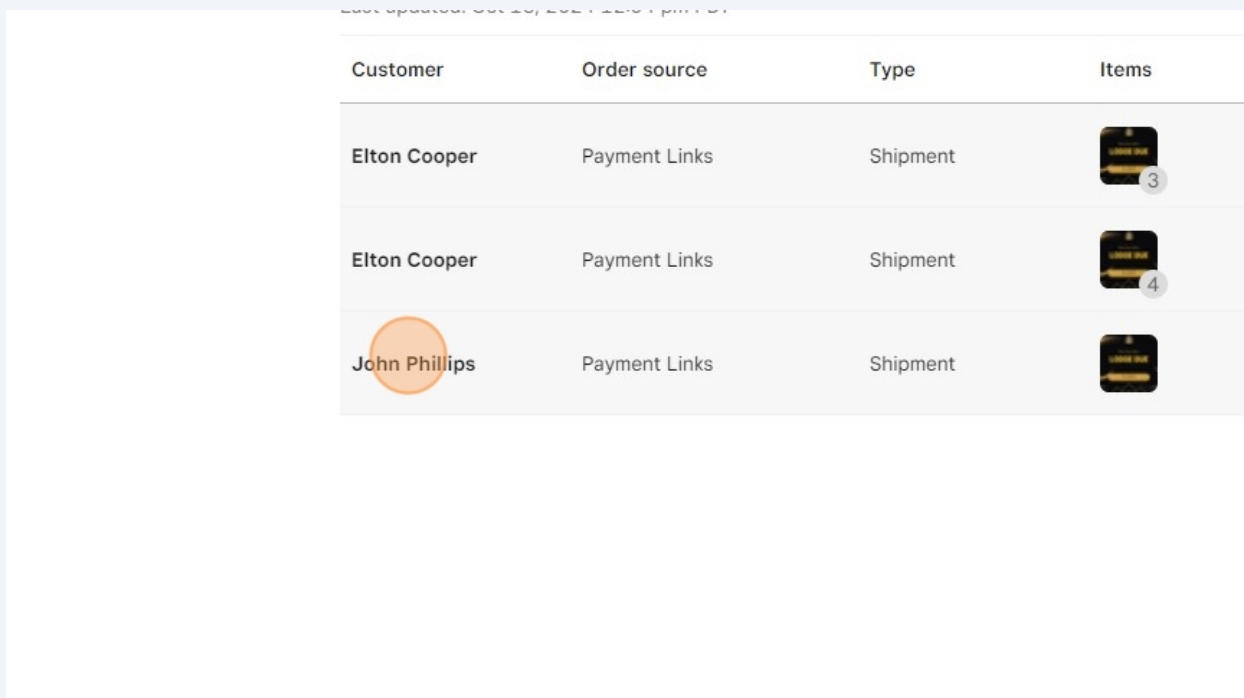
Customers in your directory

Name	Email
ala	.....@.....
ughlin	.....@.....
aves	.....@.....
nd	.....@.....
LOVER	.....@.....
er	.....@.....

7 Click here. "Orders"



8 Click "the name of the member you are researching"



9 Click "link for receipt" this

The screenshot shows a list of three 'Payment Links' on the left, each with a small icon and a number (3, 4, and an unlabeled one). On the right, a details sidebar is open, displaying the following information:

- Phone:** +1213819566
- Email:** grandmasterphillips@kingdavidgrandlodge.o
- Created:** 6/14/24, 11:20 a
- Source:** Payment Lin
- Channel:** Payment Lin
- Receipt:** hMu (highlighted with an orange circle)
- Location:** Seth Lodge ‡
- Ship to:** John Phillij, 205 North Meyer Stre, San Fernando, CA 9134, United Stat

10 This will pull up the receipt for the transaction and should include notes

The receipt is for 'Moses Lodge #4' and includes the following details:

- Amount: **\$78.75**
- Item: **Mose Lodge Monthly Dues x 3** (\$78.75) with a note: (\$26.25 ea.)
- Total: **\$78.75**
- Location: **Moses Lodge #4**, 11166 S. Main Street, Los Angeles, CA 90061, (323) 351-9311
- Payment Method: **Visa 0139 (Keyed)**, **VISA**
- Date/Time: **Sep 23 2024 at 3:01 AM**, **#FDOL**

A red circle highlights the item 'Mose Lodge Monthly Dues x 3' and its amount '\$78.75'.