

How to Guide: collecting contactless donations for CAFOD

Activating your account

1. The first thing you need to do is sign up for a CAFOD contactless account by filling out the form on the CAFOD contactless webpage cafod.org.uk/contactless or by emailing contactless@cafod.org.uk.
2. Once your request has been processed, you will receive an activation email from PayPal who operate our contactless payment system. Follow the instructions in the email to create your password.
3. **That's it!** Make a note of your password for future reference.

Downloading the PayPal POS App

1. Download and install "PayPal POS" from your mobile phone's app store.
2. Open the app and press **Log in**. Enter your email and password from earlier.

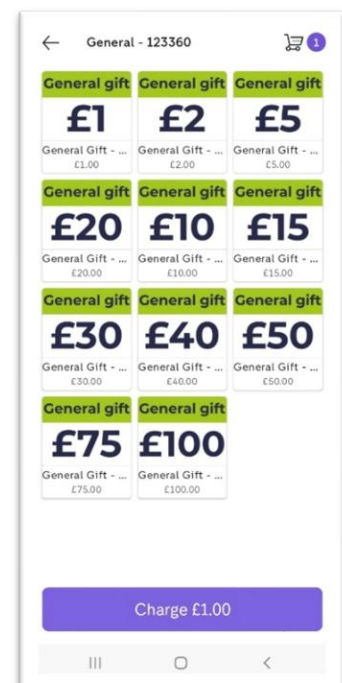


PayPal POS (ex Zettle)
PayPal Mobile

N.B. To log in to the app you need just your email address and password. If you are asked for any other information go back and make sure that you have selected 'Log in' and not 'Sign up'.

Taking donations

1. On the app click the **menu button**: ☰ and select **Sell** to reach the 'Products' page. Your screen should look like this →
2. To take donations you will need a **mobile signal (3G/4G)** and your phone's **location** switched on.
3. Use the buttons on the screen to **pick the appeal** (e.g. 'General') **and the donation amount** the supporter has requested.



Supporters can also set their own donation amount. Just click on the **trolley icon** in the top-right corner, select **Amount**, key in the number and click the **tick button** to confirm.

4. Check the supporter is happy with the amount on the screen and click **Charge**.

Your screen should look like this →

5. To take the donation using your smartphone select **Tap to Pay**.

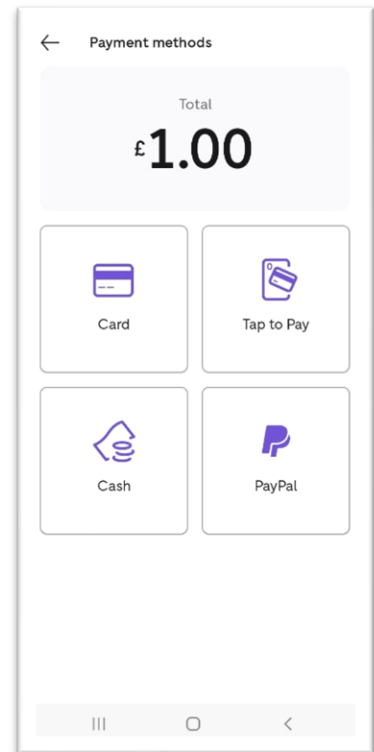
N.B. The 'Card' option is only for those using a separate card reader device. Please ignore the 'Cash' and 'Paypal' options.

6. If you have an **Apple phone**, the supporter will need to tap their card against your screen.

If you have an **Android phone**, the supporter will need to tap their card against the back of your phone.

(This is just to do with where the antenna is placed within different phones.)

7. Confirmation of the payment will appear on the screen. If the supporter would like a receipt, they can receive one by text or email.



We are **unable to collect Gift Aid** on contactless donations.

If you have any questions, email us at contactless@cafod.org.uk