Mobile Pay Procedure and Policy

A Bank of America credit card reader device is available to use at your events. These readers can be used on any iPhone, iPad, and Android phone or basically any device the app can be downloaded to.

Here's how you get started:

1. Purchase a credit card reader from the UAAA for $24 – may purchase more than 1
   a. E-mail UAAA Business Manager, Rhonda Rugg, at rugg@al.arizona.edu letting her know that your group would like to purchase one or more
   b. Copy President or Treasurer
   c. Copy UAAA Liaison/Consultant

2. Download the app: If you haven’t downloaded the Mobile Pay app to your device you can do so by searching for Mobile Pay Bank of America Merchant Services in the Apple App Store℠ or in Google Play™

3. Request to use 1 of the 5 UAAA accounts (username and password) well in advance of the event to collect non tax deductible revenue—will be provided week of the event to you

Updated October 23, 2013
4. Open the application (don’t activate as it as the account is already activated)

5. Turn the Media Volume of your smart device up to maximum level.

6. Use the UAAA account (username and password) that’s loaned to you by the UAAA – only good for the event that it’s requested for
7. Utilize the e-mail receipt feature so your group’s email address (or treasurer’s) is copied on every transaction
   a. rugg@al.arizona.edu must always be copied
   b. Add your group’s e-mail address or your treasurer’s
      i. Make sure to delete your group’s email (or treasurer’s) following the event

8. Plug the card reader into the audio jack

9. Sign out following event

Certain rules apply to the use of the device:

1. The reader may not be used for any payment that is partially or wholly tax-deductible

2. Details of the sales are not available, only a total sales amount

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3. Card readers cannot be loaned to you – you must purchase at least one

4. We are limited to 5 accounts across the UAAA - be sure to delete or remove the login information after each event as the same login information will be used by another group soon

5. If your group would like to utilize one of the 5 accounts, it must be requested well in advance (preferably 3 or more weeks in advance)

6. Following each event the swiper is used, UAAA will transfer collected money into group’s BofA checking account, net of credit card processing fees (3% of sales amount)

7. Availability of an account depends on demand and type of events that are occurring across national UAAA network – your group may only use the device when authorized by the UAAA. Authorization must be requested EACH time your group is in need of the device. Utilization of the device without authorization from UAAA will result in your group being banned from using the device in the future.

Tips

1. Utilize the e-mail receipt feature so your group’s email address (or treasurer’s) is copied on every transaction
   a. rugg@al.arizona.edu must always be copied
   b. Make sure to delete your group’s email following the event

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2. Utilize the inventory feature so what you’re selling is ready to go
   a. It streamlines checkout and makes adding items easier
   b. Make sure to delete your inventory following the event

Account #1
prust@al.arizona.edu

Account #2
riggle@al.arizona.edu

Account #3
Kaiser@al.arizona.edu

Account #4
membership@al.arizona.edu

Account #5
rugg@al.arizona.edu

The password for each account will be provided when authorized use by UAAA.

Questions
For additional information, contact UAAA Business Manager, Rhonda Rugg, at rugg@al.arizona.edu or 520-621-9032 or your UAAA liaison/consultant.

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