

What to expect next and how to setup your Clover Mini

1 WELCOME EMAILS AND CLOVER WEB ACCOUNT CREATION

Getting started is easy. You will receive an email entitled "Welcome – Clover Setup Information" from Clover (app@clover.com).

Open the email and validate your email address to begin the setup process.

The Clover Dashboard (clover.com/dashboard) will open and request you create an account.

- your Username is your email address.
- Your Password is the one you choose.

Once created, you can begin setting up your Clover in the Dashboard. And once you are setup, you will be asked to pick a new password every 90 days.

2 SETUP YOUR CLOVER WEB DASHBOARD

You can customize the Clover Mini through the Clover Dashboard by visiting clover.com/dashboard

Login by using the email and password you setup in [Step 1](#). The Clover Dashboard will enable you to setup your business information, edit payment receipts to include your company logo, include special offers to customers to your receipt, customize tip options, add employees and manage their shifts, view real time and historical transaction information, and much more.

NOTE: You can access the Clover Dashboard on your mobile device by visiting clover.com/dashboard.

3 SHIPMENT NOTIFICATION

Once your equipment ships, you will receive an email entitled "Your Clover device has shipped" from Clover Support (app@clover.com).

The email will contain the Clover Mini's serial number and device activation code that you will need to activate your device.

4 BEFORE YOU ACTIVATE THE CLOVER MINI

Ensure your network is setup to use your Clover Mini:

- Have a stable, high speed internet connection
- Check with your ISP to confirm if your router is assigning dynamic or static IPs. If the IP addresses are 'static', you will need one IP address per device.

IMPORTANT: To optimize the performance of your Mini, avoid sharing your device's internet connection to ensure your business has sufficient bandwidth to process transactions.

- Make sure your WiFi signal is strong and consistent.
- WiFi network **MUST** be secure and password protected. (The Mini will not connect to WEP and open connections).
- Ensure your WiFi login credentials are handy (WiFi SSID and Password).
- Do not share your WiFi network that you share with your customers with the Mini.

5 ACTIVATE THE CLOVER MINI

You will receive an email entitled "Clover Activation Code: 12345678" from app@clover.com. This email will contain your Mini's device ID and activation code required to activate the device. Follow the instructions on the Mini screen to activate and install the software required to use your Mini.

6 SELECT A PAYMENT PLAN

Once your Mini has been activated, it will restart and then you need to choose a payment plan. Simply scroll through the plans on the screen and select your choice and click **Authorize**:

Option 1: Payment Plus: FREE
Basic Payment Acceptance

Option 2: Register Lite: \$9.95/Month/Device

For details about our Payment Plans, go to page 2.

7 INSTALL WIRELESS MANAGER (OPTIONAL)

The last screen lets you download and install the Wireless Manager. Wireless Manager shows how many SIM cards you have and which SIM cards are currently enabled or disabled.

When the Wireless Manager Checkbox is selected, you will be **charged \$15.00/Month/Device** to use the service **after** your first 30 day free trial is complete.

8 TAKE ADVANTAGE OF A FREE TRAINING CALL

Clover Support offers a free activation and training call at any time that is convenient for you. Call our 24 hour Clover Customer Support Team at 1 888-263-1938. And visit www.clover.com/ca/en/help/ anytime for additional information about your Clover Mini.

Clover Payment Plans — Quick Reference

| | Payments Plus | Register Lite |
|------------------------------------|--|---|
| | FREE | \$9.95/Month/Device |
| | Smart, cloud-based payments, employee and customer management, in one device | All Payments Plus features, plus simple inventory and order management in one device; cash register replacement |
| Accepts all forms of Payments | ✓ | ✓ |
| Employee Management | | |
| Shifts | ✓ | ✓ |
| Employees | | |
| Customer Engagement | | |
| Promos | | ✓ |
| Rewards | | ✓ |
| Feedback | | ✓ |
| Customers | | ✓ |
| Inventory Management | | |
| Simple items | | ✓ |
| Item categories | | ✓ |
| Stock tracking | | ✓ |
| Item modifiers and variants | | |
| Cost Tracking | | |
| Item exchange | | |
| Order Management | | |
| Create, save, refund orders | | ✓ |
| Order numbers | | ✓ |
| Notes on orders | | ✓ |
| Order types | | |
| Multiple orders | | |
| Additional Features | | |
| Open tabs | ✓ | ✓ |
| Discount-based rewards | ✓ | ✓ |
| Customer-facing display (tethered) | ✓ | ✓ |
| Item level discounts | | ✓ |
| Item level tax calculations | | ✓ |
| Item level rewards | | ✓ |
| Access to Clover Apps | | ✓ |
| Items and orders integration | | ✓ |

Call our 24 hour Clover Customer Support Team at 1 888-263-1938 option 2, option 1 to speak to someone today. And, don't forget to visit <https://www.clover.com/ca/en/help/> anytime for additional information about your Clover Flex.