

# PAYMENT SYSTEM

## CLOSING OUT THE REGISTER

### AFTER THE FAIR

#### EASIER PROCESS TO COMPLETE YOUR FINANCIALS

You no longer need to print reports and add sales from each register to close out your financials! After your Fair ends, simply follow the steps below to upload each register. We'll send you an email when your financials are ready to be completed in the Host Hub.

#### UPLOADING YOUR FAIR

Please complete the steps below for each register, even if the register was not used.

1. Tap **CLOSE FAIR**. (FIG. A)
2. Tap **OK** to confirm action and upload will begin. (FIG. B)
3. Tap **DONE** to complete the upload process. (FIG. C)
4. Save the printed upload report for your records.

**NOTE:** If you are unable to upload your register, a payment system specialist will close out your register upon its return to the warehouse.



(FIG. A)



(FIG. B)



(FIG. C)

WE'RE HERE TO  
**HELP!**

#### CALL

our dedicated  
Payment System  
Help Line at  
877-245-0903  
(M-F, 7am-9pm ET)

#### DOWNLOAD

the Scholastic  
Payment System  
User's Manual  
anytime at  
[s-bf.com/payguide](http://s-bf.com/payguide)

**VIEW FAQs** at  
[s-bf.com/register-faq](http://s-bf.com/register-faq)

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