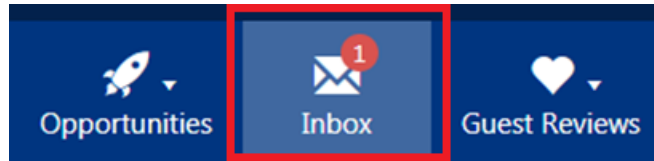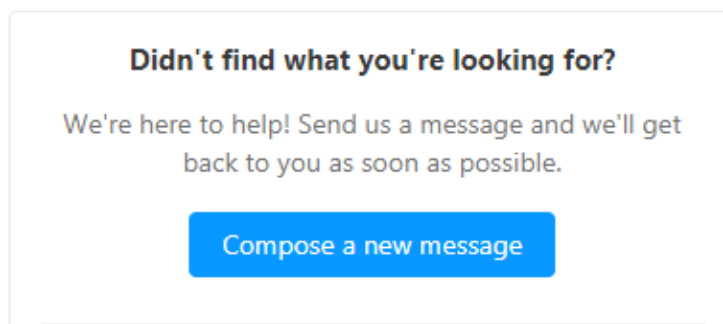# Set up your Booking.com account to validate credit card transactions via Square
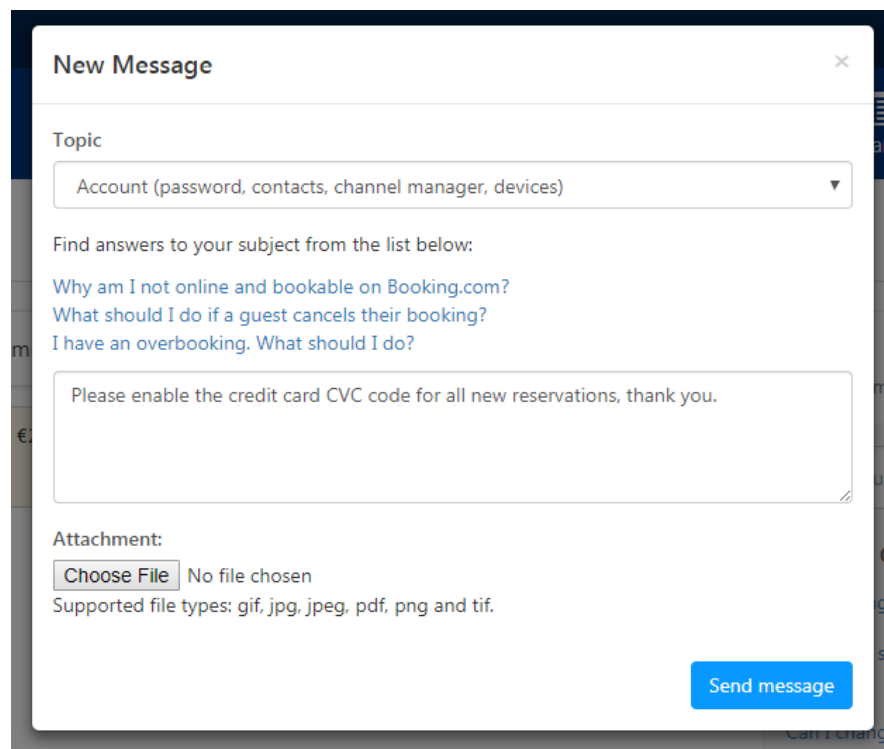
STEP 1. Once logged in to your Booking.com account, click on the <u>Inbox</u> tab on the top navigation bar.
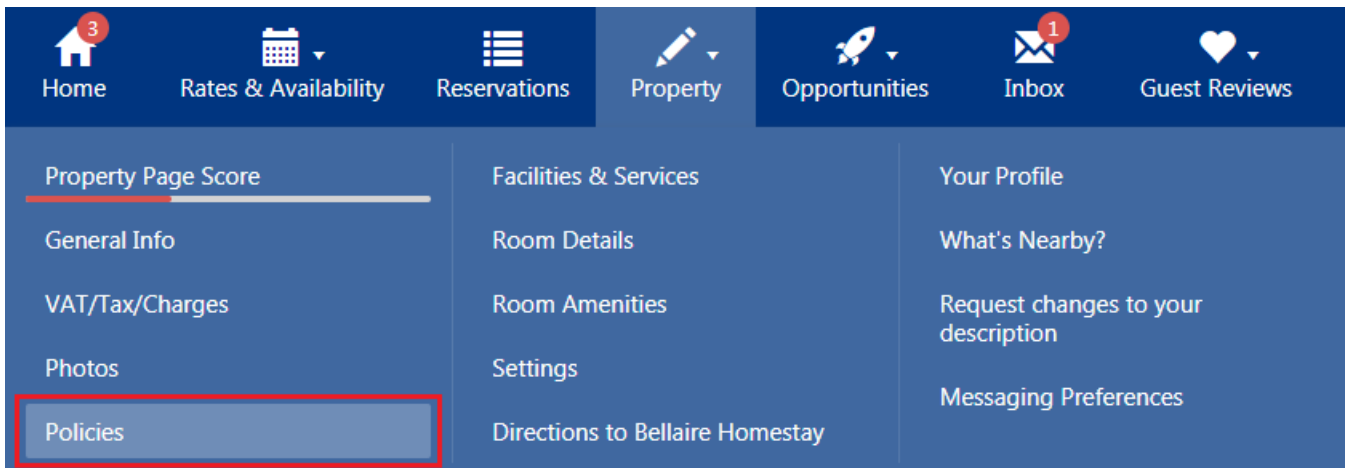

STEP 2. Towards the right of the screen, click on <u>Compose a new message</u>.
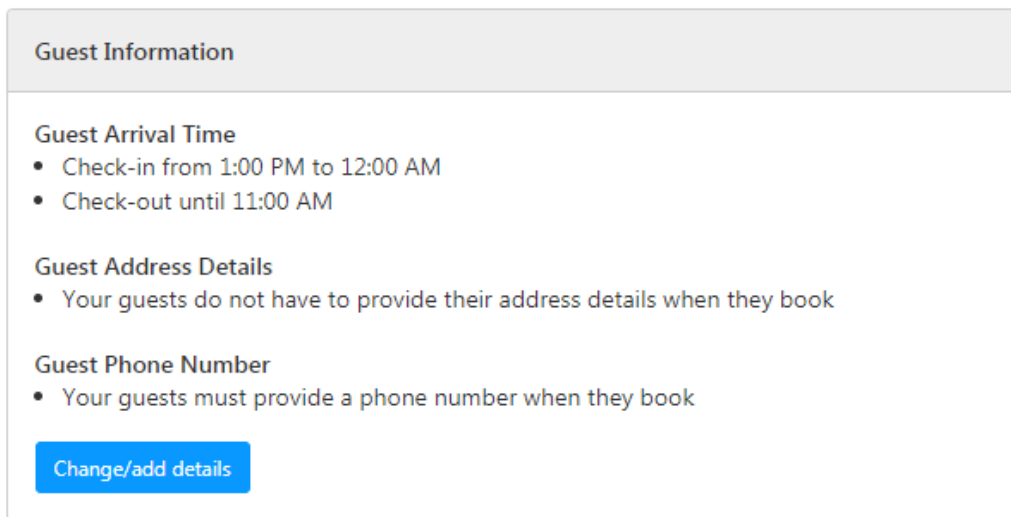

STEP 3. Select "Account" as a topic, type your message to our support team to enable the CVC code for new reservations, and click <u>Send message</u>. Our support team will respond within 24 hours.

STEP 4. To require an address for each reservation, click on <u>Property</u> and select <u>Policies</u>.

STEP 5. Under Guest Information, select <u>Change/add details</u>.

STEP 6. Select <u>No</u> for the question: Can guests book without providing address details? Click <u>Save</u>.

STEP 7. Once successful, you will get a message that reads '*Changes saved!*'

Guest Information

Guest Arrival Time
- Check-in from 1:00 PM to 12:00 AM
- Check-out until 11:00 AM

Guest Address Details
- Your guests must provide their address details when they book

Guest Phone Number
- Your guests must provide a phone number when they book

Change/add details   ✓ *Changes saved!*

*Please note: due to PCI compliance reasons, guest credit card information will be viewable up to 10 days after receiving the reservation and can be viewed a maximum three times.