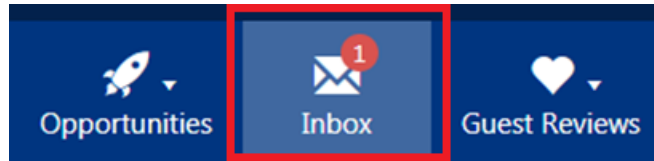
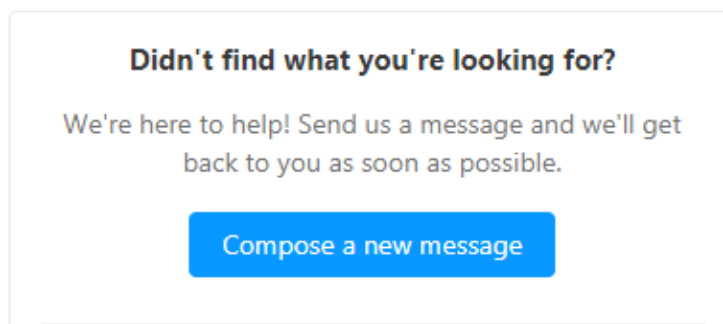


Set up your Booking.com account to validate credit card transactions via Square

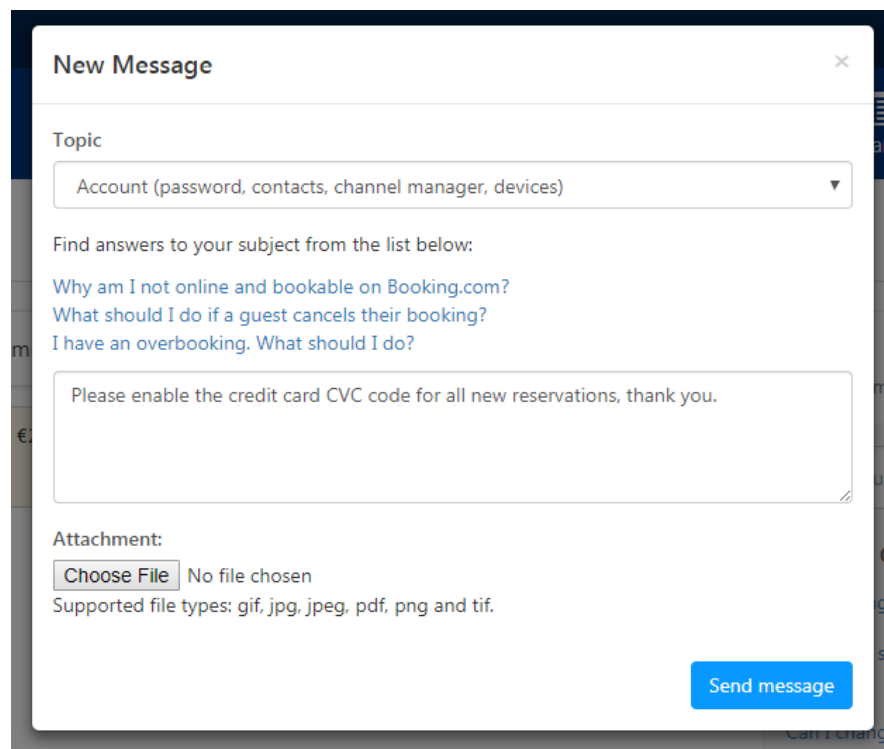
STEP 1. Once logged in to your Booking.com account, click on the Inbox tab on the top navigation bar.



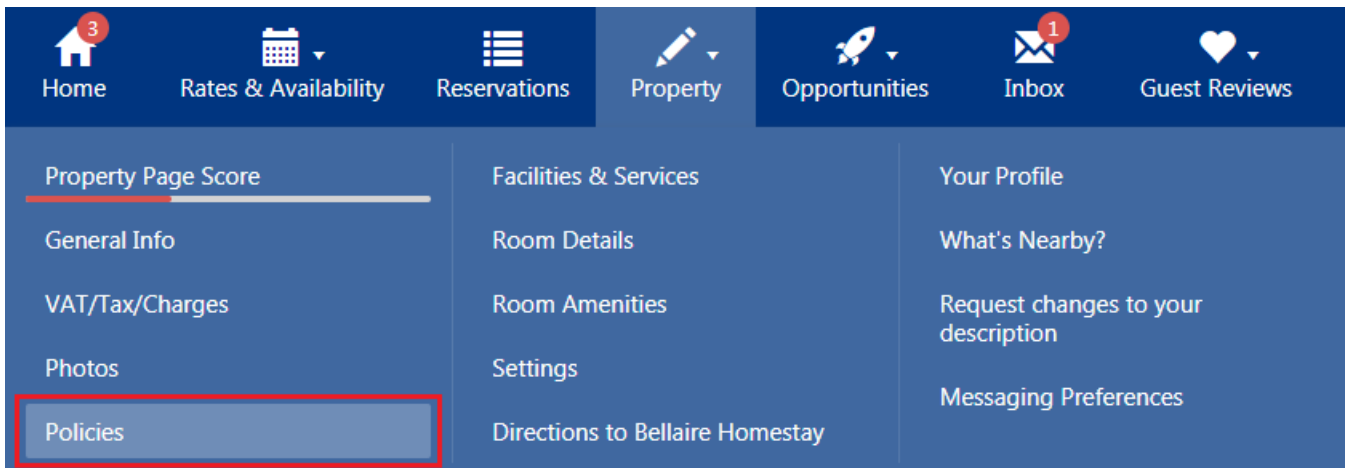
STEP 2. Towards the right of the screen, click on Compose a new message.



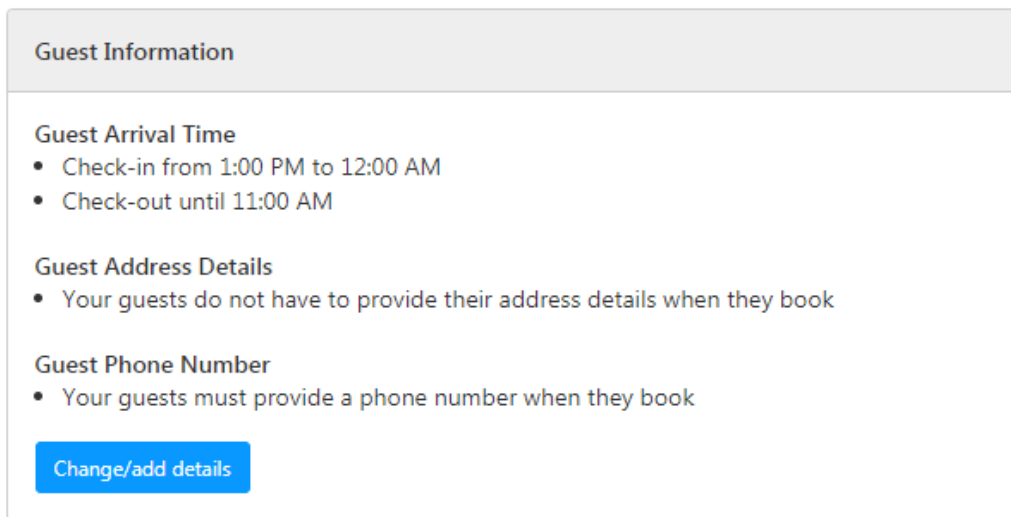
STEP 3. Select “Account” as a topic, type your message to our support team to enable the CVC code for new reservations, and click Send message. Our support team will respond within 24 hours.

A screenshot of the 'New Message' form in the Booking.com support interface. The form has a title 'New Message' and a close button (X) in the top right corner. It features a 'Topic' dropdown menu with 'Account (password, contacts, channel manager, devices)' selected. Below the dropdown, there is a list of suggested topics: 'Why am I not online and bookable on Booking.com?', 'What should I do if a guest cancels their booking?', and 'I have an overbooking. What should I do?'. A text input field contains the message: 'Please enable the credit card CVC code for all new reservations, thank you.' Below the input field, there is an 'Attachment:' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right, there is a blue 'Send message' button. The background of the form is dark blue.

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



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



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

Guest Information

Can guests book without providing address details?

Yes No

Can guests book without providing a phone number?

Yes No

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.**