

# Using Different Locations with Square in DrChrono

07/08/2024 7:43 pm EDT

You can set up different locations in Square to use for different offices or providers. Different bank accounts can be associated with different practice locations. You could also use the locations feature to represent different providers. You can associate the same or a different bank account with each location.

For example, if you have unique accounts for each office you can add the bank account for each office. Or if each of your providers has their own bank account, you can use Square's location feature to connect those accounts.

The screenshot shows the Square 'Account & Settings' page. The 'Bank Accounts' section is highlighted, showing a table with columns for Location, Account Type, Account Info, and Status. The table lists three locations: DrChrono Location 1, DrChrono Location 2, and Provider 1, all with 'No Bank Account' status. Action links like 'Change Bank Account' and 'Add Bank Account' are visible for each row.

Location	Account Type	Account Info	Status
DrChrono Location 1			<a href="#">Change Bank Account</a>
DrChrono Location 2	No Bank Account		<a href="#">Add Bank Account</a>
Provider 1	No Bank Account		<a href="#">Add Bank Account</a>
Provider 2	No Bank Account		<a href="#">Add Bank Account</a>

- First you must add locations in Square. Go to the **Account & Settings** menu.

The screenshot shows the Square 'Home' dashboard with a grid of icons for various features: Home, Virtual Terminal, Invoices, Reports, Balance, Transactions, Risk Manager, Loans, Account & Settings, and Orders. A black arrow points to the 'Account & Settings' icon, which is a gear with a dollar sign.

- Go to **Locations** under the **Business** section and select **Create Location**.

Account & Settings DrChrono

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Account ▾

Business ▲

Locations

→ [Create Location](#)

Nickname ▲	Location Type	Address	City, State	Phone	Email
DrChrono Location 1	Physical				
DrChrono Location 2	Physical				

Pricing & Subscriptions

Transfers

- Enter the location information and **Save**.

## Location Details

[Save](#)

### Basic Information

<b>Location Business Name</b>	DrChrono
<b>Nickname</b>	DrChrono Location 2

Your business name appears on your customers' card statements and digital receipts. If you don't have a business name, describe your goods or services and city, e.g., Taxi - New York.

<b>Business Bio</b>	Enter a brief bio about your business. Short descriptions are the most effective.
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<b>Location Type</b>	Physical Location <span style="float: right;">▼</span>
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### Business Address

<b>Address Line 1</b>	
<b>Address Line 2</b>	Address Line 2
<b>City</b>	

- If you would like to add an existing bank account to this location you and do so during location setup in step 3.

## Location Details

### Bank Information

All payments for this location will be transferred into the account below. You may choose an optional transfer tag to distinguish between locations on your bank statement.

<b>Transfer Account</b>	Select a Bank Account for Transfers <span style="float: right;">▼</span>
<b>Transfer Tag</b>	Transfer Tag (max 5 characters)

- Once you have added the locations in Square, you can go to **Account** and select **Bank Accounts**. Click **Add Bank Account** next to the location.



## Account ^

Personal Information

Bank Accounts

Email Notifications

Authorized  
Representatives

Security

Get free processing

Business v

Square Accessories v

Online sales channels

## Bank Accounts

Your funds will only be transferred into a verified bank account. Verification usually takes a few minutes, but for some banks can take up to 4 business days. If you change bank accounts, your money will continue to be transferred into your existing account until the new account is verified.

Once your bank account is verified, card payments are transferred into your account in 1-2 business days. Online sales are transferred the day after you complete the order. [Learn more about transfers >](#)

Location	Account Type	Account Info	Status
DrChrono Location 1			<a href="#">Change Bank Account</a>
DrChrono Location 2	No Bank Account		<a href="#">Add Bank Account</a>
Provider 1	No Bank Account		<a href="#">Add Bank Account</a>
Provider 2	No Bank Account		<a href="#">Add Bank Account</a>

- After completing the setup in Square, return to DrChrono. Go to **Account > Provider Settings** and go to the **Patient Payments** tab. Here you can select a default location.

## Account Settings

Profile

General

Email

Medical Billing

eRx Info

Services

Usage

My Billing

Sample Data

Security

Patient Payments

## General

Require balance  Require an outstanding patient balance for credit card payments

## Square

Connect to Square ✓ Connected Disconnect

Default Location ✓ DrChrono Location 1  
DrChrono Location 2  
Provider 1  
Provider 2

[Update Square Settings](#)

- When processing a Square payment in DrChrono, you can select a location or provider in the payment window. This step is very important if you have different bank accounts associated with each location/provider.

## New Cash



Code	Applied	Balance		Payment Type
1135F	\$ 20	\$75.00	<b>1</b>	Credit <span>▼</span>

### Square

Location ✓ DrChrono Location 1  
DrChrono Location 2

Card Number

CVV

Expiration Date

Postal Code

Save card information

Customer Notes

Pay with card

Cancel