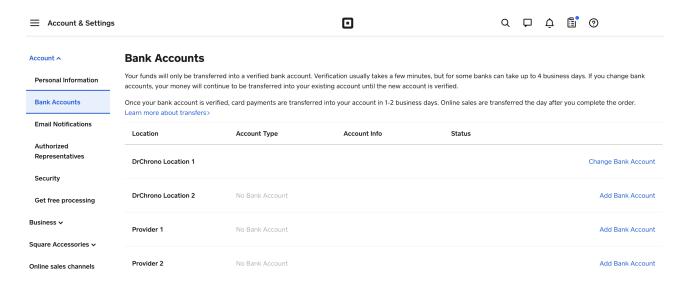
## Using Different Locations with Square in DrChrono

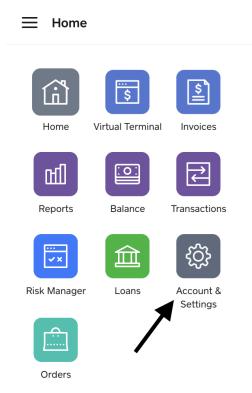
07/08/2024 7:43 pm EDT

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.

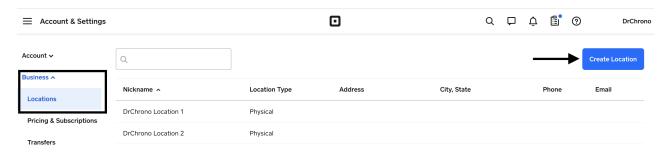
For example, if you have unique accounts for each office you can add the bank account for each office. Or if each of your providers has their own bank account, you can use Square's location feature to connect those accounts.



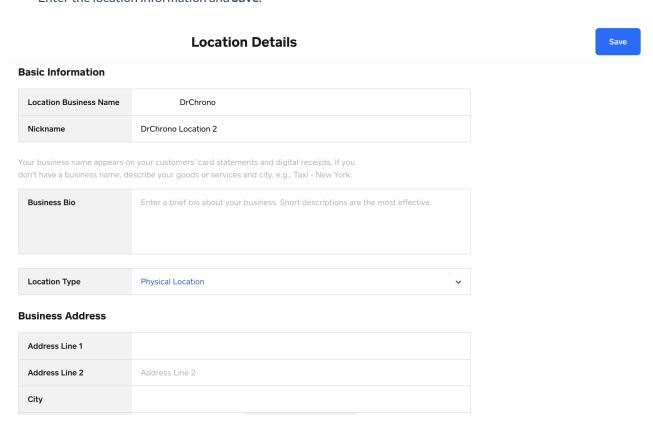
• First you must add locations in Square. Go to the Account & Settings menu.



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



• Enter the location information and Save.

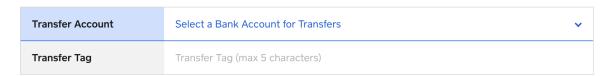


• If you would like to add an existing bank account to this location you and do so during location setup in step 3.

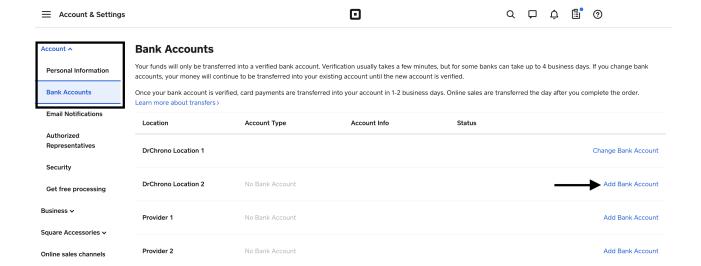
## **Location Details**

## **Bank Information**

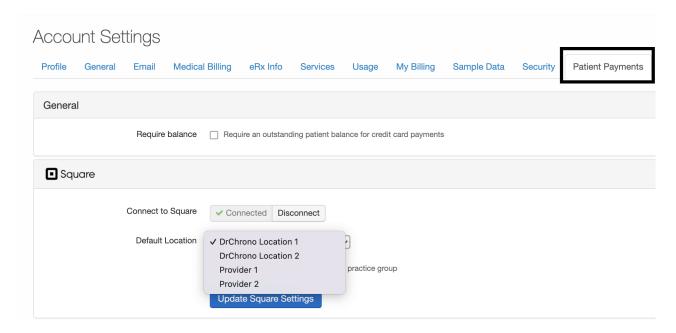
All payments for this location will be transferred into the account below. You may choose an optional transfer tag to distinguish between locations on your bank statement.



• 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.



• 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.



• 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.

