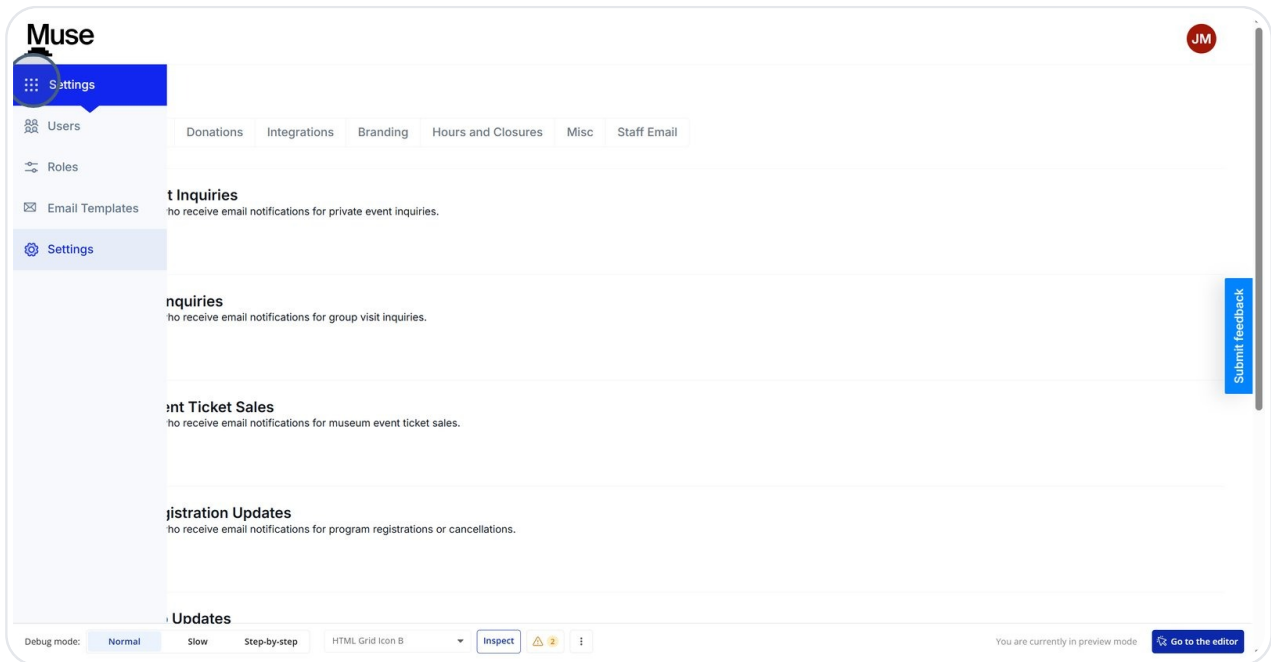


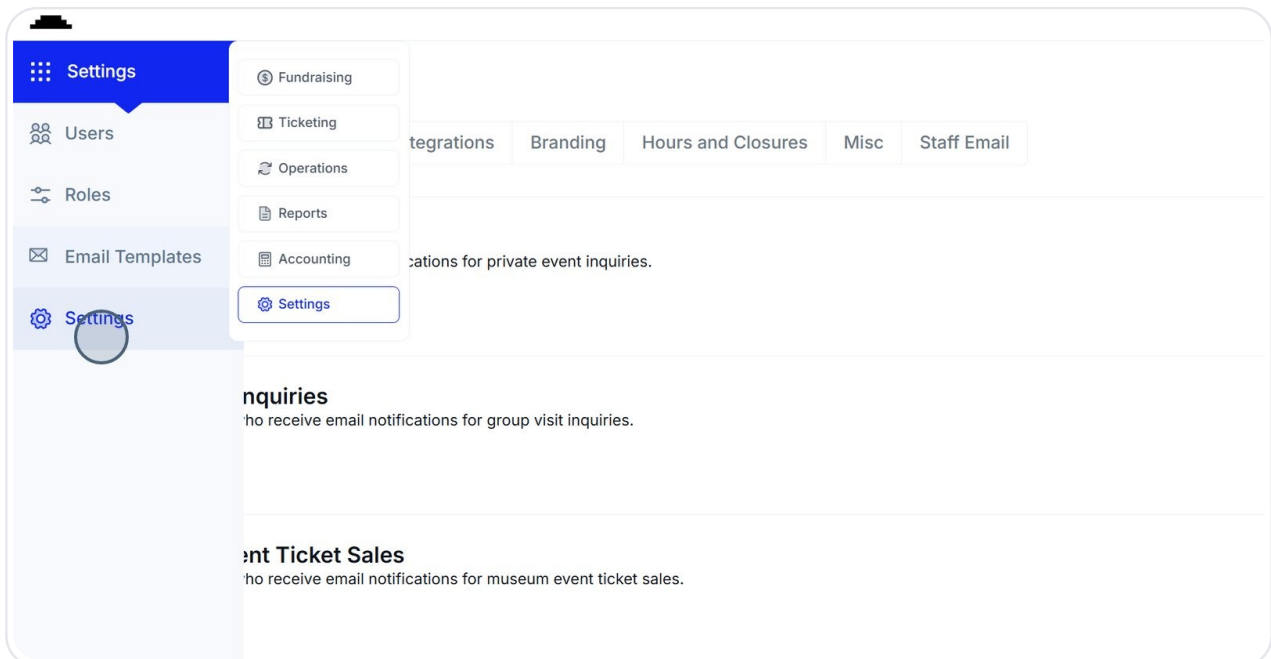


Enable or Disable Credit Card Sur-charging in Muse Settings

1. Start by opening the Settings menu from the blue North Star icon.



2. Navigate to the Settings section.



3. Click on the Misc tab for advanced and financial settings.

The screenshot shows the Muse Settings interface with the 'Misc' tab selected. The left sidebar contains icons for various settings categories. The main content area lists several notification management sections: 'Private Event Inquiries', 'Group Visit Inquiries', 'Museum Event Ticket Sales', and 'Program Registration Updates', each with a 'Manage' button. At the bottom, there is a 'Membership Updates' section. The footer includes a debug mode selector (Normal, Slow, Step-by-step), a dropdown for 'Text Parent group's Os: P', an 'Inspect' button, and a status message 'You are currently in preview mode' with a 'Go to the editor' link. A 'Submit feedback' button is visible on the right side.

Muse

Settings

Notifications Donations Integrations Branding Hours and Closures **Misc** Staff Email

Private Event Inquiries
Manage all staff who receive email notifications for private event inquiries.
[Manage](#)

Group Visit Inquiries
Manage all staff who receive email notifications for group visit inquiries.
[Manage](#)

Museum Event Ticket Sales
Manage all staff who receive email notifications for museum event ticket sales.
[Manage](#)

Program Registration Updates
Manage all staff who receive email notifications for program registrations or cancellations.
[Manage](#)

Membership Updates

Debug mode: Normal Slow Step-by-step Text Parent group's Os: P Inspect You are currently in preview mode [Go to the editor](#)

Submit feedback

4. Toggle Credit Card Surcharging to quickly enable or disable surcharges for card transactions. Please note that the surcharge does not apply to any payments made via a Muse-generated Invoice.

The screenshot shows the Muse Settings interface with the 'Misc' tab selected. The left sidebar contains icons for various settings categories. The main content area displays financial settings: 'Tax rate for merchandise' (3.00%), 'Tax rate for food and beverage' (3.00%), 'Tax rate for tickets' (6.00%), 'Credit card surcharging' (Disabled), 'Tax rate for memberships', 'Cash transaction rounding' (No Cash Rounding), and 'Max. days to purchase tickets' (360). The 'Credit card surcharging' toggle is highlighted with a circle. The footer includes a debug mode selector (Normal, Slow, Step-by-step), a dropdown for 'Toggle Header - Surcharging', an 'Inspect' button, and a status message 'You are currently in preview mode' with a 'Go to the editor' link. A 'Submit feedback' button is visible on the right side.

Muse

Settings

Notifications Donations Integrations Branding Hours and Closures **Misc** Staff Email

Tax rate for merchandise
3.00%

Tax rate for food and beverage
3.00%

Tax rate for tickets
6.00%

Credit card surcharging
☒ Disabled

Tax rate for memberships

Cash transaction rounding
No Cash Rounding

Max. days to purchase tickets
360

Debug mode: Normal Slow Step-by-step Toggle Header - Surcharging Inspect You are currently in preview mode [Go to the editor](#)

Submit feedback

5. Review your legal responsibilities—compliance is crucial when enabling surcharges.

Integrations

Branding

Credit Card Surcharging

By enabling credit card surcharging, you acknowledge and agree that:

- Credit card surcharging is permitted under applicable law in your jurisdiction.
- The surcharge you apply will not exceed your actual cost of credit card acceptance and will not exceed applicable card-network limits (currently up to 3.0%).
- Debit and prepaid cards will not be surcharged.
- Customers will be clearly informed of the surcharge before payment is submitted.
- The surcharge will be itemized as a separate line item on customer receipts.
- For in-person payments, you are responsible for providing appropriate point-of-sale disclosure, including visible signage and/or staff communication informing customers of the credit card surcharge.
- You are responsible for complying with all applicable card-network rules (including required notifications) and state or local laws related to credit card surcharging.
- You understand that Muse does not provide legal advice and does not determine whether credit card surcharging is permitted for your business.

6. Check this box to acknowledge the requirements to activate the Enable Surcharging action.

Tax rate for food and beverage

3.00%

Tax rate for tickets

6.00%

Credit card surcharging

☐ Disabled

Tax rate for memberships

Cash transaction rounding

No Cash Rounding

Max. days to purchase tickets

360

- Customers will be clearly informed of the surcharge before payment is submitted.
- The surcharge will be itemized as a separate line item on customer receipts.
- For in-person payments, you are responsible for providing appropriate point-of-sale disclosure, including visible signage and/or staff communication informing customers of the credit card surcharge.
- You are responsible for complying with all applicable card-network rules (including required notifications) and state or local laws related to credit card surcharging.
- You understand that Muse does not provide legal advice and does not determine whether credit card surcharging is permitted for your business.

☒ I understand and agree to the above requirements

Surcharge amount

3.0%

Cancel

Enable Surcharging

Debug mode:

Normal

Slow

Step-by-step

Group Input

Inspect

⚠️ 2

⋮

7. Enter your custom surcharge percentage here to control how much is applied. The max rate is 3.0%.

Food and beverage

Tickets

Surcharging

Disabled

Memberships

Rounding

Purchase tickets

- Customers will be clearly informed of the surcharge before payment is submitted.
- The surcharge will be itemized as a separate line item on customer receipts.
- For in-person payments, you are responsible for providing appropriate point-of-sale disclosure, including visible signage and/or staff communication informing customers of the credit card surcharge.
- You are responsible for complying with all applicable card-network rules (including required notifications) and state or local laws related to credit card surcharging.
- You understand that Muse does not provide legal advice and does not determine whether credit card surcharging is permitted for your business.

☒ I understand and agree to the above requirements

Surcharge amount

3.0%

Cancel

Enable Surcharging

Slow Step-by-step Text I understand and agr Inspect ⚠️ 2 ⋮

8. Click Enable Surcharging to apply card surcharges and optimize your payment process.

- Customers will be clearly informed of the surcharge before payment is submitted.
- The surcharge will be itemized as a separate line item on customer receipts.
- For in-person payments, you are responsible for providing appropriate point-of-sale disclosure, including visible signage and/or staff communication informing customers of the credit card surcharge.
- You are responsible for complying with all applicable card-network rules (including required notifications) and state or local laws related to credit card surcharging.
- You understand that Muse does not provide legal advice and does not determine whether credit card surcharging is permitted for your business.

☒ I understand and agree to the above requirements

Surcharge amount

3.0%

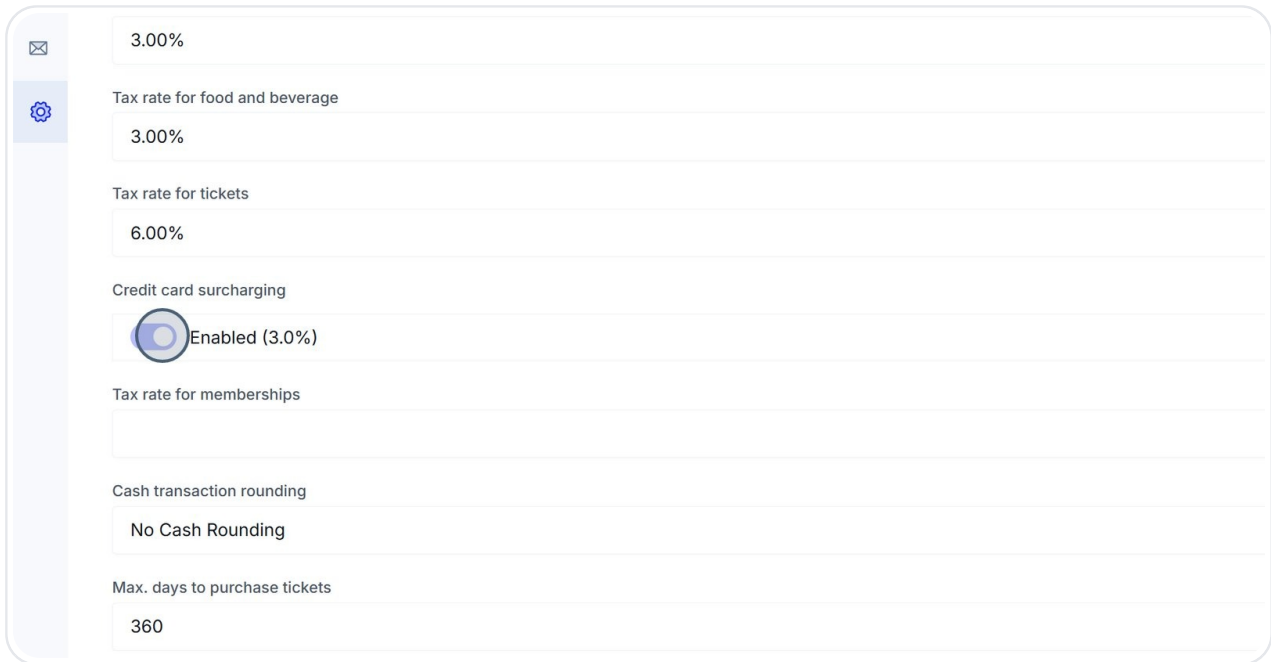
Cancel

Enable Surcharging

Group Responsive buttons Inspect ⚠️ 2 ⋮

You are currently in preview mode

9. To disable surcharging, toggle the Enabled switch to quickly change the surcharging status and see instant feedback.



The screenshot shows a settings interface with a sidebar on the left containing an envelope icon and a gear icon. The main content area lists several settings:

- A text input field containing "3.00%".
- A section titled "Tax rate for food and beverage" with a text input field containing "3.00%".
- A section titled "Tax rate for tickets" with a text input field containing "6.00%".
- A section titled "Credit card surcharging" with a toggle switch. The switch is currently in the "On" position, indicated by a blue circle and the text "Enabled (3.0%)". A red circle highlights the toggle switch.
- A section titled "Tax rate for memberships" with an empty text input field.
- A section titled "Cash transaction rounding" with a dropdown menu showing "No Cash Rounding".
- A section titled "Max. days to purchase tickets" with a text input field containing "360".

10. Click Disable to remove surcharges from credit card transactions effortlessly.

