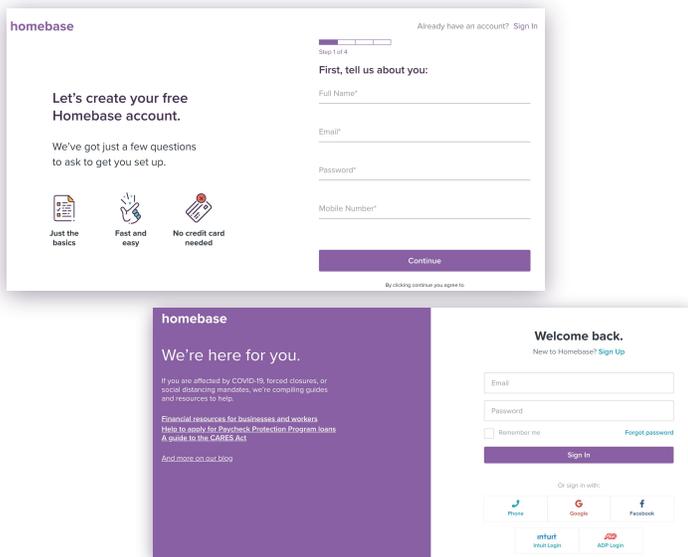


Connecting your Homebase account to your Vend POS

The Homebase and Vend integration allows you to unlock labor management tools and reports to give you greater insights into your business. Once connected you will be able to sync locations, employees and net sales.

To get started, you will need to login or create a Homebase account.

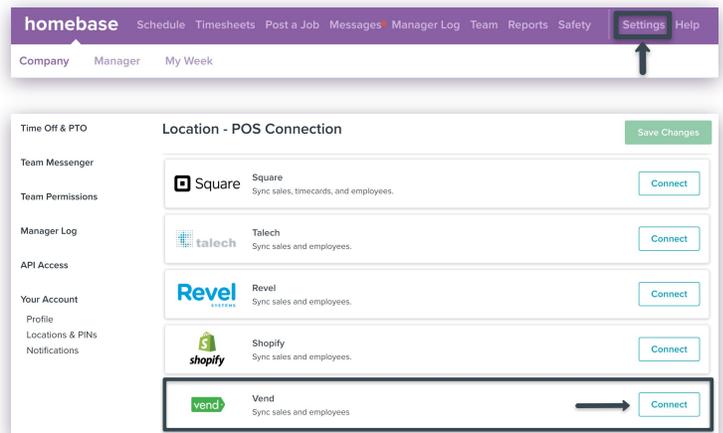


Create an account or Login to Homebase

- 1 A link should have been provided by your Vend Representative to create a Homebase account
- 2 Or create an account by selecting the Homebase tile from the Vend add-ons page
- 3 If you already have an account, go to joinhomebase.com to login

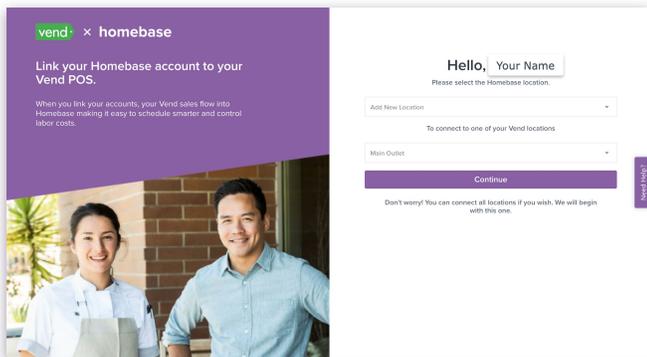
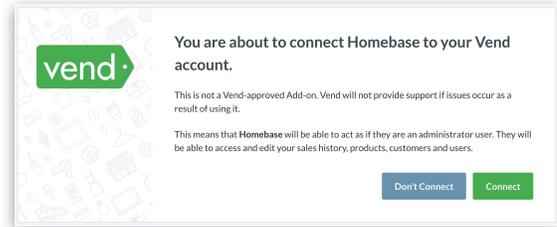
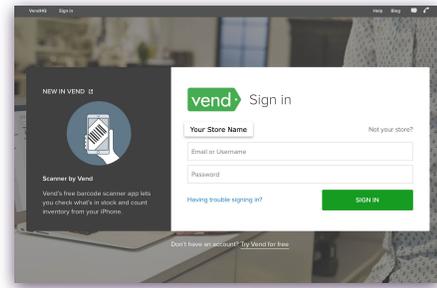
Connecting to Vend

- 1 Once in the account select **Settings** on the purple navigation
- 2 Select **POS Connection** on the left hand side of the page
- 3 Scroll down until you see the Vend tile and select to **Connect**
- 4 A new window will redirect you to Vend to login



Authorizing the Connection

- 1 You will be directed to verify your Vend account and sign in.
- 2 After signing in or up, a pop-up will appear requesting you to authorize the connection
- 3 Select **Connect** on the pop up



Match your Locations

- 1 You will then be redirected back to Homebase
- 2 Select the location you would like to link or select to create a new Homebase location
- 3 You will need to match or add each location if you have more than one location
- 4 Select **Continue** once you have made your choice

Connection Successful

- 1 Once back in the Homebase account, you should receive this pop-up →
- 2 To ensure the connection was successful selecting the **Settings** tab
- 3 Select **POS Connection** on the left side of the screen
- 4 Next to the Vend tile it will say **Connected**

