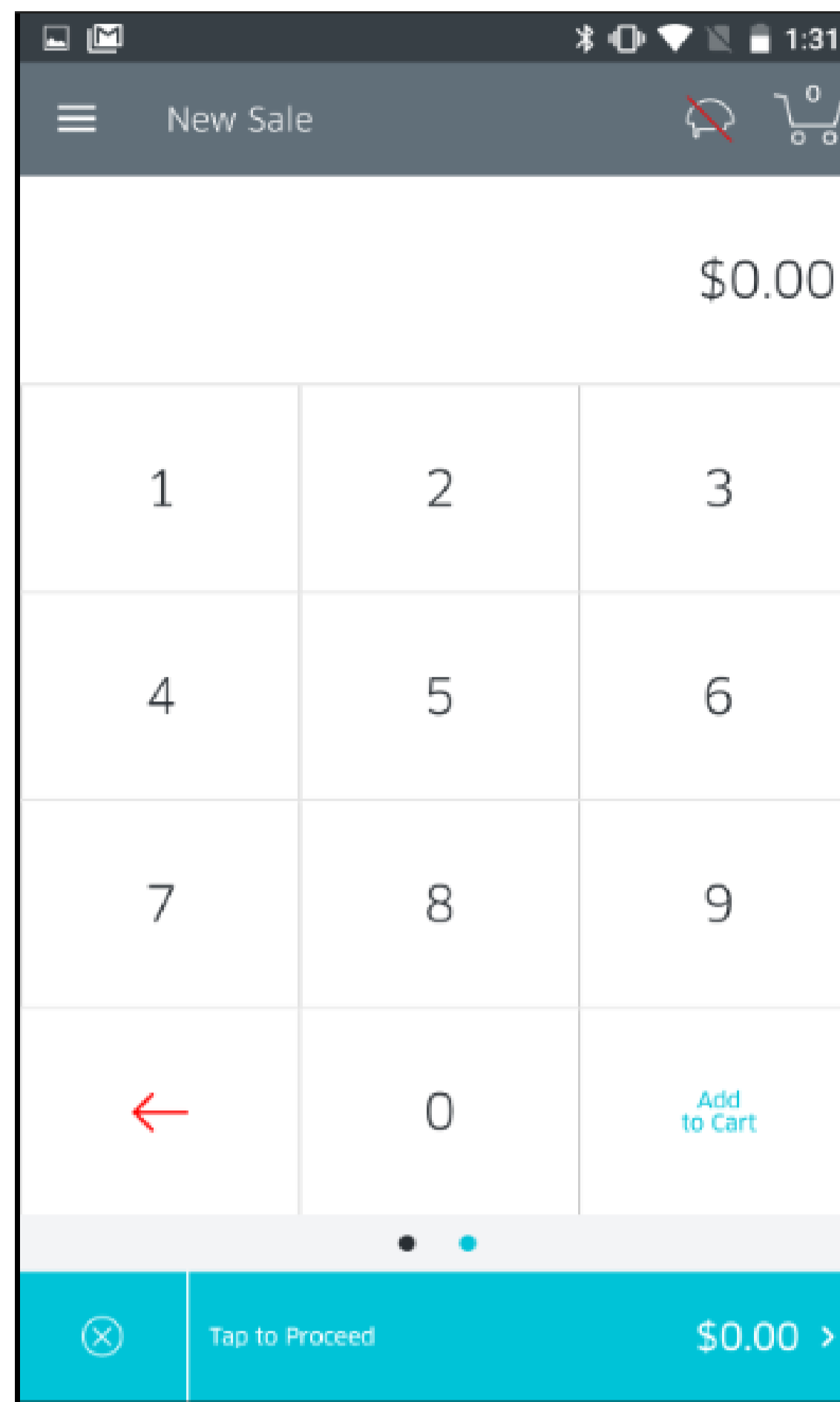


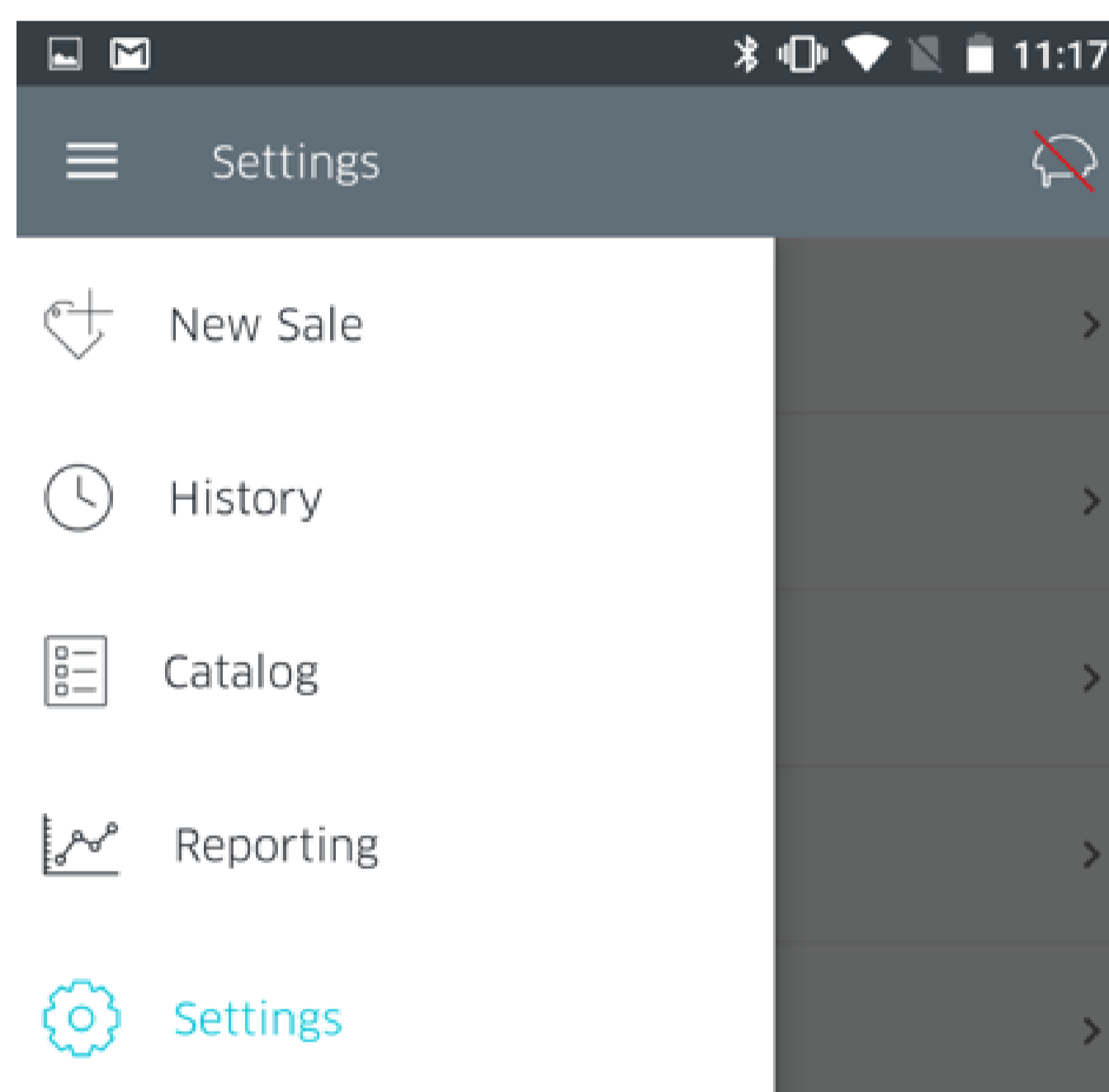
How do I manage my merchant profile/edit e-mail receipt settings?

Posted: Oct 20, 2016

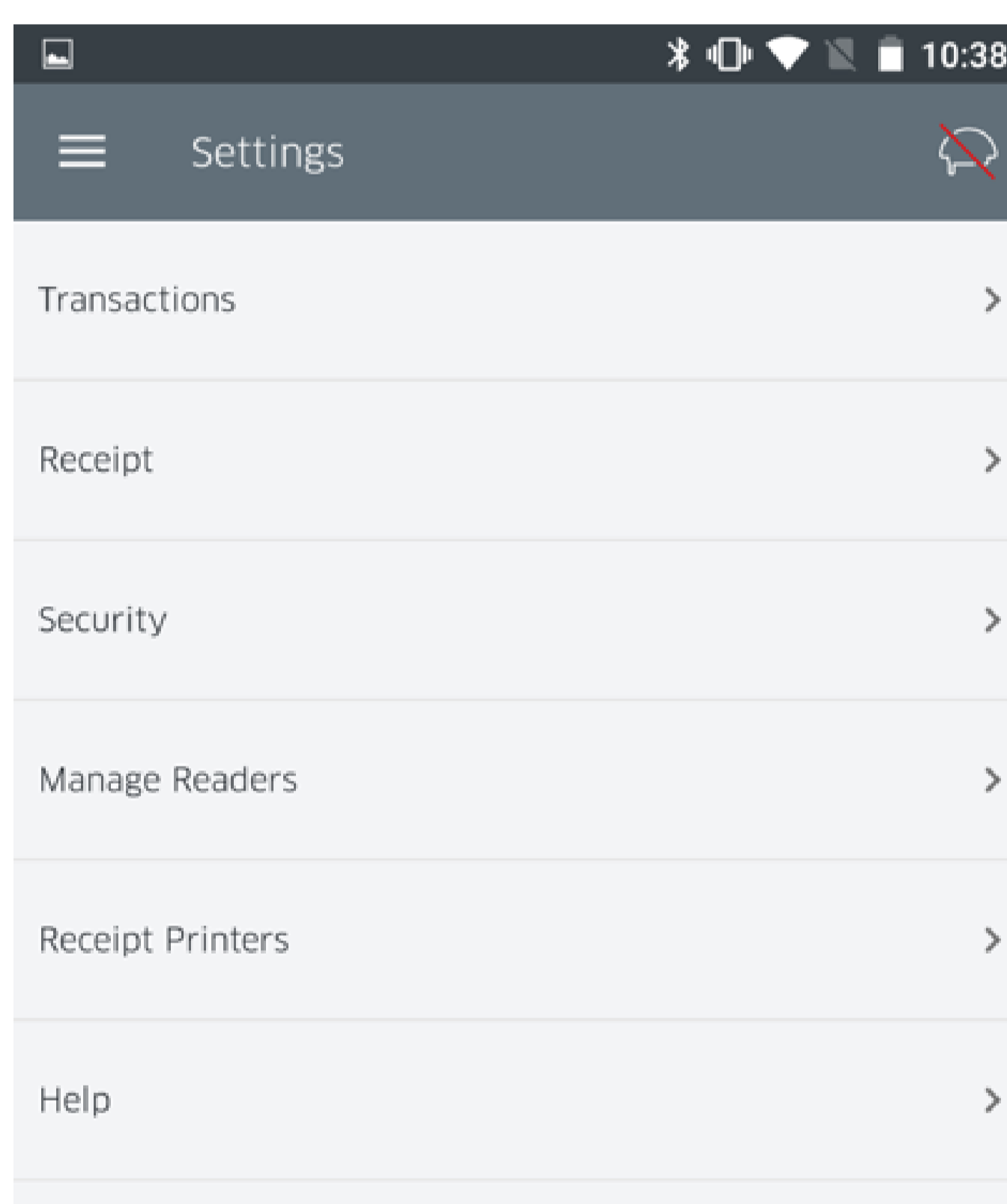
1. Go to the Cart screen.



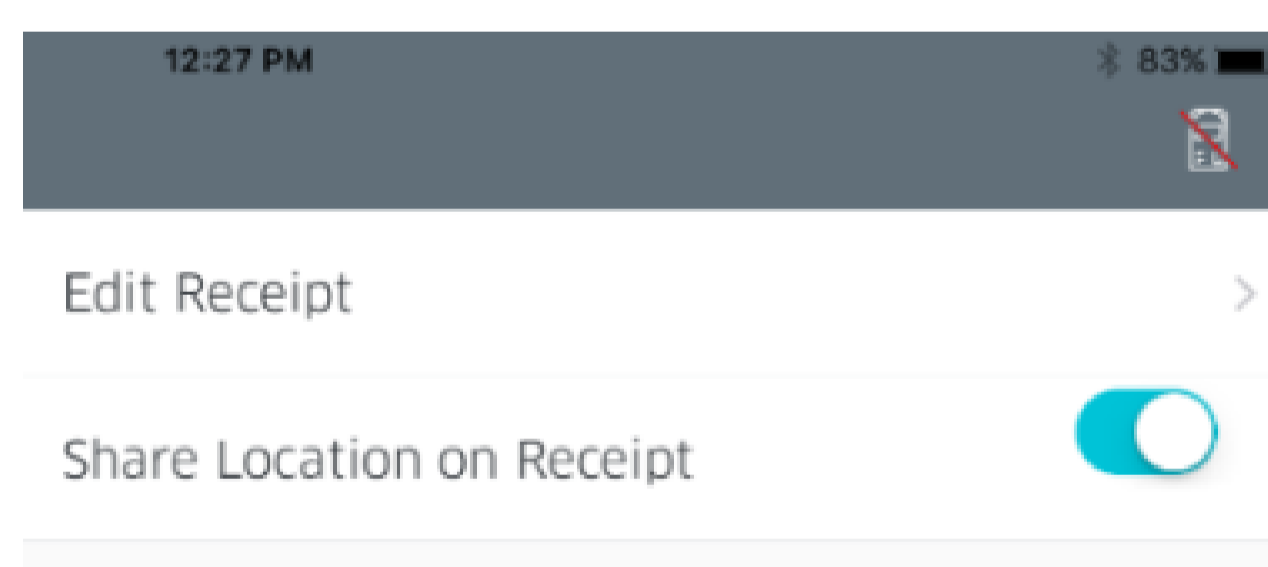
2. Tap the Menu icon in the top-left corner to go to the Settings section.



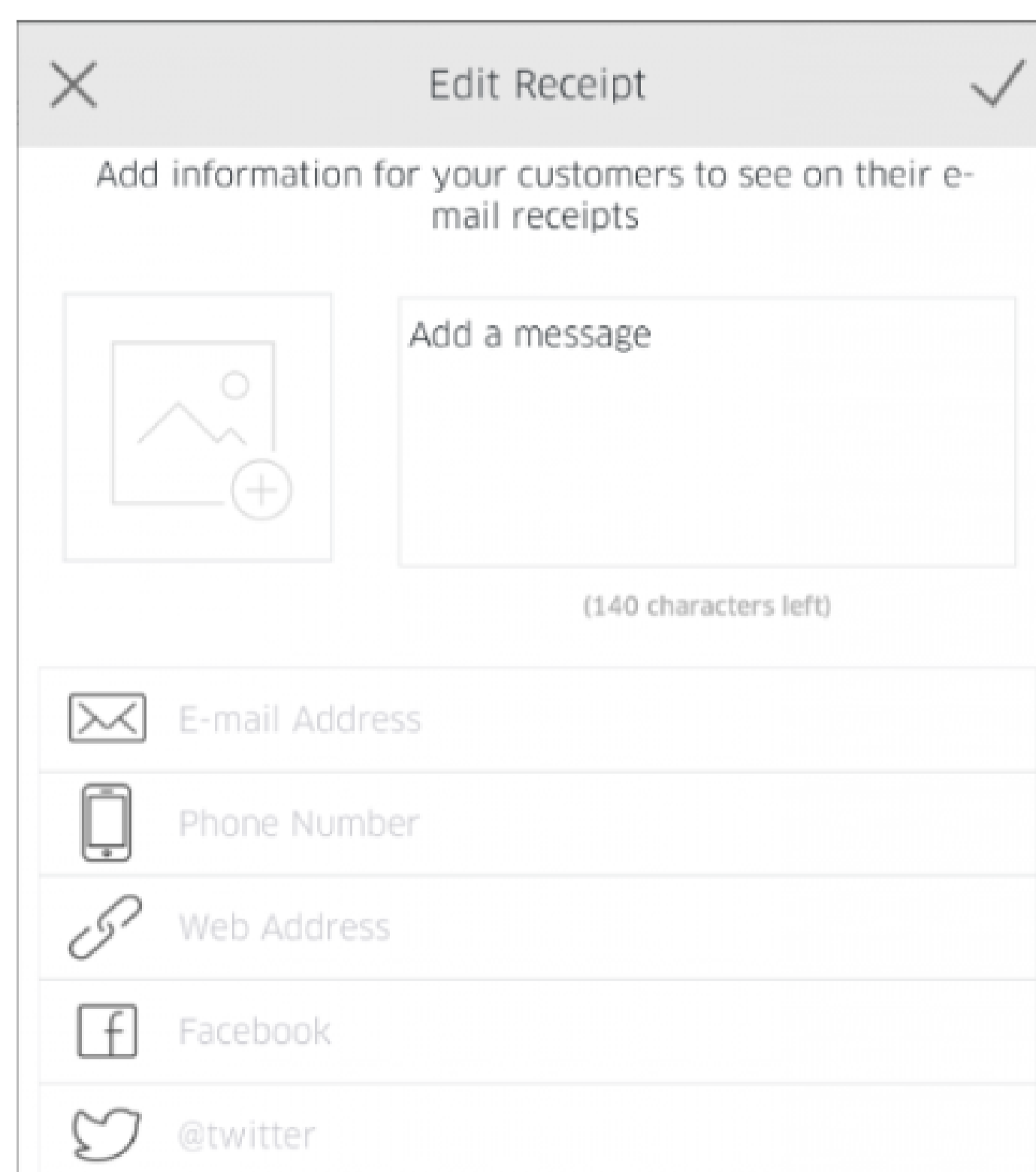
3. Tap the Settings row.



4. Tap the Receipt button, and you'll be presented with the full settings for your receipt.
 - **Share my location on the receipt:** Tap the On/Off slider to toggle between the options. When this toggle is set to ON, the map of the geo-location at the time of the transaction will be shown on that transaction's email receipt.



5. Tap on Edit Receipt for customization options.



6. **Logo:** Tap the Add Image icon or your current Logo. On the pop-up dialog, tap Existing Photo to select a photo from your phone, or tap New Photo to capture a new photo using your phone's camera. The logo must be 5MB max, PNG or JPG formats accepted.
7. **Message for your customers:** Enter the message you wish to have on your receipt. There is a 140 character limit.
8. **Email:** Tap the Contact E-mail field, and enter or edit your email address.
9. **Phone Number:** Tap the Contact Phone Number field, and enter or edit your phone number.
10. **Website URL:** Tap the Web Site URL field, and enter or edit your website's address.
11. **Facebook URL:** Tap the Facebook URL field, and enter or edit the URL of your Facebook page.
12. **Twitter Username:** Tap the Twitter Username field, and enter your Twitter username without the symbol.