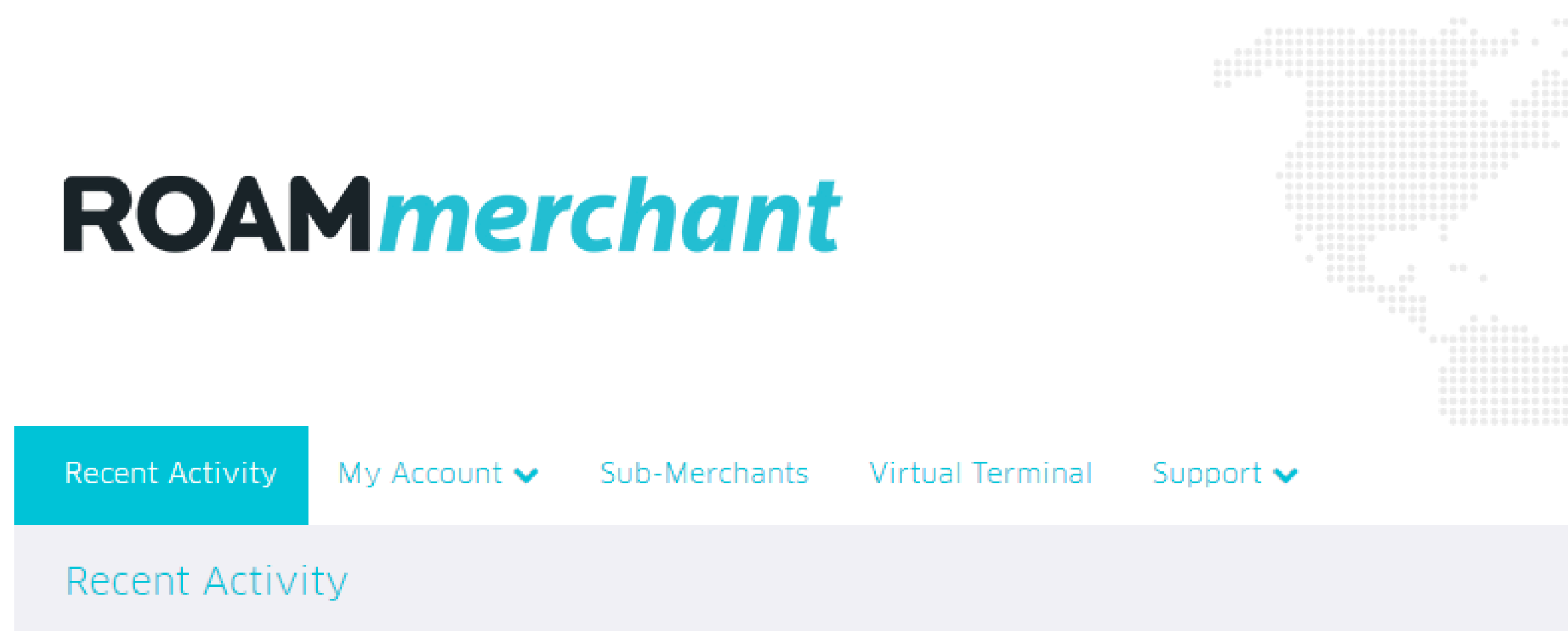


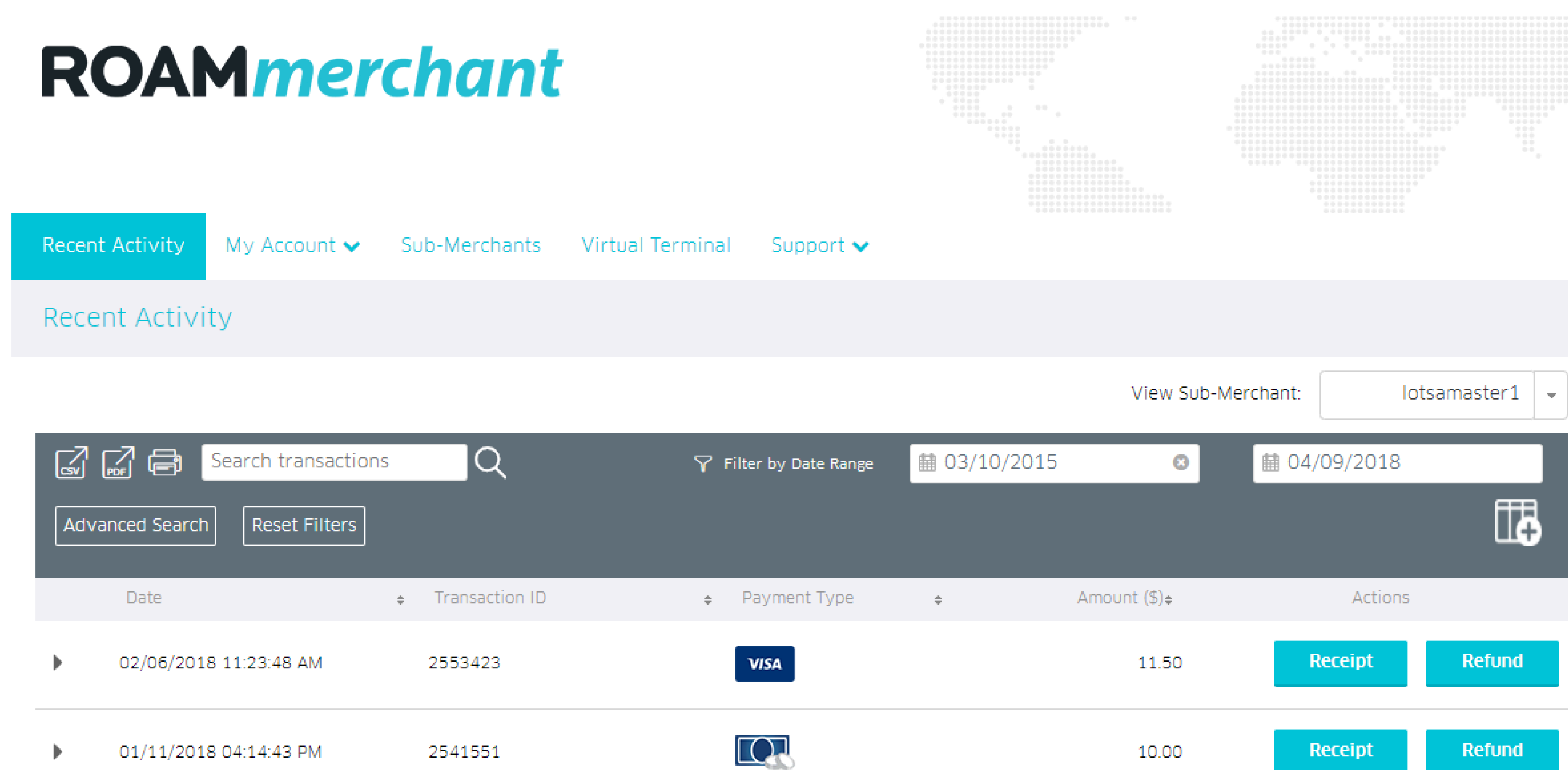
How do I refund a transaction using ROAMmerchant?

Posted: Nov 28, 2016

1. Open the Transaction History screen by clicking on the **Recent Activity** button on ROAMmerchant's App Dashboard.

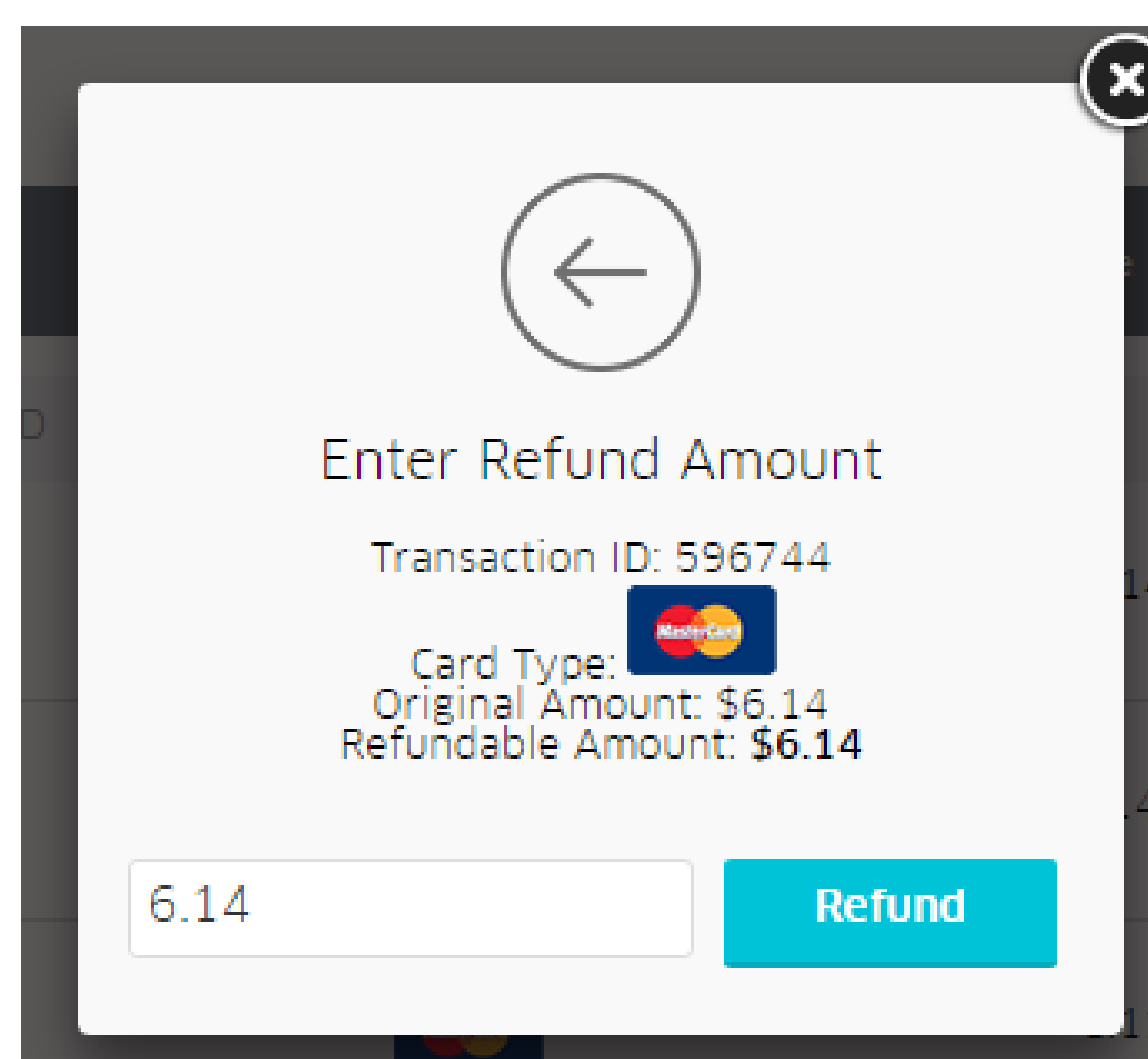


2. You will now be presented with the full transaction history associated with your account. Find the transaction associated with the receipt you would like to view.



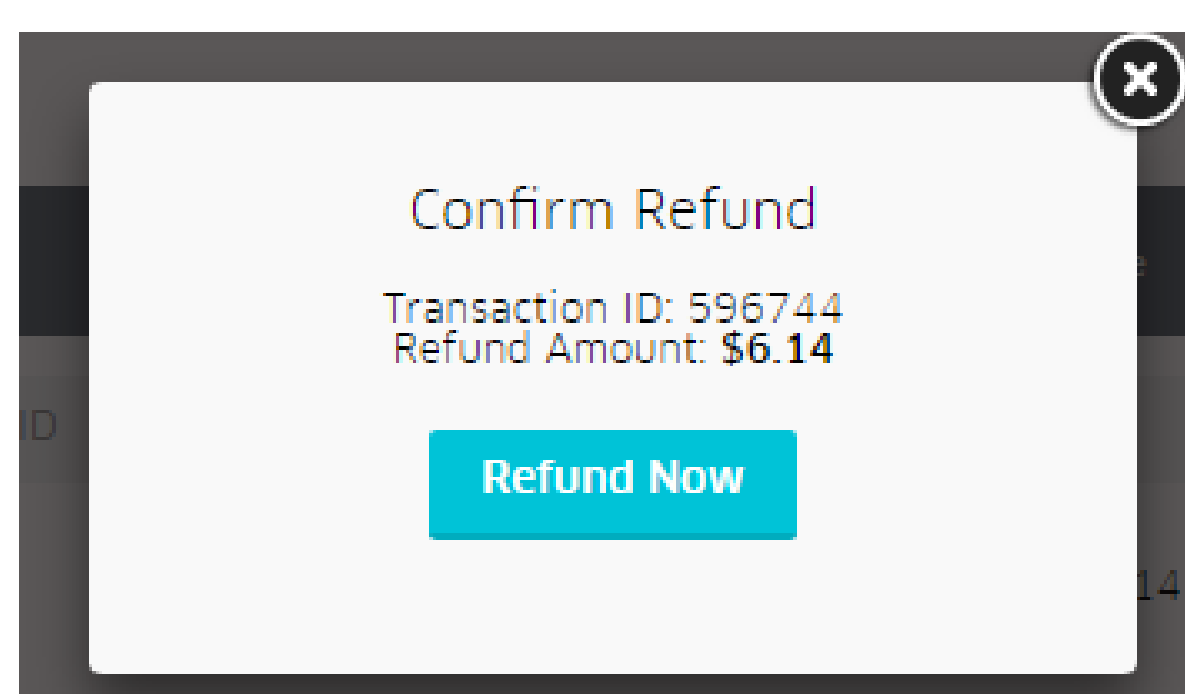
3. Once located, click on the **Refund** button in the right hand column, under **Actions**.

4. The refund window pops up:



5. Type in the amount that you would like to refund, and click the blue **Refund** button to proceed.

6. You'll be asked to confirm the **Refund** as seen below:



7. Once you confirm, you'll be presented with a **Refund Successful** notification. Press the close button to return to the ROAMmerchant screen.

