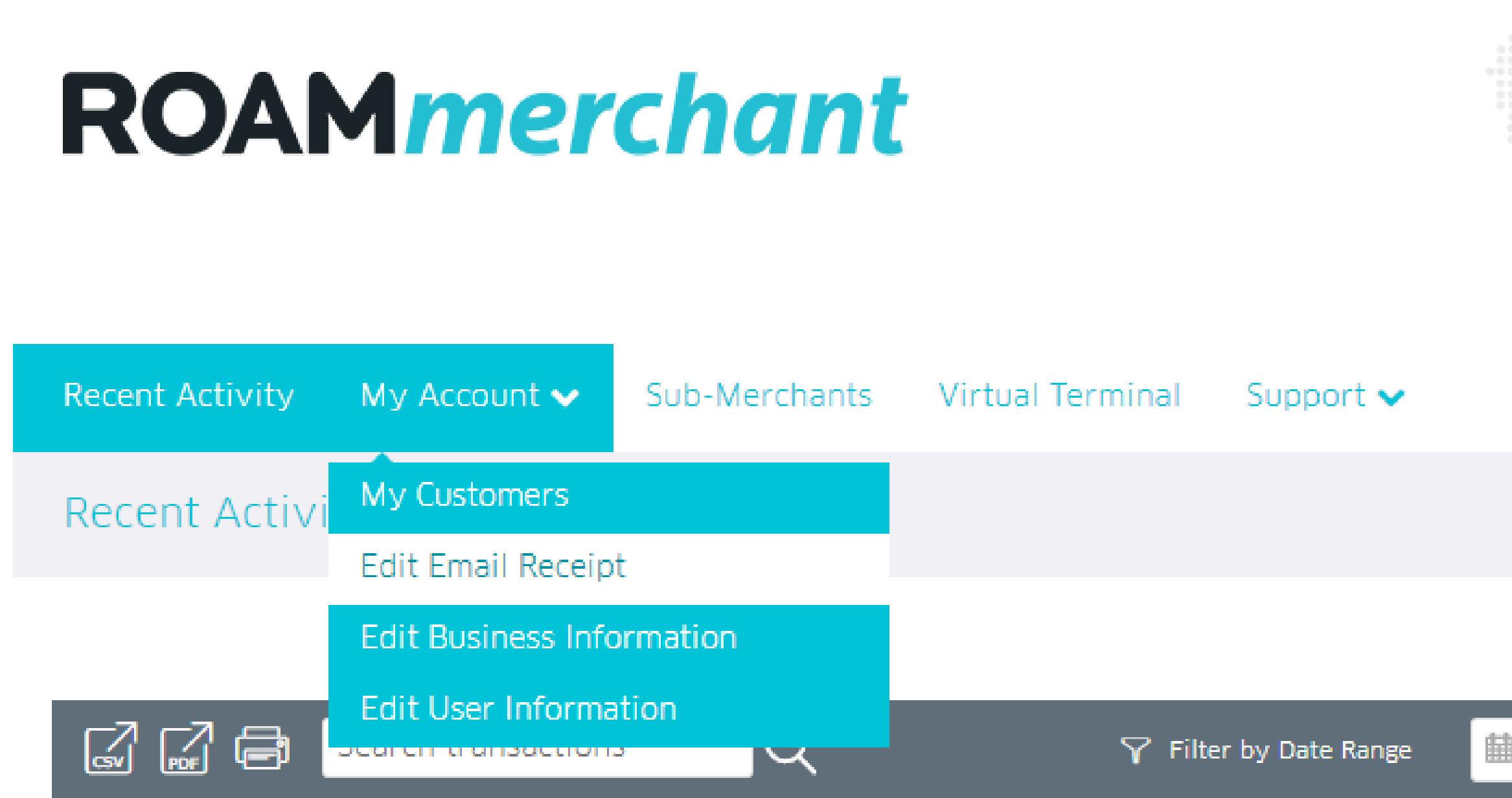


How do I edit an email receipt using ROAMmerchant?

Posted: Oct 20, 2016


1. Select My Account -> Edit Email Receipt *(Note: Depending on your account setup, you may not see this page in ROAMmerchant.)*



2. You'll now be presented with three, editable categories. Business Logo, Receipt Details, and Connect With Your Customers.

Edit Email Receipt

Business Logo



Receipt Details

Your Business Name

Your business name will appear in your receipt header

Create a Personal Message

This will show up as a small message on your receipt

0/140 characters

Connect With Your Customers

These links will appear in your receipt header.

Email

Phone

Website

Facebook

Twitter

3. Business Logo
 - Click **Upload New Logo** to choose an image file, and navigate to where your logo is stored on your PC or device.
 - Insert the logo; crop if needed.
 - Note: The logo must be 5MB max, PNG or JPG formats are accepted.
4. Receipt Details
 - In the first of two text boxes, you can enter your Business Name, to be present at the top line of the receipt
 - Click the second **Text Box** to enter an optional personal message (140 character max).
5. Connect With Your Customer Links
 - Email** - This is the email address you would like your customers to use in order to contact you.
 - Phone** - This is the phone number you would like your customers to use in order to contact you.
 - Web Site** - Enter the URL of your website
 - Facebook** - Enter the URL of your Facebook page
 - Twitter** - Enter your Twitter information.
6. When all information is entered, click **Submit**