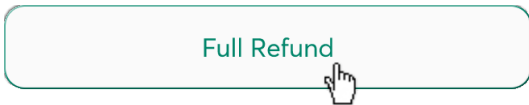


## How to fully refund payment

1. Tap **History** at the bottom of the screen and then select the invoice that you are refunding.



2. Tap the **Refund** icon at the top right of the screen.
3. Next, tap **Full Refund**.



4. Add an **Optional Note**, and then **Slide to Send** the refund.
5. Tap **Continue** on the refund confirmation screen to see details of the transaction.
6. Completed refunds will appear in your **Transaction History**.

**Note:** Only managers or administrators can refund payments.