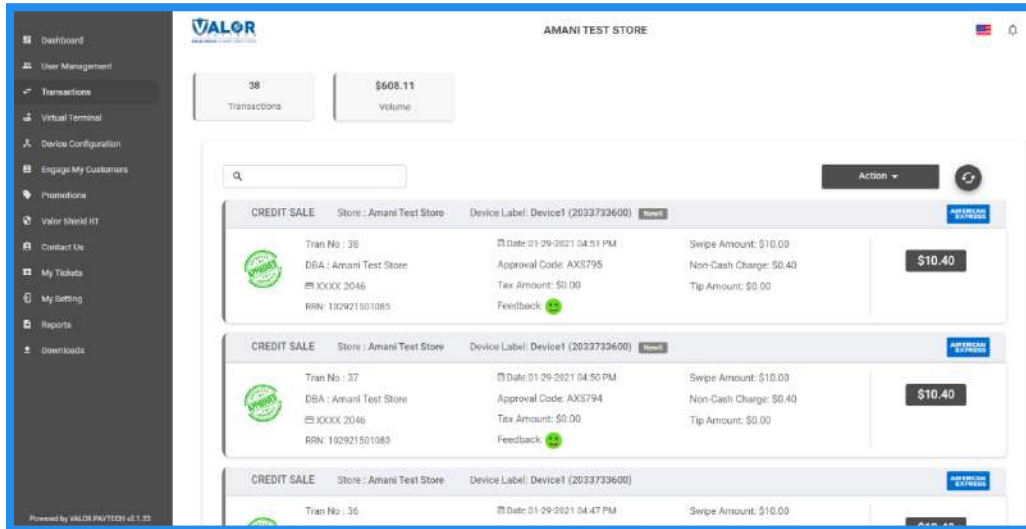


# Batching Out from the Portal

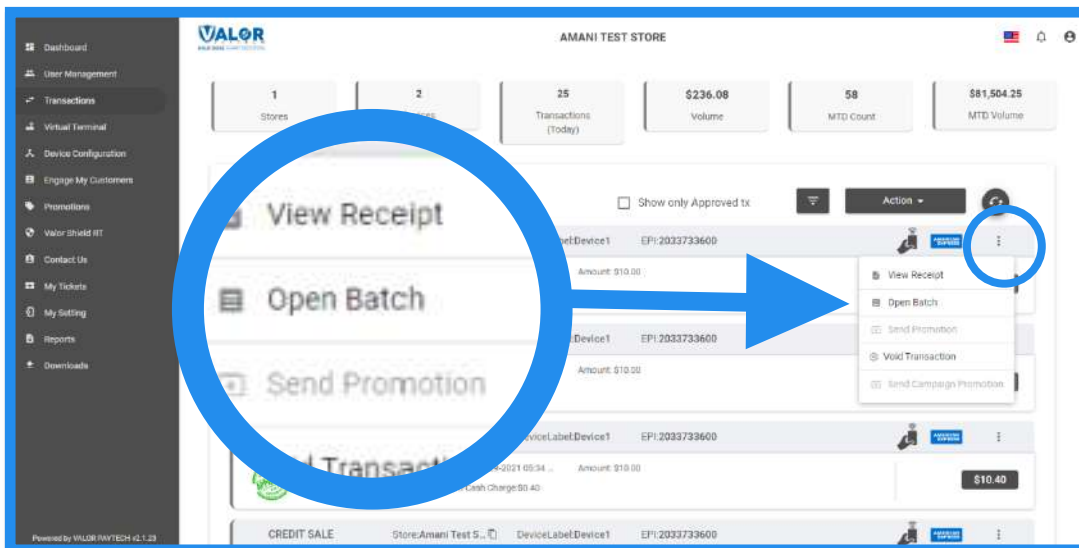


## Step 1



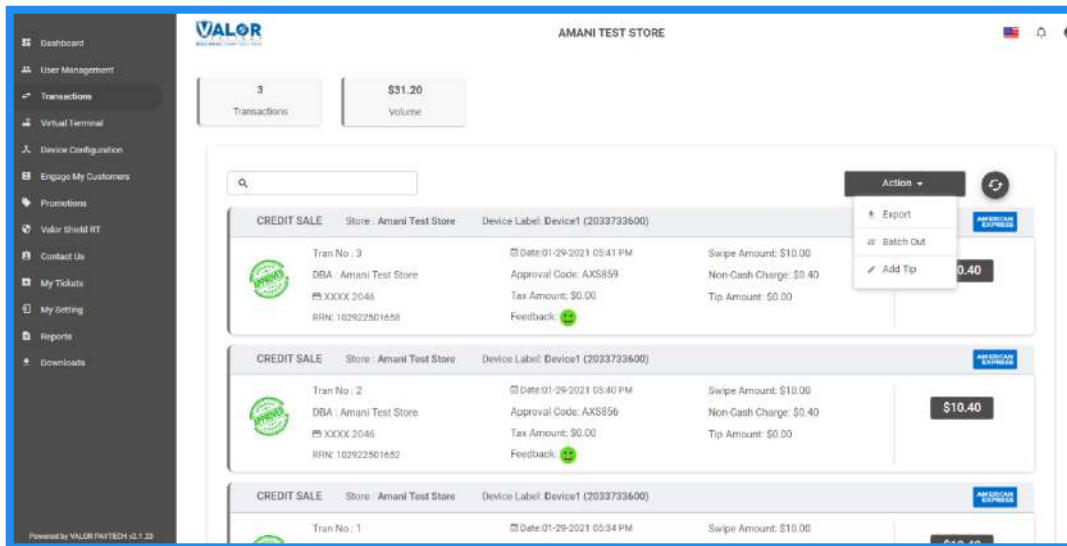
Select **Transactions** in the sidebar menu.

## Step 2



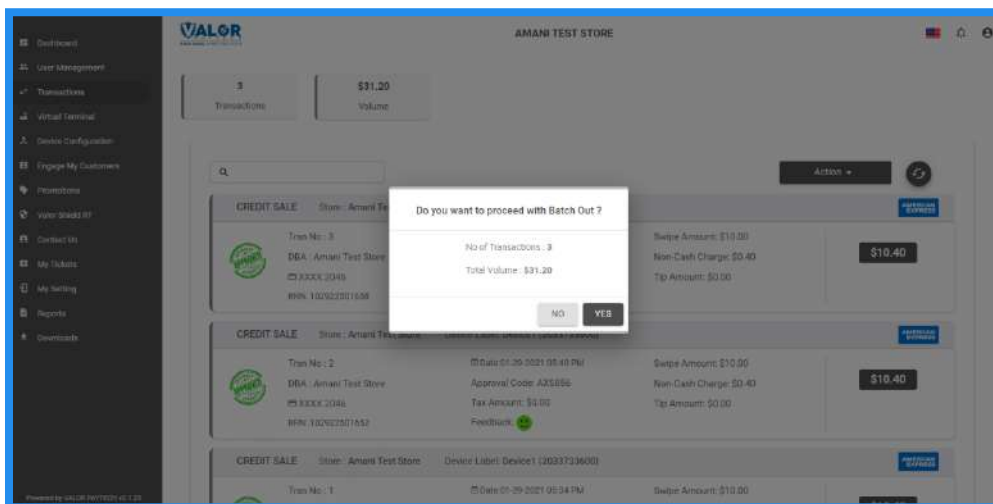
Select the **ellipsis (:)** on any transaction snapshot toward the top of the transaction list. Next, click on **Open Batch** from the drop down. This will bring you to the tip adjust and batch section.

# Step 3



Select **Action** at the top right of the screen, then select **Batch Out** from the drop down.

# Step 4



You will be prompted to confirm you want to batch out. Click **Yes** to close the batch.