

# Emailed Transaction Receipts



## STEP 1

Click on **Merchant Management** and enter the merchant name in the **Search Bar**.

The screenshot shows the Merchant Management dashboard. The left sidebar menu includes: Dashboard, User Management, Merchant Management (highlighted with a blue arrow), Transactions, Device Admin, Settings, Device Management, Reports, and Downloads. The main content area displays three summary cards: Total Merchants (584), New Merchants (last 30 days) (43), and Active Merchants (last 30 days) (12%). Below these is a search bar containing 'Fadil's Test Store' and a 'Sort By' dropdown. A callout box highlights the 'Merchant Management' menu item.

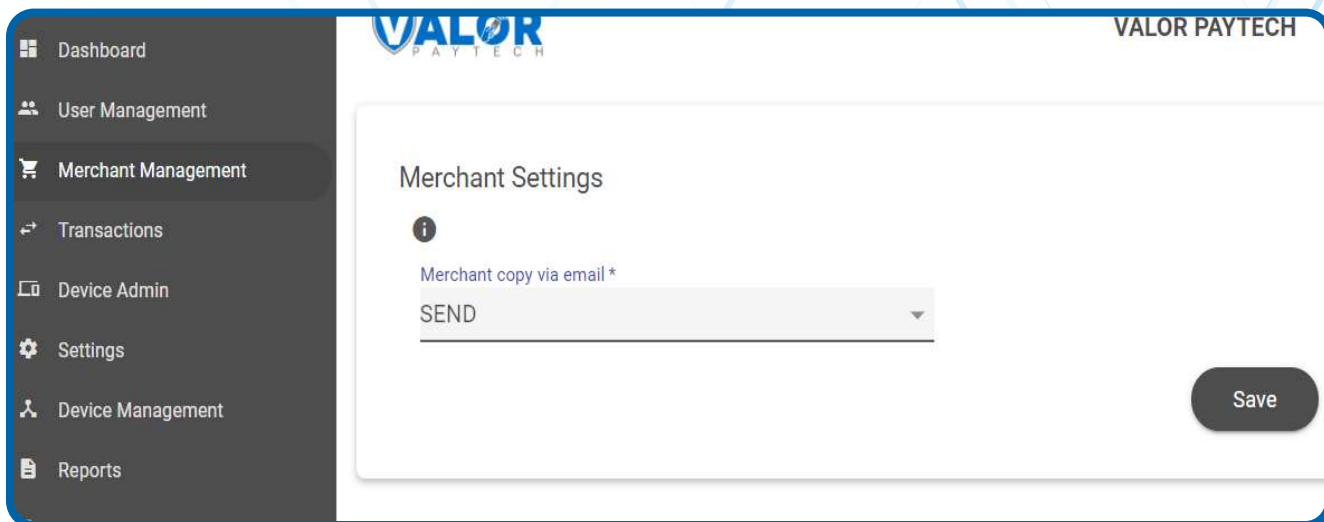
## STEP 2

Click the **vertical ellipsis (⋮)** on the top right corner of the snapshot and select **Settings**.

The screenshot shows a merchant's profile page. The top header indicates 'Ownedby:Fadil's Test ISO' and 'ACTIVE'. The main content area displays merchant details: fcuatmerchant@csdevelopment.org, (347) 572-3784, StoreCount: 1, and DeviceCount: 4. A vertical ellipsis menu is open on the right, with 'Settings' highlighted. A callout box highlights the 'Settings' option in the menu.

## STEP 3

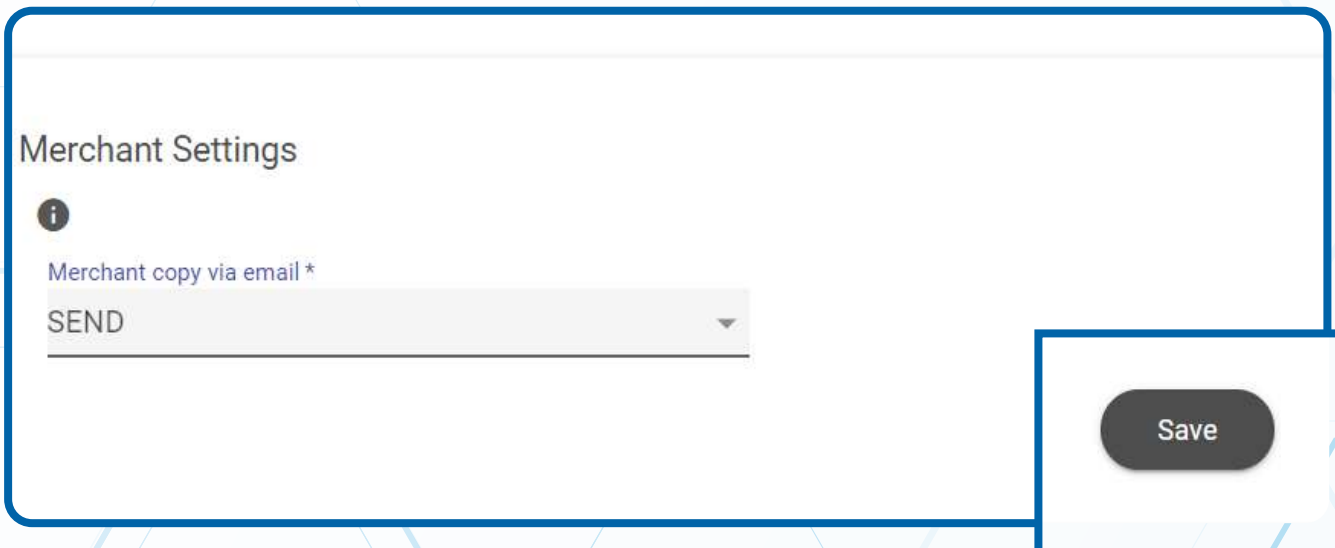
Click the drop down list for **Merchant copy via email** and select the option relative to your merchant's request.



The screenshot shows the VALOR PAYTECH Merchant Settings page. On the left is a dark sidebar with navigation options: Dashboard, User Management, Merchant Management, Transactions, Device Admin, Settings, Device Management, and Reports. The main content area is titled 'Merchant Settings' and features an information icon (i) and a label 'Merchant copy via email \*'. Below this is a dropdown menu currently displaying 'SEND'. A 'Save' button is located in the bottom right corner of the settings panel.

## STEP 4

Once option is selected, scroll down and click Save.



This is a close-up view of the 'Merchant Settings' section. The dropdown menu for 'Merchant copy via email \*' is highlighted, showing the 'SEND' option. A blue box highlights the 'Save' button, which is a dark grey rounded rectangle with the word 'Save' in white text.