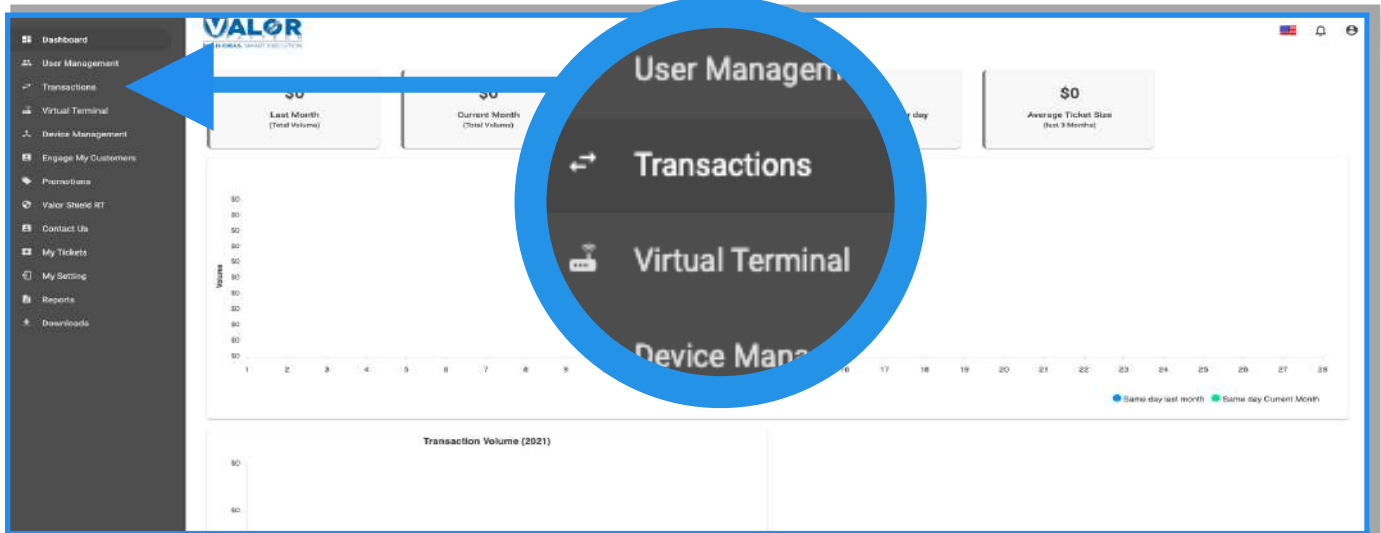




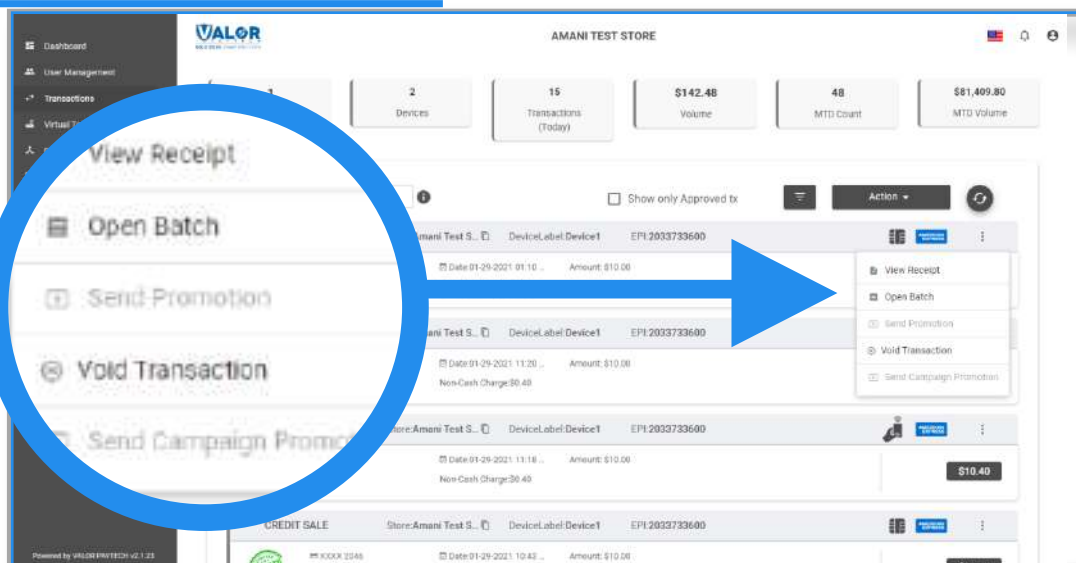
Perform Tip Adjust From Portal

Step 1



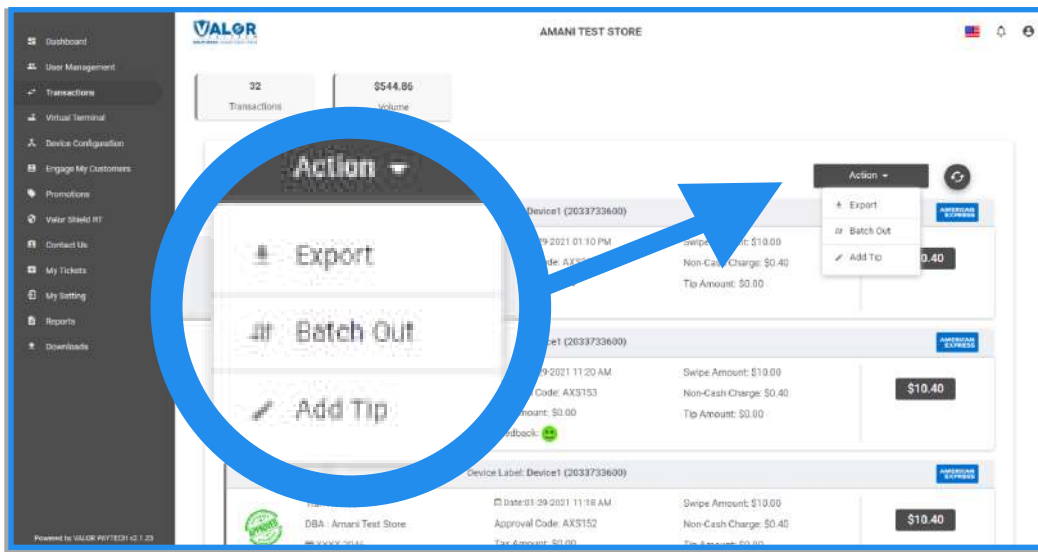
Select **Transactions** on the sidebar menu.

Step 2



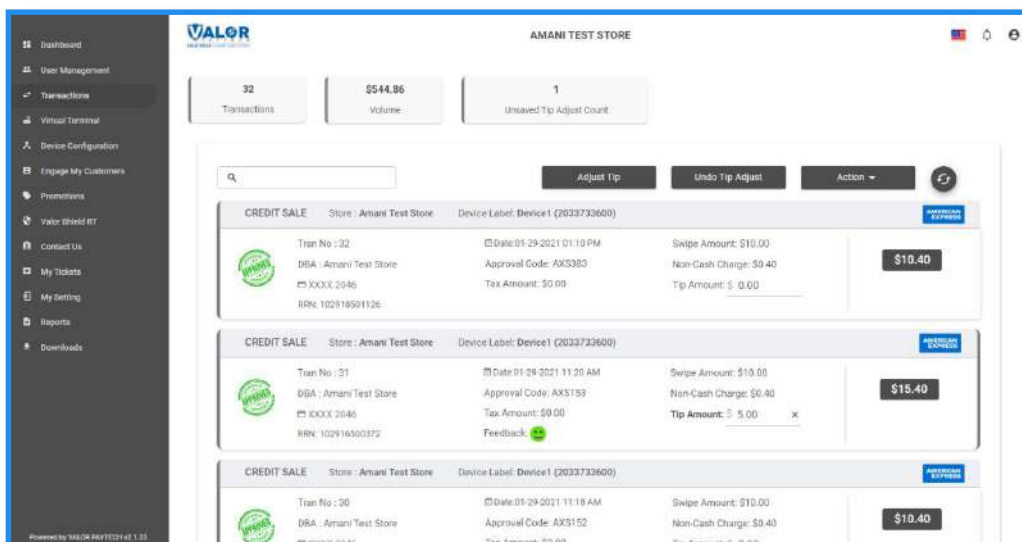
This section shows all of your transactions (the most recent transaction will be shown at the top). Select the **ellipsis (⋮)** on the top right of the transaction snapshot, then click on **Open Batch**.

Step 3



Click on the **Action** button, then select **Add Tip**.

Step 4



Enter the desired tip amount to the transaction, then click on **Adjust Tip**.