Set Up and Perform Split Payment



Step 1



Log into your portal and go to **Device Management.**

Step 2

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Select the ellipsis (:) on the right hand side of the merchant snapshot and select **Edit Parameters** in the dropdown.

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Under Terminal & Transaction, toggle Split Payment to **YES**. Scroll down and save the changes you made to the parameters.

Step 4



After making parameter changes, you must perform a download on the device by pressing #6 OK Button.



After your device has updated, you'll see an icon with up and down arrows. This is where you can choose up to 5 people you want to split a bill with.

Step 6



Enter in the sale amount and the number of people the bill will be split amongst.



The device will then prompt you to enter the sales amount for each transaction. For each transaction, the cardholder can enter their own tip amount.

Step 8



Once the first transaction is complete, the merchant will be prompted to enter the next amount (if needed to be split unevenly).



The device will automatically adjust the rate after.



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