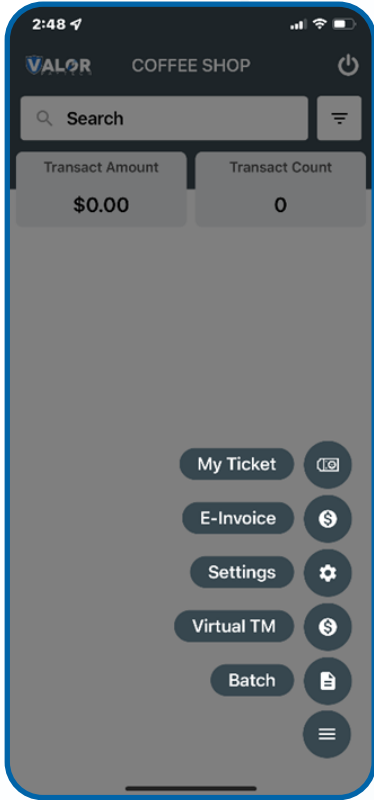




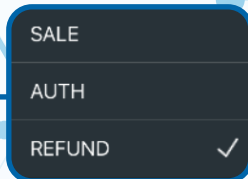
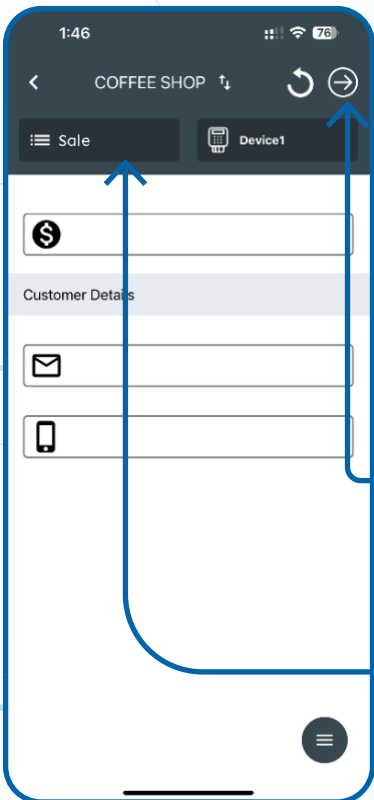
## Step 1

Tap the **Menu Button**(three lines) at the bottom right corner of the screen followed by **Virtual TM**.



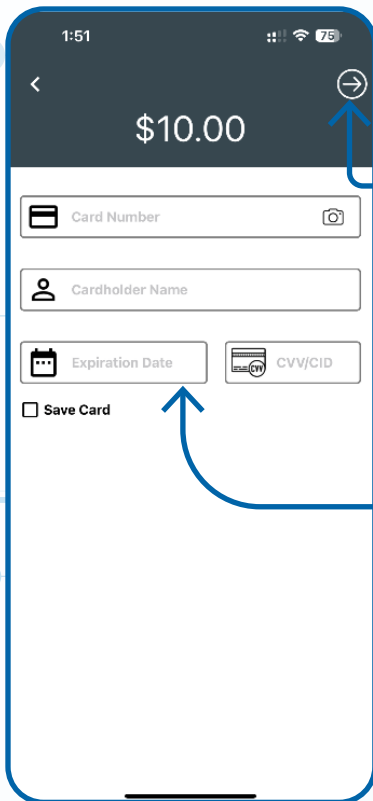
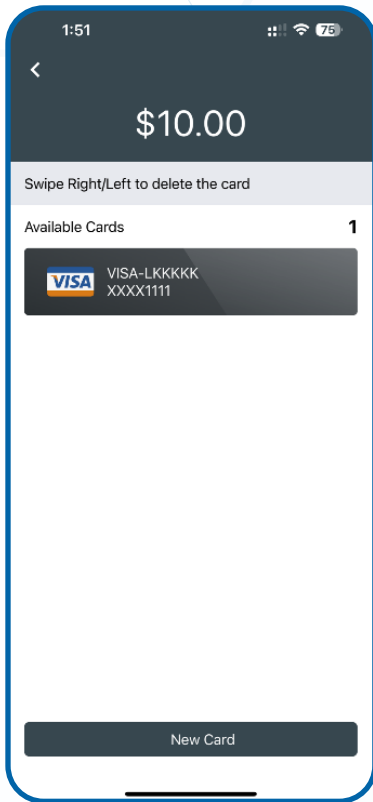
## Step 2

Tap on the **SALE** box at the top left of the screen and choose **REFUND** from the drop-down menu, followed by Entering the **Amount** as well as **Customer Details**. Then select the **Arrow** on the top-right of the screen.



## Step 3

Verify **Existing Card** information is accurate OR enter new **Customer Card Details** followed by selecting the **Arrow** in the top-right of the screen to **Continue**.



A callout box highlighting the card details input fields. It contains the following fields: "Card Number" with a camera icon, "Cardholder Name", "Expiration Date" with a calendar icon, and "CVV/CID" with a card icon.

## Step 4

Select **PAY** on the next screen and you will then be prompted with a **Confirmation** of the **REFUND**.

