

Login using your credentials

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Click 'Transactions'





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Type in the' Date (From – To') and 'Search' to show all transactions during the period, or...

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Page 1 of 1

...you can choose a filter such as 'Transaction ID' to display a specific transaction:



Page 1 of 1

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Delete

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Page 1 of 1

Switch to aggregated view · 🔡 👕

Credit Cur

0.20 BRL

(1) **0.20** (2) **0.00**

BRL 🗐

Logof



Click on the transaction – a new window will open with the details of that transaction

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Click on the 'Actions' Tab

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Pay

Click on 'Refund' to perform a refund of the total amount, or...

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...select the option 'Other Amount' and type in the total value (click 'Refund' afterwards).

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A confirmation screen will show up (just click 'Submit' to confirm the refund).

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