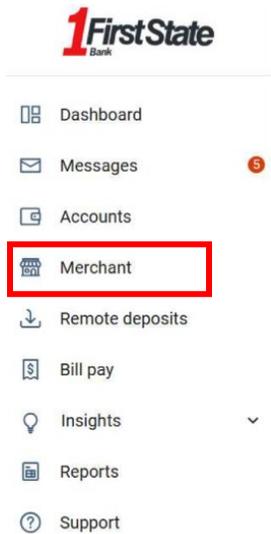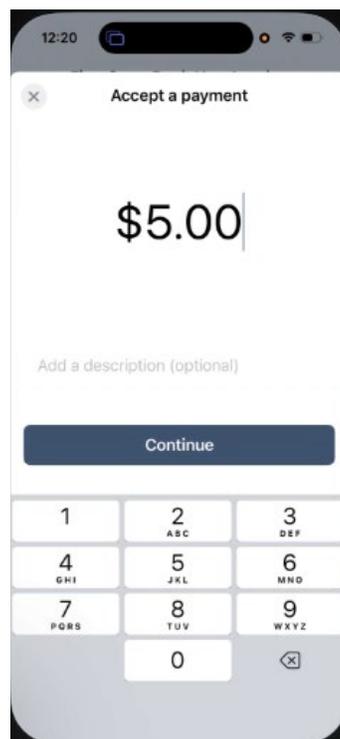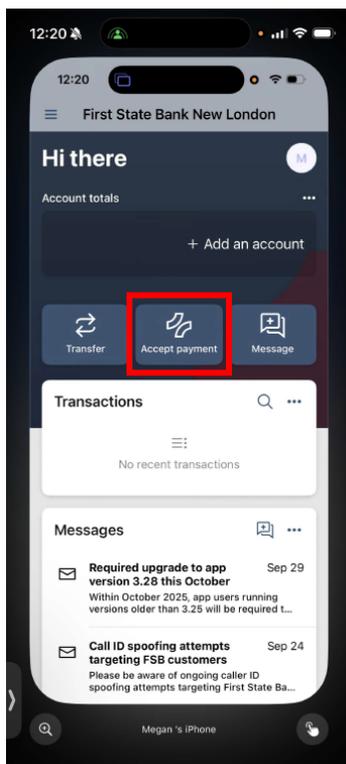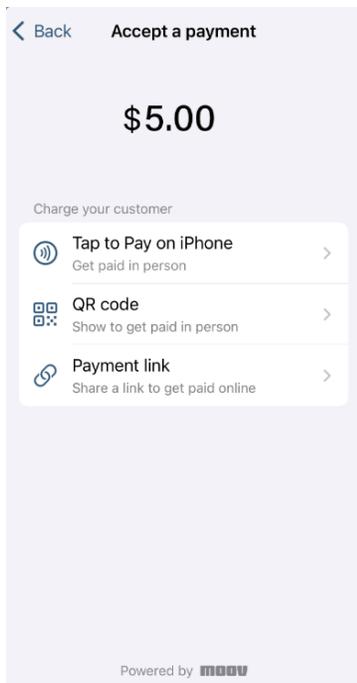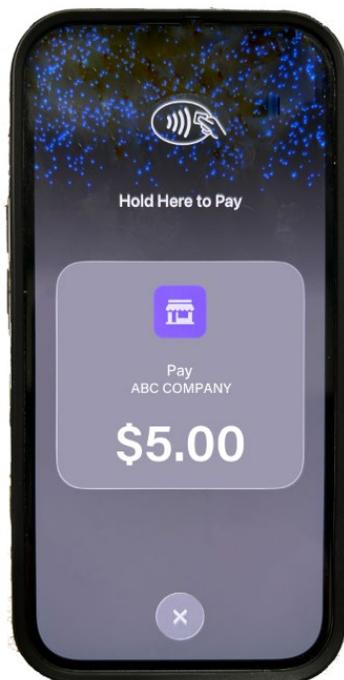# Using Tap2Local

1. Select "Merchant" in the dropdown.

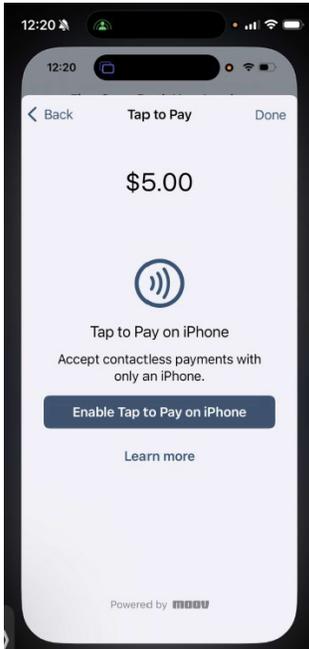2. Click on "Accept Payment" and enter the amount of purchase.

3. Select which way the customer chooses to pay: Tap to Pay, QR Code, or Payment Link.
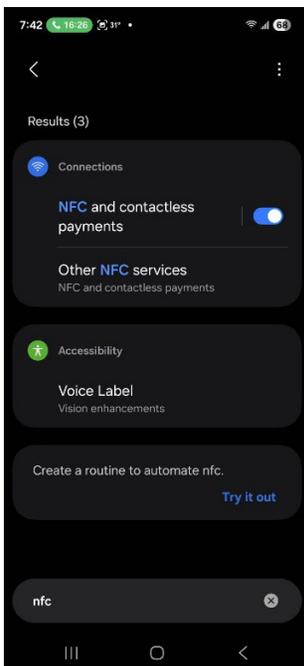

a. Tap to Pay

iPhone - If prompted, click "Enable Tap to Pay on iPhone" on your phone to accept payments by following the steps.
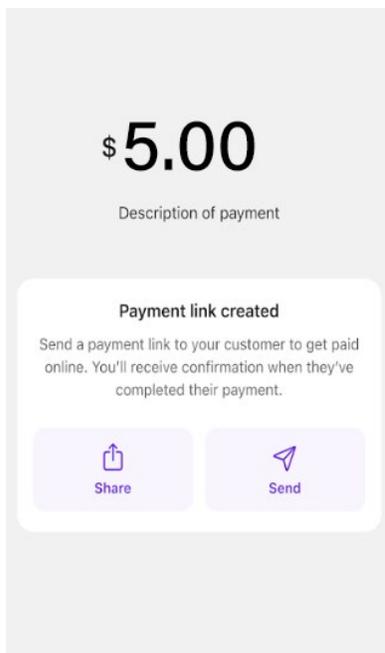

Android - Ensure your NFC functionality is turned on in phone Settings.

b. QR Code

❮ Back   **Pay with QR code**

$5.00

Scan with your phone to pay

Powered by **moov**

c. Payment Link – Send a payment link via text or email. Customers can pay with Apple Pay or Google Pay or enter in card information.

$**5.00**

Description of payment

Payment link created

Send a payment link to your customer to get paid online. You'll receive confirmation when they've completed their payment.

⬆ Share   ◹ Send

4. Payment Details – Displays amount, processing fees, and final deposit amount, as well as details about the form of payment.
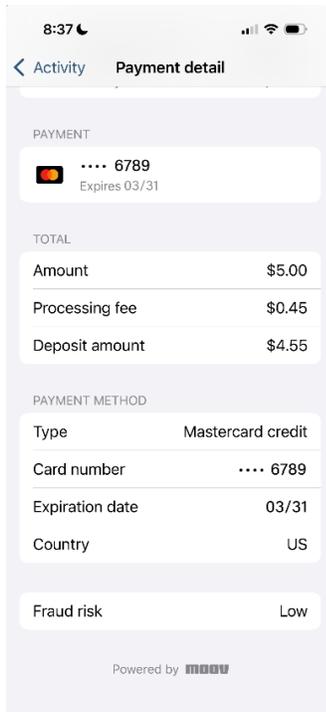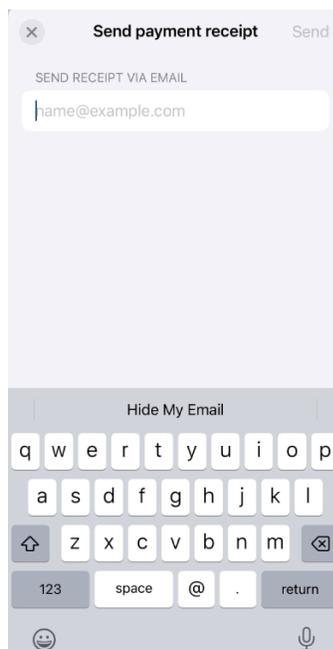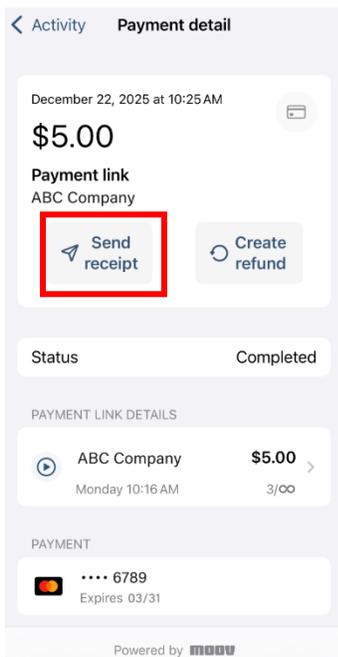

5. Batch Transfer Details – Shows total amount of the transfer, the number of card payments, and the total amount of fees.
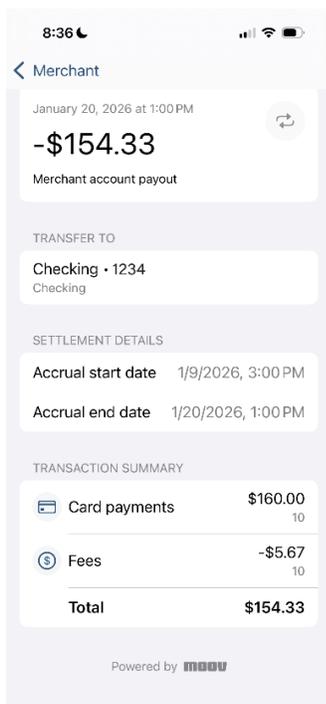
6. Transaction Activity – Shows the various transactions, including the batch transfer that combines all payments from that day.
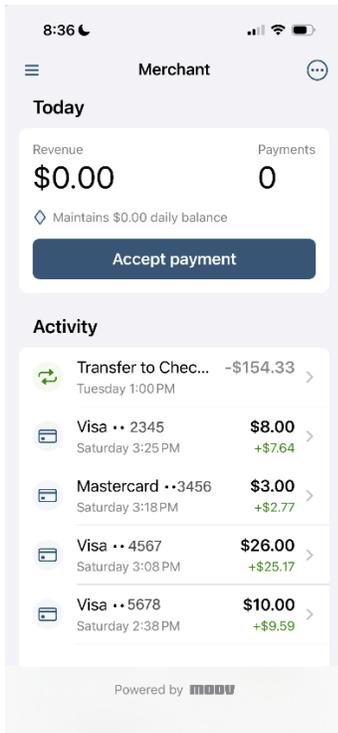
7. Send Receipt – Click on the "Send Receipt" button to email a receipt to your customer. Enter the email and hit "Send".

8. **Create Refund** – To initiate a refund, go to Merchant and locate the transaction in Activity history. Click on the transaction and select the "Create Refund" button. You can create a full or partial refund.
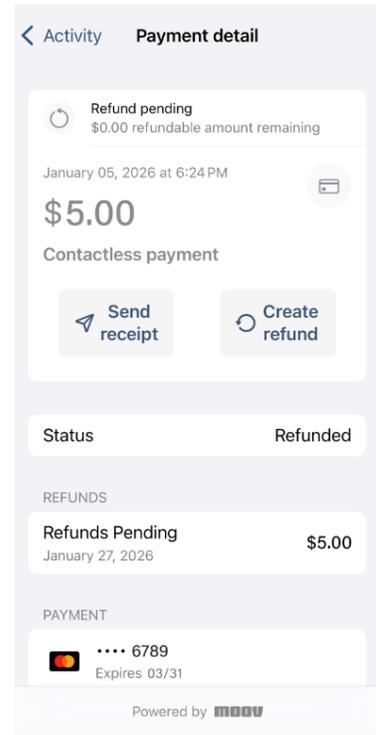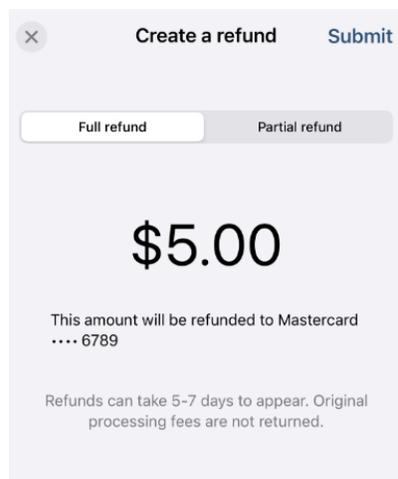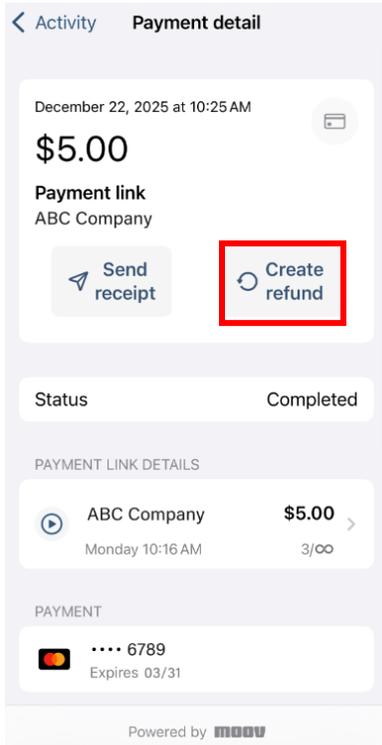
9. **Disputed transactions** – To view any disputed transactions, click on Merchant then on Disputed.