



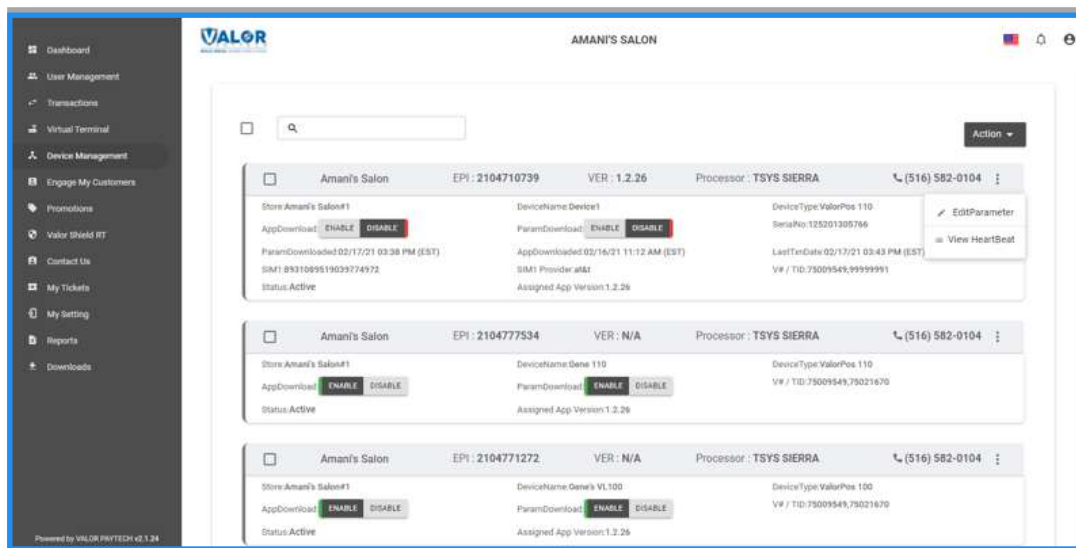
Set Up and Perform Split Payment

Step 1



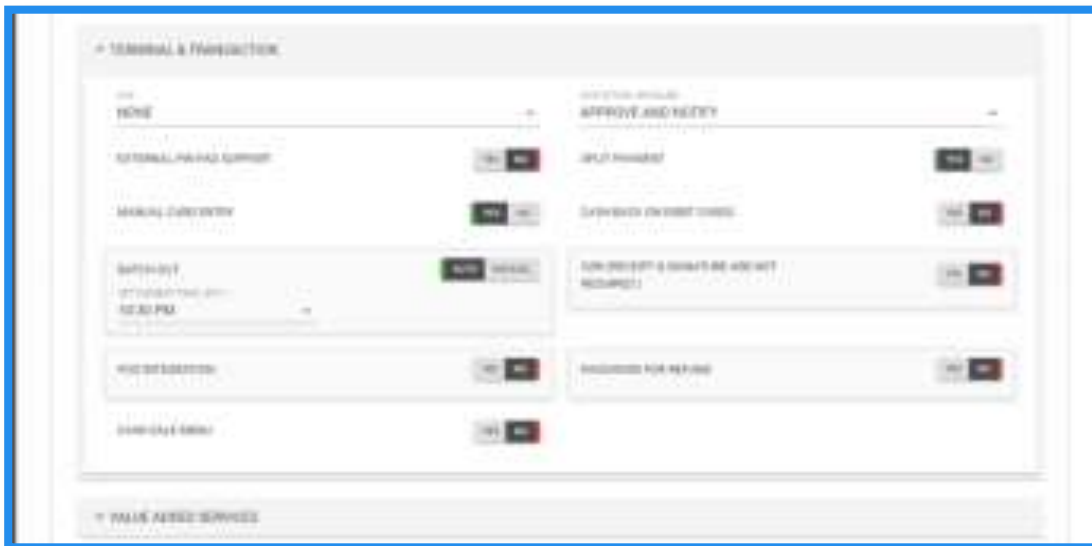
Log into your portal and go to **Device Management**.

Step 2



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

Step 3



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.

Step 5



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.

Step 7



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).

Step 9



The device will automatically adjust the rate after.