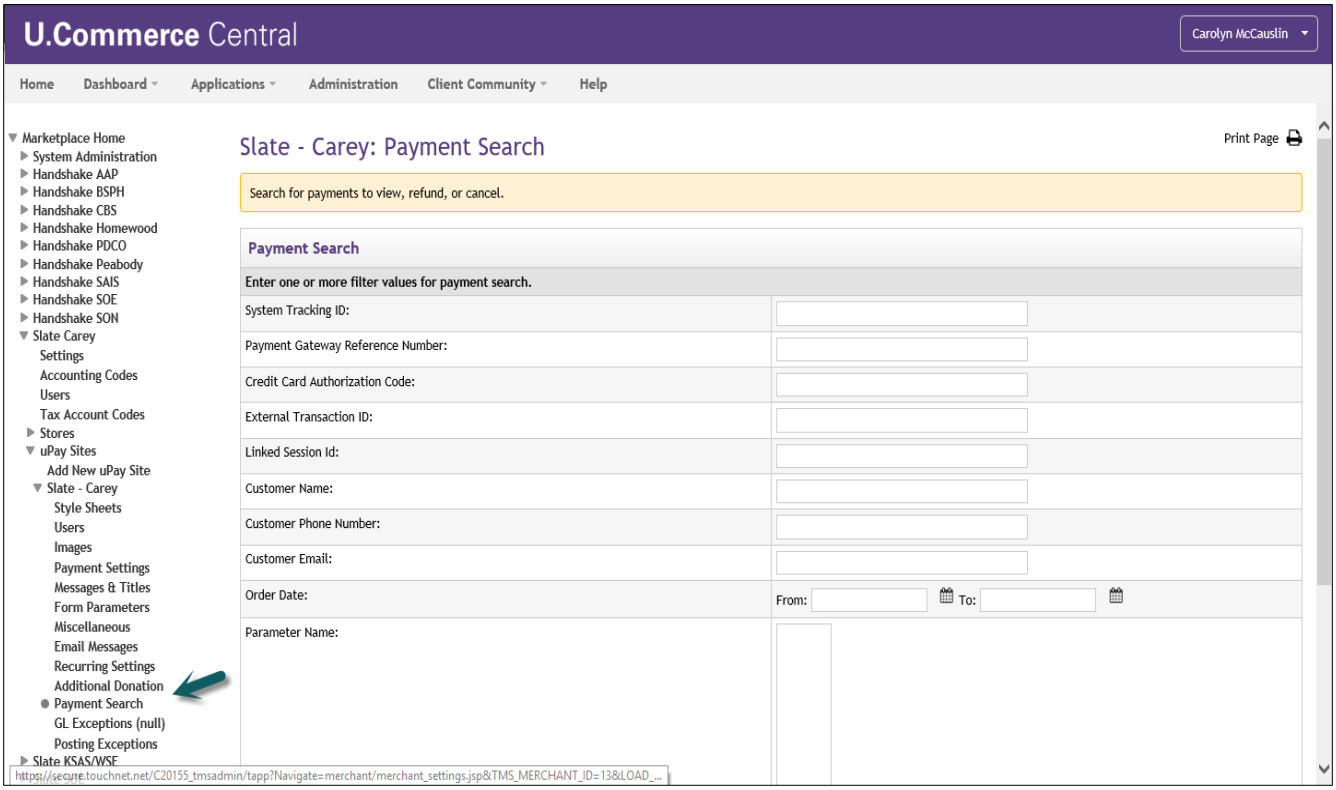
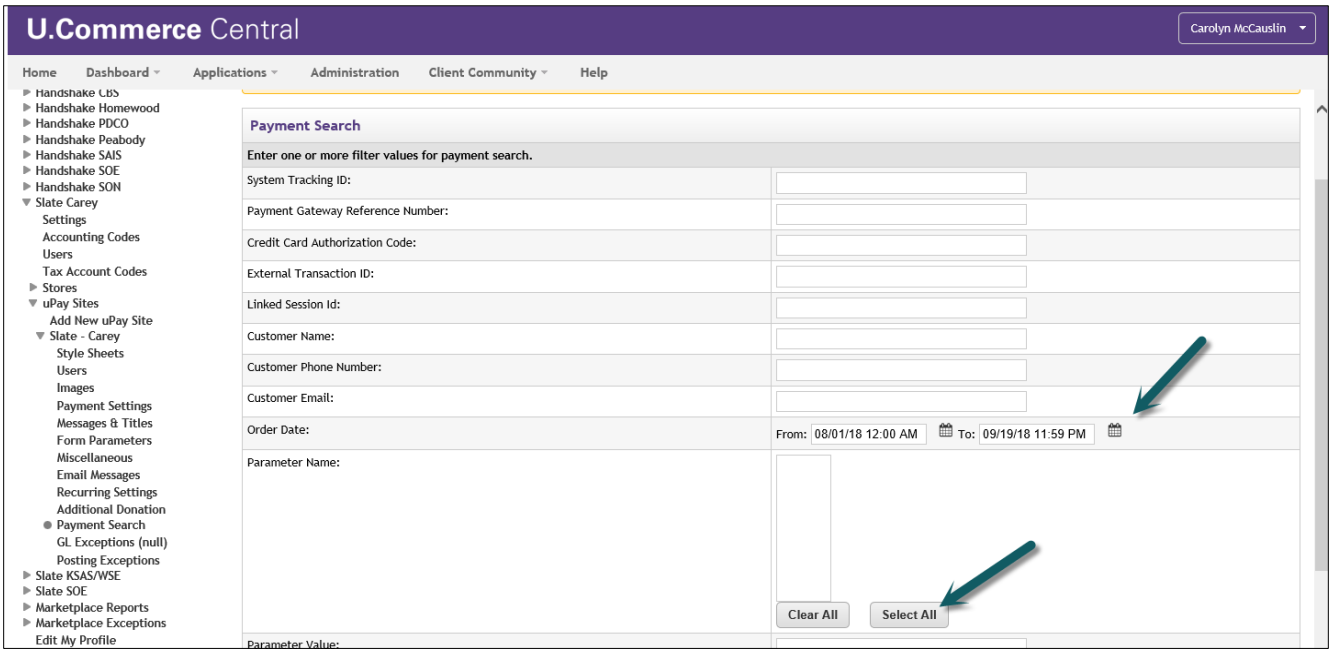
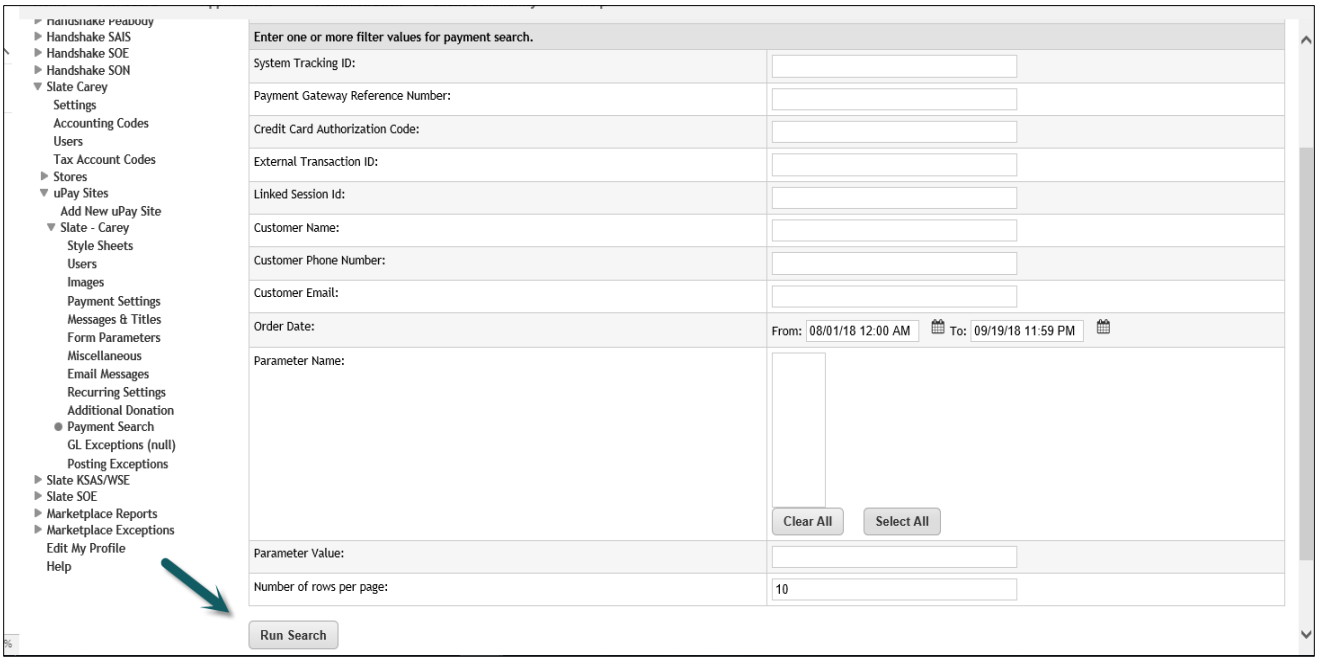
1. Look up Payment Search



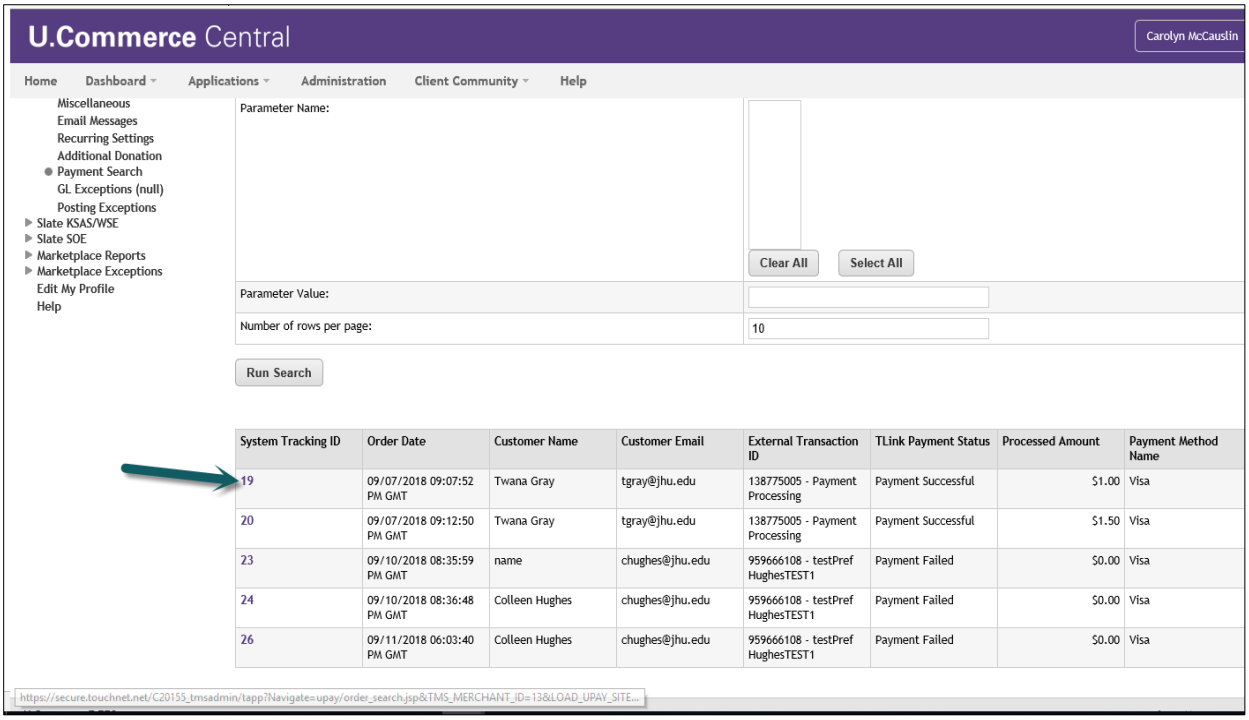
2. Under Order Date, key in search criteria and Select All:



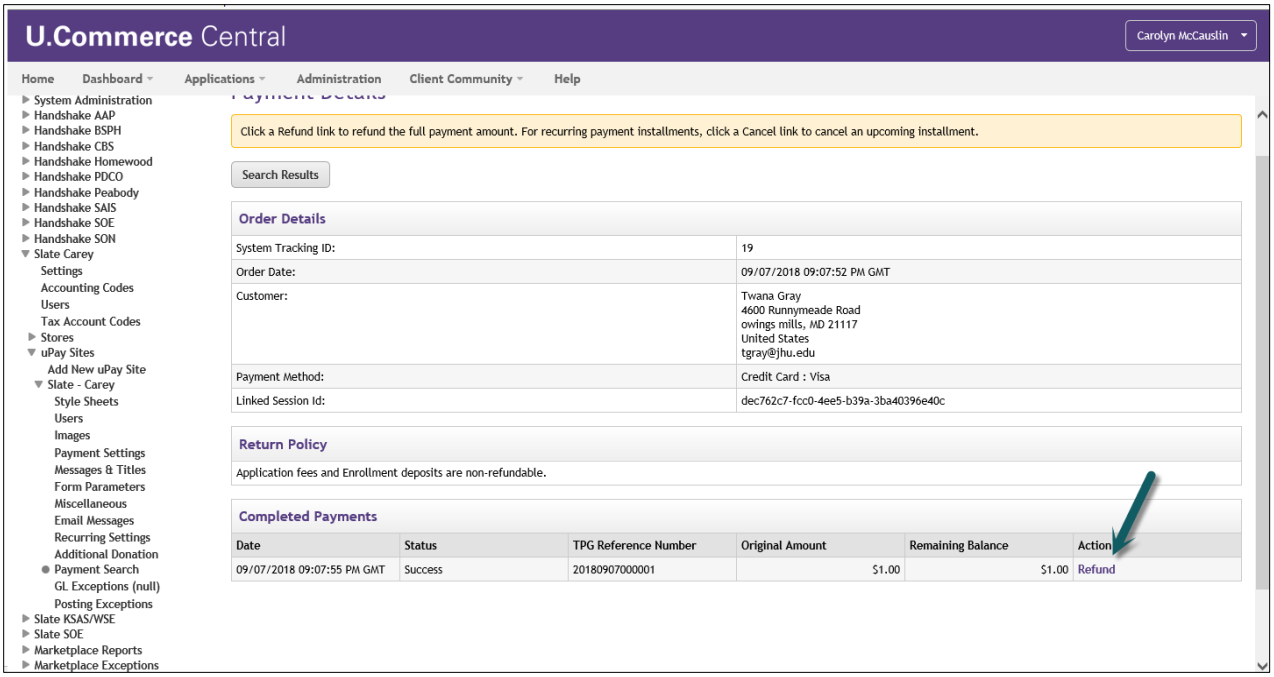
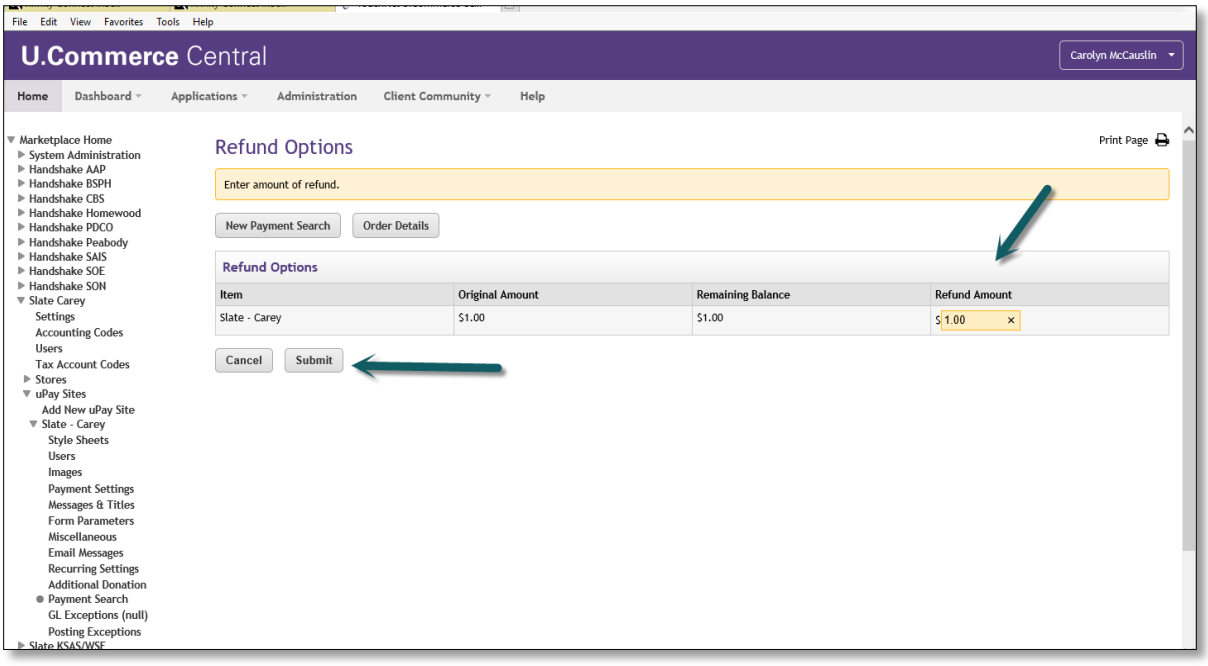
3. The hit Run Search:



4. Under Tracking ID, find/locate transaction. Hit enter under System Tracking ID:



5. Under Completed Payments, go to Action and select Refund:



6. Under Refund Options, key in refund amount, then hit Submit: