# Manage Your MRL Pay App

Login - Enter the username and password in the respective fields in order to login to MRL Pay mobile application. Your username and password will be given to you by your merchant service provider.

**Note:** The Password field is case sensitive.

Home Page/Take Order - Press **Manage** on the top left corner of the **Take Order** page to begin managing your MRL Pay application.

Note: The **Manage** option will not appear if you are taking an order. If an item is selected, press **Clear** on the bottom right, or Back on the top left corner to access the **Manage** option.
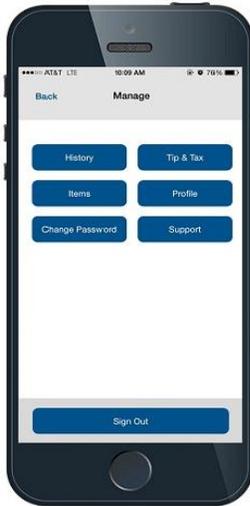
Manage - From this screen you will be able to view transaction history, refund a previous transaction, enable/disable tip and tax, and set default tip and tax %. You can also edit your profile and items menu, change your password and view support information. You can also sign out of the application at any time by pressing the **Sign Out** at the bottom of this screen.

**Note:** You must sign out of the app in order to login from a different device.
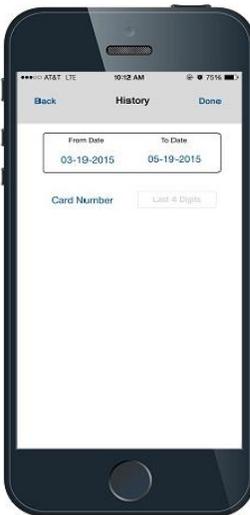
History - Here you can search for transaction from a particular date, date range and/or from a particular card by entering the last 4 digits of the card number. Press **Done** after entering the necessary fields.

**Note:** Transactions are available for 90 days.

Transactions - This is the list of previous transactions. This appears once you have entered the date, date range and/or the last 4 digits of the card in the **History Page.**

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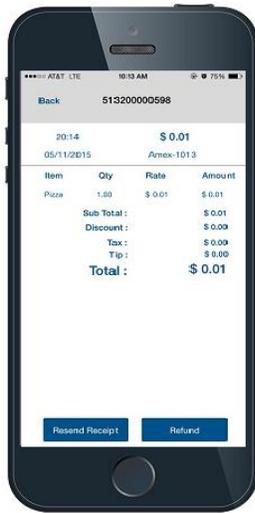
Single Transaction Details - After selecting a specific transaction, you can either resend a copy of the receipt or issue a refund by pressing the appropriate button at the bottom of the screen.
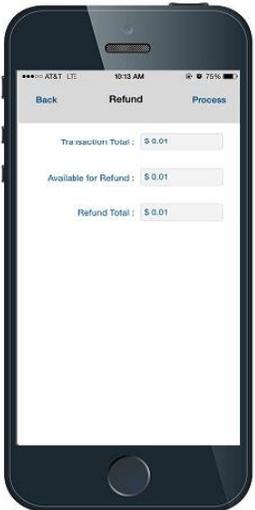
Refund - Enter the amount you would like to refund, then press process.

Note: You can issue a full or partial refund, but the refund amount cannot exceed the amount of the total sale.
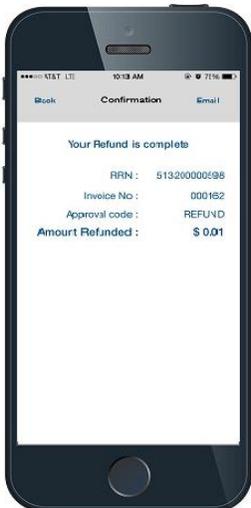
Refund Confirmation - You can send a copy of the Refund Confirmation to your customer via E-Mail by pressing the **Email** button on the top right corner.

Tip & Tax - You can enable one default tax percentage and three tip percentages here. After making the changes press the save button. Changes made here will also take effect on the Merchant Portal for that user.

Note: The tax % that you set here will reflect on the **Order review** page and will automatically calculate the tax amount while making a sale. The Tip option is displayed on the Signature page while making the sale, and customers will also have the option of entering a customized tip amount by selecting **Custom Tip**.

Items - You can add up to 20 items to your menu for faster checkout. This screen allows you to Add/Edit/Delete items. To add an item to your menu, press Add and enter the Item Name and Rate, then press **Save**. To Edit or Delete an item on the menu, first select the item, then press the delete or edit button at the bottom of the screen. After you are done editing your items, you can simply press **Save**, then press **Yes** to confirm the changes. Changes made here will also take effect on the Merchant Portal for that user.
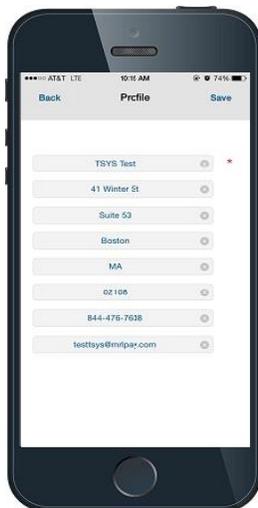
Profile - Enter/Edit your business and contact details and press save. The information you enter here will be visible on your customer's receipts. Please note that these changes are also reflected in the Merchant Portal.

Note: Only the Company name is mandatory.
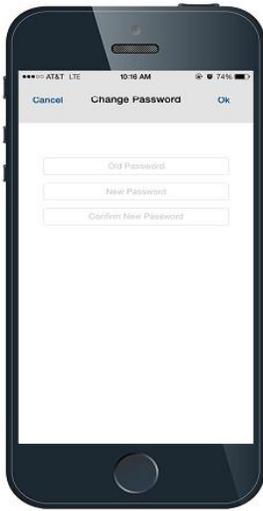
Change Password - Change the password for your account by entering your old password and entering your new password twice. Your password must be at least 8 characters and must contain at least 1 uppercase letter and 1 number. Press **OK** to save your new password.

Support - This page shows the contact details of your Merchant Service Provider.