Steps

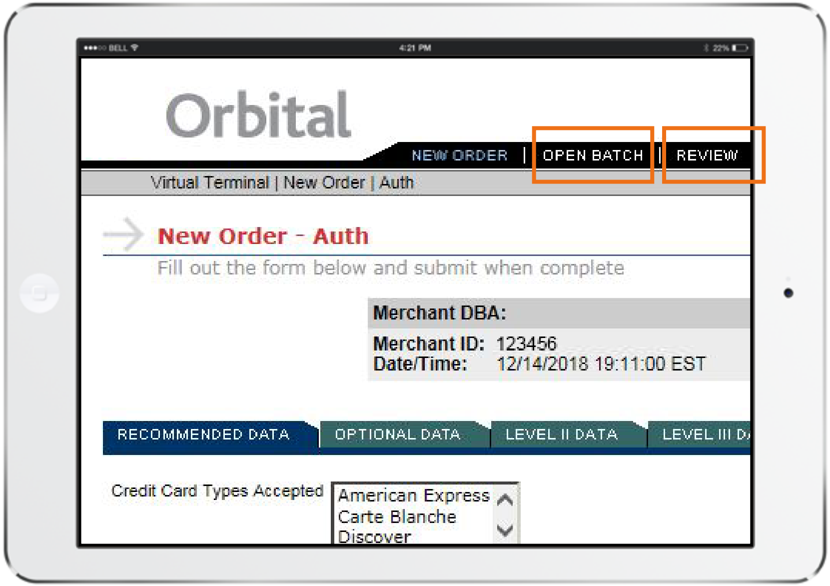
1 | **Click Open Batch or Review/ Transcation Search**

2 | Select search criteria

3 | Select transaction

4 | Click the Response Data tab

5 | Print, text or email customer receipt



Step 1

Click Open Batch or Review/ Transaction Search

Search for the transaction to reprint. If the transaction has not settled, click the **Open Batch** tab located at the top of the page. If the transaction is from a previous batch, go to the **Review** menu and select the **Transaction Search** from the dropdown.

Steps

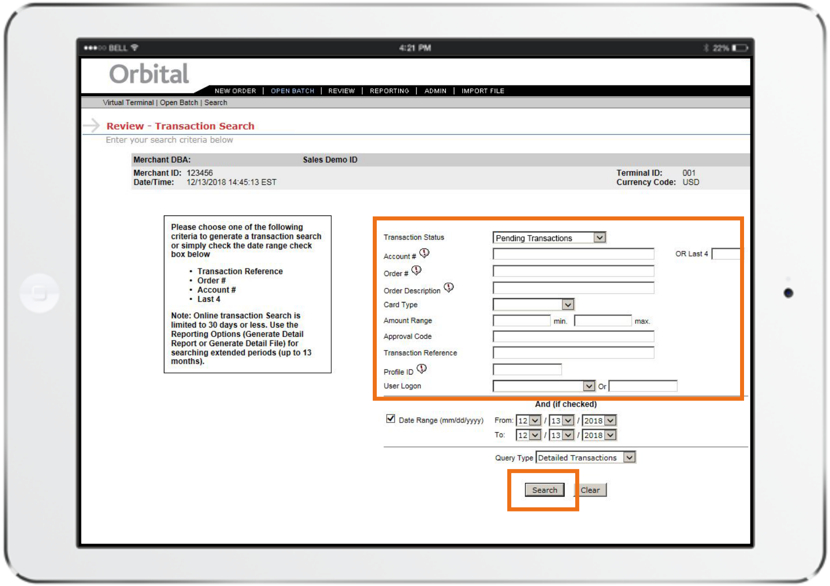
1 | Click Open Batch or Review/ Transaction Search

2 | **Select search criteria**

3 | Select transaction

4 | Click the Response Data tab

5 | Print, text or email customer receipt



Step 2

Select search criteria

Enter or select the criteria for your transaction. You can also leave it blank to search all transactions using a date range at the bottom of the page. Click the **Search** button.

Steps

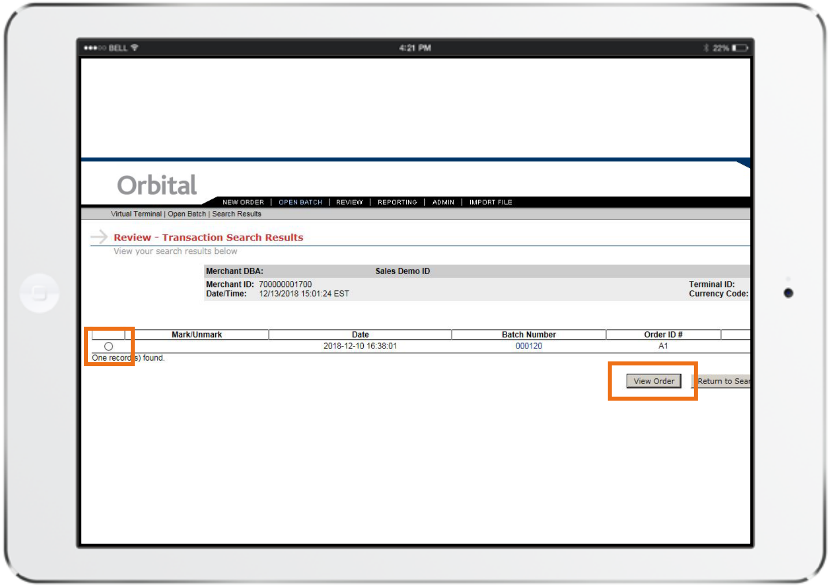
1 | Click Open Batch or Review/ Transaction Search

2 | Select search criteria

3 | **Select transaction**

4 | Click the Response Data tab

5 | Print, text or email customer receipt



Step 3

Select transaction

Select the **Radio** button for your transaction and click the **View Order** button.

Steps

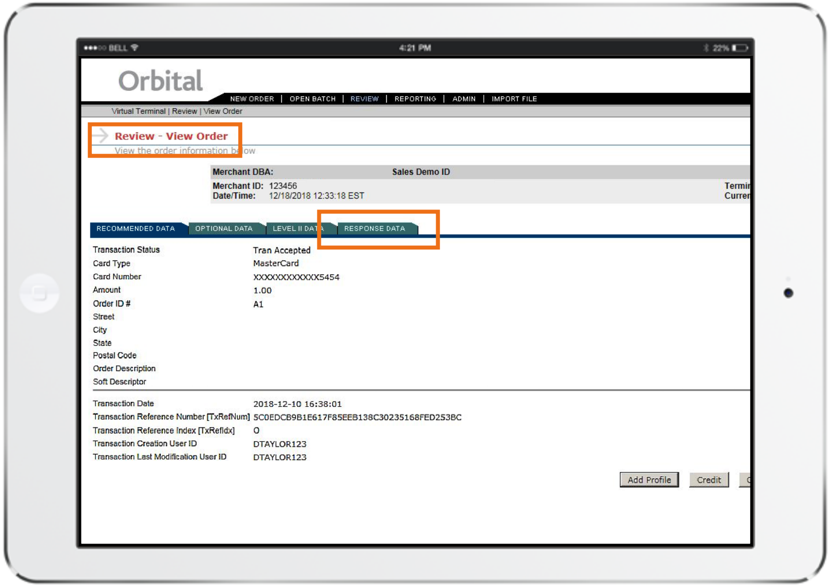
1 | Click Open Batch or Review/ Transaction Search

2 | Select search criteria

3 | Select transaction

4 | **Click the Response Data tab**

5 | Print, text or email customer receipt



Step 4

Click the Response Data tab

On the **View Order** page, click the **Response Data** tab which is located near the top of the page.

Steps

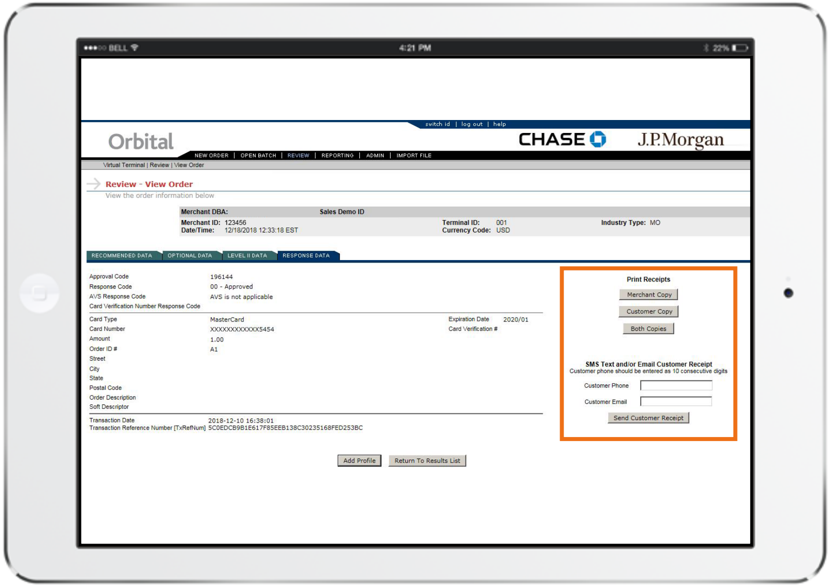
1 | Click Open Batch or Review/ Transaction Search

2 | Select search criteria

3 | Select transaction

4 | Click the Response Data tab

5 | **Print, text or email customer receipt**



Step 5

Print, text or email customer receipt

In the **Print Receipts** area on the right side of the page, you can select to print a receipt or enter an email address or SMS-capable phone number. After making your choice, click the **Send Customer Receipt** button.