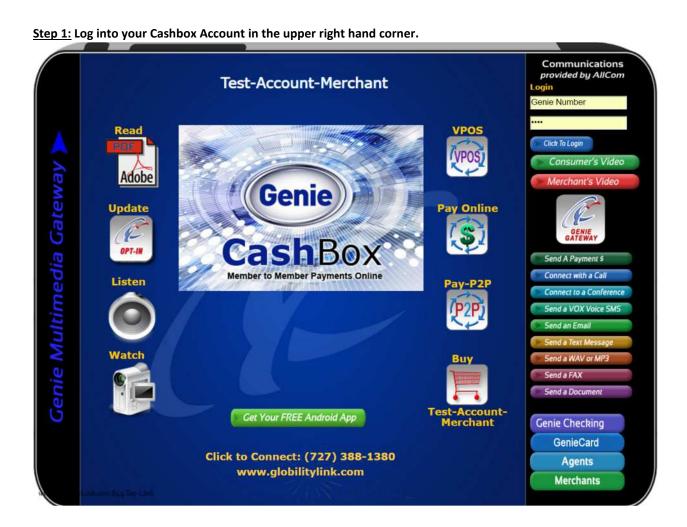
## How do I pay my vendors or employees from my CashBox?



Step 2: From the Payments Tab, select the option "Send Payment"



<u>Step 3:</u> From here you will enter the Genie Number or Cell Phone, Payment Amount, Reference Code (usually your Vendors Account Number or Employees Name and any Description may you need. Select Send.



Step 4: You will receive a confirmation screen with the transaction ID and the cost of the transaction.



Your transaction is completed (DO NOT HIT SEND AGAIN) if you see the confirmation details, you will send the same payment again!

You must repopulate the transaction details for the new transaction (unless you're sending the same payment twice).