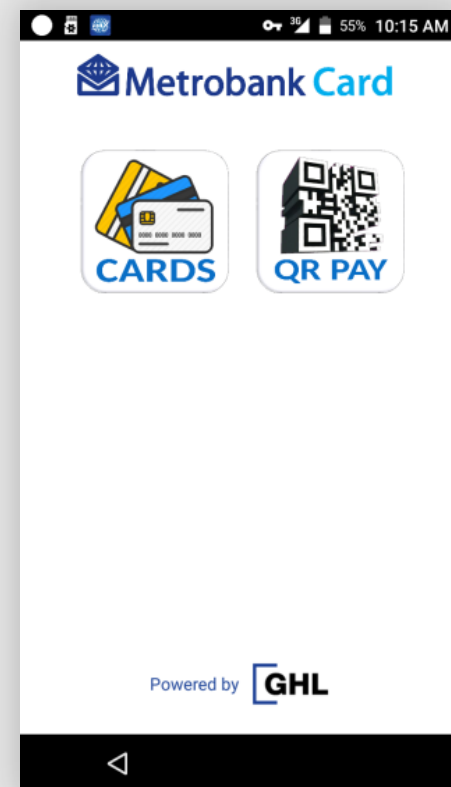# Tip Adjust

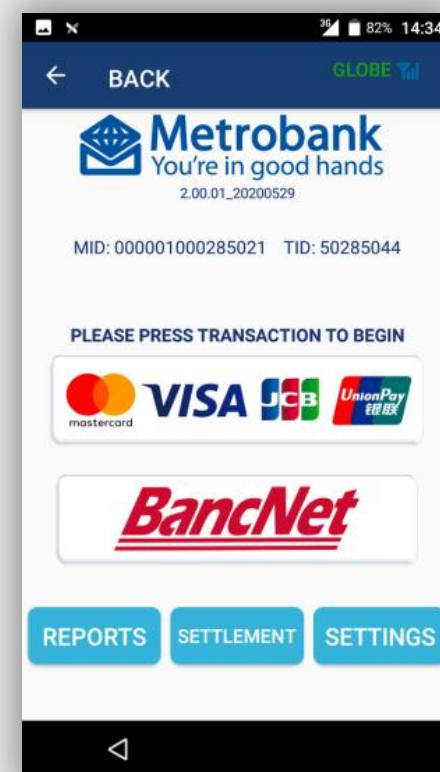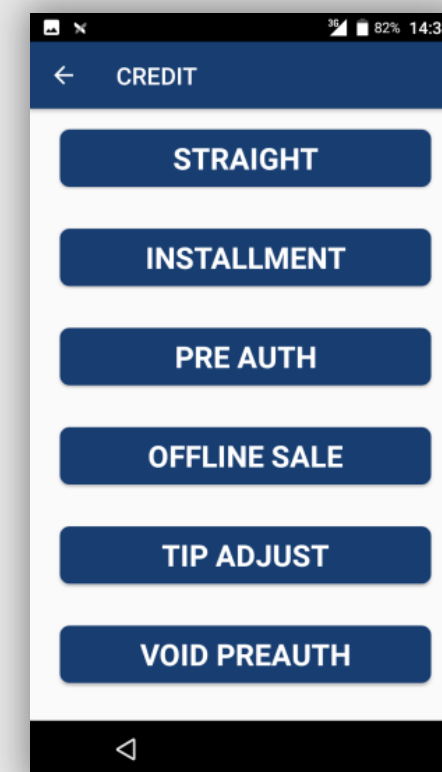**1** Select Cards Application
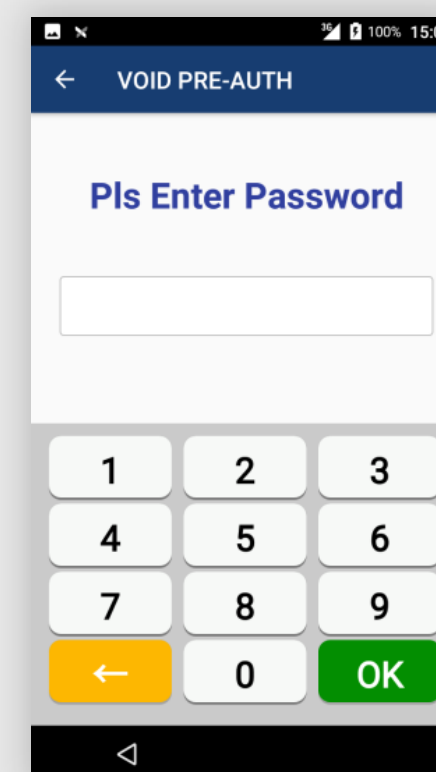
2 Select Card Payment Option
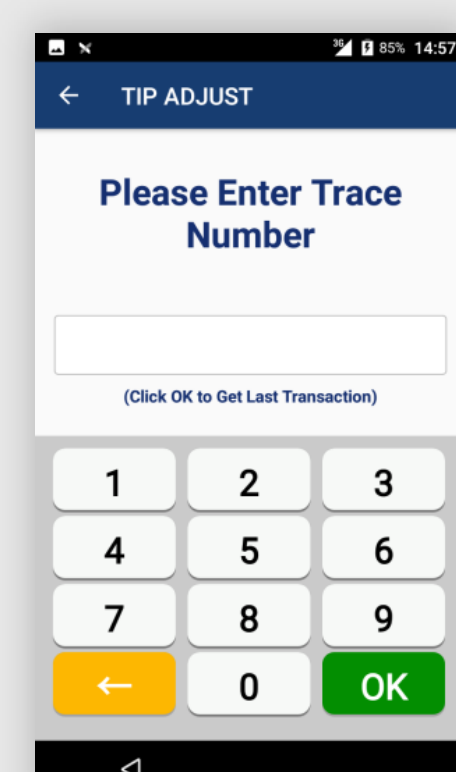
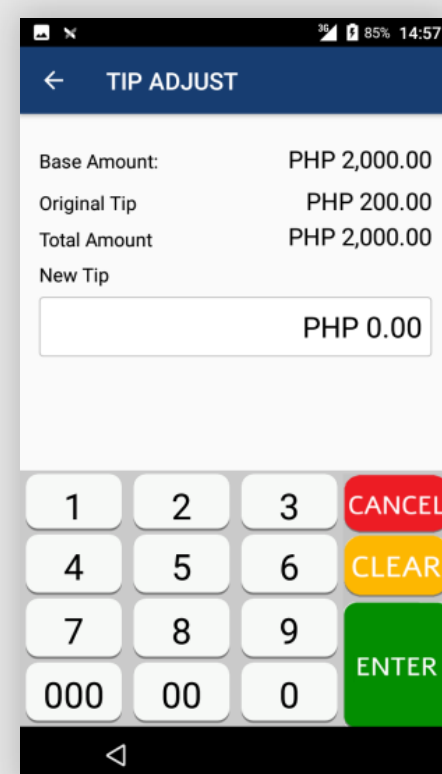**3** Select Tip Adjust

4 Enter Password

5 Enter Trace Number
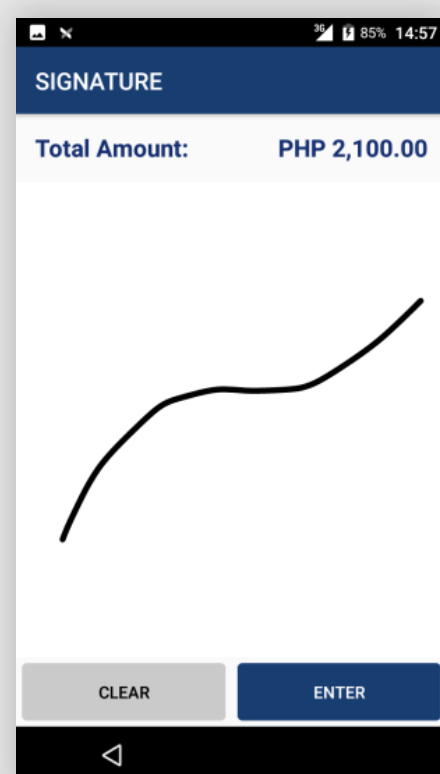**(Note: Leave blank for most recent transaction)**

6 Enter New Tip Amount

7 Input e-Signature

8 Print Receipt