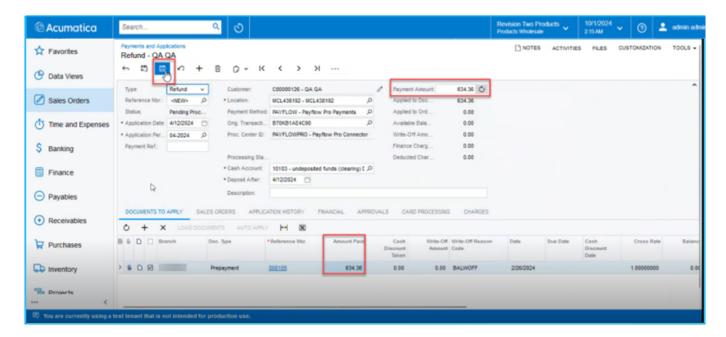


## Full/ Partial Refund from the Payment & Application

**Step 1:** If you wish to generate a full refund, you just need to save the screen once the [Payment Amount Field] value is populated after refreshing.



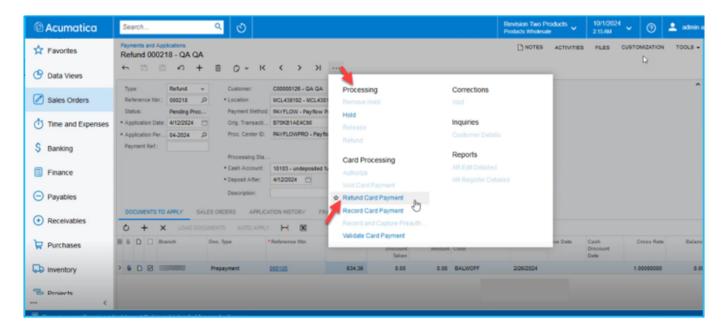
Creating full amount Refund

To initiate a partial refund, be sure to specify the amount you want to refund in the Payment Amount column.

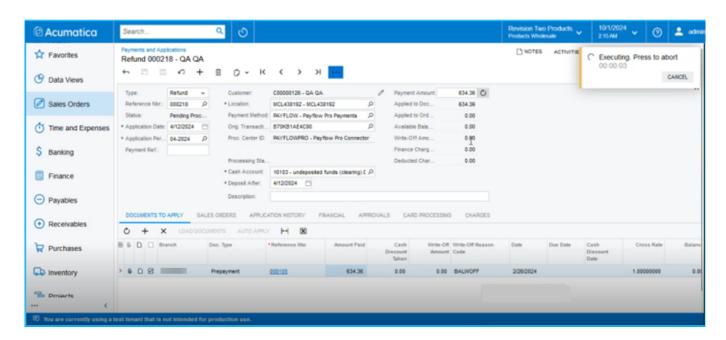
**Step 2:** Go to the ellipses [...] button at the top. Upon clicking a popup will appear on the screen and to process the refund you need to click on the **[Refund Card Payment]** as illustrated.







Click on Refund Card Payment



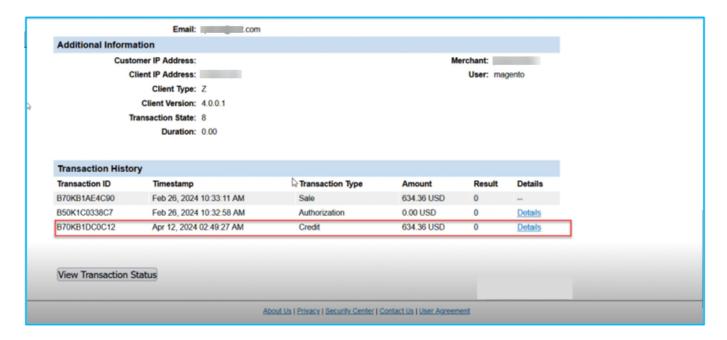
Refund Card Payment process will be started

**Step 3:** Navigate to the PayPal portal page after the successful execution to check the transaction





history. The refund amount will be reflected on the portal.



Refund reflects on the PayPal Portal

