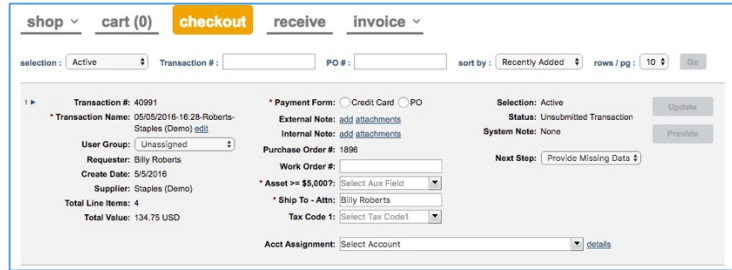
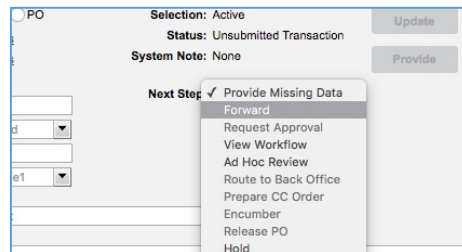


Transfer a Transaction Between Users with the Checkout Role

1. In the checkout screen, find the transaction you want to forward



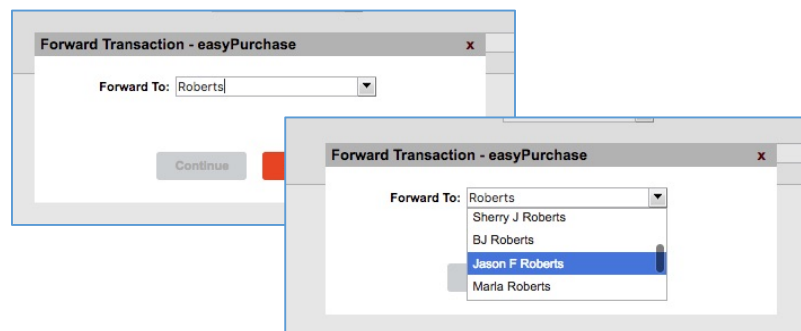
2. Click the “Next Step” pull-down menu and select “Forward.”



3. Next click the “Forward” button.



4. Enter in the last name of the person that will receive this transaction. The results will narrow as you type. When you have found the correct person, click “Continue”



5. Your transaction will now be sent to the selected person to process. They will get an email notification that the transaction is available. From there, they will process the transaction as usual.