

# Resending a Receipt

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If a buyer misplaces their receipt, administrators can resend their receipt to them from within the Paid Transactions listing.

**Quick Steps:** Go to **AUCTIONDESQ / TRANSACTIONS / PAID / RECEIPT**

## Resend Receipt:

1. Within the Management Console, select **AUCTIONDESQ** from the top menu, then **TRANSACTIONS** from the left menu.
2. Click on the **PAID** tab at the top of the page.
3. Find the transaction you wish to complete, and click **RECEIPT** next to the transaction.
4. Click **SEND RECEIPT** to send the receipt.

Resending a Receipt allows administrators to reissue an email receipt to the buyer should they misplace the original receipt sent by the system.

**Next Steps:**

**Related Topics:**

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