

1. **Click** on Checkout, Cheickin, Renewal,... Wizard
2. **Click** on the Credit User Account wizard. 
3. **Enter** the User ID
4. To create a credit, type the amount in the Amount field.
5. Select the credit payment type in the Payment Type list.
6. Select the reason for issuing the credit from the Credit Reason list.
7. Click Create Credit. The credit is added to the transaction list under Credit Transaction Account.
8. To issue a refund, use the Manual Refund helper. 
9. To manually withdraw funds, use the Manual Withdrawal helper. 