

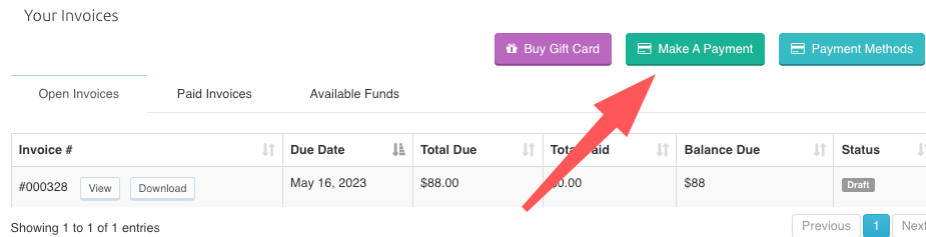
Adding A Tip Via Time to Pet

You can add a tip to any open or paid invoice in your account that has not already had a tip that has been added and dispersed to your sitter.

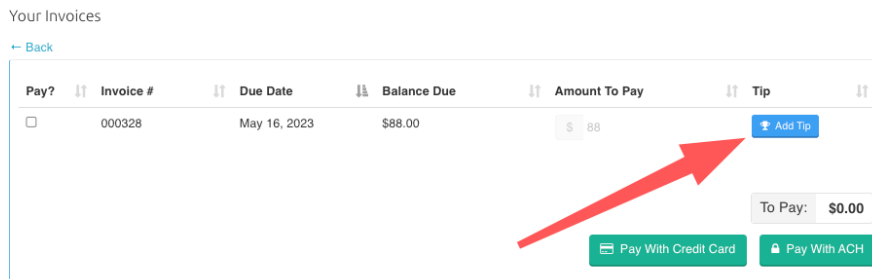
Adding A Tip To Open Invoices

Option 1:

From the Client Portal (TTP website) within the Invoices section, you will click "Make A Payment":

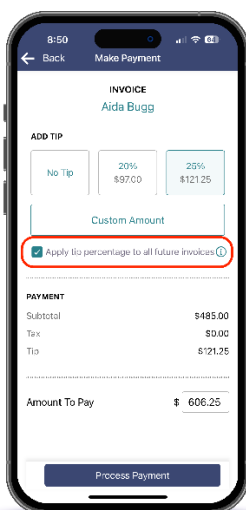


Then, you can click the "Add Tip" button next to the invoice:

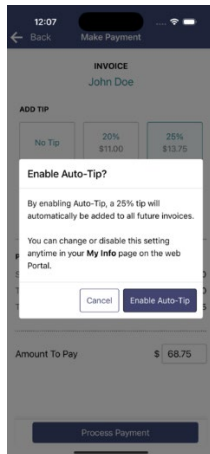


Option 2:

On the Client App, after tapping Invoices > Make Payment on an invoice, you can add a tip to any open invoice while making a payment, as well as set the selected tip percentage as an auto tip.



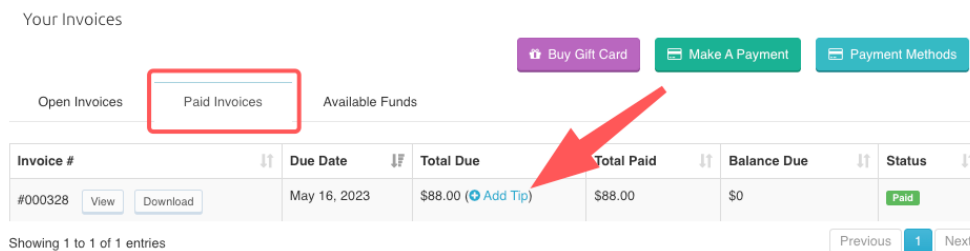
You will then be prompted to confirm that you would like to enable the Auto-Tip before you finish processing your payment.



Adding A Tip To Paid Invoices

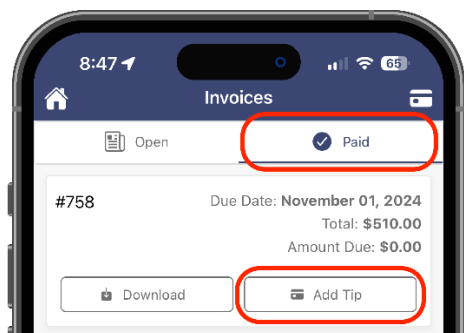
Option 1:

Navigate to the Invoices section of your Client Portal (TTP website) and then click on the "Paid Invoices" tab. From there, you can click the "Add Tip" button next to the invoice:



Option 2:

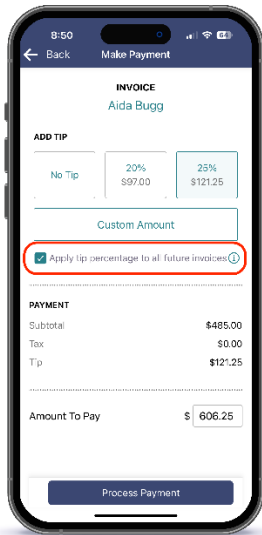
Similarly, on the Client App, you will open the "Paid" invoices tab and click to add a tip:



****If you would like to add an additional tip separately from your regular tip (i.e. holiday tip) please let us know as we can create a blank invoice specifically for that.**

Adding or Adjusting An Automatic Tip in the Client App

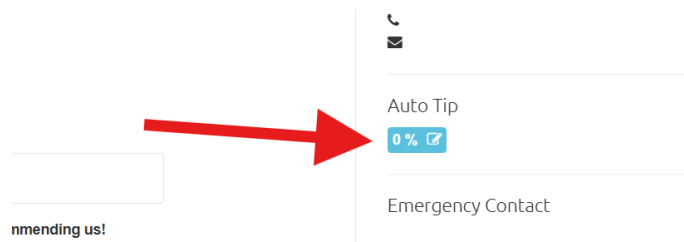
You can check the "Apply This Tip Percentage To Future Invoices" box (if you do not already have an Automatic Tip set up) to add this tip percentage as an Auto Tip to future invoices.



If you already have an Auto Tip set up, you will not see this option, and your auto tip will automatically be added. You can still add an additional tip on top of the Automatic Tip.

Adding Or Adjusting An Automatic Tip In The Client Portal (TTP Website)

In the My Info section of the Client Portal on the right-hand side of the screen, you can add or adjust their Automatic Tip amount. This flat rate or percentage will be automatically added to invoices created after the Automatic Tip is added.



You can adjust this amount anytime by clicking the pencil icon next to "Auto Tip" and change the amount and/or type. Then, select the percent (%) sign for a percentage or the dollar (\$) sign for a flat rate amount. Once you have entered your desired Auto Tip amount, just click the floppy disk icon to save.

