

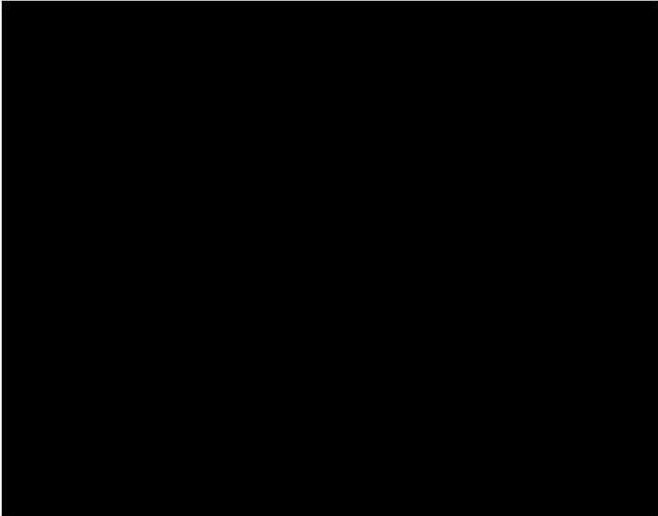
# QUICK REFERENCE GUIDE

**Sircle POS**

## Changing Tax Rates

This feature provides the business with the option to modify the tax rate applied to inventory.

- 1. Open your web browser. Go to <http://backoffice.sirclepos.com>.
- 2. Enter the email and password provided, followed by clicking the **Login** button.



- 3. Select **Tax Rates** from the main screen option.



- 4. The Tax Rate Module will show the Current Tax Rate set up during the initial set up process. Modify the tax rate description and/or the new tax rate if required followed by pressing the **Save** button.

### Tax Rate

	Description	Current Rate	New Tax Rate
Tax Rate 1	<input type="text" value="Tax Exempt"/>	<input type="text" value="5"/> %	<input type="text" value="0"/> %
Tax Rate 2	<input type="text" value="GST"/>	<input type="text" value="7"/> %	<input type="text" value="5"/> %
Tax Rate 3	<input type="text" value="PST"/>	<input type="text" value="0"/> %	<input type="text" value="7"/> %

**Save**

**Congratulations!**

You have successfully updated the tax rate information to be used.  
For more information, please refer to other Quick Reference Guides