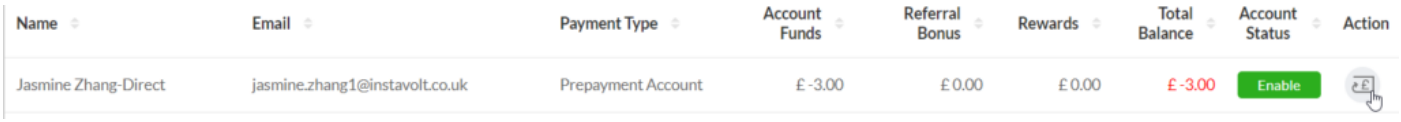
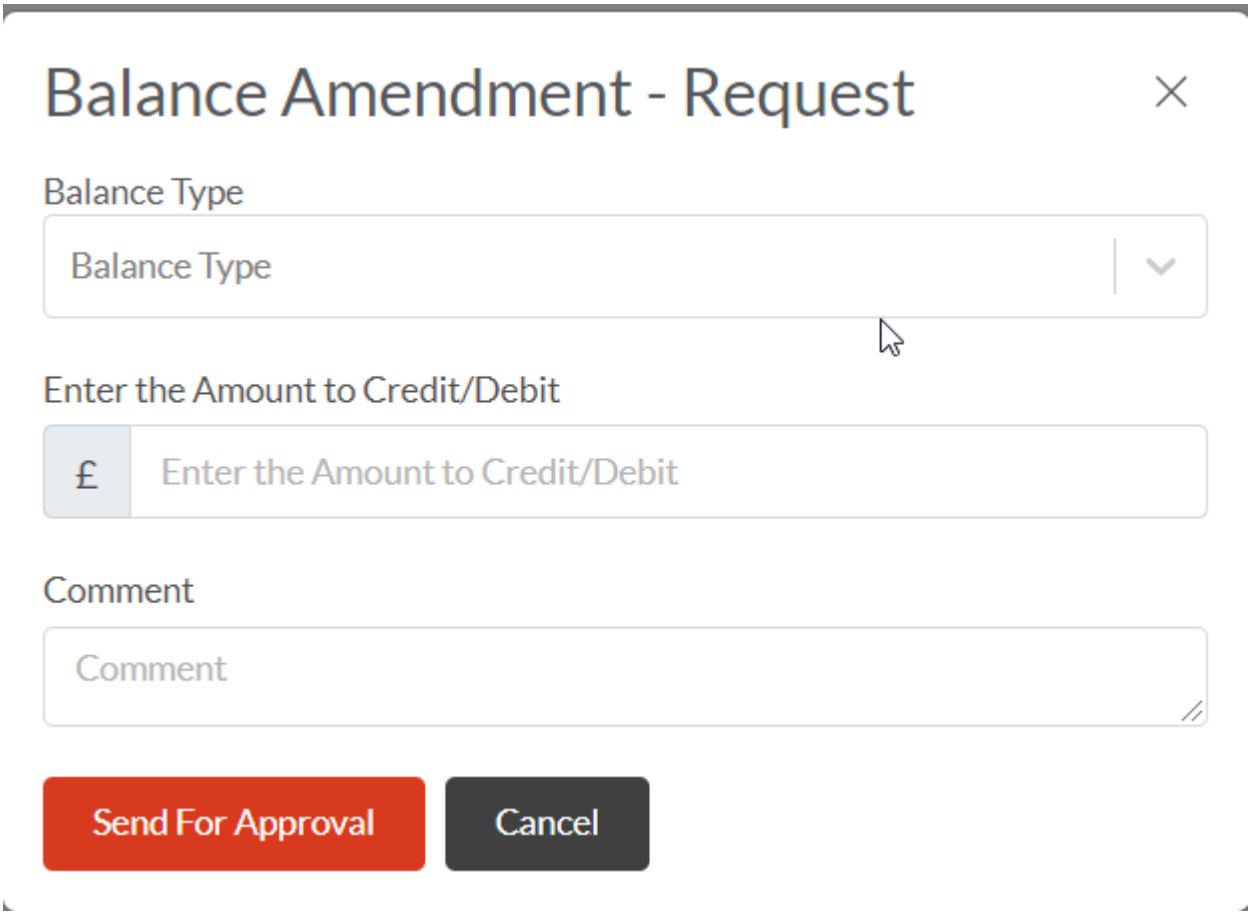
How to adjust individual driver account balance?

Drivers · https://admin.help.emsp.instavolt.co.uk/docs/how-to-adjust-individual-driver-account-balance/

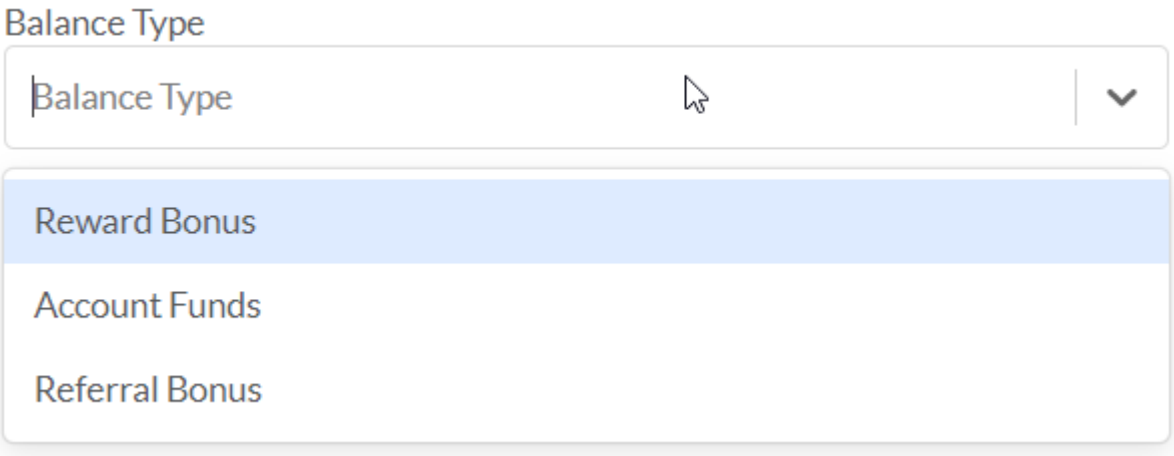
1. After finding the required account, click on the rightmost column “Action” £ sign:



2. A new window for "Balance Amendment - Request" pops out:



3. There are 3 types of Balance which you can select to adjust:



4. Admin can add money to driver account by entering a positive figure, or deduct money from driver account by entering a negative figure with related comment to explain why account balance adjustment is required.