

## How To Change Emails For Order And Offline Notices

Log into Letsget Web Portal

<u>https://admin.letsget.net/Private/Welcome.aspx</u> If you need your login information again, please call 800-750-3947 or log a support ticket at <u>http://www.granburyrs.com/support/login.php</u>

1. On the left-hand navigation bar click on Locations and Menus. Next click on Edit.



2. Scroll down to the **ORDER TYPES AND FEES** section and then to **Sales Tax**. Delete the current amount and type in the new tax rate.



3. Next scroll down to the bottom of the page and click the blue **Save** button.

