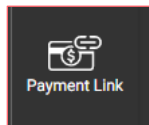


Configure Payment Link

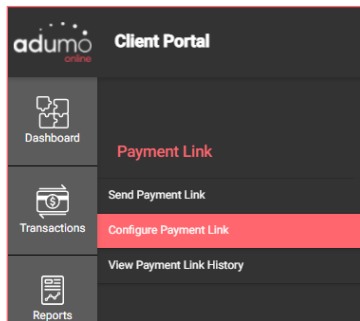
Initiated By: Administrator / User

Used To: To set up a Payment Link to enable use. You are required to perform the configuration before a Payment Link can be sent.

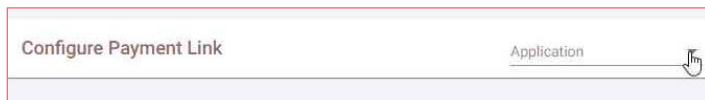
1. To **Configure a Payment Link** to send to a client, click on the **Payment Link** icon



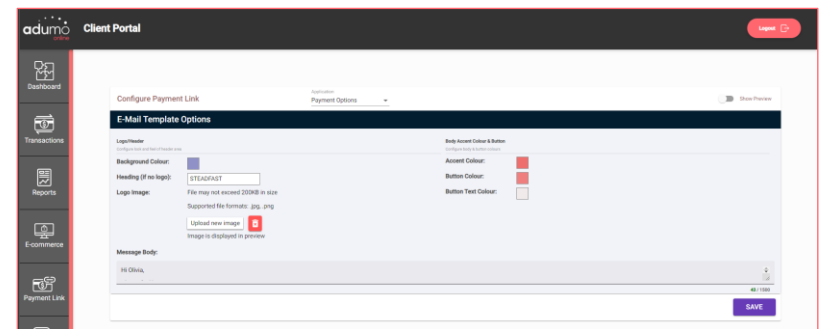
2. By clicking on the **Payment Link Configuration** icon, you will be directed to the Configuration page



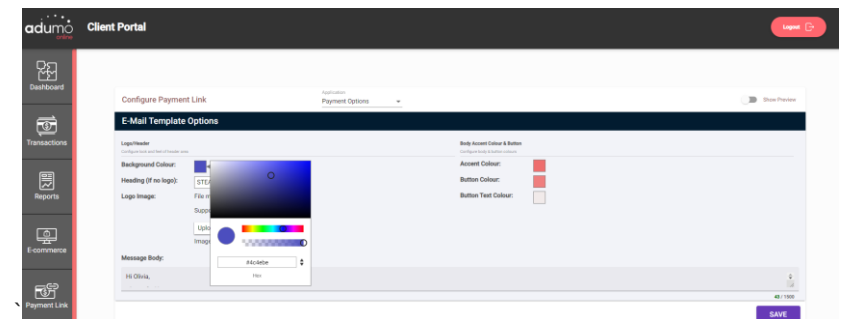
3. On this page you need to firstly choose the **Application** that you will use to set up the **Payment Link**. This is done by clicking on the correct application on the drop-down menu



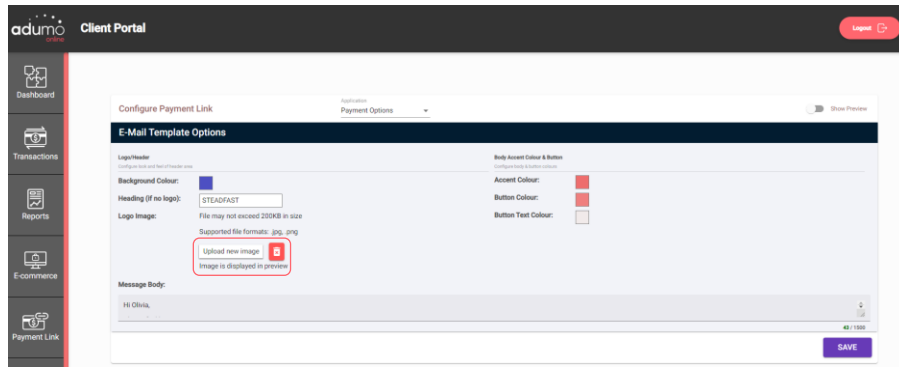
4. Once you have chosen the correct **Application**, you will be taken to the **Setup Page**



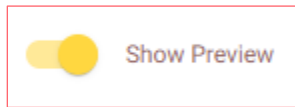
5. Here you have to set up the format of your **Payment Link message/invoice**. This includes the name of your company and selecting the colours you want to use for the button and the body of the message that will be sent out



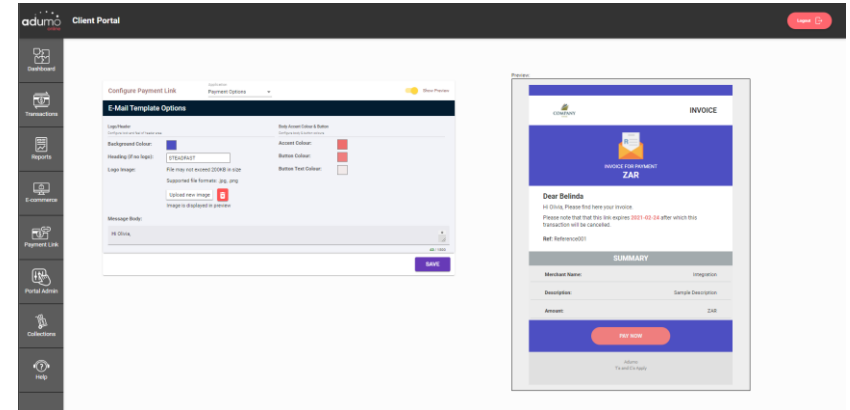
- You can also upload your company logo to appear in the **message/invoice** that will contain the **Payment Link** by importing it as shown below



- By clicking on the right-hand side on **Preview**, you will be able to see an example of what your **final Payment Link message/invoice** will look like



- Here you can ensure that your **Payment Link message/invoice** has been set up correctly



- If you are satisfied with all the details, please remember to **Save**

