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

Configure Payment Link	Application	(F
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 Once you have chosen the correct Application, you will be taken to the Setup Page

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Payment Link		40/1500 SAVE

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

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 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

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 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



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



9. If you are satisfied with all the details, please remember to Save



