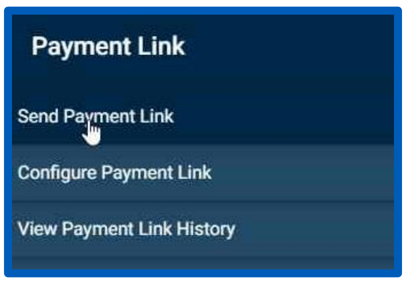
Send Payment Link

Initiated By: **Administrator / User**

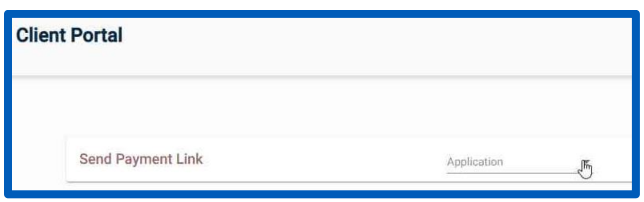
Used To: To send a Payment Link to a client

1. In order to Send **a Payment Link** to a client, click on the **Payment Link** icon

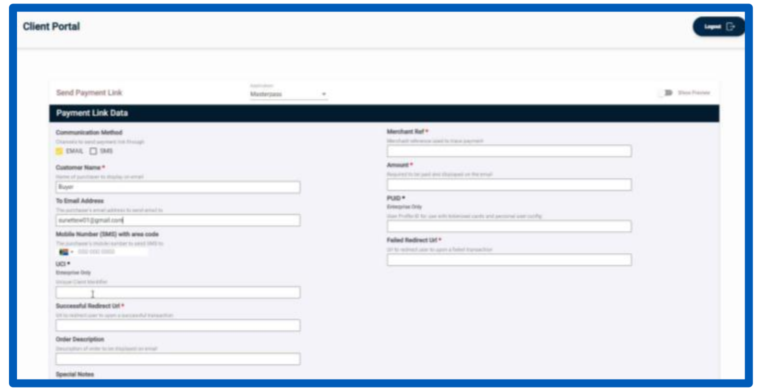
2. By clicking on the Send **Payment Link i**con, you will be directed to the Payment Link page



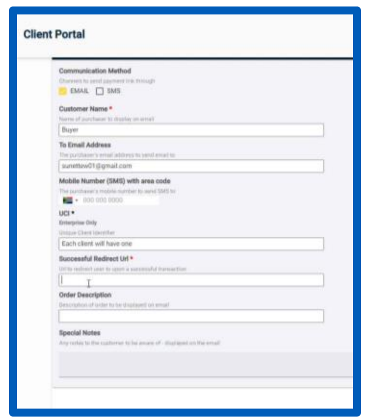
3. On this page you need to firstly choose the **Application t**hat you want to use by clicking on the correct application on the drop down menu



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



5. Here you have to setup the data for the **Payment Link** that you want to send. This includes **Comminication Method, Customer Name and Details**



6. You can input your **URL** where the customer will be redicrected to once the transaction was successful, a **Merchant Reference**, an **Order Description**, as well as a **Amount** of Payment

7. Once you have completed all the fields, click on **Send**