

## Send Payment Link

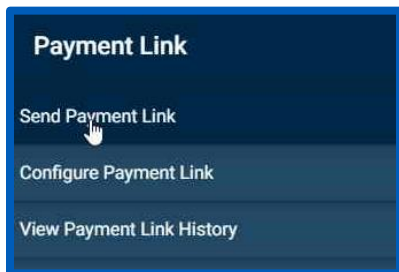
Initiated By: Administrator / User

Used To: To send a Payment Link to a client

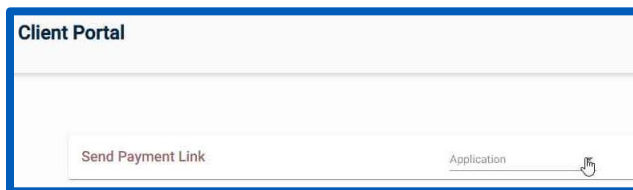
1. In order to Send a **Payment Link** to a client, click on the **Payment Link** icon



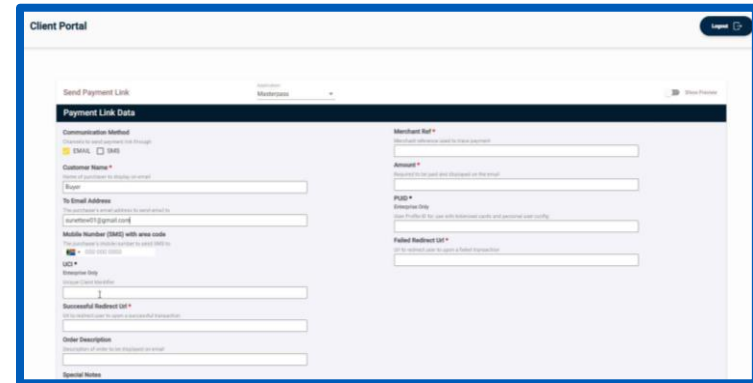
2. By clicking on the Send **Payment Link** icon, you will be directed to the Payment Link page



3. On this page you need to firstly choose the **Application** that 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 **Communication Method, Customer Name and Details**



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



The image shows a form with four input fields, each with a label and a description:

- Merchant Ref \***: Merchant reference used to track payment
- Amount \***: Required to be paid and displayed on the email
- PUID \***: Enterprise Only  
User Profile ID for use with tokenized cards and personal user config
- Failed Redirect Url \***: Url to redirect user to upon a failed transaction

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

