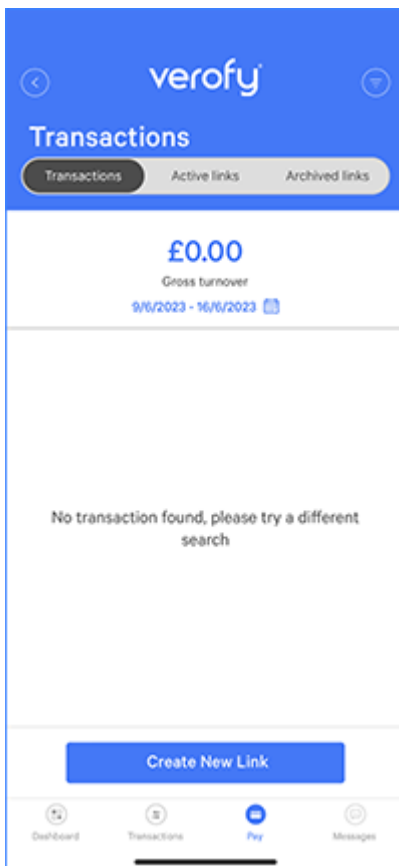


in Verofy® App

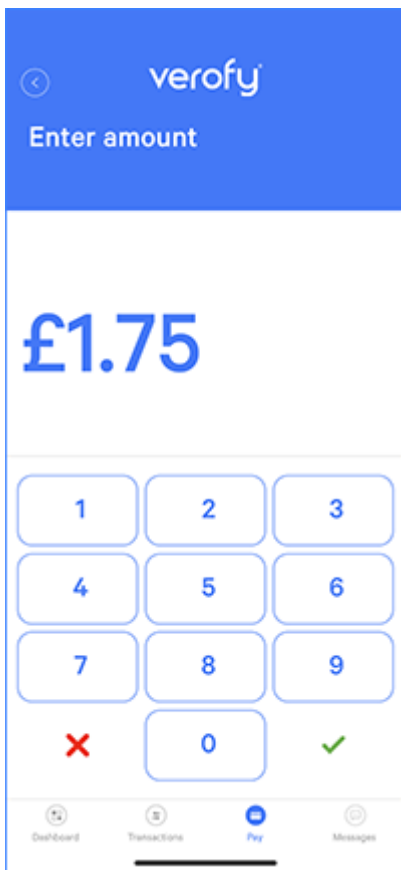
This page shows you how to send pay link in the Verofy® App through the Verofy® PayLinks product.

Verofy® PayLinks are **secure**, so you'll be charged secure fees on these transactions.

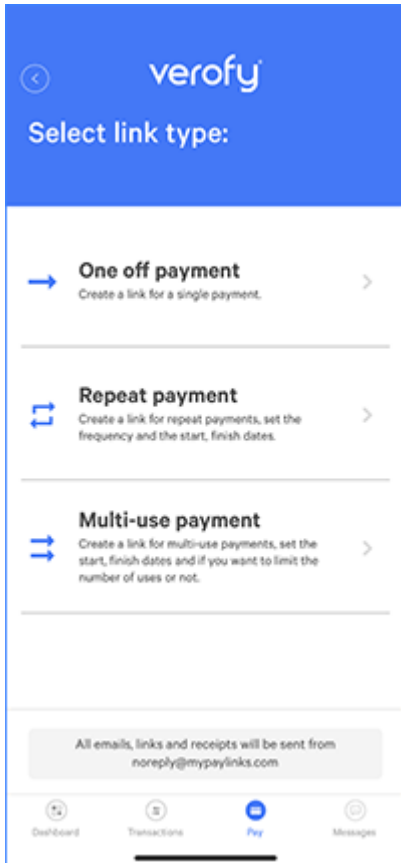
1. You'll need to begin by locating your Verofy® PayLinks in the Verofy® App. If you've not done this already, you can click [here](#) for help.
2. Once you've pressed **Get started**, you'll see tabs which show you Transactions, Active links and Archived links. Press **Create New Link** to start a new pay link transaction.



3. Start by entering the amount of the transaction you wish to send a pay link for. Once you've done this, press the green tick to continue.



4. Next, you need to select the type of pay link you want to create.



Follow the onscreen instructions to enter the required information depending on the type of pay link. Press continue once you've entered the required information.

The image displays three side-by-side screenshots of the 'verofy' mobile application interface, each showing a different payment link creation screen. All screens have a blue header with the 'verofy' logo and a back arrow. The bottom of each screen features a navigation bar with icons for Dashboard, Transactions, Pay (highlighted in blue), and Messages.

- One off payment:** This screen includes fields for 'Reference' (with the example 'Demo a sale and refund'), 'Add message' (with the example 'Please click the link and pay'), 'Start date' (16 Jun 2023), and 'End date' (31 Jul 2023). A blue 'Continue' button is at the bottom.
- Repeat payment:** This screen includes a 'Frequency' dropdown menu (labeled 'Select an item'), 'Start date' (16 Jun 2023), 'End date' (31 Jul 2023), 'Reference' (with the example 'Demo a recurring payment link'), and 'Add message' (with the example 'Please click the link and make payment.'). A blue 'Continue' button is at the bottom.
- Multi-use payment:** This screen includes 'Start date' (16 Jun 2023), 'End date' (31 Jul 2023), 'Reference' (with the example 'Demo a multi-use payment link'), 'Add message' (with the example 'Please click the link and pay.'), and a 'Number of uses' section with a checkbox for 'Unlimited use' and the number '3' entered. A blue 'Continue' button is at the bottom.

One off payment- You'll need to enter a **Reference** and a **message**, and set the start and expiry date of the link.

Repeat payment- You'll need to enter a **Reference** and a **message**, set the start and expiry date of the link, and set the frequency of the repeat payment (daily, weekly, monthly or yearly).

Multi-use payment- You'll need to enter a **Reference** and a **message**, set the start and expiry date of the link, and confirm the number of uses the link has (you can either select a defined number of uses or tick to make the link unlimited).

5. Next, you need to enter the phone number(s) and/or email addresses that you want the pay link to be sent to. **Be sure to press the blue plus button to add the number/email or you may find your customer does not receive the pay link.** Once you've added the number/email, you'll see the contact information in a grey box. Once you've added all the necessary contacts, press continue.

The screenshot shows the 'verofy' app interface. At the top, there's a blue header with a back arrow and the 'verofy' logo. Below the header, the title 'Pay by Link' is displayed, followed by the instruction 'Choose how to share your link'. The main section is titled 'Send to:' and contains the text 'Please enter the email and or mobile and make sure you press the plus symbol'. There are two input fields: 'Mobile number(s)' and 'demo@email.com'. A keyboard is open at the bottom of the screen, showing the 'done' button.

This screenshot shows the same 'verofy' app interface, but the keyboard is no longer visible. The 'Send to:' section now shows a single input field with the text 'demo@email.com' and a plus symbol. Below this, a blue 'Continue' button is visible. At the bottom of the screen, there is a navigation bar with four icons: 'Dashboard', 'Transactions', 'Pay' (which is highlighted), and 'Messages'.

- You'll then see the **Success** page, which shows the details of the pay link, and confirms it's been sent to your customer. You'll also be able to copy the link from here if you need to. Once you're done, press **Finish**.



verofy

Pay by Link

Success

Amount:

£1.75

Link title:

Custom payment reference:

Demo a sale and refund

Custom link message:

Please click the link and pay

Your link:

<https://mypaylinks.com/payment-reque...>

Finish



Dashboard



Transactions

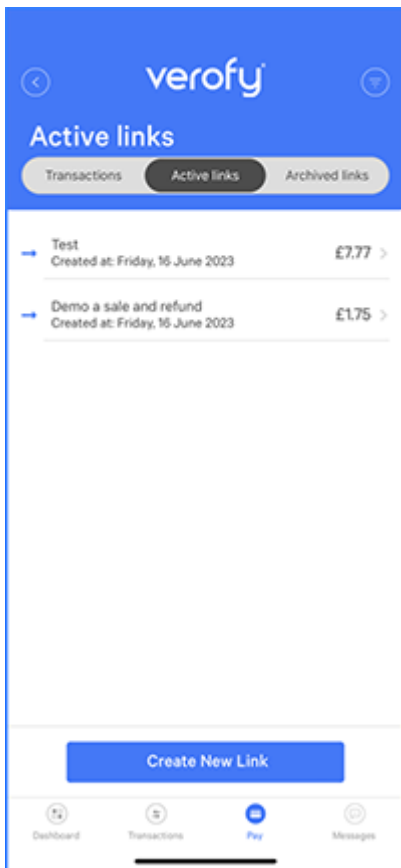


Pay



Messages

7. The Verofy® App will then return to the Verofy® PayLinks dashboard. Click into Active links to see the links you've sent to your customers. Once the customer pays, the transaction will show in the Transactions tab.



That's it! You've sent a Verofy® PayLinks from the Verofy® App.

Revision #11

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