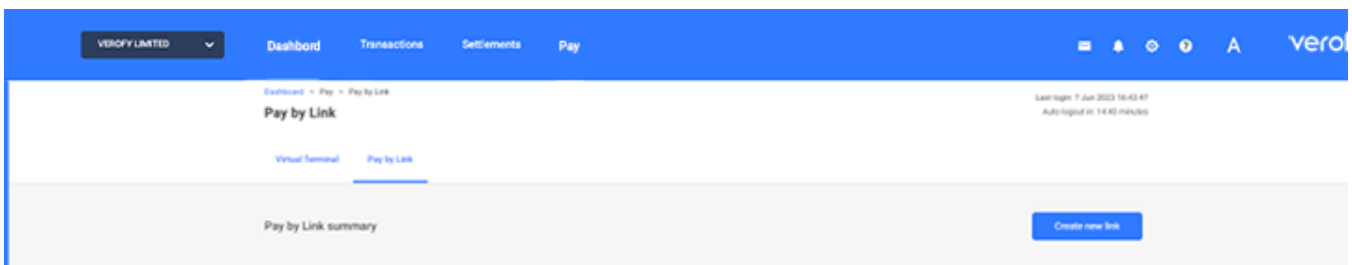


in Verofy® Cloud

This page shows you how to send pay links in Verofy® Cloud 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 product in Verofy® Cloud. If you've not done this already, you can click [here](#) for help.
2. From the Verofy® PayLinks tab, select the **Create new link** button.



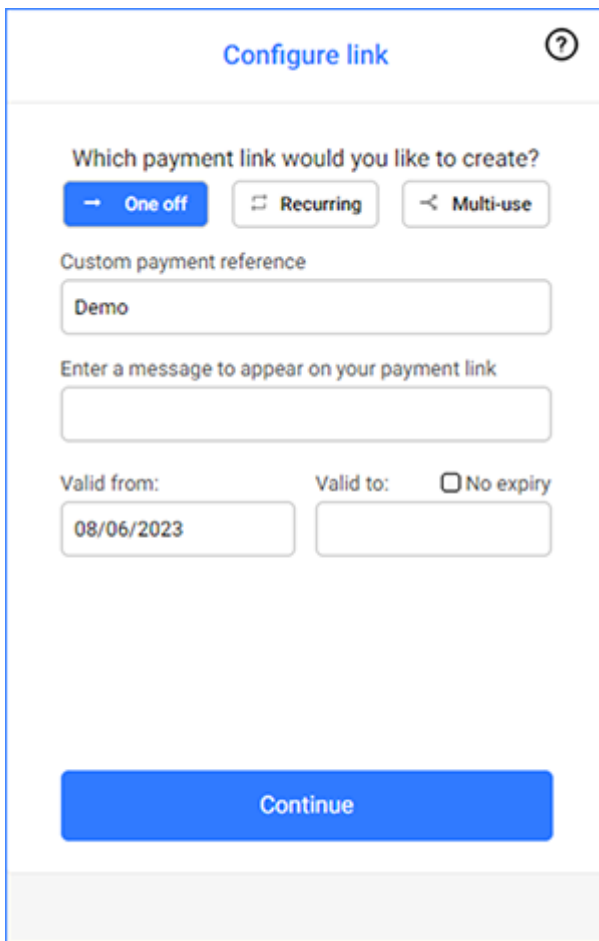
3. Enter the amount of the transaction. Once you've entered this, press the green tick.

A screenshot of the 'Create new link' form in Verofy Cloud. The top navigation bar is blue with 'VEROFY LIMITED' on the left and 'Dashboard', 'Transactions', 'Settlements', and 'Pay' in the center. On the right, there are icons for notifications, a user profile, and the Verofy logo. Below the navigation bar, the breadcrumb trail reads 'Dashboard > Pay by Link > Create new link'. The main heading is 'Pay by Link'. There are two sub-headings: 'Virtual Terminal' and 'Pay by Link', with 'Pay by Link' being the active one. Below these, there is a 'Pay by Link summary' section and a blue button labeled 'Create new link'. The form is divided into three main sections: 'Enter amount', 'Configure link', and 'Link share options'. The 'Enter amount' section has a text input field with '£ 0.00' and a numeric keypad with buttons for 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, a red 'X' button, and a green checkmark button. The 'Configure link' section has a heading 'Which payment link would you like to create?' with three radio buttons: 'One off' (selected), 'Recurring', and 'Multi-use'. Below this is a text input field for 'Custom payment reference', a text input field for 'Enter a message to appear on your payment link', and a 'Valid from' date picker set to '08/06/2023'. There is also a 'Valid to' date picker and a 'No expiry' checkbox. The 'Link share options' section has a 'Send to' section with a 'Mobile number(s)' input field containing '+44 121 234 5678' and an 'Email address(es)' input field. Below this is a 'Link share' section with a text input field and a 'Finish' button. A 'Reset payment' button is located at the top right of the form.

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

One off

If you select a one off payment link, you'll be asked to enter the **Custom payment reference**, have the choice of including an optional message, and set how long the link will be valid for. The valid from date will always default to the current date. You'll be able to choose a specific date that the link will be valid until or to set no expiry.



The screenshot shows a mobile app interface titled "Configure link" with a help icon. It asks "Which payment link would you like to create?" and offers three options: "One off" (selected), "Recurring", and "Multi-use". Below this, there is a "Custom payment reference" field containing the text "Demo". A text area for "Enter a message to appear on your payment link" is empty. The "Valid from:" field shows "08/06/2023". The "Valid to:" field has a "No expiry" checkbox which is checked. A blue "Continue" button is at the bottom.

Configure link ?

Which payment link would you like to create?

→ One off ↺ Recurring ↻ Multi-use

Custom payment reference

Demo

Enter a message to appear on your payment link

Valid from: Valid to: ☒ No expiry

08/06/2023

Continue

Recurring

If you select a recurring payment link, you'll be asked to enter the **Custom payment reference**, have the choice of including an optional message, and set the date range for the recurring payments. You can choose between day, week, month or year for the billing frequency. At the bottom of the screen, you'll see how many recurring payments will be taken during the period you've selected.

Configure link

?

Which payment link would you like to create?

→ One off

↻

 Recurring

↵ Multi-use

Custom payment reference

Demo

Enter a message to appear on your payment link

First payment date: Valid to: ☐ No expiry

08/06/2023

30/06/2023

Billed every:

Month

Number of recurring payments: 1

Continue

Multi-use

If you select a multi-use payment link, you'll be asked to enter the **Custom payment reference**, have the choice of including an optional message, and set how long the link will be valid for. You'll also be able to set the number of uses the link can have, or make the number of uses unlimited.

Configure link

?

Which payment link would you like to create?

→ One off

↺ Recurring

↶ Multi-use

Custom payment reference

Demo

Enter a message to appear on your payment link

Demo

Valid from:

08/06/2023

Valid to:

☐ No expiry

Enter number of usage

☐ Unlimited

Enter number of usage

Number of usage is required!

Continue

- Once you've configured the link, you'll be asked to enter the contact number/email you wish to send the payment link to. For recurring and multi-use payments, you'll have an option of entering multiple contacts numbers/emails to share the link with. Once you've added the information, press finish.

Dashboard

Pay by Link

Create new link

Pay by Link

Reset payment

Enter amount

£ 0.28

1

2

3

4

5

6

7

8

9

×

0

✓

Configure link

?

Which payment link would you like to create?

→ One off

↺ Recurring

↶ Multi-use

Custom payment reference

Enter a message to appear on your payment link

Valid from:

08/06/2023

Valid to:

☐ No expiry

Enter number of usage

☐ Unlimited

Continue

Link share options

Send to:

Mobile number(s)

+44 121 234 5678

Email address(es)

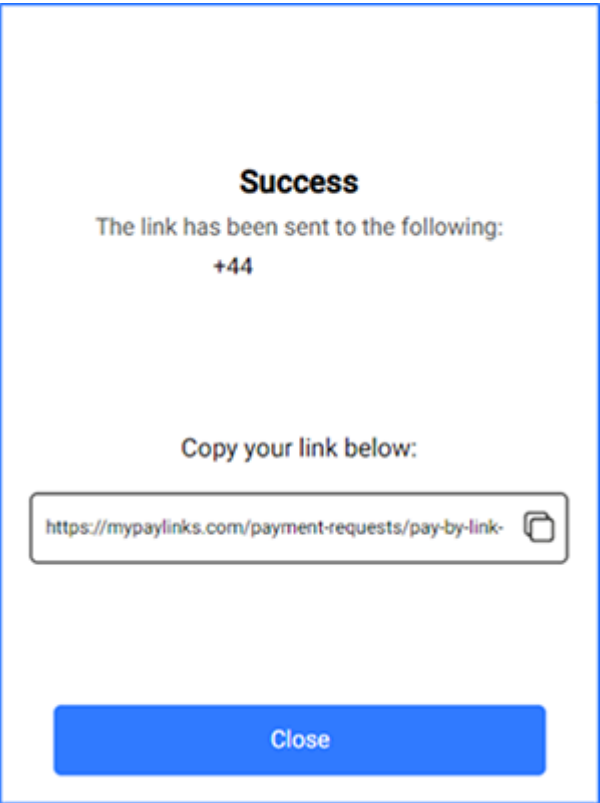
Link share:

You will be given a link so you can share directly to your website, blog or social platforms.

A link will be provided when you select "Finish"

Finish

6. You'll receive confirmation that the link has been shared. You'll also be provided with a copy of the link. Once you're done, press **Close**. You'll be taken back to the Verofy® PayLinks tab in Verofy® Cloud.



That's it! You've sent a pay link to your customer. You can click the **Active links** tab to view the links which are active and have been sent to customers. There's an option to archive the link if you ever need to. Once the customer clicks the link and enters their details to make the payment, you'll see the payment appear in the **Transactions** tab.



That's it! You've sent a pay link via Verofy® Cloud.