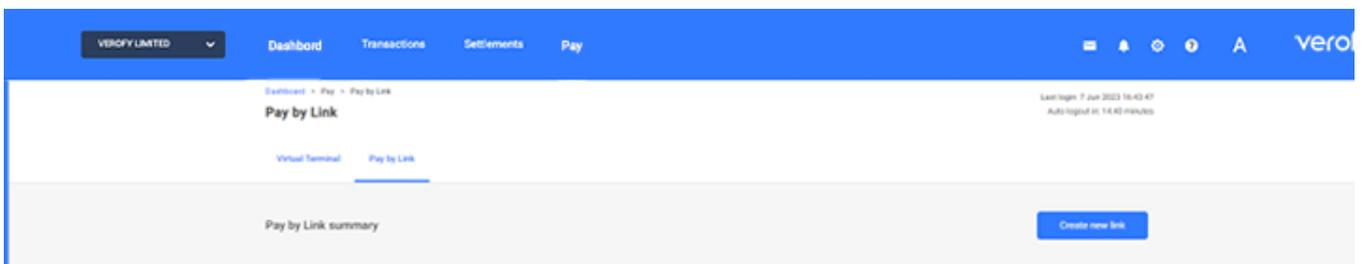


# in Verofy® Cloud

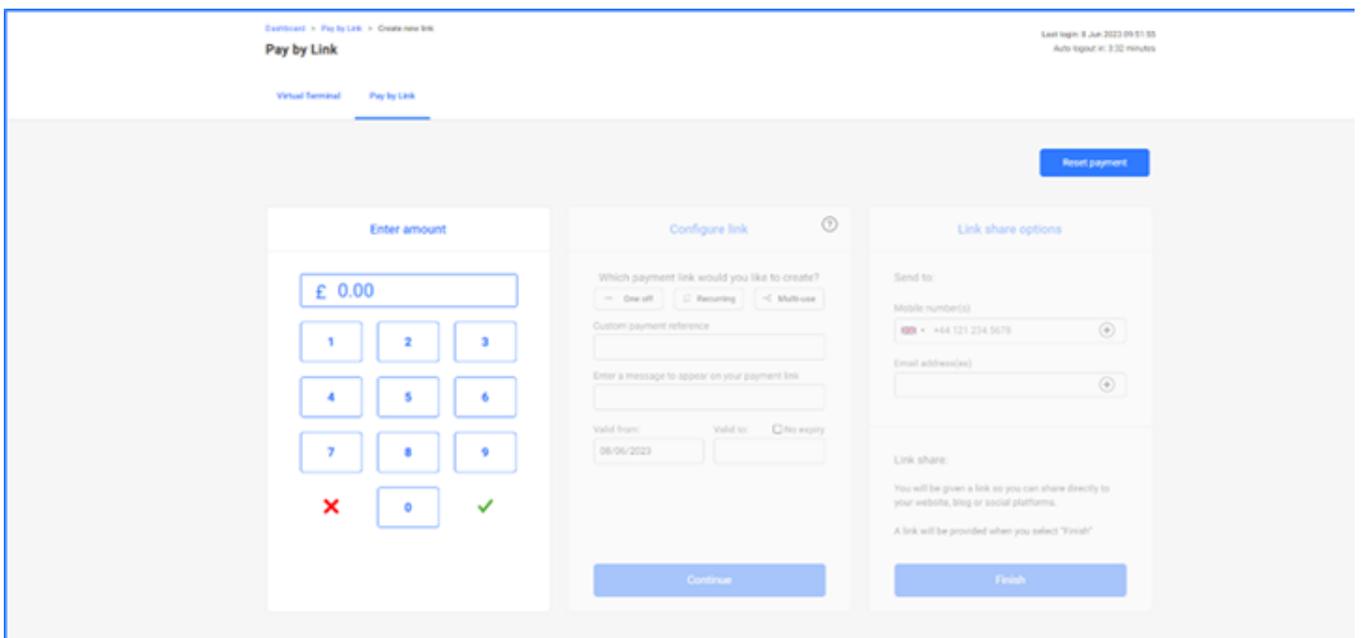
This page shows you how to send pay links in Verofy® Cloud through the Verofy® PayLinks product.

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.



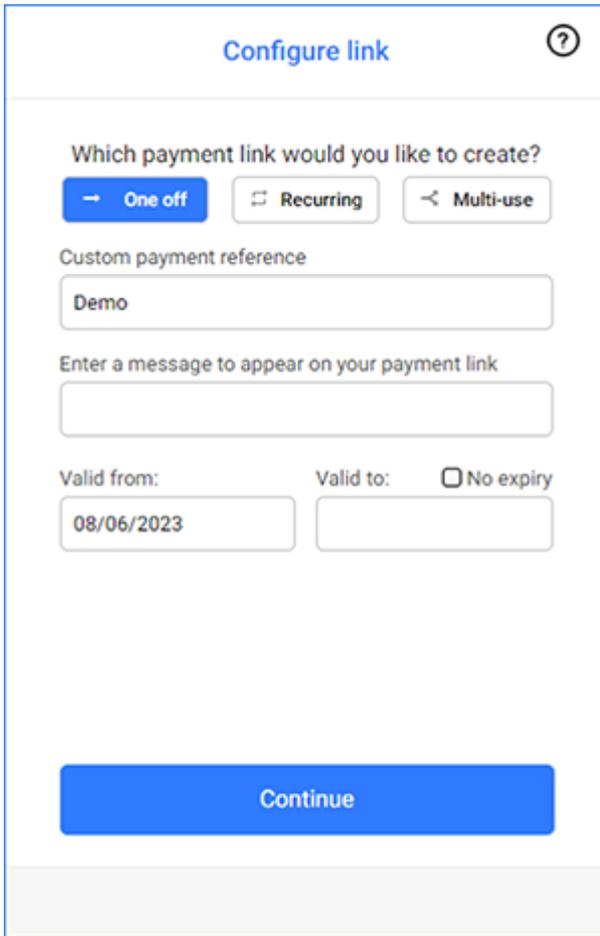
3. Enter the amount of the transaction. Once you've entered this, press the green tick.



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 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 text input field for "Custom payment reference" containing the word "Demo". Another text input field is labeled "Enter a message to appear on your payment link". Underneath, there are two date input fields: "Valid from:" with the value "08/06/2023" and "Valid to:" with a "No expiry" checkbox selected. A large blue "Continue" button is at the bottom.

### 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: 08/06/2023 Valid to: 30/06/2023  No expiry

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

Enter a message to appear on your payment link

Valid from:  Valid to:  No expiry

Enter number of usage  Unlimited

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
Leadsign 9 Jun 2023 10:29:27  
Auto input in 1:35 minutes

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:  Valid to:  No expiry

Continue

Link share options

Send to:

Mobile number(s)

🇬🇧 +44 121 234 5678

Email address(es)

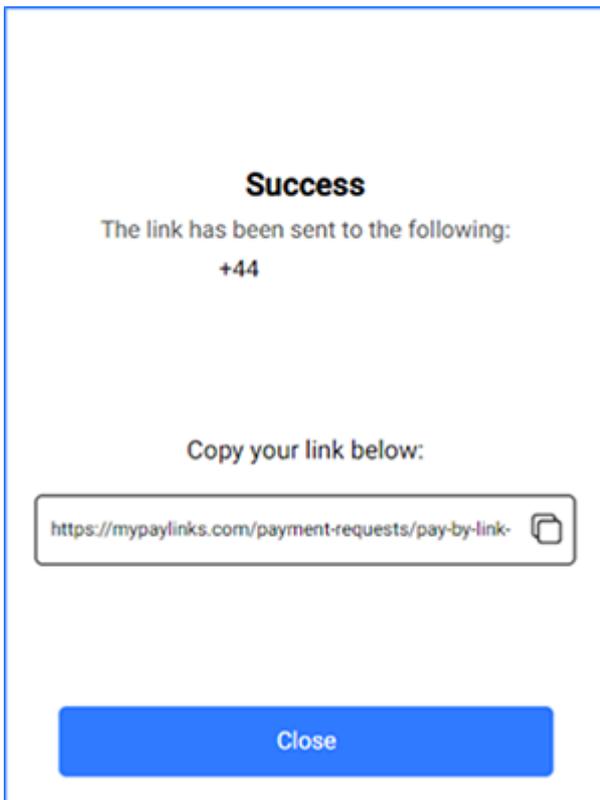
Link share:

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

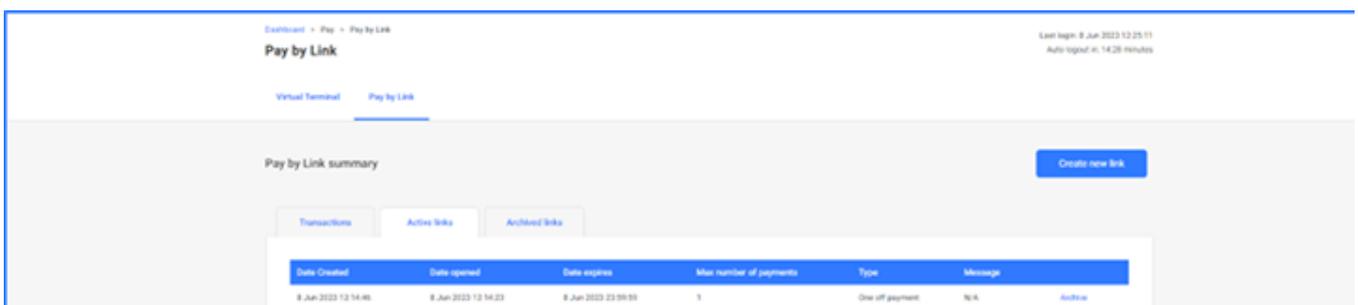
A link will be provided when you select "Finish"

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.**

Revision #13

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