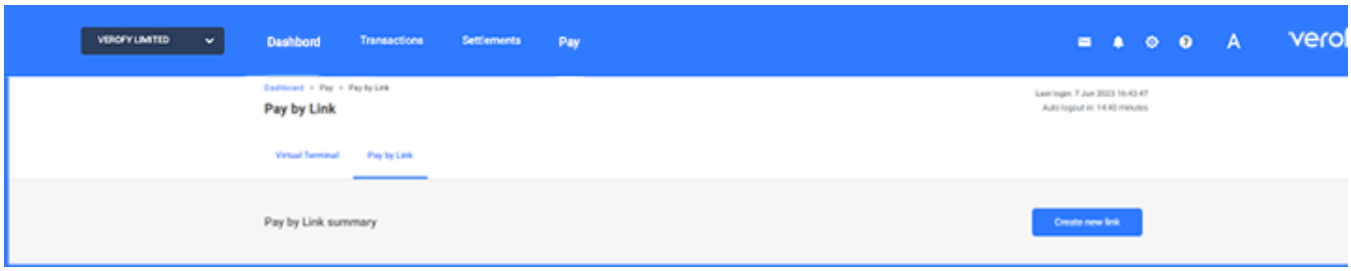
in Verofy® Cloud

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

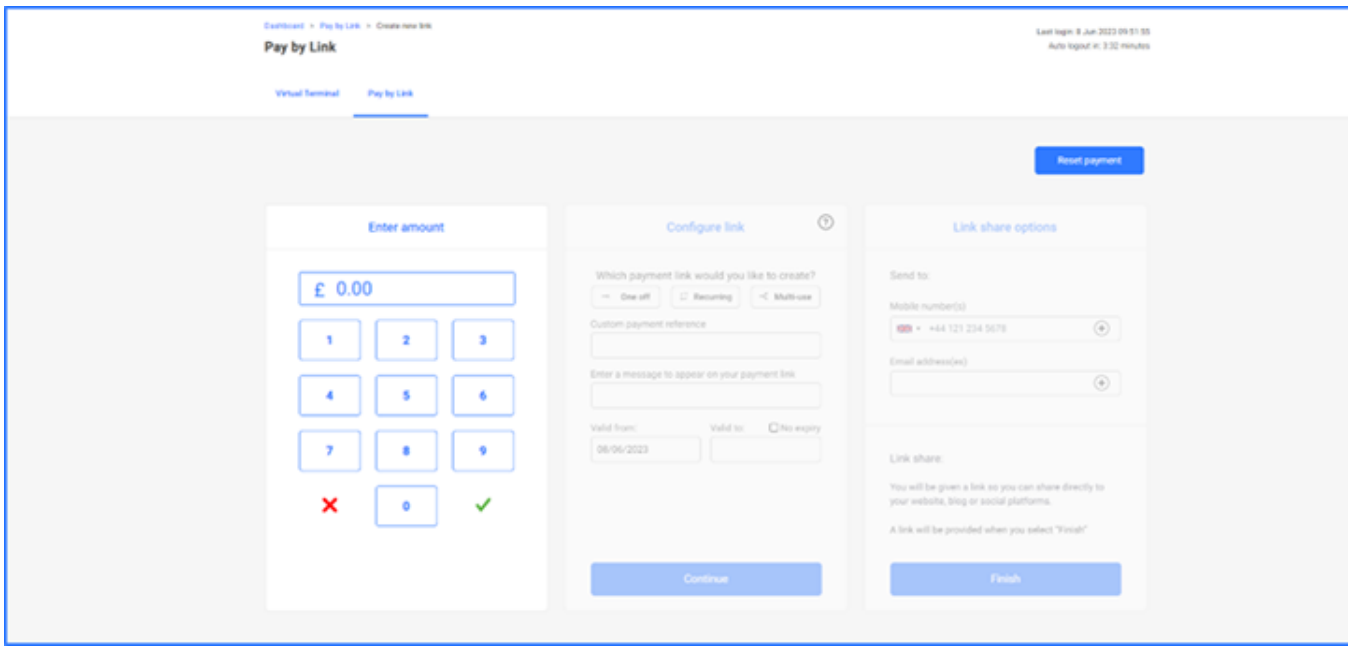
> Verofy® PayLinks are **secure,** so you'll be charged secure fees on these transactions.

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.



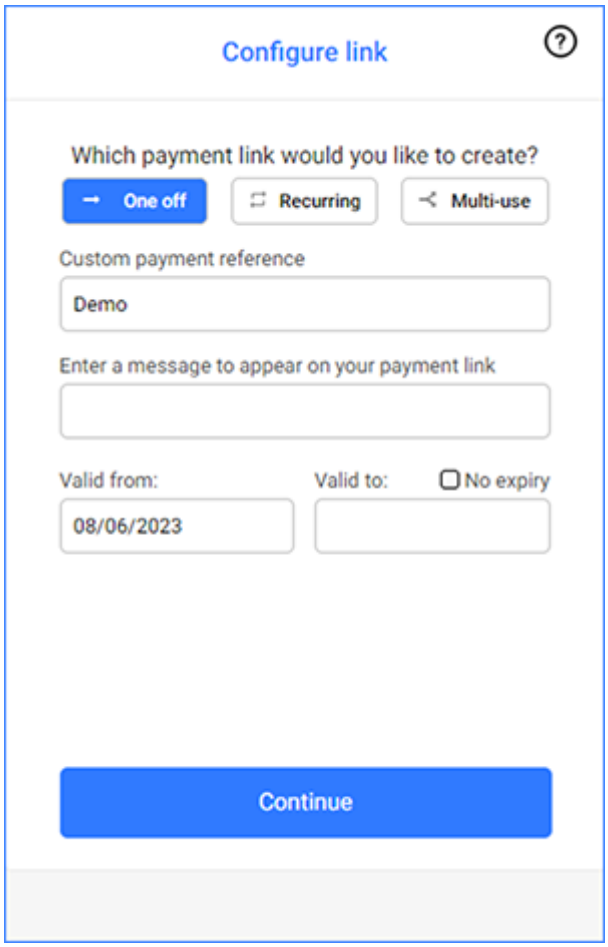
3. Enter the amount of the transaction. Once you've entered this, press the green tick.



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

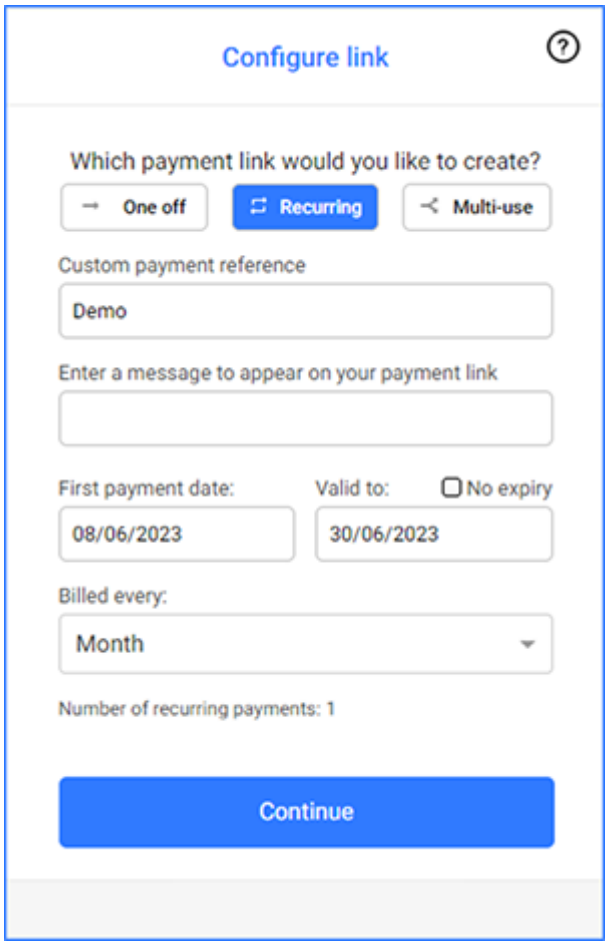
   One off

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.



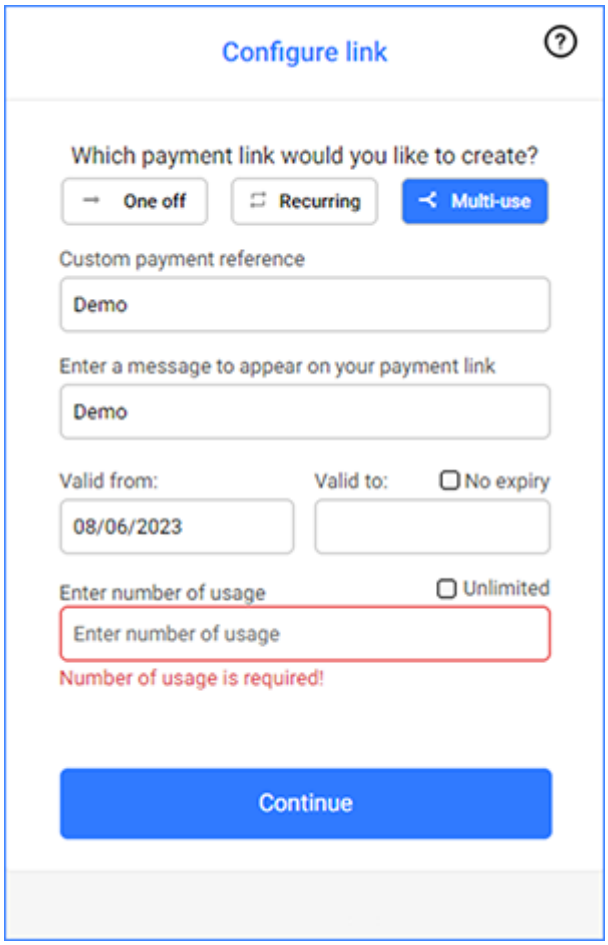
Recurring

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.

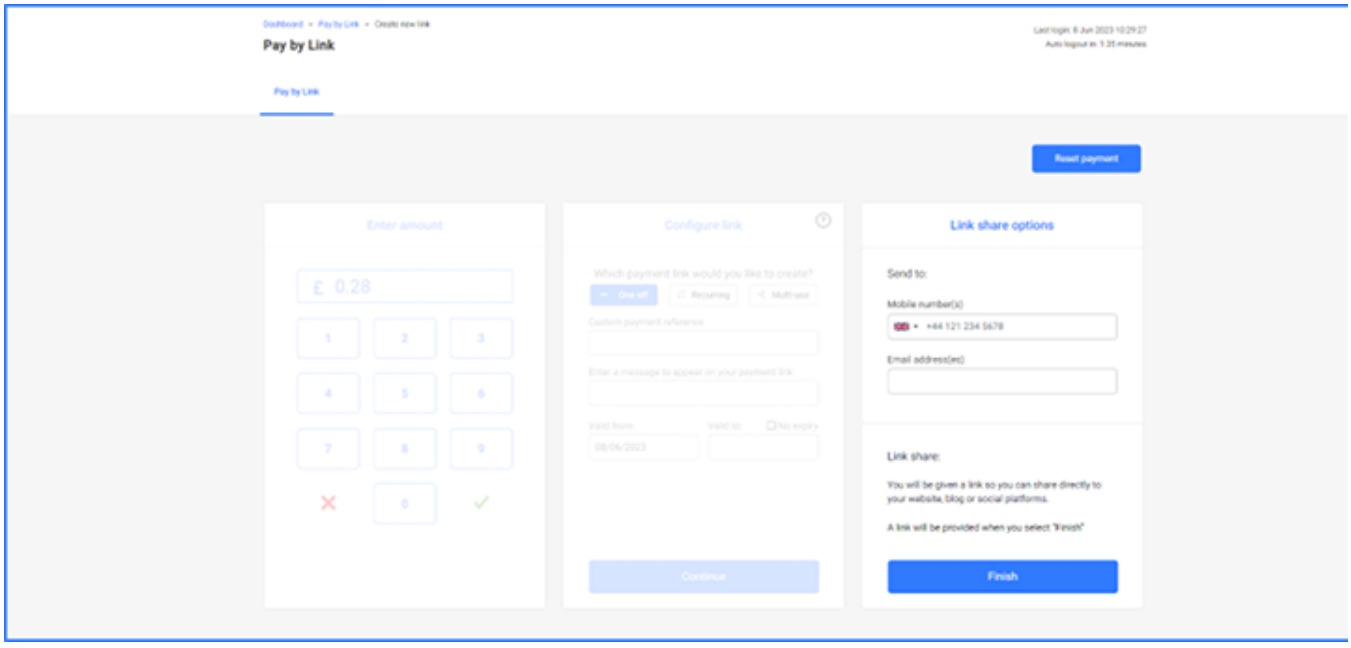


Multi-use

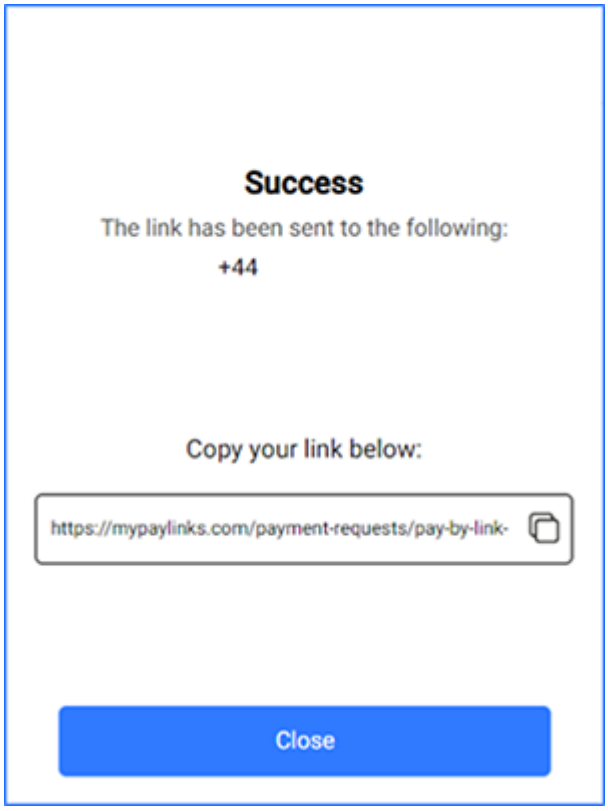
If you select a multi-use payment link, you'll be asked to enter the **Custom payment reference,** have the choice of including an optional message, and set how long the link will be valid for. You'll also be able to set the number of uses the link can have, or make the number of uses unlimited.



5. 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.



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.

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