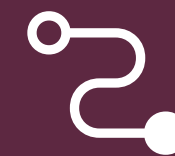


Access PaySuite online payments: **Merchant Guide**

Setting up a digital payment request for your customers



Contents:

1. What is it and how it works
2. Using digital payment requests
3. Set up guide
4. Contact us



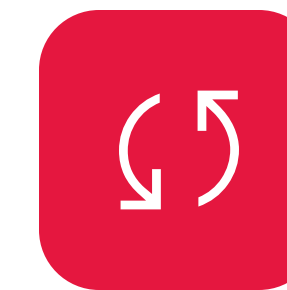


What is a digital payment request and how does it work?

This is a simple way to request online payment from your customers. The request is essentially a dedicated link which can be emailed, texted or embedded in your invoices, and enables your customers to pay you quickly and secure.

You can generate this payment link from within the Access PaySuite platform, and your customers can choose how they would like to make payment from a variety of methods, such as Visa, Mastercard, ApplePay and more.

Digital Payment Request Flow:



Generate digital payment request from the Access PaySuite platform



Payment link is sent to the customer by email, text or via invoice



Customer clicks on the link and enters their details to make payment



Funds are transferred to you the day after the transaction is made.

Using digital payment requests

A digital payment link is included as part of the platform, and can be generated and sent to your customers in minutes.

Customers can choose the payment method that is most convenient for them, whether that's Visa, Mastercard or ApplePay, ensuring they have a frictionless online experience.

You can also handle attended transactions in real-time when speaking to customers, to walk them through the payments process for greater transparency and customer service.



Setting up a **digital payment request** for your customers



access PaySuite Merchant ID - 11002237 - Uma's Retail Foods Uma

Payment Requests

Payment Request 100 Refresh Reset + Create Request

Created on ↓ All time	Unique reference number Search	Amount Search	Request status All	Sent by All	Description Search	Reference Search
<input type="checkbox"/>	21 Apr 2022 12:33:00	100-000-149	£ 1,232.00 ✓ Paid	Email	Uma1232	Uma1232
<input type="checkbox"/>	21 Apr 2022 12:31:13	100-000-134	£ 1,230.00 ✓ Paid	Sent Manually	Uma1230	Uma1230
<input type="checkbox"/>	14 Apr 2022 10:11:03	100-000-148	£ 333.00 ✓ Paid	Sent Manually	Uma133	Uma133
<input type="checkbox"/>	13 Apr 2022 17:04:19	100-000-147	£ 175.00 🔄 Paying	Email	Uma111	Uma111
<input type="checkbox"/>	12 Apr 2022 12:57:34	100-000-146	£ 1,256.00 ✓ Paid	Email	Uma1256	Uma1256
<input type="checkbox"/>	12 Apr 2022 12:53:35	100-000-145	£ 1,253.00 ✓ Paid	Sent Manually	Uma1253	Uma1253
<input type="checkbox"/>	12 Apr 2022 07:12:00	100-000-133	£ 122.00 🔄 Paying	Email	dhruval100	gedede

View your existing payment requests that have been sent to customers from the **'Payment Request'** tab.



Get Started
Activate your account

Dashboard

Transactions

Payment Requests

Payouts

Account

Notifications

Settings

Help

Payment Requests

+ Create Request

Payment Request **100**

Refresh

Reset

Created on ↓ All time	Unique reference number Search	Amount Search	Request status All	Sent by All	Description Search	Reference Search
<input type="checkbox"/> 21 Apr 2022 12:33:00	100-000-149	£ 1,232.00	✓ Paid	Email	Uma1232	Uma1232
<input type="checkbox"/> 21 Apr 2022 12:31:13	100-000-134	£ 1,230.00	✓ Paid	Sent Manually	Uma1230	Uma1230
<input type="checkbox"/> 14 Apr 2022 10:11:03	100-000-148	£ 333.00	✓ Paid	Sent Manually	Uma133	Uma133
<input type="checkbox"/> 13 Apr 2022 17:04:19	100-000-147	£ 175.00	🔄 Paying	Email	Uma111	Uma111
<input type="checkbox"/> 12 Apr 2022 12:57:34	100-000-146	£ 1,256.00	✓ Paid	Email	Uma1256	Uma1256
<input type="checkbox"/> 12 Apr 2022 12:53:35	100-000-145	£ 1,253.00	✓ Paid	Sent Manually	Uma1253	Uma1253
<input type="checkbox"/> 12 Apr 2022 07:12:00	100-000-133	£ 122.00	🔄 Paying	Email	dhruval100	gedede

Select **'+Create Request'** to generate a new digital payment request link to send onto your customers.

The screenshot shows a web application interface for 'access'. The top right corner displays 'Merchant ID - 15687013 - L' and 'Test Email'. The left sidebar contains navigation items: 'Get Started', 'Dashboard', 'Transactions', 'Payment Requests' (highlighted), 'Payouts', 'Account', 'Notifications', 'Settings', and 'Help'. The main content area is titled 'Payment Requests' and features a 'Create request' form. The form includes fields for 'Currency *' (set to GBP), 'Amount *' (175.00), 'Reference' (Uma114), and 'Description *' (1 X Shoes Size 9, 2 X Sox, 2 X Shoe care). Under the 'Actions' section, 'Send payment request by *' is set to 'Email' (selected) with 'Send manually' as an alternative. The email field contains 'Suntharalingam.Umasuthan@capita.com'. A modal window is overlaid on the form, titled 'Payment request created', with a green checkmark and the text 'Payment request created successfully'. It provides a link 'https://shared.pay360.dev/ddcjaquars/mp-fe-payment' with a 'Copy link' button, an email icon, and the text 'Email sent to Suntharalingam.Umasuthan@capita.com'. The modal also features a 'Done' button and a '+ Create another request' button.

Once you've clicked on '+Create Request', fill in the form remembering to add the amount, the name as the reference, description of the purchase. Select manually for a link or email to send the request.

access Merchant ID - 15687013 - L | Test Email

Payment Requests

Create request

Fields marked with an asterisk (*) are required.

Payment details

Currency *
GBP

Amount *
175.00

Reference
Uma114

Description *
1 X Shoes Size 9
2 X Sox
2 X Shoe care


Actions

Send payment request by *
 Email Send manually


Email *
Suntharalingam.Umasuthan@capita.com

Expiry date *

Payment request created

 **Payment request created successfully**

<https://shared.pay360.dev/ddcjaquars/mp-fe-payment> Copy link

 **1**

Email sent to Suntharalingam.Umasuthan@capita.com

Done




+ Create another request

Once a digital payment request as been created, click '**Done**' to return to your Payment Requests dashboard, or '**+Create another request**'.

Merchant ID - 11002237 - Uma's Retail Foods | Uma

Payment request details

Description	Uma1232
Expiry date	01 May 2022
Total amount	£ 1,232.00

- Created** (21 Apr 2022 12:33:02) 
- Viewed** (21 Apr 2022 12:33:30) 
- Paid** (21 Apr 2022 12:35:15) 

<https://secure.test.pay360evolve.com/payment-request/YVp08QjLVFkIxr5> Copy link

Background interface includes: + Create Request, Refresh, Reset, and a table with columns Description and Reference.

Select your chosen Payment Request for updates on when this has been viewed and paid.



Transaction details

 access PaySuite

Onboarding Corp merchant has sent you a payment request

Unique reference number 100 000 150

Reference Uma244

Description Uma244

Total amount £ 244.00

Pay now

Your customer will receive an email containing their purchase details and directing them to pay.



Transaction details



Onboarding Corp merchant has sent you a payment request

Unique reference number 100-000-150

Reference Uma244

Description Uma244

Total amount £ 244.00

Card details

Card number*

Card number is mandatory

Expiry date*

Security code*

Cardholder name*

When the customer clicks on the **'Pay Now'** button, they are redirected to a Payment page, asking them to complete their details.



 [access PaySuite](#)



Thank you, your payment was successful

Transaction details

Onboarding Corp merchant has sent you a payment request

Transaction ID 148109

Unique reference number 100-000-134

Reference Uma1230

Once the payment has been sent successfully, customers are shown confirmation on screen.

Merchant ID - 11002237 - Uma's Retail Foods | Uma

Transaction progress

Transaction details

Unique reference number	100-000-135
Reference	U444
Description	U444
Expiry date	26 May 2022
Total amount	£ 444.00

Created
26 Apr 2022 18:36:40

Viewed
26 Apr 2022 18:36:48

Paying

You can also track the progress of your payment in real time as your customer completes each step.

access PaySuite Merchant ID - 11002237 - Uma's Retail Foods Uma

Payment Requests

[+ Create Request](#)

Payment Request **102** [Refresh](#) [Reset](#) [Copy Link](#) [Retire](#)

Created on ↓ All time	Unique reference number Search	Amount Search	Request status All	Sent by All	Description Search	Reference Search	
<input checked="" type="checkbox"/>	29 Mar 2022 19:38:41	100-000-078	£ 65.00	Sent	Email	65	65
<input type="checkbox"/>	29 Mar 2022 19:36:15	100-000-077	£ 700.00	Sent	Email	700	700
<input type="checkbox"/>	29 Mar 2022 19:35:06	100-000-085	£ 876.00	Sent	Email	876	876
<input type="checkbox"/>	29 Mar 2022 19:34:55	100-000-084	£ 4,658.00	Sent	Email	dv	Fries
<input type="checkbox"/>	29 Mar 2022 19:34:36	100-000-083	£ 987.00	Pending	Sent Manually	987	987
<input type="checkbox"/>	29 Mar 2022 19:34:04	100-000-076	£ 778.00	Sent	Email	778	778
<input type="checkbox"/>	29 Mar 2022 19:33:00	100-000-075	£ 567.00	Expired	Email	0760750	07576

If a payment request isn't correct, you can easily remove it by selecting the link and clicking 'Retire'.

access PaySuite Merchant ID - 11002237 - Uma's Retail Foods Uma

Payment Requests

Payment Request 55 Refresh Reset + Create Request

Created on ↓ All time	Unique reference number Search	Amount Search	Request status Retired, Expired	Sent by All	Description Search	Reference Search
<input type="checkbox"/>	28 Mar 2022 13:07:51	100-000-032	£ 234.00 Retired	Email	EEEEEEE	EEE234
<input type="checkbox"/>	28 Mar 2022 13:06:48	100-000-031	£ 889.00 Expired	Email	WWWWWW	WWWW
<input type="checkbox"/>	28 Mar 2022 13:06:03	100-000-030	£ 987.00 Retired	Sent Manually	QQQQQ	QQQ
<input type="checkbox"/>	28 Mar 2022 13:05:02	100-000-029	£ 888.00 Expired	Email	Uma888	Uma888
<input type="checkbox"/>	28 Mar 2022 12:59:12	100-000-028	£ 101.00 Expired	Email	demo	demo
<input type="checkbox"/>	28 Mar 2022 12:54:04	100-000-026	£ 200.00 Expired	Email	UAT data	

View all your retired or expired payment requests by using the **'Request status'** filter.

access PaySuite Merchant ID - 11002237 - Uma's Retail Foods Uma

Transactions

Selected **71** Refresh Reset Export

Date ↓	Amount	Type	Status	Description	Customer	Method
All time	Search	All	All	Search	Search	Card
05 May 2022 11:58:26	£ 789.00	Payment	Successful	Uma789		VISA Card
03 May 2022 10:42:10	£ 123.00	Payment	Successful	123		VISA Card
03 May 2022 05:25:02	£ 123.00	Payment	Successful	dhrupal3May		VISA Card
02 May 2022 11:05:29	£ 150.00	Payment	Successful	asdas		VISA Card
27 Apr 2022 11:55:13	£ 777.00	Payment	Successful	U777		VISA Card
26 Apr 2022 17:38:43	£ 444.00	Payment	Successful	U444		VISA Card
26 Apr 2022 14:18:01	£ 244.00	Payment	Successful	Uma244		VISA Card

Select the **'Transactions'** tab to view all your successful payments.

Why choose **Access PaySuite**?



Led by a team with over 20+ years experience in payments.



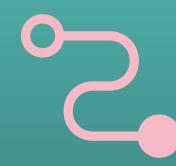
FCA regulated and Bacs approved to the highest standard.



Backed by The Access Group, a top 5 UK software company, with over 47,000 customers and 15+ years of growth.



Payments solutions used by 5000+ organisations.



Trusted to process over 100m+ transactions each year with a total value of £6.4bn.



Operate in 15+ core sectors to provide effortless solutions that remove the complexities from payments and allow you to spend more time on what you do best.

Customer support number: **01234 567 891**

Support email: support@accesspaysuite.com