Using your Payment URL facility

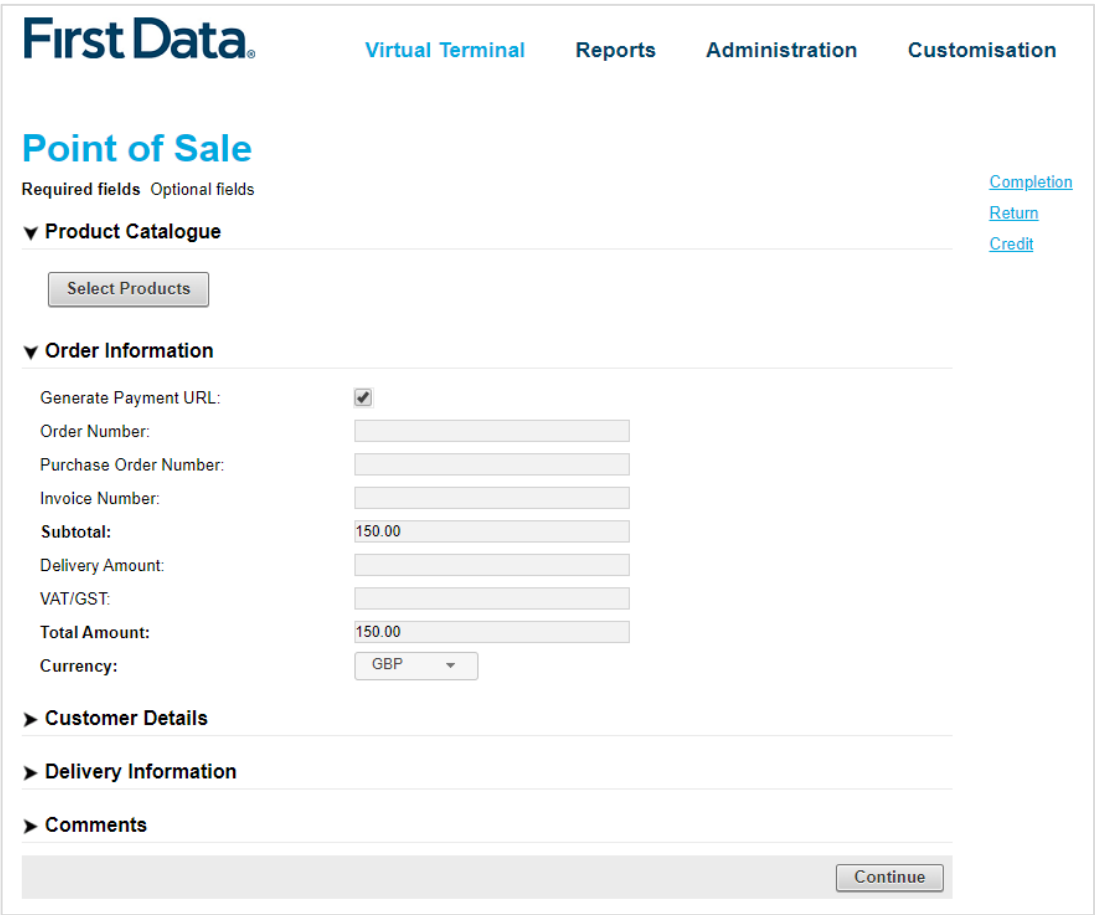
Payment URL functionality is readily available as part of your Connect® eCommerce package. This feature allows you to create unique links within the Virtual Terminal, which you can then send to your clients. Once received and your clients click the link they will be transported to your payment page, enter their payment details to complete the transaction.

What are the benefits of using Payment URL

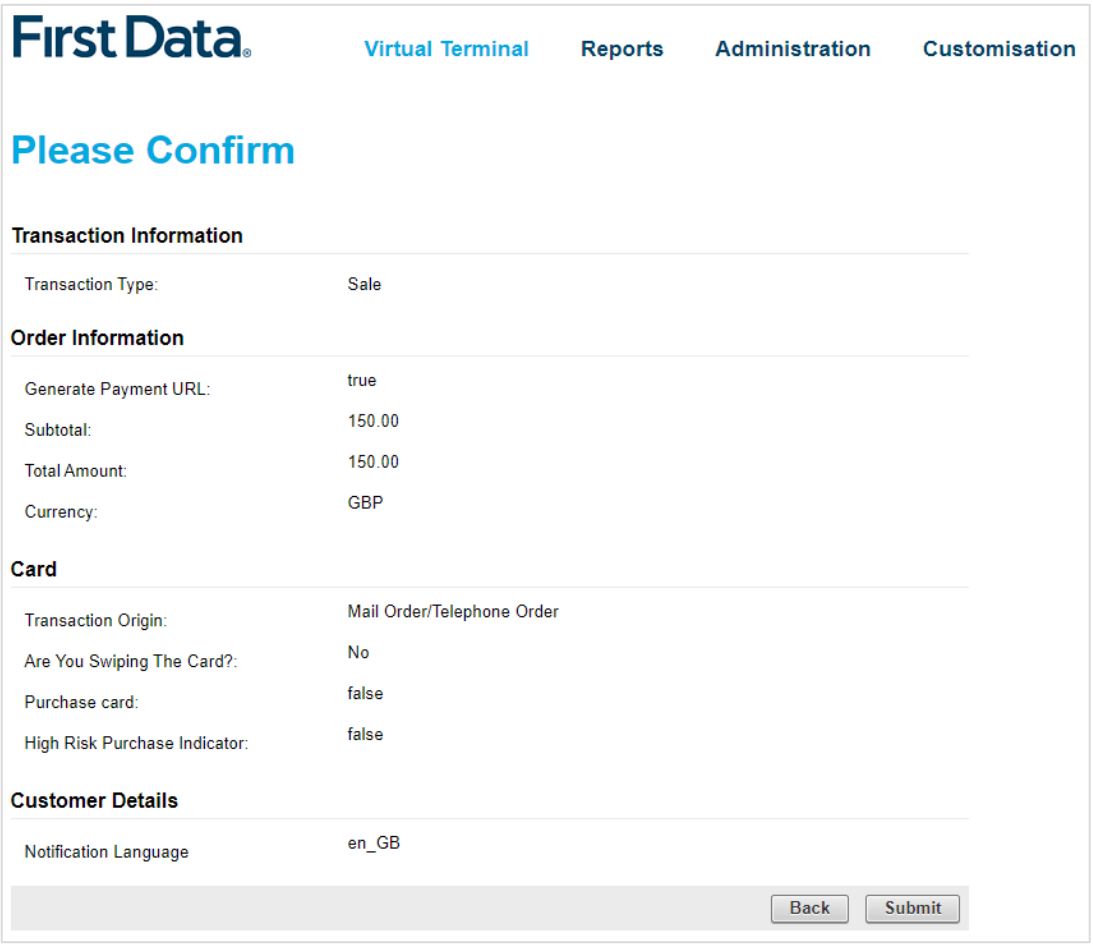
- Easy to track with email notifications
- Allows you to transact even when your closed
- Payment URL can be used for one-time transactions
- Enhance client confidence by allowing them to enter their own sensitive payment details on a secure payment page
- Customise your payment page by adding your logo and colour scheme
- All transactions are authenticated using 3D Secure

How to use Payment URL

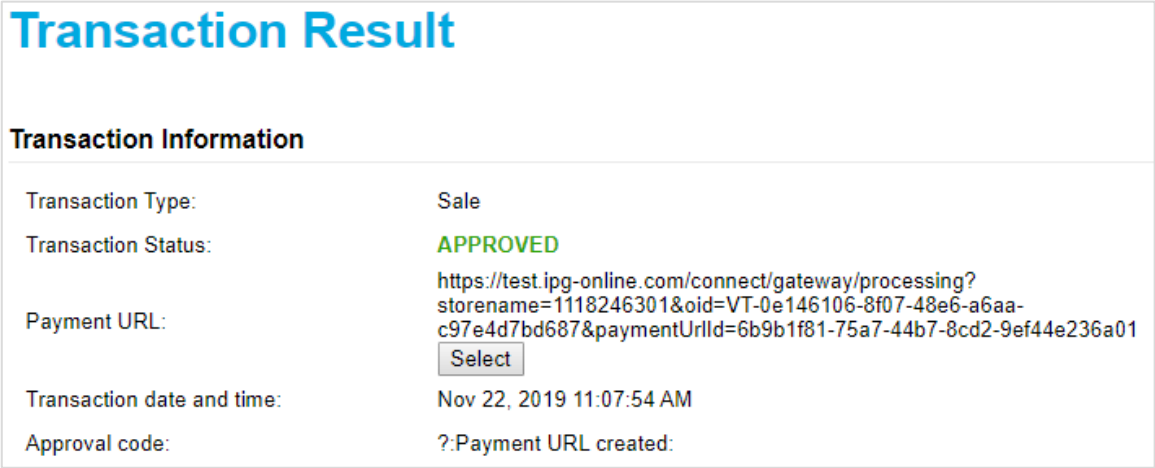
1) When you login to your Virtual Terminal, you will see on the 'Point of Sale' screen the option to *'Generate Payment URL'*. Once selected the screen will transform and decrease in size.
2) All fields are optional to fill except *'Subtotal'*, which is mandatory.
3) Once you have filled all the relevant fields, click *'Continue'*



4) You will be directed to a confirmation screen to ensure everything is correct, click *'Back'* to amend or *'Submit'* to continue

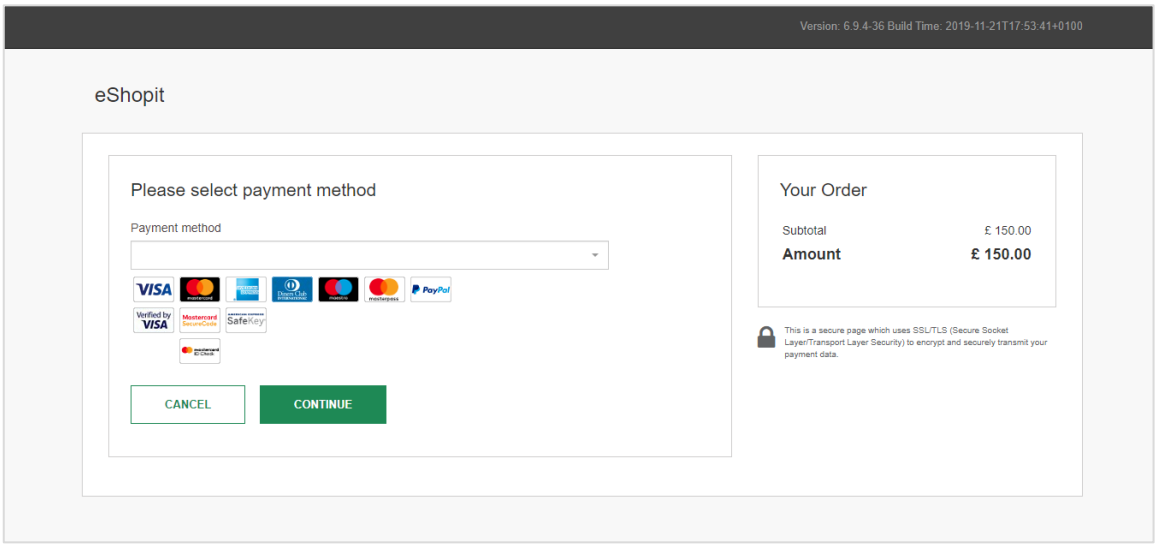


5) Once you have clicked 'Submit' you will be taken to the *'Transaction Result'* page where you will be able to 'Select' and copy the Payment URL in your chosen messaging service i.e. email, SMS, etc.



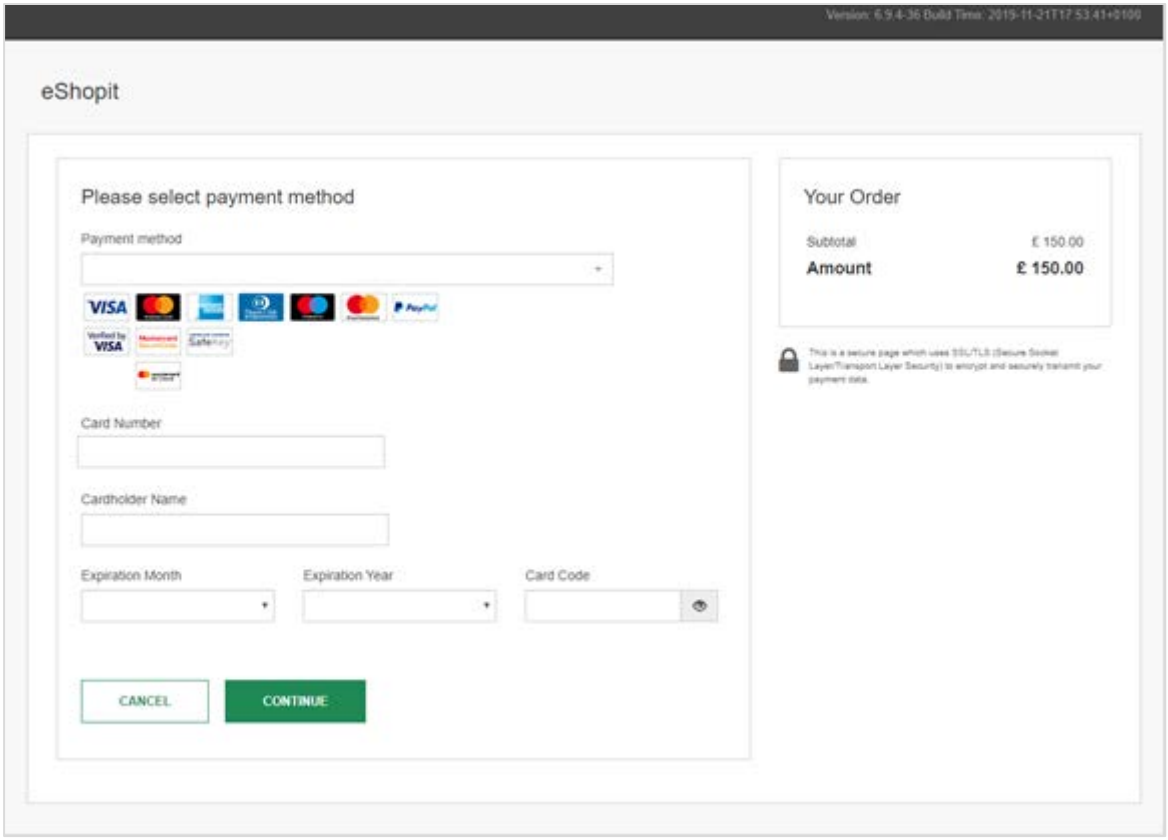
Completing the transaction

1) Once your client has received your message and clicked the link on their device an Internet Browser will open with your Payment Page displaying your Legal Name:

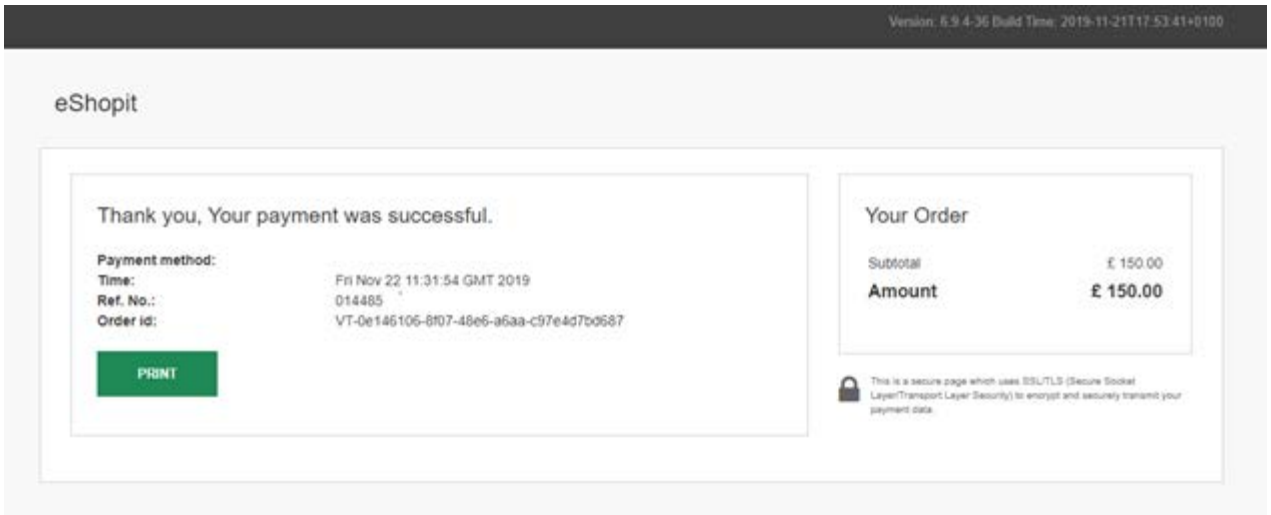


(If you require your 'Legal Name' to match that of your 'Trading Name' please contact our Helpdesk)

2) The client will need to select their payment method, enter their sensitive information and click 'Complete'



3) If the transaction has been successful, your client will be notified and will have the opportunity to print this as confirmation



Frequently asked questions:

- Can the same URL be used more than once?
  - *No, the URL generated is specific for that transaction. Additionally if the customer tries to pay via the same URL twice a message will be displayed advising the transaction has already been completed.*
- How long is a URL valid for?
  - *Once a Payment URL is created the client has 182 days to complete the transaction.*
- How will I know if a transaction has been completed?
  - *You will be able to receive "email notifications" once you have enabled this in function in the Virtual Terminal. Alternatively, you can click on the "Order #" and the history of that transaction will be available within your reports.*
- Is there any additional supporting information?
  - *Please review the Virtual Terminal user guide* https://www.firstdata.com/en_gb/partners/developers-and-partners.html