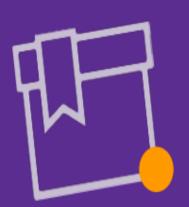


# Khalti Digital Wallet Khalti Payment Gateway Manual









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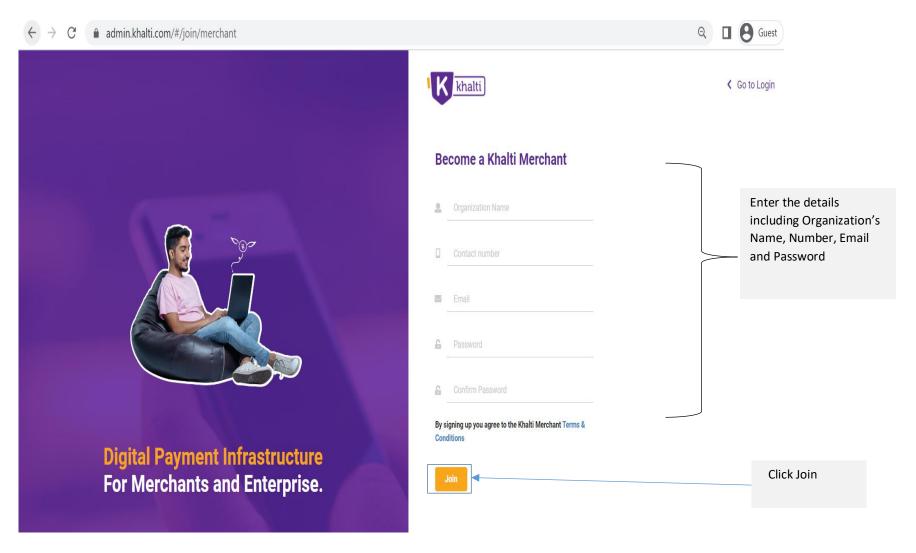
- 1. Create Merchant Account
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**FAQs** 

# 1. Create Merchant



Go to Khalti Dashboard (https://admin.khalti.com/#/join/merchant/)

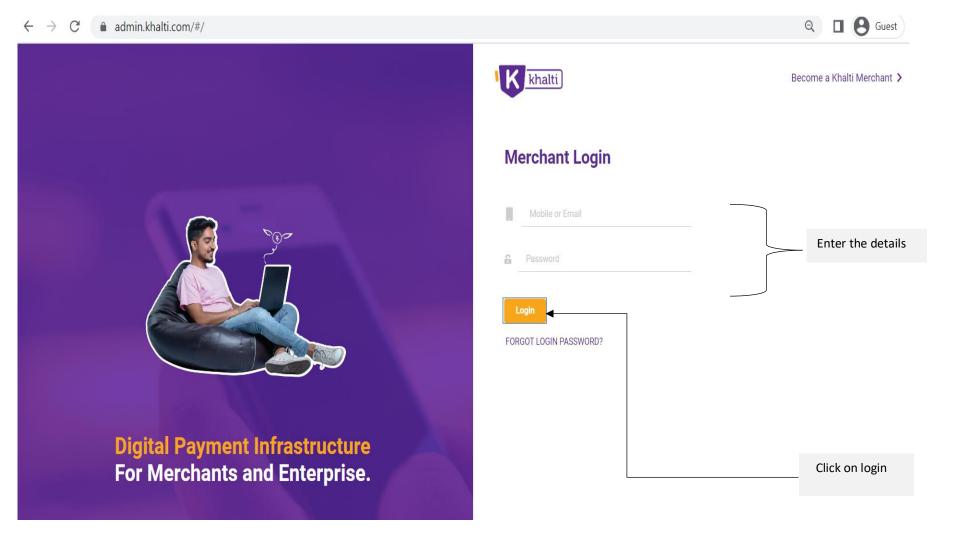


- Enter the Verification Code which was sent to the registered email and click on Verify. OR,
- Follow the link which was sent to the registered email with the verification code.

# 2. Login Merchant Account



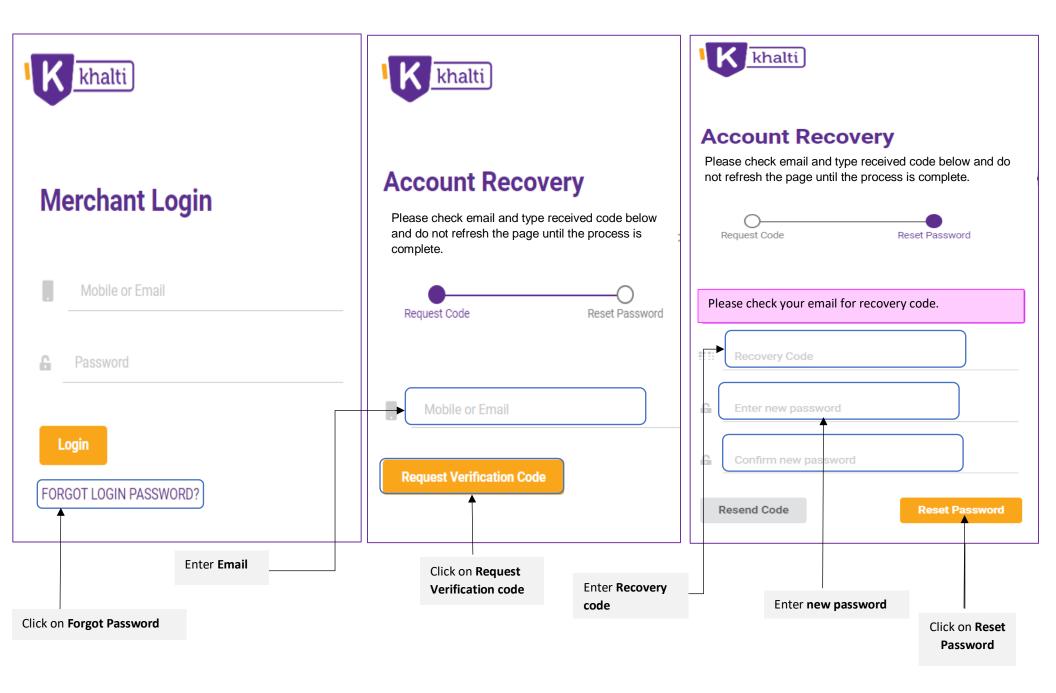
Go to Khalti Dashboard (https://admin.khalti.com/#/)



## 3. Recovery Password

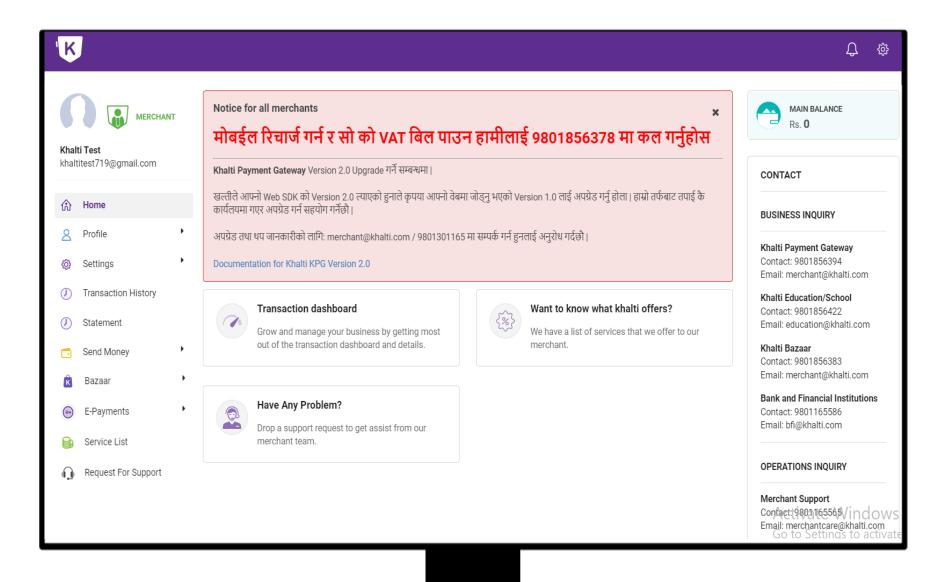
khalti

• Go to Khalti Dashboard (https://admin.khalti.com/#/recover)



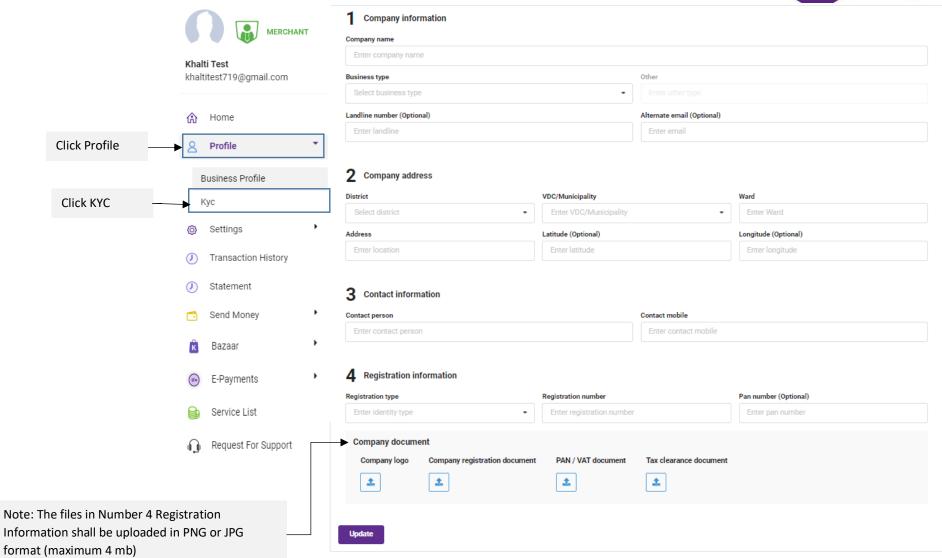
# 4. Overview of Merchant Dashboard





## 5. KYC Verification



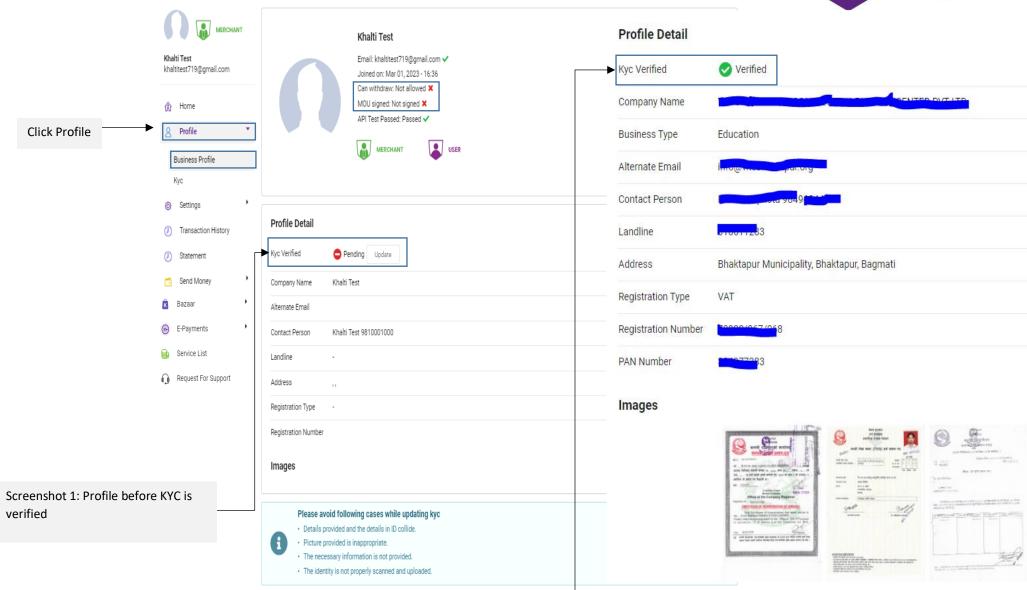


• After the details are filled up, email to <u>businessoperations@khalti.com</u> for verification.

After inputting information in the KYC details, the Email notification option will be activated and the KYC option will be disabled after verification from the dropdown of Profile Tab.

# 6. Merchant Profile

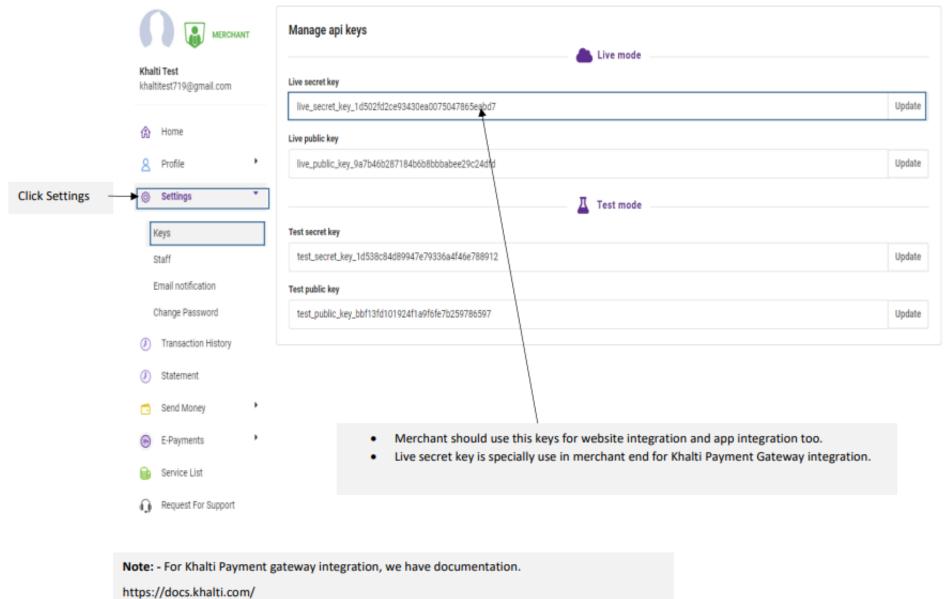




Screenshot 2: Profile after KYC is verified

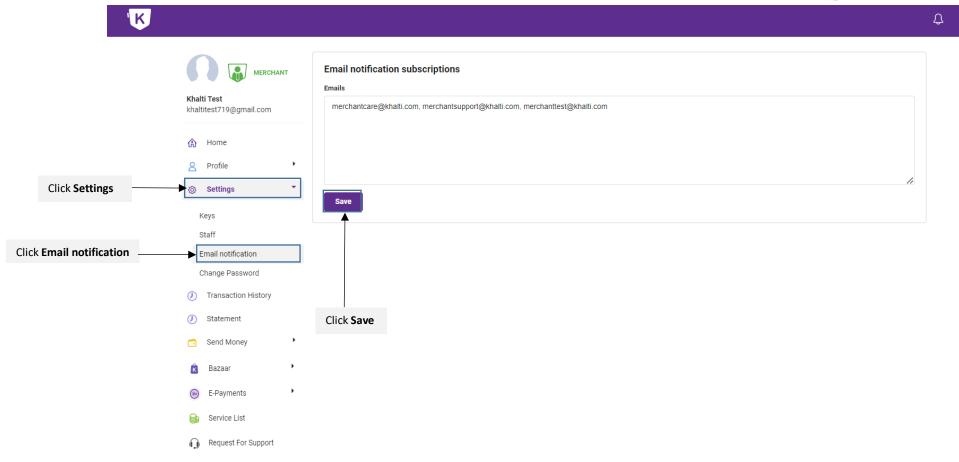
# 7. API Keys





# 8. Update /Edit Email notification

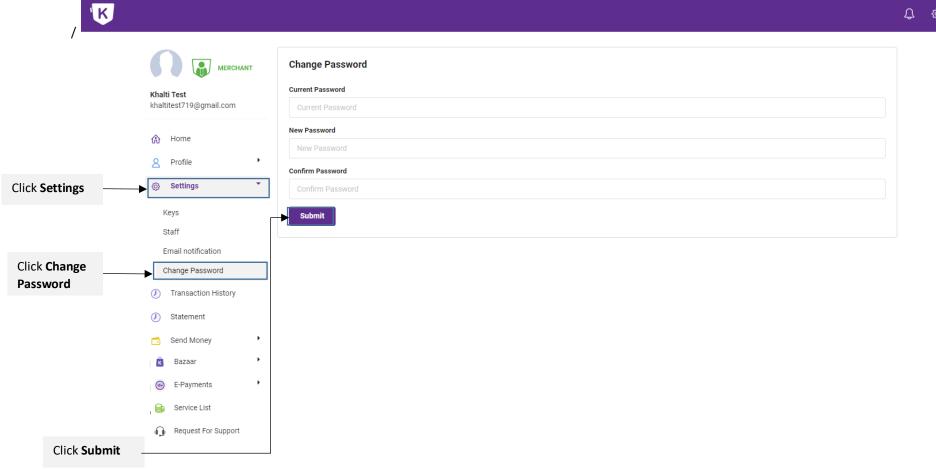




(A form will appear, where numbers of emails can be entered separated by comma (,) or Update or edit the fields and Save. After you update email notification, you can get the notification of your transaction is the mentioned email id. Email notification option is available only after the KYC form is filled and or verified. This option is not available to those merchants who have not filled their KYC form.

# 9. Password Change

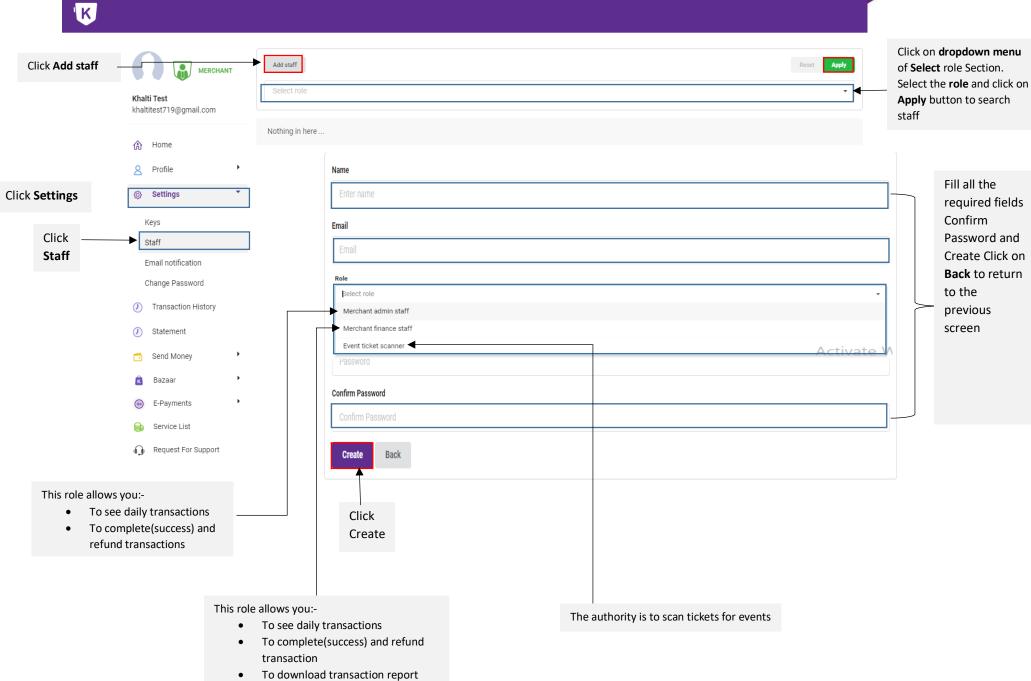




Enter Current Password Enter New Password, Re-enter to Confirm New Password to Submit Please change the password for your data security after you get the login credentials from Khalti Officials.

# 10. Assign Staff Role



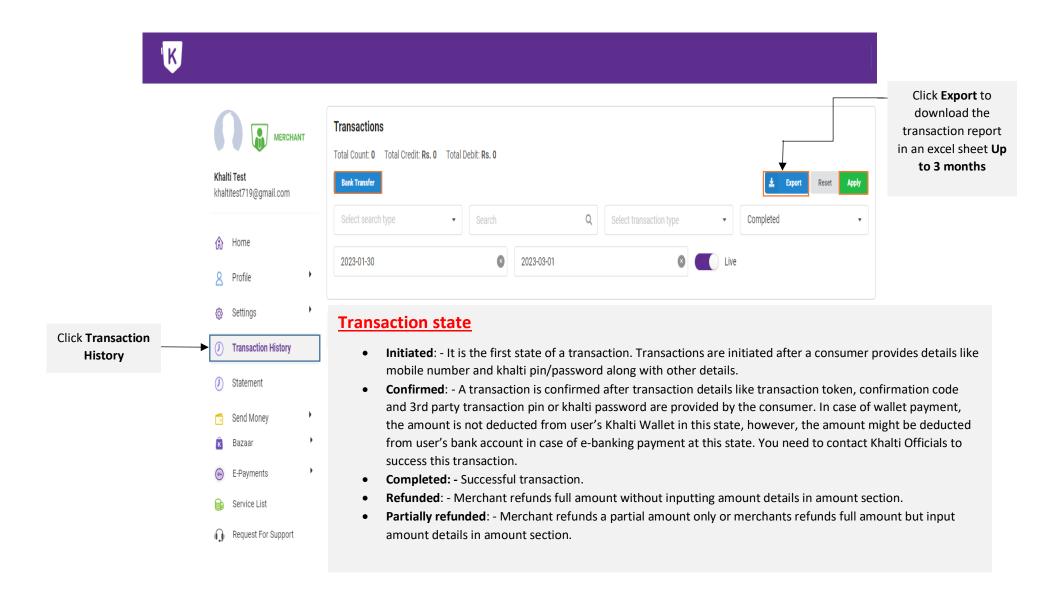


To send money into linked bank

# 11. Transaction History

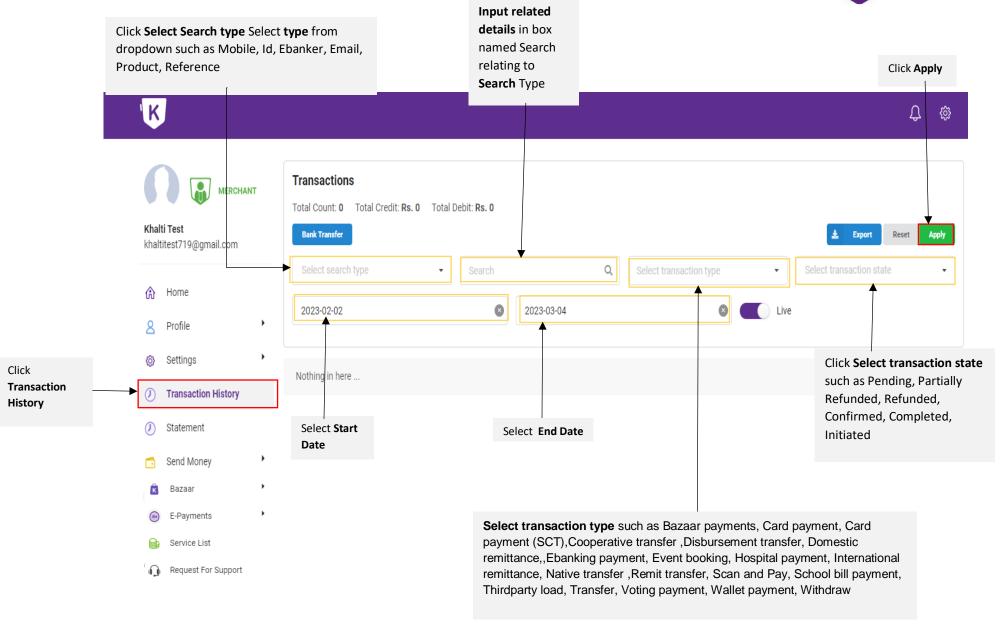
#### Go to the Khalti Dashboard





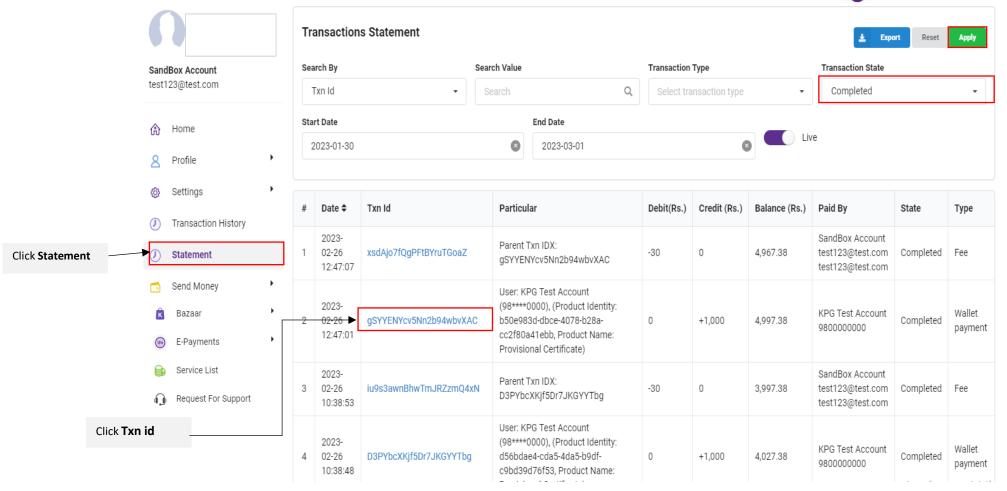
## **11.1 Searching Transaction**





# 11.2 Refunding Transaction of Wallet payment



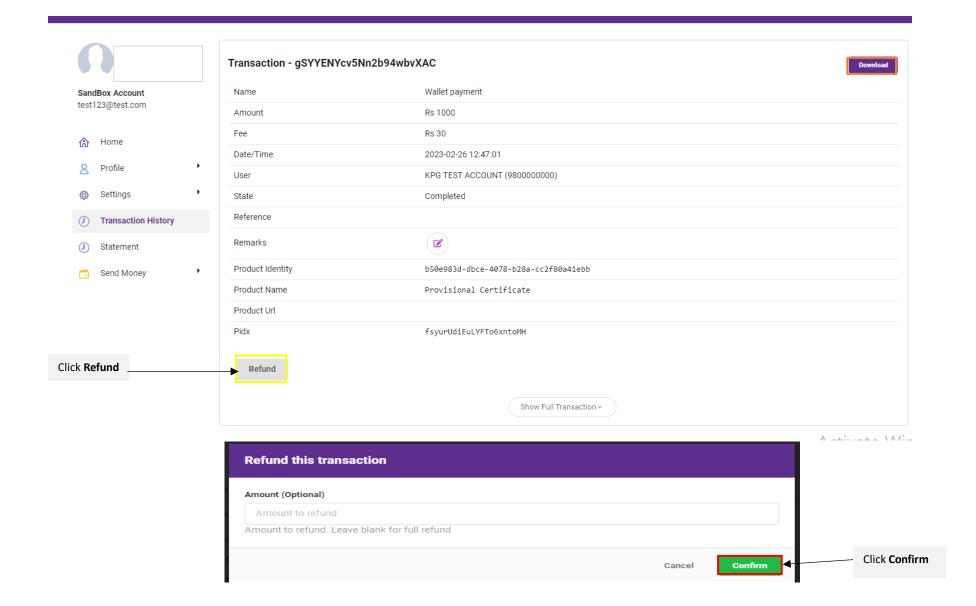


Merchant can verify their transaction on both transaction history and statement. But you can get more detail information about the transaction in statement after exporting file from merchant account.

The transaction should be in **completed state** before proceeding for Refund. Once the refund is processed, you cannot further refund for the same transaction. Please contact at merchantsupport@khalti.com to refund further.

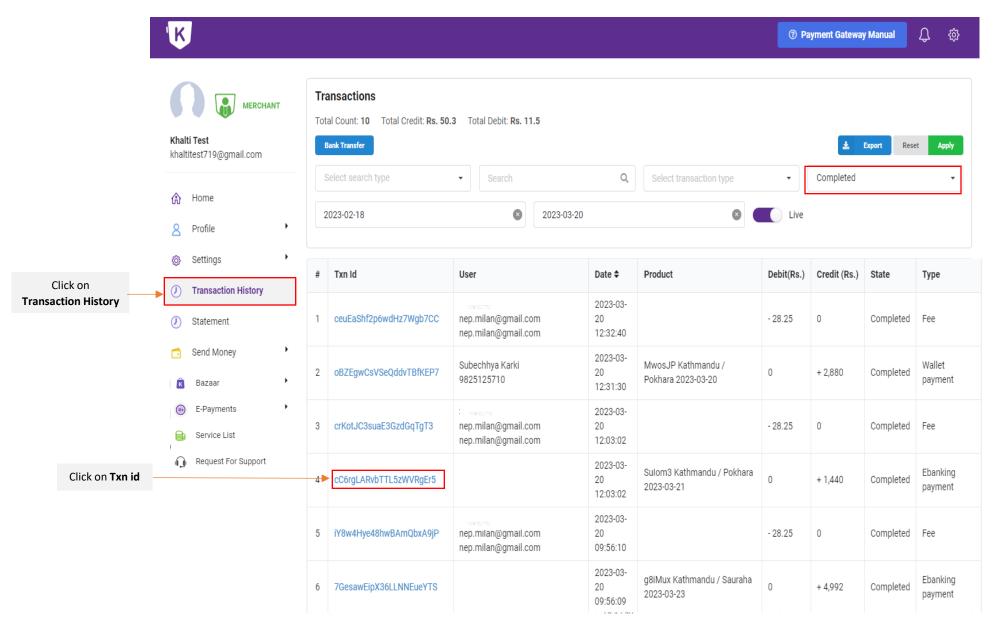


## After clicking Txn id



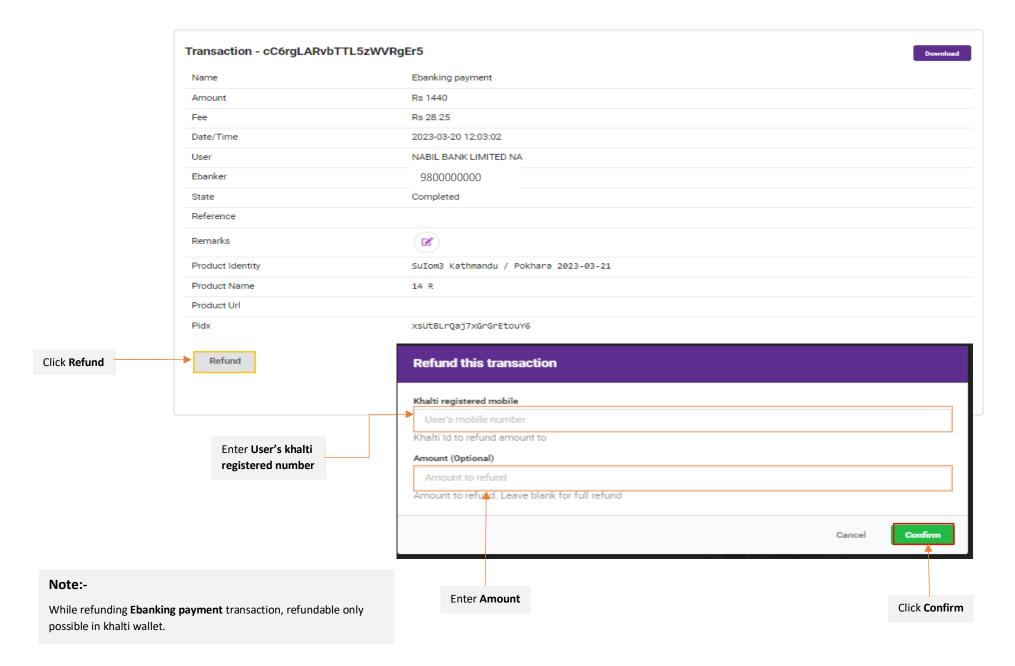
# 11.3 Refunding Transaction of Ebanking payment







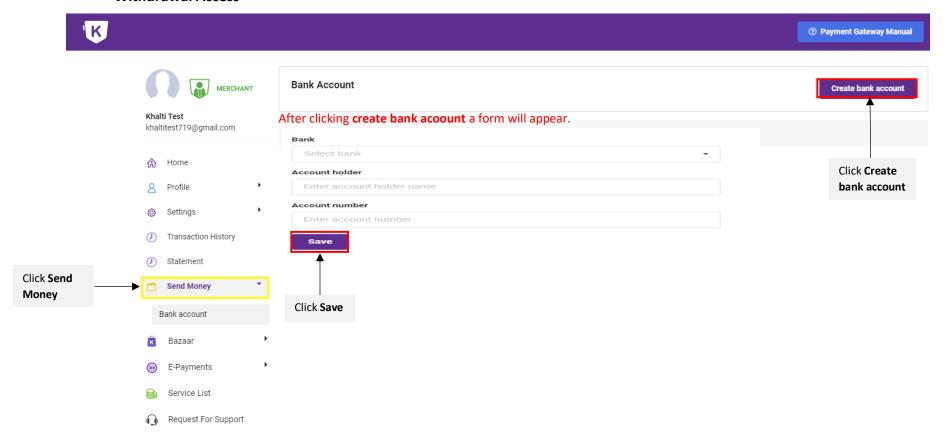
## After clicking Txn id







#### Withdrawal Access



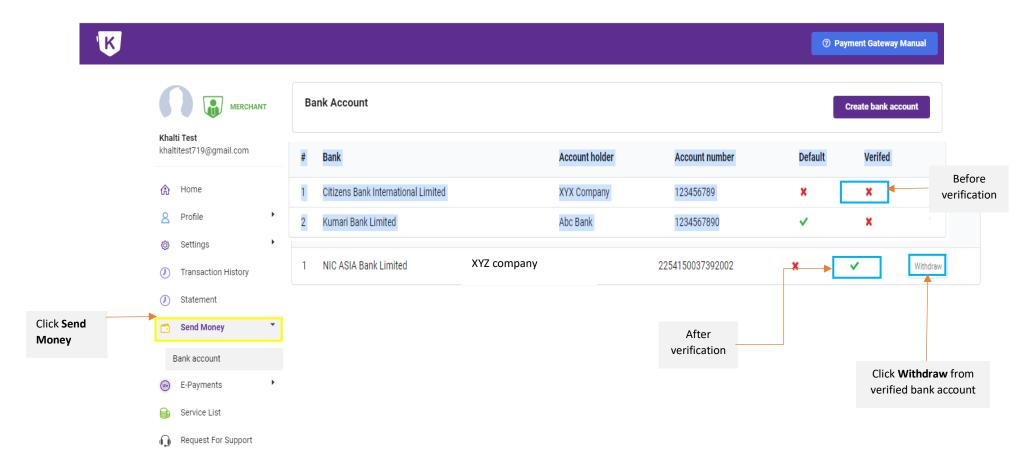
Fill the details to Save. A pop up will appear stating "Bank Account Successfully Added"

#### Note:

- Personal Bank accounts are not verified. Hence, Bank account should be corporate account.
- Email at <u>businessoperations@khalti.com</u> for verification of bank account after KYC update.
- Make sure your KYC is verified, contract/MOU is signed and dues to Khalti has been cleared to use Bank Withdrawal Service.

## **Bank Withdraw**





Bank Withdraw option is facilitated to transfer the sum accumulated in the merchant account to your bank account on a real time basis.

Withdrawal option is not available before verification and the verification is only applicable for corporate accounts as per the rule of Nepal Rastra Bank. Personal bank accounts will not be verified for withdrawal.



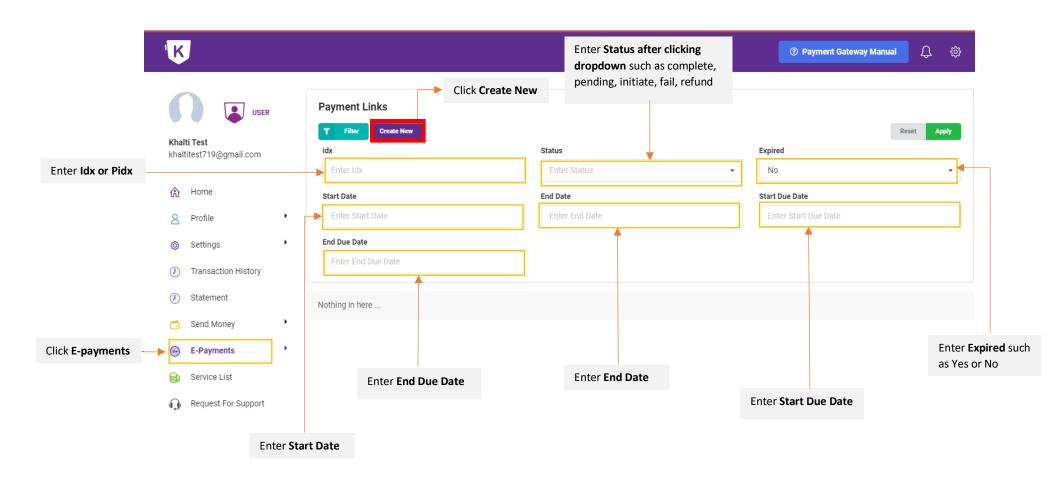
## **After clicking Withdraw**





## Steps to generate quick link for payment:-

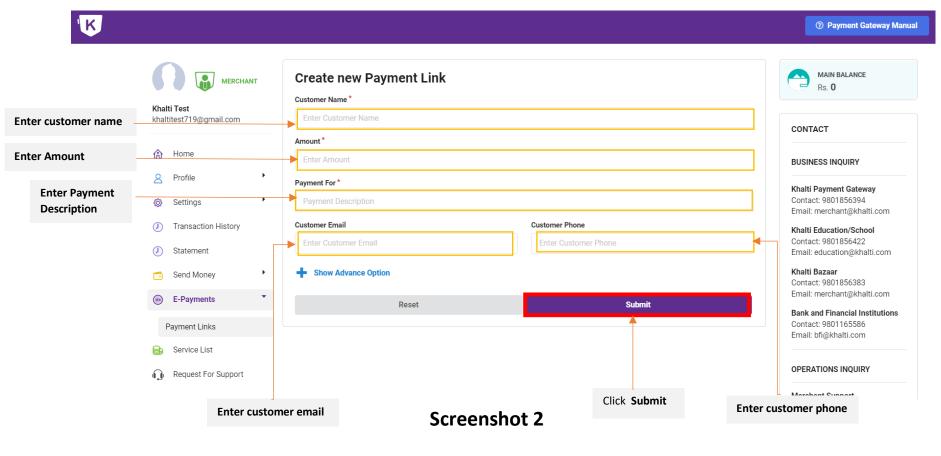
1. Firstly click on **E-Payment** then you will find button **Filter** and **Create New** as we shown below in screenshot 1.

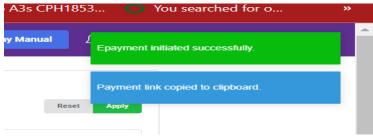


**Screenshot 1** 

## **Creating new Payment Link**

- **K** khalti
- 2. After clicking on **Create New** then you will get form please fill up form and click on **Submit.** Like as we shown below in screenshot 2.
- 3. After submitting form, pop up will appear stating "Epayment initiated Successfully" and "Payment link copied to clipboard". Like as we shown below in screenshot 3.

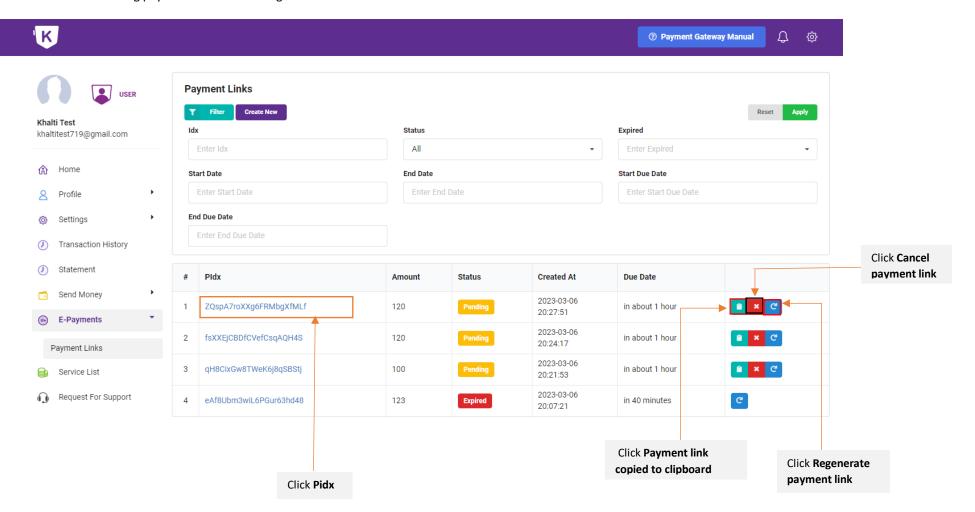




**Screenshot 3** 



4. Searching payment link and sharing link to customer



## **Screenshot 4**

#### Note:-

Quick payment link will expired within a due date and time. So make a payment before expire the link. Kindly follow the above steps like we mentioned in screenshot 1 to 5.



5. After clicking **Pidx**, we will see quick payment link detail as we shown below screenshot 5.

## Quick Payment Link Detail

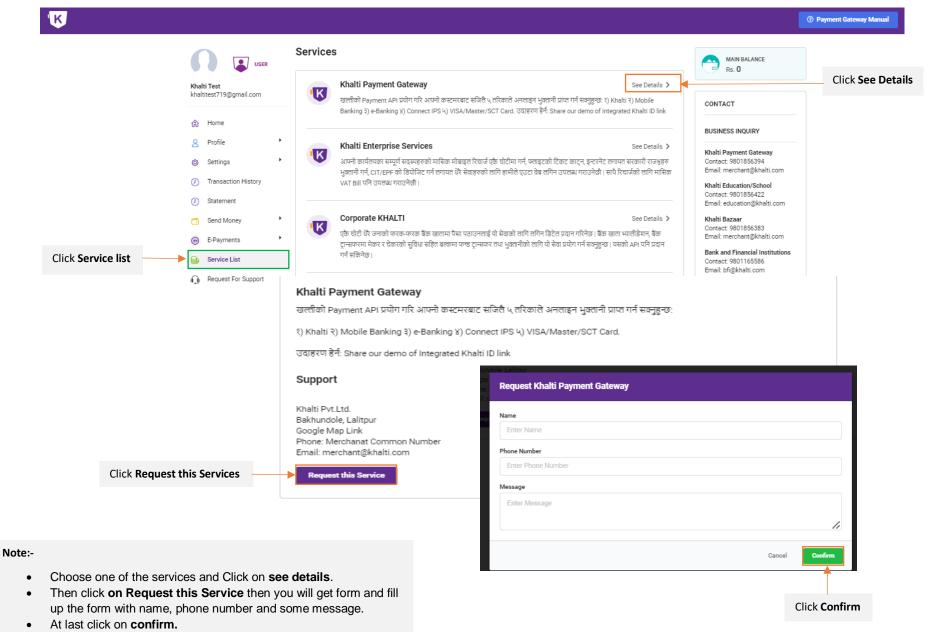
Merchant	Name	Khalti Test
	Mobile	khaltitest719@gmail.com
	Email	khaltitest719@gmail.com
Created On	Mar 07, 2023 - 5:14:48 PM	
Amount	12	
Status	Pending	
Is Expired	true	
Due Date	Mar 07, 2023 - 6:14:48 PM	
Payment Link	https://pay.khalti.com/?pidx=tigLFE8MB5cCfBLSjcBDEN	
Remarks	ajf adfkg	
Is Quick Link	true	
Return Url	https://khalti.com/api/epayment/success_page	
Website Url	https://khalti.com	
Purchase Order Id	123	
Purchase Order Name	jsgvd dfj	

Regenerate this payment

**Screenshot 5** 

## 14. Service List

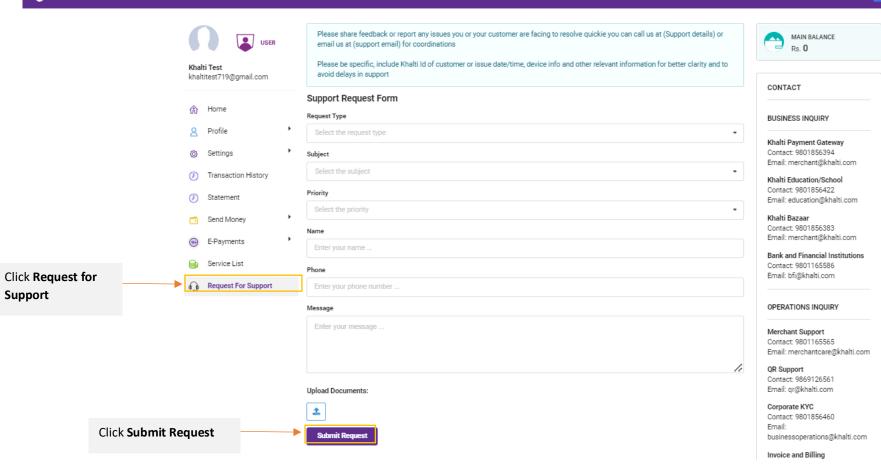








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#### Note:-

- Click on **Request for support** then support Request form will appear. If you have any queries or issue about dashboard or transaction, you can screenshot the issue and fill the form.
- At last click on submit Request.



#### 1. Why do I see Keys under my Account Menu of my Khalti Dashboard?

The keys are to integrate Khalti Payment Gateway to your system. Bazaar merchants do not need those keys.

However, those keys can be used if you need to integrate Khalti Payment Gateway in future and shall not be shared with anyone. Ensure that the keys do not get leaked by any means.

#### 2. I have updated my KYC but why is it not verified yet?

→ Please email your merchant id at businessoperations@khalti.com for verification. Furthermore, make sure you have uploaded the company logo, not your personal images.

#### 3. Why are my files not being uploaded?

→ Please upload your files on jpg or png format with size maximum 4mb.

#### 4. I do not have tax clearance to upload in my KYC.

If your organization is a startup, please let us know at merchantcare@khalti.com while sending an email for KYC verification.

#### 5. Is KYC verification necessary?

→ Yes. Merchants cannot get bank withdrawal access without KYC verification.

#### 6. User's amount was deducted from the bank account but we do not get the payment?

The transaction might be in Confirmed state because of a server issue from 3rd party. Please inquire with the user about the details like the screenshot of the information of credited balance, name of the goods/service for which the amount was paid, transaction date and transaction amount. Verify the transaction and contact at <a href="mailto:merchantsupport@khalti.com">merchantsupport@khalti.com</a> for transaction success.



## 7. I am unable to perform Withdraw action?

To perform the Withdrawal transaction, your KYC and Bank Account must be verified. Please consult at businessoperations@khalti.com to query about the verification.

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