



PAYMENT LINK CREATION PROCEDURE

General Instructions

Medellín, August 2022

Version 2

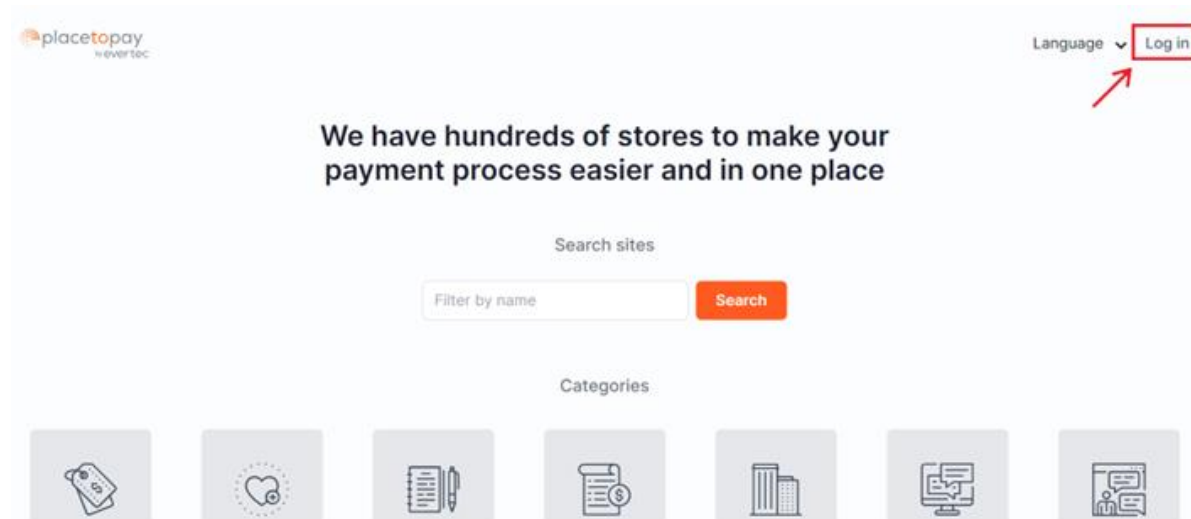
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To create a payment link you must click on the start button shown in the link: [Sites - Evertec®](#).



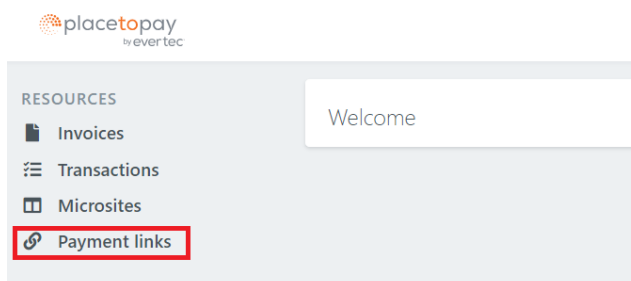
Enter the credentials provided by Placetopay and click on the login button.

Log in

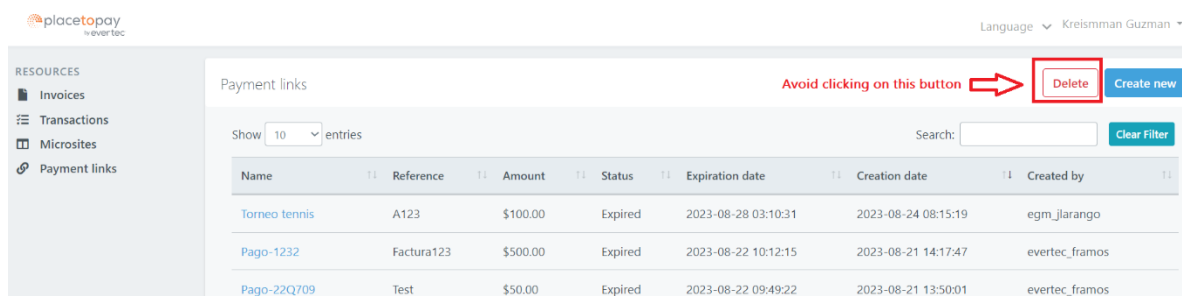
Username	<input type="text" value="evertec_instructive"/>
Password	<input type="password" value="....."/>

By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and Evertec PlacetoPay in its capacity as manager.

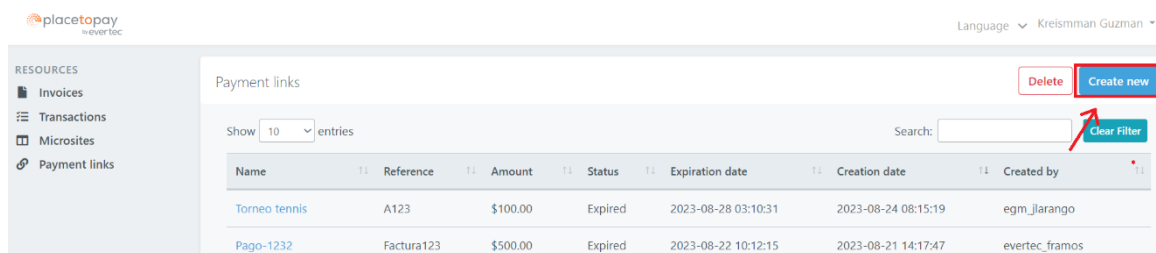
Next, you must enter the payment link option to begin the process.



Note: Avoid clicking on the purge links button, as this option deletes all the information stored in the history and cannot be recovered.



To create the payment link click on the create new button.



You will see some fields that must be filled in:

Create tied to: in this item you select whether it is a site or microsite to which this payment link will be related, in this option we will always choose the Microsite option.

Microsite: Select the name of the microsite to which the payment link being created will be linked.

Name: write the name under which the payment link will appear in our history or registry.

Number of payments allowed: In this option you can enter the number of payments to be allowed with that payment link (if left empty, unlimited payments can be made).

Payment process expiration time: It is the time (in minutes) for the payment process to expire, this time starts from the moment you enter the payment link and it is recommended from 10 to 15 minutes.

Expiration date: It is the time you have to make the payment, after the date, the payment link is disabled.

After filling in all the fields click on the next button.

Payment link creation Basic data

Create tied to? *

Microsite

Microsite *

Name *

Pago-9FP437

Number of payments allowed

Number of payments that accepts. (By leaving it empty or in zero, you can make unlimited payments).

Payment process expiration time *

10

Time (in minutes) for a payment process to expire.

Expiration date *

2023-08-29 23:28:07

When the date is exceeded, it becomes unusable

Cancel Next

Then enter the following data:

Reference: alphanumeric value to be assigned to the payment link, this reference is the identification of the transaction and is the value with which the transaction will be identified in Evertec Placetopay's administrative console.

Payment description: A brief detail of the purchase

Currency: Enter the type of currency in which the payment is to be made.

Amount: The total amount to be paid is entered.

Receiver e-mail: enter the e-mail address to which the payment link will be sent (this field is not mandatory).

Click on the Next button

Payment link creation

Payment data

Reference *

Payment description *

Currency * Amount *

US Dollar

Receiver emails

Cancel Back Next

A summary of the previously entered data should appear; if you click on the save button, this payment link is stored to send it later to the interested parties, if on the contrary, you click on the save and send button, this link will be sent to the entered e-mails and then it will be stored in the record history.

Payment link creation
Summary

Name: Pago-9FP437	Expiration date: 2023-08-29 23:28:07
Number of payments allowed: Unlimited	Payment process expiration time: 10
Code: 2sQWTOQLz6YLBMSuvFVeIAUv9NtWs8qc	Site: Demo Puerto Rico
Microsite: Demo Puerto Rico - Link de pago	Status: Active
Reference: 1234	Payment description: 234
Currency: US Dollar	Amount: \$1.00
Receiver email: test@evertectest.com	

Cancel
Back
Save and send

A summary of the information already entered is then displayed.

Language ▾ Kreismann Guzman ▾

RESOURCES

- Invoices
- Transactions
- Microsites
- Payment links

Payment link details
Return
Share ▾

Name: Pago-9FP437	Status: Active
Site: Demo Puerto Rico	Expiration date: 2023-08-29 18:28:07
Currency: USD	Amount: \$1.00
Description: 234	Reference: 1234
Payments available: Unlimited	Number of payments allowed: Unlimited
Created by: evertec_kguzman	Microsite name: Demo Puerto Rico - Link de pago

If you want to share this link to other people, click on the share button and you have 3 ways to share it:

Payment link details

Name: Pago-9FP437	Status: Active
Site: Demo Puerto Rico	Expiration date: 2023-08-29 18:28:07
Currency: USD	Amount: \$1.00
Description: 234	Reference: 1234
Payments available: Unlimited	Number of payments allowed: Unlimited
Created by: evertec_kguzman	Microsite name: Demo Puerto Rico - Link de pago

Return Share

- Send by e-mail
- Share URL
- Share by WhatsApp

Send by e-mail: The missing e-mails are entered.

Send by e-mail

Email *

Language *

English

Cancel Send mail

Send pending e-mails: Mails are sent, in case you have saved the link instead of sending it.

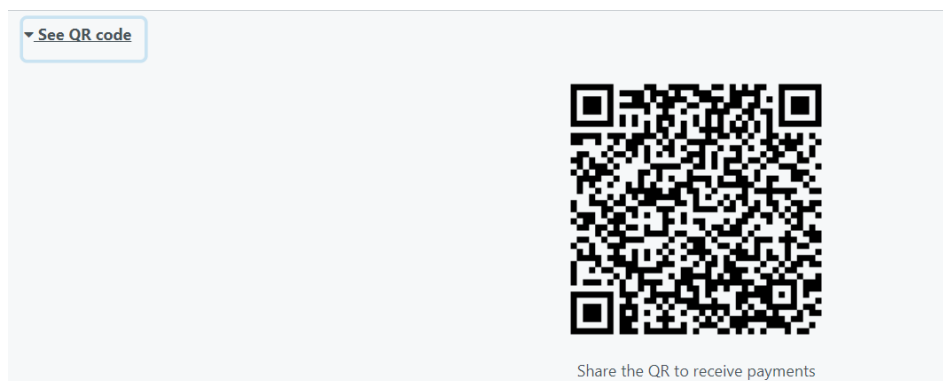
Share URL: This option is also enabled to share the URL, either by social networks or by a different means.

Share URL

Copy and share the link of the payment link by text message, chat or social networks.

<https://sites-test.placetopay.com/link/show?genid=1049&code=0fdaab3cbd3e> Copy

Another way to share the payment link is by QR code.



If you wish to reshare this payment link, in case it has not reached the customer, click on the resend mail button, then you can see if the customer has seen it or not.

▼ Related Emails

Show 10 entries

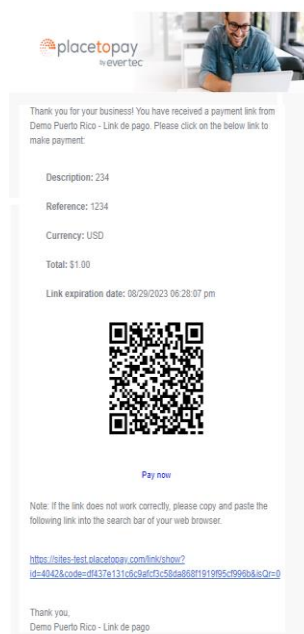
Search:

Email	Display date	Shipping date	
test@evertestest.com	Not seen	2023-08-28 23:37:48	Resend e-mail

Showing 1 to 1 of 1 entries



Previous 1 Next


In this way the client visualizes in his email the payment link sent, then enters the link or the QR and makes the payment.



After entering the link, the customer can see a brief summary of what he/she is going to pay, where the expiration date, the amount to be paid, the merchant to

which the payment is going to be made, the description of the payment, the reference and the status of the payment link are displayed.





The link will expire in 18 hours

By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and **Evertec PlacetoPay** in its capacity as manager.

Proceed with the payment

Amount to be paid
\$1.00

Commerce
Demo Puerto Rico - Link de pago


Description
234

Reference
1234

Status
Active

Then the customer is redirected to the checkout where he/she can see again the summary of what he/she is going to pay, enter the email address and click on the continue button.

Test mode. There will be no monetary affectation to the payment method





Enter your email

Continue


[I don't want to continue](#)


Total to be paid S2393178-T1
\$ 1.00 USD
234



 **Payment details** 

Reference 1234

Request date 2023-08-29 00:00:13


 The process will expire in 10 minutes


 Get help at juanpepetest@gmail.com


Made by  English 

Enter your data to initiate the payment and click on the continue button.





Test mode. There will be no monetary affection to the payment method





 test@test.com
[Change account](#)

 Credit / Debit / Prepaid card

Card information


1234 5678 9012 3456    

Month / Year  CVV 

The card number is not a valid value

Owner data


Name Surname


 Mobile number


[← Back](#) [Pay \\$ 1.00](#)

Select the payment method and enter the card information, click on continue.

Finally, the customer displays the status of the transaction just completed.





Approved transaction

Payment method
 •••• 1111

Total paid \$ 1.00	Authorization / CUS 614761
Transaction date 2023-08-29 00:01:52	Receipt 110000856130
IP address 181.58.39.146	Response code 00

[Back to merchant](#)

When you click on the back to merchant button, you get the information of your payment voucher with the transaction status, description, reference, payment reference and date.



Approved

You paid \$1.00

Description

234

Commerce

Demo Puerto Rico

Payment reference

1234

Payment date

2023-08-29 00:01:52

Upon completion of the entire process, a record of the transaction will be uploaded for the merchant to view.

Payment links

Delete>Create new

Show 10 entries

Search:

Clear Filter

Name	Reference	Amount	Status	Expiration date	Creation date	Created by
Pago-9FP437	1234	\$1.00	Active	2023-08-29 18:28:07	2023-08-28 23:37:43	evertec_kguzman



evertecinc.com

