

Payment Methods - Offline

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How to Setup Offline Payment Methods?

1. Navigate to Settings -> Configurations -> Equity Awards - Other Configurations -> **Setup Payment Method**.
2. As an admin, you will see 4 predefined payment methods set up for your account.
 - a. Wire Transfer
 - b. Cheque
 - c. Demand Draft
 - d. RTGS/ NEFT
3. Each of the predefined methods has some fields/ questions associated with them. You can check the predefined field by viewing any of the payment methods
4. Admin can also enter Payment Notes or Disclaimer messages if required for any of the Payment Methods. Payment Notes can be used to enter any kind of information that you want to convey to the employee during the time of exercise if they select that particular payment method. Similarly, a Disclaimer message can be used if in case you want your employee to agree to any terms and conditions before proceeding to submit their exercise request.
5. Admin can also set up a new payment method and add additional fields as per their convenience.

How to configure payment methods for your employees?

1. Navigate to Settings -> Configurations -> Equity Awards - Other Configurations -> Exercise Configurations -> **Payment Configurations**
2. Click on **YES**, to enable the payment details to your option holders.
3. As an admin, you will be able to see two methods by which you can set up payment modes for your employees.
 - a. Company Level - Select this if you want the same payment methods to be configured for all of your employees, irrespective of their residential status.
 - b. Resident Level - Select this if you want to set up different payment methods for your option holders as per their residential status. This can be more useful if your organisation have employees across the globe.
4. As an admin, you also have the option to bifurcate the total payable amount into separate buckets i.e. Exercise Amount Payable and Tax Amount Payable. If you enable this option, you will have the option to select a payment method and add payment notes separately for the Exercise Amount and Tax Amount.
5. Once you configure the payment method at your convenience, go ahead and click on the Update button to save your settings.
6. Next time, when your employees will exercise their options they will have the option to pay their exercise amount and tax amount using different payment methods as configured by the admin.

