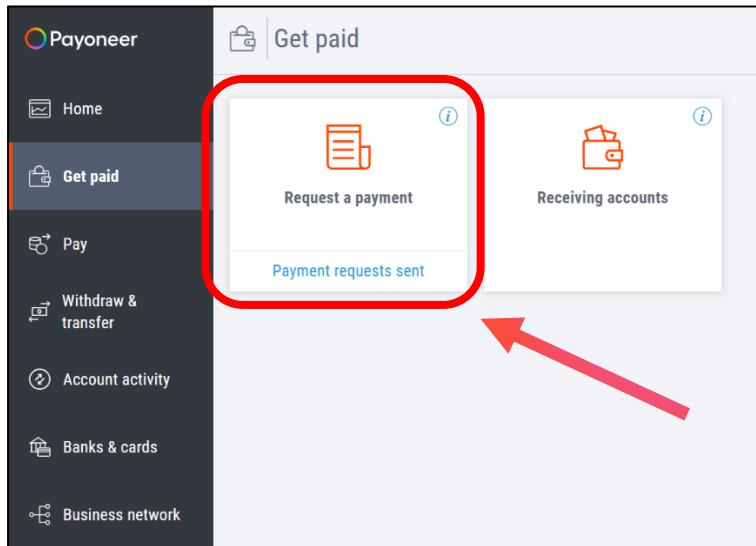


## How to request a payment

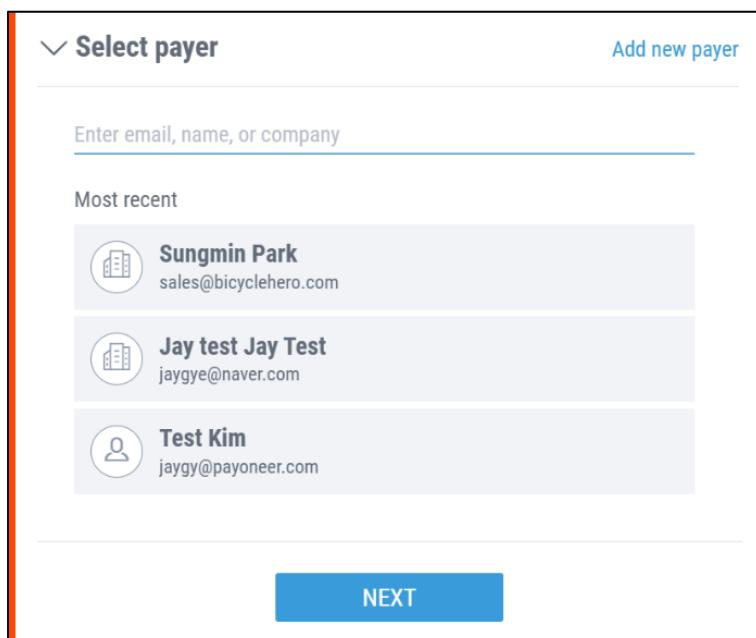
Bill your global clients directly to your Payoneer Account. It's easy, fast, secure, and low-cost.

### To request a payment:

1. Sign in to your Payoneer Account, go to the **Get paid** tab, and then click **Request a payment**.



2. Enter the name of the payer in the **Enter email, name, or company** field or select the payer if they appear in the **Most recent** list. (Alternatively, to begin the process of adding a new payer, click **Add new payer**.)



Enter email, name, or company

Most recent

- Sungmin Park  
sales@bicyclehero.com
- Jay test Jay Test  
jaygye@naver.com
- Test Kim  
jaygy@payoneer.com

NEXT

Proceed to the **Payment details** section.

3. Enter the details of the payment you are requesting.

Payment details

Amount: 20.00 - 15,000.00 USD | Currency: USD

Description: 0 / 250

Payment due by: 19/07/2023 | Calendar icon

Requesting payment as: ▼

NEXT

Click **NEXT** to proceed to the **Attach documents** section.

4. Drag files (such as an invoice or work contract) or browse to locate them on your computer and upload them. You can upload up to five documents. (If you need to create an invoice, click **Create a professional invoice** to be redirected to an online invoice generator.)

Attach documents

Attach up to 5 documents (like your invoice or work contract) to your payment request.

Don't have an invoice? [Create a professional invoice](#) for free and upload below.

DRAG FILES HERE OR BROWSE  
Supported file types: PDF, DOC, DOCX, JPEG, JPG, TIFF, BMP, XLS and XLSX  
Upload up to 10 MB

PREVIEW

REQUEST PAYMENT

Click **REQUEST PAYMENT** to finalize the payment request.

Once you have sent the payment request, a confirmation screen is displayed, and your payer will receive the request via email.

