



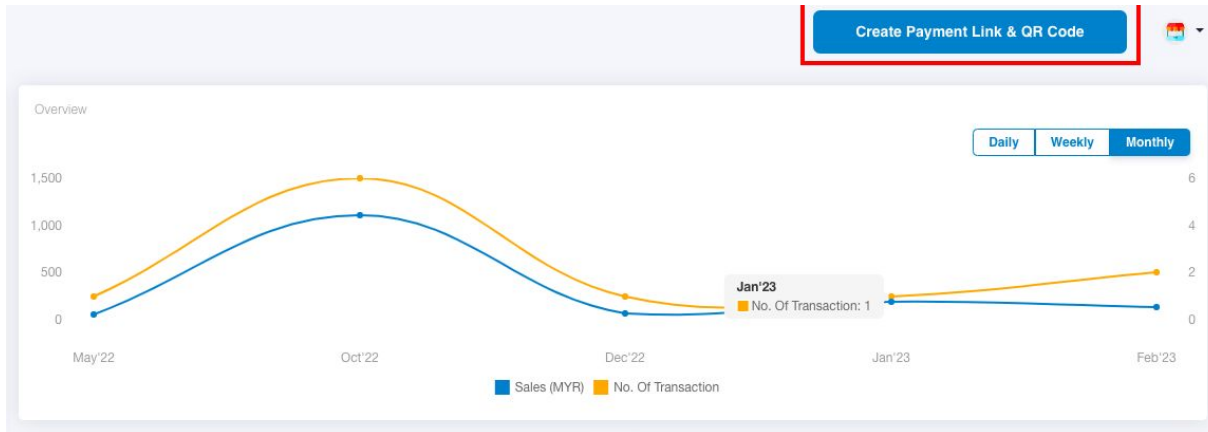
How to create Payment Link & QR Code

STEP 1 : Login to Payex's portal

- Click “**Login**” button at <https://www.payex.io/>
- It will navigate you to <https://portal.payex.io/Home>
- Login using your existing credentials

STEP 2 : Create payment link & QR code

- Click “**Create Payment Link & QR Code**”



STEP 3 : Fill out payment details

- Click “One time”
- There are 2 options:
 1. **Image A** - Payment link / QR code with **amount** and **payment type** determined by merchant
 2. **Image B** - Payment link / QR code for **general use** (customer fill out the amount and choose payment type themselves)

Image A

Create Payment Link & QR Code

One time Recurring

Amount: 1000

Payment Type: Card, Online Banking, eWallet, Instalment

Description: Beauty Product

Reference Number: 012345

Require customer's contact details

Require customer's address

**All inputs are optional.

Cancel Generate

Image B

Create Payment Link & QR Code

One time Recurring

Amount: Blank

Payment Type: Blank

Description: Blank

Reference Number: Blank

Require customer's contact details

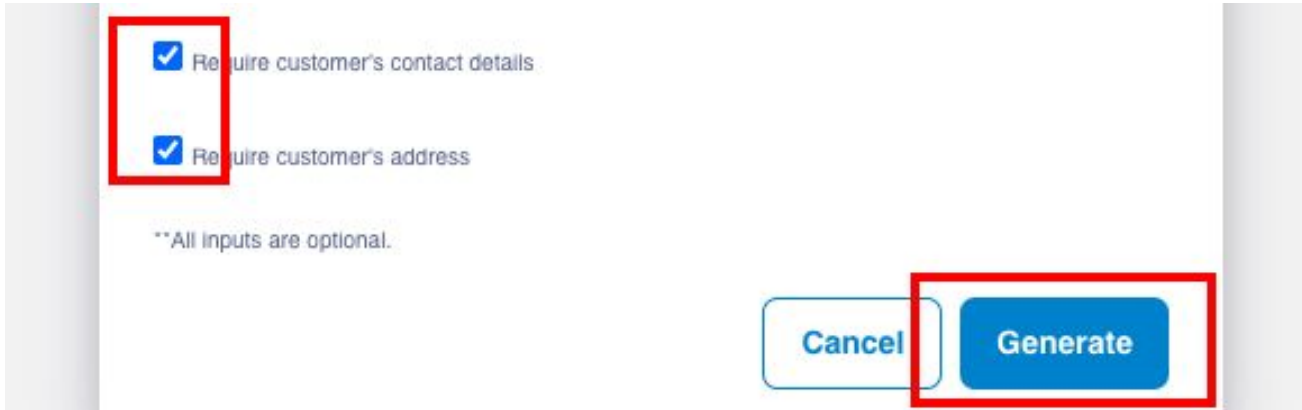
Require customer's address

**All inputs are optional.

Cancel Generate

STEP 4 : Generate the payment link & QR code

- Uncheck the box if you do not require **customer's details**
- Uncheck the box if you do not requires **customer's address**
- Click "**Generate**" to generate the payment link & QR code



The screenshot shows a form with two checked checkboxes: "Require customer's contact details" and "Require customer's address". Below them is the text "**All inputs are optional." At the bottom right, there are two buttons: "Cancel" and "Generate". Red boxes highlight the checkboxes and the "Generate" button.

Require customer's contact details

Require customer's address

**All inputs are optional.

Cancel Generate

STEP 5 : Copy the payment link / save QR code

- **A** - right click to save the QR code, print it and display on your cashier counter
- **B** - copy the payment link and share to your customer
- **C** - every payment link valids for 1 year from the date of creation
- **D** - you can click any icon to share the payment link to your customer
- We do not store payment link & QR code, please create a new one if you lost it

