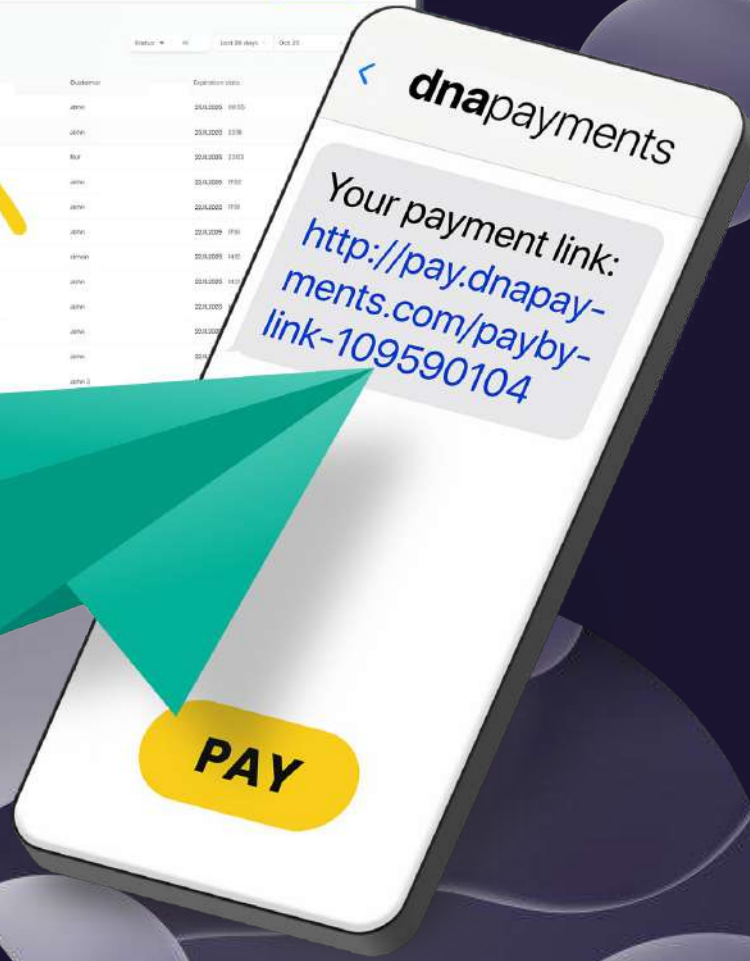


dnapayments



The screenshot shows the dnapayments dashboard with a sidebar menu on the left and a 'Payment Links' table on the right. The sidebar menu includes: Overview, POS payments, Online payments, Payment links (highlighted), Virtual terminal, POS American Express, Chargebacks, Settlements, Billing, Reports, Exports, Settings, and Help. The 'Payment Links' table has columns for ID, Active, Paid, Archived, Status, Date created, Customer, and Expiration date. The table contains 15 rows of data, each with a 'PAY' button next to the ID.

| ID | Active | Paid | Archived | Status | Date created | Customer | Expiration date |
|-------|--------|------|----------|-------------|------------------|----------|------------------|
| 82.80 | Active | | | Not expired | 20.02.2020 09:35 | John | 25.02.2020 09:35 |
| 85.82 | Active | | | Test | 20.02.2020 12:08 | John | 25.02.2020 12:08 |
| 87.80 | Active | | | Test | 20.02.2020 20:05 | Mia | 20.02.2020 20:05 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |
| 89.82 | Active | | | Test | 20.02.2020 19:31 | John | 20.02.2020 19:31 |



Payment Links

User Guide

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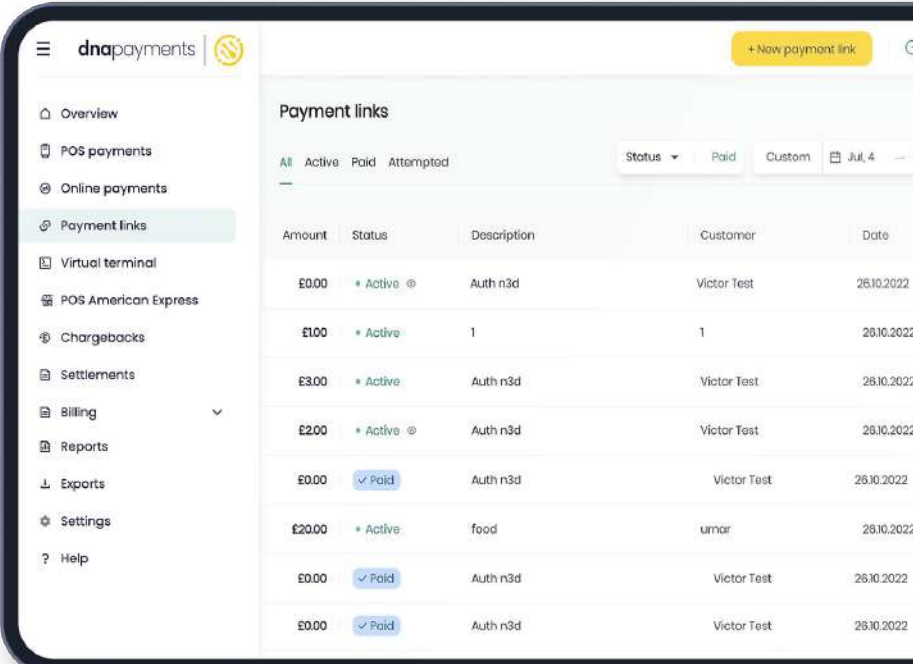
Welcome to DNA Payments Payment Links

Payment Links let you accept payments online without using a website. Once activated, log in to our Merchant Portal to create and send a Payment Link to your customer and once sent, you'll get paid in real-time.

Major cards, Apple Pay, Google Pay, PayPal and other payment methods are ready to be accepted via your Payment Links 24/7.

Getting access to Payment Links

Payment Links will automatically be available on our Merchant Portal if you've requested this solution and your application for Payment Links was approved. Just log in to our Merchant Portal, and you'll see your Payment Links menu option on the left-hand side of your dashboard.

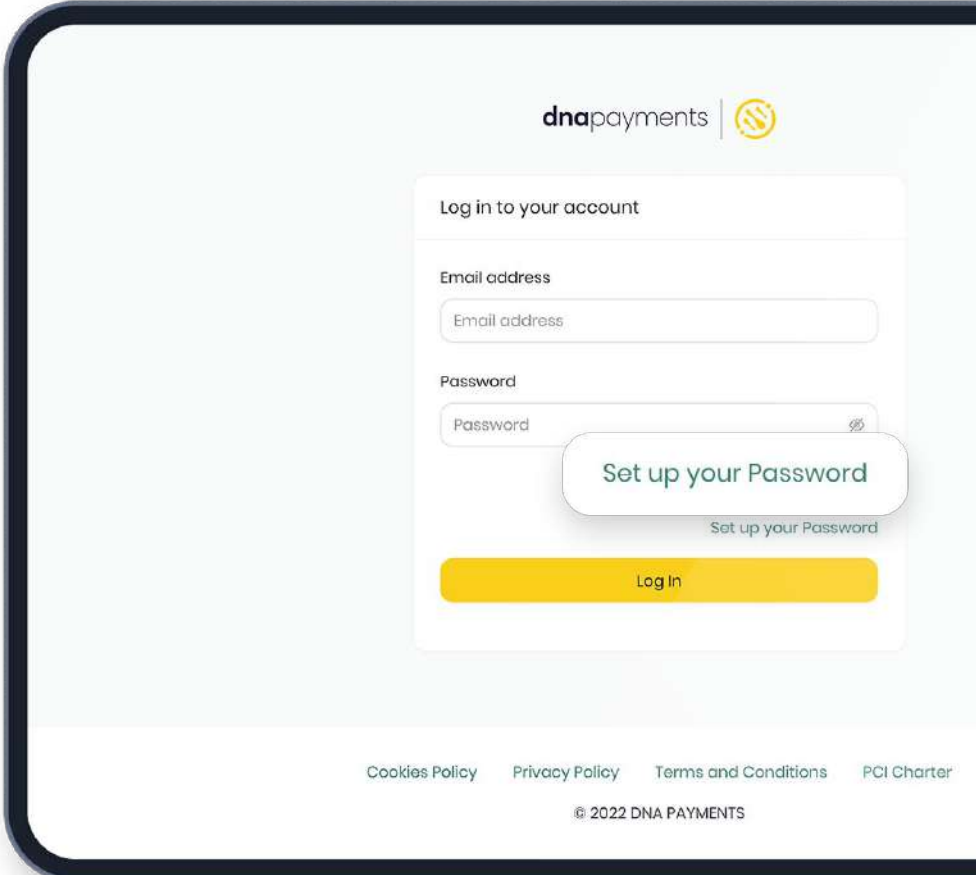



The screenshot shows the DNA Payments Merchant Portal interface. On the left is a navigation menu with options: Overview, POS payments, Online payments, Payment links (highlighted), Virtual terminal, POS American Express, Chargebacks, Settlements, Billing, Reports, Exports, Settings, and Help. The main content area is titled 'Payment links' and includes a '+ New payment link' button. Below the title are filters for 'All', 'Active', 'Paid', and 'Attempted', along with a 'Status' dropdown, 'Paid' button, 'Custom' button, and a date filter set to 'Jul, 4'. A table displays the following data:

| Amount | Status | Description | Customer | Date |
|--------|--------|-------------|-------------|------------|
| £0.00 | Active | Auth n3d | Victor Test | 26.10.2022 |
| £1.00 | Active | 1 | 1 | 26.10.2022 |
| £3.00 | Active | Auth n3d | Victor Test | 26.10.2022 |
| £2.00 | Active | Auth n3d | Victor Test | 26.10.2022 |
| £0.00 | Paid | Auth n3d | Victor Test | 26.10.2022 |
| £20.00 | Active | food | umar | 26.10.2022 |
| £0.00 | Paid | Auth n3d | Victor Test | 26.10.2022 |
| £0.00 | Paid | Auth n3d | Victor Test | 26.10.2022 |

Logging in to the DNA Payments Merchant Portal

- 1 Log in to **portal.dnapayments.com** using the email address you've provided with your application.
- 2 Click "**Set up password**" to generate your password if it's the first time you use the Portal.
Make sure you're using an email you provided with your application.




dnapayments | 

Log in to your account

Email address

Password

Set up your Password

Set up your Password

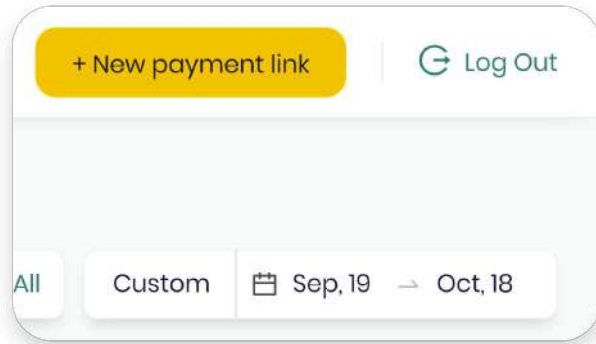
Log In

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Creating a Payment Link

- 1 Click the + **New payment link** button.



You can enter your order number to map the Payment Link to your internal management system.

Enter the customer's name and the order description.

You can then set up a bespoke expiry date to help you manage the sale if the price is time-sensitive or there is limited stock, so you want to ensure payments are taken promptly. Once it expires, your customer can't access the Payment Link.

- 2 If you have more than one account, please select the correct one before creating a Payment Link. Once the link has been created, it can't be moved between accounts. Creating a link and accepting a payment on the wrong account can result in the payment being paid to you in the wrong settlement.

In the event that you set up a link incorrectly, go to the payment links page > navigate to the active section > find the incorrect link > select action and deactivate. This will need to happen before the customer makes the payment.

A screenshot of a 'New payment link' form. The form is titled 'New payment link' and has a close button (X) in the top right corner. It contains several fields: 'Stores' (a dropdown menu), 'Order Number' (a text field with a refresh icon, containing 'PL-1666783841783'), 'Amount' (a text field with '0.00') and 'Currency' (a dropdown menu), 'Customer Name' (a text field with 'Name'), 'Description' (a text field with 'Name of the service or item you provide'), and 'Link Expiry' (a date picker with 'Select date'). To the right of the form is a 'Preview' section titled 'A preview of how your customers see the checkout', which shows a mobile checkout screen with buttons for 'Pay with card', 'Googlypay', 'Pay by bank app', 'PayPal', and 'Open banking'. At the bottom of the form are two buttons: 'Close' and 'Create New Link'.

Sending a Payment Link

Once generated, you'll see a screen with sharing options.

You can share the Payment Link via our built-in emailing and text service functionality or manually using your preferred contact method.

The screenshot shows the 'Link details' page for a payment link. It includes the following information:

- Order number: PL-1613145117352 (Active)
- Amount: £30.00
- Customer: Adam Smith
- Date created: 18.10.2022
- Expiration date: 31.10.2022 10:00
- Description: Coffee 2 packs

There is a 'Widget preview' section showing a mobile payment interface with buttons for 'Pay with card', 'GooglePay', 'Pay by bank app', 'Payfix', and 'Open banking'. Below the preview are icons for desktop and mobile views.

At the bottom, there is a 'Copy link' field containing the URL: <https://test-pay.dnapayments.com/checkout/?r=GRBPLCOLQ>. To the right, there are 'Share via' options for Email and SMS.

The screenshot shows an email notification from DNA Payments. The header includes the DNA Payments logo. The body of the email reads:

Dear Adam Smith,
Company LTD has requested a payment

30 GBP

| Description | Payment |
|--------------------|-----------------------|
| Payment request ID | PL-1666298933847 |
| Expiration date | 30.10.2022 20:50:31 Z |

[Pay Now](#)

Kind regards,
DNA Payments Team



TIP

If you want to share via any communications channel, copy the link and paste it into an email, chat, or another preferred method.


Your customer will get the Payment Link within minutes of it being sent to their email or SMS or the channel you've selected to use.

Accepting payments


Once your customer has clicked the link they received via email or another channel you used to send it, they'll be able to select their preferred payment method to submit payment.

All major payment methods accepted




Card number
4659 49 




Expiry date
03/25


Card's secure code
... 


Cardholder name
Adam Smith

Next  I agree with terms and conditions

Other payment options

OPEN BANKING 

| | | | | | |
|-------|--------|----------|------------|--------------------|--|
| £1.00 | ✓ Paid | Auth n3d | Adam Smith | 21.10.2022 03:21 | See overview  |
|-------|--------|----------|------------|--------------------|--|

NOTE

Your customers will only be able to see and use the payment methods you've set up in your account's Payment Methods section.

If you'd like to add further payment types to your account, please get in touch, and we'll assist you with this.

Managing your Payment Links

You can manage your payments and check their status in the Payment Links section.

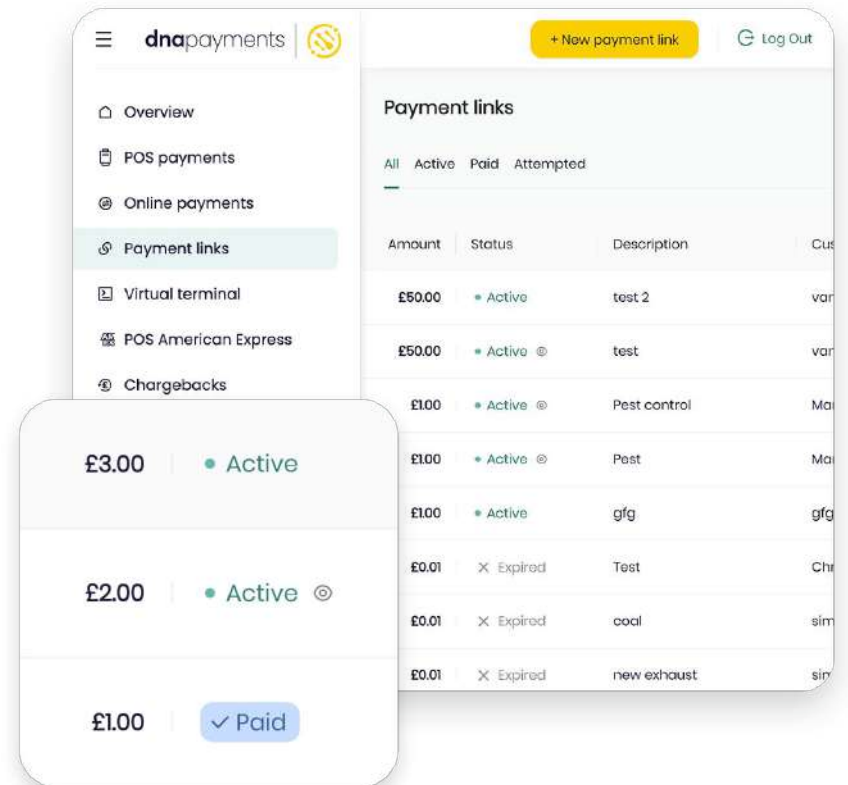
You'll be able to see if a link is still active, viewed, expired, or has been attempted or paid successfully.

All - shows all links where payments have been completed. This will show if a link has been paid, cancelled or expired.

Active - shows all currently active links and awaiting action from the customer.

Paid - shows all of the links that the customer has paid.

Attempted - shows all the links where the payment link was attempted but not paid.



Managing your Payment Links

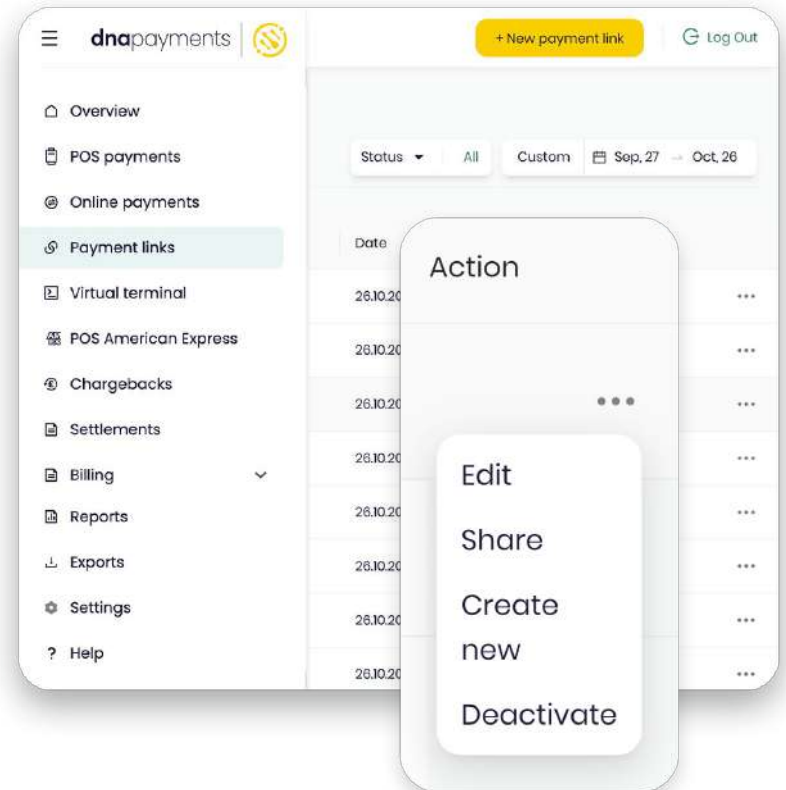
You can cancel, edit or re-generate Payment Links using the exact details if needed, using the following actions:

Edit - lets you change the description of the expiration date.

Share - lets you send the link via email.

Create new - lets you create a link by duplicating the details of an existing link, providing a new pre-populated order number that can be edited.

Deactivate - lets you deactivate the link, meaning the customer can no longer use it.



Managing accepted payments

All processed Payment Links are displayed with a Paid status.

Payment View ✕

£1.00 ✓ paid

Auth n3d

Date 06.10.2022 19:47

Order Number PL-164302681200015

Customer Adam Smith

Transaction Type Payment Link

Cancel Ok

You can find details of your payments on the Online Payments section of our Merchant Portal.

Online Payments

All Processing Charged Filter Status All Custom Sep,19 Oct,18

| Amount | Status | Customer | Payment method | Date | Action |
|--------|-----------|----------|----------------|------------------|--------|
| £123 | ✓ Charged | DFG | 420000..0000 | 21.10.2022 04:00 | ... |
| £123 | ✓ Charged | DFG | 420000..0000 | 21.10.2022 04:00 | ... |
| £123 | ✓ Charged | DFG | 420000..0000 | 21.10.2022 04:00 | ... |
| £123 | ✓ Charged | DFG | 420000..0000 | 21.10.2022 04:00 | ... |
| £123 | ✓ Charged | TEST | 420000..0000 | 21.10.2022 04:00 | ... |

Refunding a payment

In the Online Payments section, you can easily manage accepted payments to perform full or partial refunds. You can control who in your team can perform refunds in the Team Management section in Settings, then choose from: **"No access"**, **"Read-only"**, or **"Full access"**, which can be applied to both new and existing users.

Payment refund

£30.00 ✓ Charged

Description

| | | |
|----------------------|----------------|--------|
| Refund Amount | Payment Amount | £30.00 |
| Amount | Balance | £30.00 |

Cancel Refund

×
Refund

dnapayments |



Pioneering payment solutions, powering businesses to thrive

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