Hosted **Payment Page**

BlueYonder®

How it works ⚙
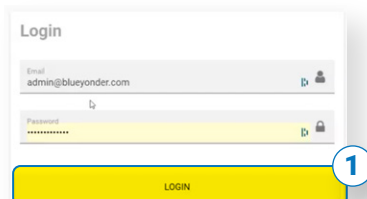
These instructions will...

The **Hosted Payment Page feature** allows you to create a **Pay Now button on your website** or **send your customers a payment link** via electronic invoice.

- Show you where to find your Hosted Payment Page link.
- How to place on your website
- How use it with your invoices
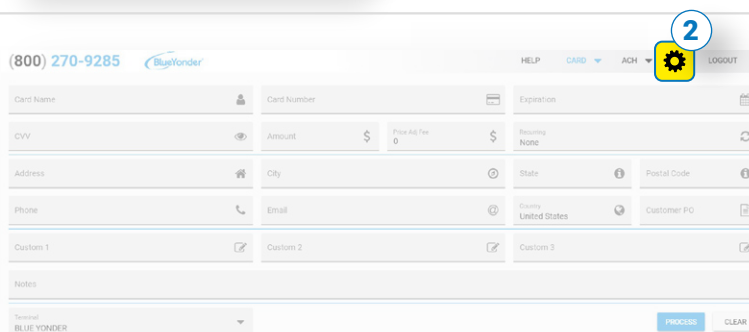- How to verify your on-line payments

1 **Login** to your terminal

2 Go to the **setting page**
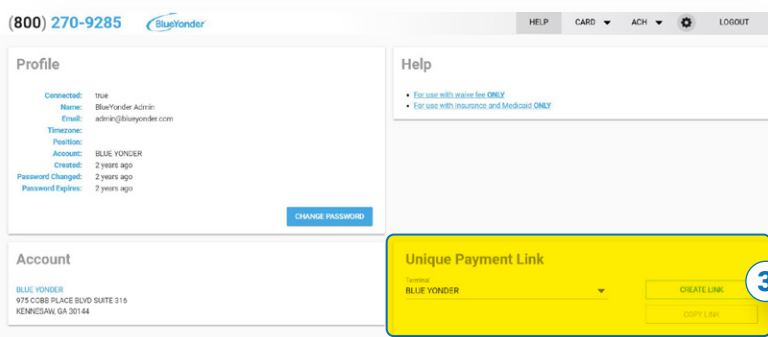
3 **Hosted Payment Page Link**
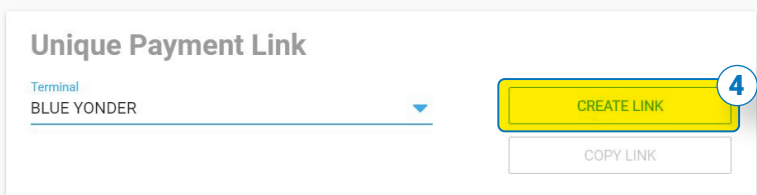
In the **bottom right corner** of the setting page you will see the **Hosted Payment Link**

4 **Click create link**

5 **Copy link**

https://payments-qa.paynetworx.com?token=1s3ZSNOjKL1tHFERVXQRwYQBjh9

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1 ## Copy Payment Link

Take payment link and **email this to your web developer.**

Unique Payment Link

Terminal
BLUE YONDER

https://payments-qa.paynetworx.com?
token=1s3ZSNOjKL1tHFERVXQRwYQBjh9

CREATE LINK

COPY LINK ①

2 ## Add to your website

Your web developer **will add this to your website** by inserting the link you sent them and creating a payment option on your website.

ABC / Company

Call: 800-270-9285

News   Testimonials   About Us   Contact   Pay Bill ②

3 ## Testing

Once live, test the site to **make sure link is working.**

ABC / Company

Call: 800-270-9285

News   Testimonials   About Us   Contact   Pay Bill ③

5 ## Payments through your website

ABC / Company

Fields with *blue asterisk* are mandatory.

$.   Amount

There will be a 3.5% fee added to any card payments. This fee is waived when paying by ACH.

Customer Information

Payment Details

Billing Information

By clicking the payment option on your website it will take you to the **Hosted Payment Page.** Customers will now be able to **make Payments through your website.**

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Please note that every software system is different but most have a similar process.

1

Add the copied link to your template

Unique Payment Link

Terminal
BLUE YONDER

https://payments-qa.paynetworx.com?
token=1s3ZSNOjKL1tHFERVXQRwYQBjh9

CREATE LINK

COPY LINK

2

Take the copied **Hosted Payment link** and paste the link into your template .

https://payments.paynetworx.com?token=1s3ZSNOjKL1tHFERVXQRwYQBjh9

3

Name the link

Most template or email editors will **allow you to rename the link** so that is it not showing the long version.

Typically you will see this icon

Highlight the link and click on the "Hyperlink" icon. You will then see where you can update the text for the hyperlink.

Insert Link

Link Type   Web URL

Selected Text   Click Here to Pay

URL   https://payments-qa.paynetworx.com?token

You can then **rename the link** so that it can look like the example below.

Dear Customer,

Click Here to Pay Bill

Here are 2 options for verifying any online payments made by your customers

View transactions

To verify your **customer has made their Payment** you can view this in the BlueYonder Virtual Terminal **under transactions.**

If the Hosted Payment column states "Yes" this means the transaction was processed via the Hosted Payment Link. If it says "No" this means it was process through your BlueYonder Virtual Terminal
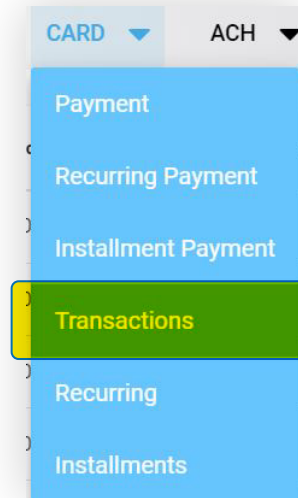
(800) 270-9285

HELP   CARD ▼   ACH ▼   ⚙   LOGOUT

Cust. Name	Type	Hosted Payment	Status	Last Four	Expiration	Amount ($)	Less Adj ($)	Recurring	Created ↓	Settled	
Katie Kessing	Sale	Yes	Approved	0315	03/24	5.20	5.00	No	Jun-30-2021 03:42PM		OPTIONS
Katie Kessing	Sale	Yes	Settled	0315	03/24	5.20	5.00	No			
Katie Kessing	Void	No	Approved	0315	03/24	(1.04)	(1.04)	No			

Daily batch

OR

The **Daily Batch Report** that you receive from BlueYonder each morning will also show **any transactions made online when the Hosted Payment column states "YES".**

📊 Daily Card Report 2021-06-29.csv
1 KB

BlueYonder Corp.

User	Cust Name	Hosted Payment	Type	Status	Brand	Last Four	Amount	Less Adj	Recur	Created	Refunded	Custom 1
Admin@blueyonder.com	Katie Kessing	YES	Sale	Settled	amex	2000	$363.83	$350.00	No	Jun-29-2021 09:10AM		
Admin@blueyonder.com	Johnny Smiles	NO	Sale	Settled	visa	9000	$4158.00	$4000.00	No	Jun-29-2021 10:24AM		
Admin@blueyonder.com	Barbara Jones	NO	Sale	Settled	amex	3000	$363.83	$350.00	No	Jun-29-2021 12:20PM		
Admin@blueyonder.com	Lisa Turner	YES	Sale	Settled	visa	7000	$79.00	$76.00	No	Jun-29-2021 01:06PM		
Admin@blueyonder.com	Mark Jacob	NO	Sale	Settled	visa	8000	$519.75	$500.00	No	Jun-29-2021 03:44PM		
Totals:							$5484.41	$5276.00				

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