

Paylink Tutorials

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version 1.0



Paylink

Look & Feel	<u>3</u>
Create a Paylink	<u>11</u>
Create a One Page Shop	<u>23</u>
Add Products	<u>32</u>
Activate Taxes	<u>41</u>
Payments	<u>46</u>
Refund	<u>53</u>
Add user	<u>57</u>



In this tutorial we show you how to customize the look and feel of your paylink in 7 steps



 Click on the "Settings" tab on the left





 Click on the "Look & Feel" menu





Click on the green "Add a new profile"-button.

nets <mark>:</mark>	☑ ⋪ Home / Settings / Look & Feel	chmei@nets.eu ~
 Dashboard Tools 	 < Settings Look & Feel 	Add a new profile
₩ Pages Ø Paylink	Profile name	
♦ Payments	Shop Profile 1 Standard Shop Profile 2	
 Payment providers Webhooks 		
 Settings General Settings Business User administration Look & Feel Notifications Legal 	♥ 2021 NETS A/S, Denmark Language: English ♥	*



- Enter a profile name. This will be visible only for you in the backend.
- To add a logo, click on the "Upload Logo" button.
- You can also choose whether your logo should have a square, rectangular or round frame.
- Additionally you can choose the color and the fill color of the frame.

nets: °	Look & Feel Profile	
 Dashboard Tools 	Create different profiles to change the look and feel of your payment forms	Profile name Nets Pay
금 Pages → ∅ Paylink	General settings	
 ♦ Payments > Payment providers ♥ Webhooks 	Logo Recommended size: 160px x 160px	• Square · Rectangular · Round
 Settings General Settings Business User administration Look & Feel Notifications Legal 		Upload Logo Remove Logo Logo background FFFFFF Logo border DDDDDD
	Background	Main Background Color Color Image



- For the background design you have the choice between a color and an image.
- You have the possibility to create a separate background for the header area.

nets:		Background	Main Background		
🛆 Dashboard			Color Image		
Tools			FFFFF		
🖶 Pages	>		Background header		
🖉 Paylink			Color Image No background		
			005776		
Payments	>				
Payment providers		Font	Font family		
🖗 Webhooks			Open Sans	~	
			This is the preview for the selected font.		
Settings	~		Font size		
General Settings Business			14	рх	
User administration			Text color		
Look & Feel			24363A		
Notifications			Link color		
Legal			0074D6		
			Link color (Mouse over)		
			2A6496		



- Select your font, font size and font color. You can define the text color for the terminal separately
- Choose a link and button color. In addition, you can choose the color that the button or link should take on as soon as you move the mouse over it.

nets: «	Font	Font family		
		Open Sans	\sim	
Tools		This is the preview for the selected font.		
		Font size		
		14	рх	
🖉 Paylink		Text color		
♦ Payments		24363A		
 Payment providers 		Link color		
		0074D6		
♥ Webhooks		Link color (Mouse over)		
l∰ Settings ∽		2A6496		
General Settings				
Business				
User administration	Buttons	Button color		
Look & Feel		005776		
Notifications		Button color (Mouse over)		
Legal		82D0F5		
		_		
	Rounded corners	Enable rounded corners		
				_



 To save your changes in a new profile click on the green "Save as new profile" button. If you want to change the current profile click on the green "Update"-button.

nets:	C ²	2A6496	
□ Dashboard Tools ⊞ Pages ∅ Paylink	Buttons	Button color 005776 Button color (Mouse over) 82D0F5	
 Payments Payment providers Webhooks 	> Rounded corners	Enable rounded corners	
 Settings General Settings Business User administration Look & Feel Notifications 	Ceneral settings	Logo Use individual e-mail logo Background color header FFFFF	
Legal	Cancel © 2021 NETS A/S, Denmark	Language; English ▼	Save as new profile



In this tutorial we show you how to create a paylink within a few steps.



 Click on the "Paylink" tab on the left.





- Afterwards an overview with all existing paylinks will be opened.
- To create a new paylink click on the green "Create"-button





- Define the purpose of your paylink.
- Specify the amount to be paid.
- Choose between a one-time payment or pre-authorization payment.
- Specify the recipient. It is also possible to enter several recipients.

nets <mark>:</mark> «	著 Home / Tools / Paylink	chmei@nets.eu ∽
O Dashboard	< Paylink Create link	
금 Pages > ✓ Paylink	Purpose Multilingual »	Appearance
 ♦ Payments ▶ ➡ ➡ Payment providers ♥ Webhooks 	Add description C Recipient can write own payment purpose C Amount * VAT Rate	Look & Feel Profile Standard Image: Customized page title Customized pag-button text Image: Customized pag-button text
ঞ্জ Settings	Drop your files here or click to upload.	Form fields
	You can attach up to 3 files (2MB per file). Allowed file types: PDF, image files. Expiration date Never DD.MM.YYYY	Specify which form fields the recipient has to fill out.
		Salutation *
		✓ Name *
	Payment information	Company *
	Payment type One-time Pre-authorization	Address Country



- Choose in which look & feel the paylink should be displayed.
- By clicking on the green "Create" button, you send the paylink to the recipient.

nets: «	番 Home / Tools / Paylink	chmei@nets.eu v
 △ Dashboard Tools → → 	< Paylink Create link	
A Paylink	Purpose Multilingual »	Appearance
 ♦ Payments > Payment providers ♥ Webhooks 	Add description Recipient can write own payment purpose Amount * VAT Rate EUR 19% - Standard tax Attachments Attachments	Look & Feel Profile Standard \checkmark \checkmark Customized page title Customized pay-button text
Settings	L Drop your files here or click to upload.	Form fields
	You can attach up to 3 files (2MB per file). Allowed file types: PDF, image files. Expiration date Never DD.MM.YYYY	Specify which form fields the recipient has to fill out.
		Salutation
	Payment information	✓ Name * Company *
		✓ Address *
	Payment type One-time Pre-authorization	Country *



- Once the link is created you can see a new entry including the status in the Paylink list
- You can view, edit, copy or delete the paylink.





- This is how the e-mail that your customers reveive looks like.
- Note: If you uploaded a logo into your profile this logo will be used.





 This is how the paylink looks like when the customer opens it.

nets:	Paylink Test Shop		🗩 English	
	Sneaker 3.0 39.99 EUR Incl. 19.00% VAT Contact details			
	Title		~	2
	First Name	Last Name		
	Street & No.			
and a	Postcode	City		A
mili	Germany		~	1
	Email * dbers@nets.eu			
		cept the general terms and conditions.	5	
6.00		I accept the privacy policy.		-
		🐂 Pay EUR 39.99		
	۵ د	Secure connection with 256-bit SSL	-	3
-	Legal Notices		2	



Create a Paylink with optional parameters



General:

- You can add a description for your paylink, which will be displayed "on top" of the paylink page.
- Upload attachments that will be displayed on the paylink page.
- Specify an expiration date for the paylink.

Appearance:

- Choose a page title for the payment page.
- Customize the text label for the "paybutton".

Form fields:

 Define which input forms for customer data should be displayed.

nets <mark>:</mark> «	∰ Home / Tools / Paylink	chmei@nets.eu ∨
⊃ Dashboard ols	≮ Paylink Create link	
Pages >	Purpose Multilingual »	Appearance
🖉 Paylink	Harpool	
Payments	Add description Recipient can write own payment purpose	Look & Feel Profile Standard
B Payment providers	Amount * VAT Rate	
🖗 Webhooks	EUR V 19% - Standard tax V	Customized page title 1
•		Customized pay-button text 🕕
🏽 Settings	Attachments	
	<u>+</u>	
	Drop your files here or click to upload.	Form fields
	You can attach up to 3 files (2MB per file). Allowed file types: PDF, image files.	
	Expiration date	Specify which form fields the recipient has to fill out.
	Never DD.MM.YYYY	General Information
		Salutation *
		✓ Name 🔹
	Payment information	Company *
	Payment type	Address *
	One-time Pre-authorization (1)	Country *



Recipient:

 You can pre-fill recipient information. The customer can still change the data (e.g. in case of a wrong address).

Legal:

 You can specify if the customer has to accept the general terms and conditions and/or the privacy policy before he can make a payment.

Advanced Options:

 For the reconciliation within the Easy patform you can specify your own external reference. This will also be shown in the Easy portal.

nets:	You can attach up to 3 files (2MB per file). Allowed file types: PDF, image files. Expiry date Never DD.MM.YYYY	Specify which form fields the recipient has to fill out.
Dashboard		Salutation *
Tools		Name 🔹
	Payment information	Company *
Pages		Address *
Paylink	Payment type	Country *
	One-time Pre-authorization (Telephone *
Payments		Email address *
 Payment providers Webhooks 	Recipient	Legal Must be accepted by the recipient
	Email address *	General Terms and * Conditions
Settings	add Email address and confirm with Comma or Enter key	Privacy policy *
	Separate multiple recipients by comma.	
	Add additional recipient information	These settings are automatically applied to newly created links.
	Send	Advanced options
		Item number (SKU)
	send as Email Send later	e.g. S41228
	Language	External reference
	English	



Send:

- You have the option to save a paylink without sending it (can be sent at a later stage).
- You can customize the subject and define an additional message.
- You can define a resend logic in case the paylink won't be paid.
- You have the option to send the paylink to yourself before you send it to your customer.

nets <mark>:</mark> °	Add additional recipient information 🖲	applied to newly created links.
 △ Dashboard 	Send	Advanced options
ools	send as Email Send later	Item number (SKU)
🖶 Pages >	Language	e.g. S41228
\land Paylink	English	External reference 🖲
	E-mail Subject *	
Payments >	Payment request from Test Shop	
Payment providers		
© Webhooks	Message (optional) Enter a personal message for the recipient	
Settings		
	Resend (if unpaid) after Max. Number of attempts	
	Days	
	Send a test e-mail	
	chmei@nets.eu Send a test e-mail	
		Abort Create



- Here you can see the prefilled recipient information
- In this example the general terms and conditions and the privacy policy have to be accepted.

	Paylink		🗩 English	
•	Test Shop			
	The payment service provider is in test mode.			
	Sneaker 3.0			14
	39.99 EUR			100
	Contact details			1.0
	- Title Mr		~	C 1
	- First Name Dennis	East Name Bersuch		
	Street & No. Examplestreet 9			
Thurs	- Zip code 99999	City Examplecity		
a month of the	- Country Germany		~	1121
and had a feel	- Email * dbers@nets.eu			
		ot the general terms and conditions.		
		l accept the privacy policy.	1.4	
		below to complete the payment with NETS.		
and the second sec		Pay EUR 39.99		and the second se
	≙ Sect	ure connection with 256-bit SSL		
	Imprint The company Test Shop from Eschborn is responsible for this paym	ient form	12-21	-
			-	- 2
	1.1,5,	Powered by Easy Paylink	· · · · · · ·	
				and and a second



In this tutorial we show you how to create your own One Page Shop in 7 steps.



 Click on the "Pages" tab on the left and afterwards on the "Overview" menu.





 Afterwards an overview of all your previous One Page Shops will open. To create a new One Page Shop click on the green "Create"-button.





- Enter your page title.
- Add a description for your One Page Shop.
- Please click on the "Payment Information" tab to continue creating your one Page Shop.

Dashb Tools	oard	Title and description	Payment information	Products	Form fields	Advanced Option
🖶 Pages	~	From template				
Overvie		New page				~
Produc	ts	Page title *				Multilingual »
Discou	nt codes					
\land Paylini	k	Description 1				Multilingual »
		Format - B	I I II I I I I	* * * * * * *		* *
Payme		I _x ⊒				
🔁 Payme	ent providers					
🖗 Webho	ooks					
	js					
						4



- You can choose between a one-time payment and a pre-authorization.
- You can select the currency in a dropdown in case your account supports multiple currencies. You can set the minimum amount for a valid order and shipping costs.
- Purpose: This field can only be filled in if you are not adding products to your One Page Shop.
- Please click on the "Products" tab to continue creating your One Page Shop.

nets:	ß	< Overview Create page							
Dashboard		Title and description	Payment information	Products	Form fields	Advanced Option			
Tools									
🖶 Pages	~	Payment settings	ers will pay you						
Overview		Choose how your customers will pay you. Payment type							
Products			thorization (1)						
Discount codes									
🖉 Paylink		Currency	Default currency	Minimum amount	Shipping costs				
♦ Payments	>	Select currency	✓ EUR	✓ Add	Add				
Payment providers		Purpose (optional)				Multilingual »			
💡 Webhooks		If no value is specified, the	e buyer must enter a purpose of p	ayment during checkout.					
		Payment Provider							
		Invisible		V	isible				
					NETS easy				
				* *					



- You can search for your already existing products and add them to your One Page Shop.
- Alternatively you can create a new product by clicking on the green "Create new product"-button.
- Please click on the "Form fields" tab to continue the creation of your One Page Shop.

nets:	₩ Home / Tools / Pages / Create page	chmei@nets.eu ~
 Dashboard Tools 	< Overview Create page	
 Pages Overview Products Discount codes 	Title and description Payment information Products Form fields Search and add product <	Advanced Option
 Paylink Payments 	Create new product	
Payment providers Vebhooks	Back © 2021 NETS A/S, Denmark Language: English ▼	Next Save
∯ Settings		
		_



- You can determine which input fields should be displayed on your One Page Shop and whether they should be mandatory. To add a field, select it in the right side via the checkboxes.
- You can now create your One Page Shop by clicking on the green "Save"-button.
- However, you can still define some more options in the "Advanced Option" tab.

nets <mark>:</mark>	С 🛞 н	ome / Tools / Pages / C	chmei@nets.eu	~			
Oashboard		Overview Create page					
Pages Overview	~	Title and description	Payment information	Products	Form fields	Advanced Option	
Products			You did not add any	form fields		Contact Information	
Discount codes			Company				
🖉 Paylink			Add fields to get information fr			Salutation	
						Name	
Payments	>					Address	
Payment providers						Country	
						Telephone	
						Email address	
						Confirm email address	
Settings						Date of birth	
						Shipping Information 🔹	
						Legal -	
						Custom fields	
						H Heading	
						A Text	
						■ Textbox	
						Checkbox	
						 Radiobox 	



- You can choose your Look & Feel for the One Page Shop.
- You can choose what how the pay-button should be labeled.
- You can define what should be displayed after a successful payment. You can also defined a redirect. (analog for failed payments)
- You can customize what should be displayed when your One Page Shop is inactive.
- To finish the One Page Shop creation cklick on the green "Save" button.

Dashboard Tools	< Overview Create page					
 Bages Overview Products Discount codes ✓ Paylink 	Title and description Appearance Look & Feel Profile Standard		ay-Button	Products	Form fields	Advanced Option
 ◊ Payments ○ Payment providers ◊ Webhooks 	> Discount codes Offer discount codes for Add discount code	this page. Your	customers can	enter them at the checkout.		
Settings	Messages & Redire Customize existing mess After successful payr Customize mes Redirect to othe For inactive pages Customize mes	sages and add m nent ssage er page ()	directs after th	After failed	I payment stomize message direct to other page	



Add products

In this tutorial we show you how to create or add products in three steps.



Add Products

 Click on the "Pages" tab on the left and select the "Products" sub-section.





Add Products

 To create a product click on the green "Add"-button.

🛆 Dashboard Tools		< Overview Products		Edit stand	ard product page	Add
Pages Overview	~	Filter - Q S	iearch		Search	
Products Discount codes			Title		\$ Туре	
n Paylink			Adidas Shoes Daily 3.0	From SEK 19.99	Product	
 ♦ Payments ➡ Payment providers 	>		Adidas Shoes R1	From EUR 59.00	Product	
🖗 Webhooks		selected entr	ries 🗸			
💩 Settings						
	(© 2021 NETS A/S, Denm	ark Language: English ▼			^



Add Products

- In a drop-down menu you can select what type of product your product is.
- Define a name for your product.
- In the description you can enter additional information about your product.
- Enter the purchase price.
- Upload images of your product.
- You can add the product to an existing One Page Shop by entering the page title of the shop in the bar or by selecting the desired shop from the list.

△ Dashboard	Products			
Tools	Add product			
Pages ~	Active			Show
Products	Туре			Assign this product to a page
Discount codes	Product		~	Enter a page name
A Paylink	Name 🗊		Multilingual »	Only pages having the same currency as the product can be linked.
♦ Payments >	Description		Maria Birana and	
Payment providers	Description		Multilingual »	Display scheduled
ပ္ခိ Webhooks				
Settings				Google merchant center
a, octaingo			li	
	Price *	Amount 🕕		As soon as this feed is activated, the product must have at least one
	Fixed Amount	✓ EUR ✓		image and a defined amount.
	VAT Rate			
	19% - Standard tax rate	~		



Add Products with optional parameters


- You can also display your products only for a certain period of time. After this time your product will no longer be displayed.
- You can define the VAT rate.

nets: «	番 Home / Tools / Pages / Products	chmei@nets.eu ~
 Dashboard Tools 	< Products Add product	
Pages ✓ Overview Products Discount codes ✓ ✓ Paylink	Active Type Product Name Multilingu	Show Assign this product to a page Enter a page name Only pages having the same currency as the product can be linked.
 ◊ Payments ◊ Payment providers ◊ Webhooks ⊗ Settings 	Description Multilingu	
ig Settings	Price * Amount Fixed Amount VAT Rate 19% - Standard tax rate	As soon as this feed is activated, the product must have at least one image and a defined amount.
	Images	Search engine optimization



- You can define whether customers can choose an order quantity.
- You can keep track of your stock. You can only see the functions in the backend of the paylink.
- Under options you can list different variations of your product. It is important that you seperate each variation with a comma, because only then the system will create fields for these variations. Once the variations have been specified, the system will create fields for these, where you can enter the prices and SKU for the different products.
- To add your product, click on the green "Save"-button.

	Product im	nages must have a minimum width or height of 600px.		
Dashboard				
Tools		0		
🖶 Pages	~	Drop your image here or click to u	ipload	
Overview				
Products				
Discount code				
\land Paylink	Inventor	ſŶ		
	Item numb	ber (SKU)		
Payments	> e.g. S41	1228		
Payment prov	riders Quant	tity selectable		
🖗 Webhooks	Track	product inventory		
🛞 Settings				
	Options			
	Does this	product come in multiple variations like size or colo	nr?	
	Add and	other option		



- Here you can see what the product page looks like when the customer opens it.
- The customer can choose the products and variations and add them to the shopping cart (accessible via the icon on the top right side).



easy **Nets**:

- In the shopping cart the customer will see the summary of the chosen products and prices and is able to finish the checkout via the "Proceed to checkout" button.
- There is also an option to enter a discount code (if the feature is enabled for the shop).

One-Page Shop - Shoes < Continue Shopping Willkommen im One-Page Testshop. Adidas Shoes Daily 3.0 Adidas Shoes Daily 3.0. Image: Continue Shopping From 19.99 SEK Image: Continue Shopping Nice pair of shoes Image: Continue Shopping Add to cart Image: Continue Shopping	×
Adidas Shoes Daily 3.0 From 19.99 SEK Nice pair of shoes Add to cart Add to cart	×
Nice pair of shoes incl. VAT 19.0 Add to cart 59.00 S	
Email * Proceed to checkout	
First Name Last Name	
Test Heading	
Click on the button below to complete the payment with NETS.	
🐂 Order now SEK 59.00	
Secure connection with 256-bit SSL	
Sitemap - Legal Notices The company Test Shop from Eschborn is responsible for this payment form.	



In this tutorial we show you how to activate the taxes in 4 steps.



 Click on the "Settings" tab on the left.





 Click on the "General Settings" menu item.





 Click on the "Activate taxes" slider.

nets <mark>:</mark> «	# Home / Settings / General Settings	chmei@nets.eu 🗸
🛆 Dashboard Tools	< Settings General Settings	
금 Pages → A Paylink	Page title * Easy Paylink Appears as the title in the browser window. Easy Paylink	
 ◇ Payments >> ○ Payment providers ○ Webhooks 	Service status Vour payment system is up and running Deactivate to switch to a temporary maintenance mode.	
 Settings General Settings Business User administration Look & Feel Notifications Legal 	Default currency Currency which is preselected in the administration area by default. EUR Change your available currencies in your payment provider settings.	Save
	Taxes Activate taxes Activate to record tax rates and show VAT.	



- As soon as the slider is activated, new fields will appear for your VAT information. Please enter the desired tax rate.
- You can also show the VAT information in each e-mail.
- Click on the green "Save" button to confirm your settings.

nets <mark>:</mark>	C Taxes			
Dashboard S	Activate taxes Activate to record tax rates and show VAT.			
Pages	· · · · · · · · · · · · · · · · · · ·			
Paylink	VAT Rates	Description		VAT Rate
	Define different tax rates. You can select or overwrite these for	Standard tax rate		19.00 %
Payments	products and payment links.	Edit tax rates		
Payment providers		Prices include all taxes (gross).		
Vebhooks		Theo molade an asteo (gross).		
ettings	~			
	Show tax rate always in email			
eneral Settings	Show tax rate always in email When activated, tax rate will be shown even if it is 0%.			
eneral Settings usiness	When activated, tax rate will be			
eneral Settings usiness ser administration	When activated, tax rate will be			
General Settings Business User administration Look & Feel	When activated, tax rate will be			
General Settings Business Jser administration Look & Feel Notifications	When activated, tax rate will be shown even if it is 0%.	Enable multilingual frontend		
Seneral Settings Justness Jeer administration ook & Feel Jolifications	When activated, tax rate will be shown even if it is 0%.		Activated	
General Settings Business User administration Look & Feel Notifications	When activated, tax rate will be shown even if it is 0%. Languages Frontend These languages are available to	Enable multilingual frontend	Activated Deutsch	
Settings General Settings Business User administration Look & Feel Notifications Legal	When activated, tax rate will be shown even if it is 0%. Languages Frontend These languages are available to your customers during the	Enable multilingual frontend Deactivated		



In this tutorial we show you how to display your payments and corresponding transactions.



- Via the tab "Payments" and the sub-menu "Transactions" all executed payments incl. the corresponding status will be shown.
- This includes transactions where a money flow took place or was initiated.
- You can also search for specific payment transactions using the filter function.
- Results can be exported as an Excel file using the "Export" menu on the top left side.





- Via the tab "Payments" and the sub-menu "Pre-authorization" all executed pre-authorizations incl. the corresponding status will be shown.
- You can also search for specific pre-authorization transactions using the filter function.
- Results can be exported as an Excel file using the "Export" menu on the top left side.

Dashboard Fools		Pre-aut	horizatio	ons				
🖶 Pages	>	Filter •	Q Search					Search
	~		Status	Amount	Narrative & Customer	Payment Provider	Date	
Transactions Pre-authorizations			O Uncharged	EUR 9.99	Paylink 2021-08-09-2 TEST Christian Meissner	nets:	09. Aug 21	
Payment providers			✓ Charged	SEK 1.00 SEK 0.50	This is a Paylink for the test shop chmei@nets.eu	nets:	30. Jul 21	
♥ Webhooks			✓ Charged	DKK 0.99	Cards E2E Test - Preauth 2 Christian Meissner	nets:	16. Jul 21	
Settings			✓ Charged	SEK 1.00	PayPal E2E Test - Preauth Christian Meissner	nets:	16. Jul 21	
		Select	action	~				
				Language: Englis				^



- Successful pre-authorizations can be charged via the Paylink portal.
- If you click on the desired preauthorization the corresponding detail page will open.
- Via the green "Create Charge" button you can initiate a charge.

nets						
Dashboard	I	Pre-authorizations				
Tools		Pre-authorizat				
🖶 Pages		Details				
\land Paylink						
		Amount	EUR 9.99	Payment C	Channel Paylink	
Payments		Charged	EUR 0.00			
Transaction	IS	ID	7626960a			
Pre-authori	zations	Date	09.08.2021 14:23:57			
🖪 Payment p	roviders	Payment service provi	der NETS easy			
Vebhooks						
		Bill			Charges	
Settings		Paylink 2021-08-09-2		EUR 9.99	Total Charged	EUR 0.00
		Total pre-author	ised	EUR 9.99		
					Create Charge	
		Customer informa	tion			
		Contact details				
		First Name	Christian			



- You can either charge the preauthorizated amount or only a partial amount.
- For a partial charge select the "Charge custom amount" option.

Tools 귬 Pages <i>《</i> Paylink	×	ate Charge eview or change your invoice to charge your customer. our customer will receive a transaction report when charged.		
	~	Description	Number	Amount
Transactions		Paylink 2021-08-09-2	1	9.99 EUR
Pre-authorizations		Charge custom amount		
© Webhooks		Total		9.99 EUR
Settings				Back Charge
	© 2021	NETS A/S, Denmark Language: English 🔻		^



 Successful pre-authorizations can also be canceled via the red "Delete pre-authorization" button.

 ✓ Paylink ✓ Payments Transactions Pre-authorizations ✓ Payment providers ✓ Webhooks 	nets <mark>:</mark> "	Amount	EUR 9.99	Payment C	hannel Paylink	
ools Date 09.08.2021 14:23:57 Pages Payment service provider NETS easy Payments Transactions Pre-authorizations EUR 9.99 Total pre-authorised EUR 9.99 Total pre-authorised EUR 9.99	Dashboard	-				
 Pages Payment service provider NETS easy Payments Transactions Pre-authorizations Payment providers Webhooks Settings 	ools					
Payments Transactions Pre-authorizations Payment providers Vebhooks Customer information Cintact details First Name Christian Last Name Meissner Email Charges Total Charged EUR 9.99						
 Payments Transactions Payment providers Webhooks Settings 	a Paylink					
Transactions Pre-authorizations Payment providers Webhooks Settings Customer information Eins Customer information Eins Customer information Eins Prist Name Christian Last Name Meissner Email Christian Last Name Meissner Email Christian Last Name Meissner Email Christian Last Name Meissner Email Christian Last Name Meissner Email Christian Last Name Meissner Email Christian Last Name Meissner Email		Bill			Charges	
Perathonizations Create Charge Cr		Paylink 2021-08-09-2		EUR 9.99	Total Charged	EUR 0.00
Payment providers Webhooks Settings Customer information Contact details First Name Christian Last Name Meissner Email chmei@nets.eu	Pre-authorizations	Total pre-authorise	ed	EUR 9.99	Create Charge	
Settings Customer information Contact details First Name Christian Last Name Meissner Email chmei@nets.eu	Payment providers					
Contact details First Name Christian Last Name Meissner Email chmei@nets.eu	🛇 Webhooks	Customer informatio	n			
Last Name Meissner Email chmei@nets.eu	Settings	Contact details				
Email chmei@nets.eu		First Name	Christian			
		Last Name	Meissner			
Back Delete pre-authorization		Email	chmei@nets.eu			
Back Delete pre-authorization						
		Back Delete pre-authori	zation			



Transactions

Legend status/colors:

Color		Description
green		payment confirmed
blue		payment refunded / partially refunded
orange	•	refund pending
red		payment declined or cancelled
grey		uncharged pre- authorization

					•				
nets 🏾	ď	脅 Home / F	Payments / Tran	sactions				chmei@nets.eu	~
 Dashboard Tools 		Trans	actions						
륨 Pages <i>⊲</i> Paylink		Filt	er - Q Search					Search	
Payments			Status	Amount	Narrative & Customer	Payment Provider	Date		
Transactions Pre-authorization	ie		 Confirmed 	EUR 10.00	TEST Paylink Test 20210820 Christian Meissner	nets:	20. Aug 21 10:25		
Payment provide			✓ Confirmed	EUR 5.55	TEST Paylink 2021-08-2021 Christian Meissner	nets:	13. Aug 21 10:42		
🖗 Webhooks			* Cancelled	EUR 5.55	TEST Paylink 2021-08-2021 Christian Meissner	nets:	13. Aug 21 10:32		
Settings			✓ Confirmed	EUR 9.99	TEST Paylink 2021-08-09-5 Christian Meissner	nets:	09. Aug 21 14:25		
			✓ Confirmed	EUR 10.99	TEST Paylink 2021-08-09-1 Christian Meissner	nets:	09. Aug 21 14:25		
			✓ Confirmed	EUR 10.00	TEST Paylink 2021-08-09-4 Christian Meissner	nets:	09. Aug 21 14:24		
			✓ Confirmed	EUR 17.99	TEST Paylink 2021-08-09-3 Christian Meissner	nets:	09. Aug 21 14:23		
			* Cancelled	EUR 10.00	Ratepay Test	nets:	04. Aug 21		





In this tutorial we show how to initiate a refund in 3 steps.



Refund ●●●

 Click on a successful transaction you would like to refund.

nets: ″	🖀 Home / Paymen	备 Home / Payments / Transactions ch					
 Dashboard Tools 	Transacti	ons					
금 Pages → ✓ Paylink	Filter -	Q Search				Search	
	St	atus Amount	Narrative & Customer	Payment Provider	Date		
Transactions Pre-authorizations		Confirmed EUR 10.00	TEST Paylink Test 20210820 Christian Meissner	nets:	20. Aug 21 10:25		
Payment providers		Confirmed EUR 5.55	TEST Paylink 2021-08-2021 Christian Meissner	nets:	13. Aug 21 10:42		
🖗 Webhooks		Cancelled EUR 5.55	TEST Paylink 2021-08-2021 Christian Meissner	nets:	13. Aug 21 10:32		
Settings		Confirmed EUR 9.99	TEST Paylink 2021-08-09-5 Christian Meissner	nets:	09. Aug 21 14:25		
		Confirmed EUR 10.99	TEST Paylink 2021-08-09-1 Christian Meissner	nets:	09. Aug 21 14:25		
		Confirmed EUR 10.00	TEST Paylink 2021-08-09-4 Christian Meissner	nets:	09. Aug 21 14:24		
		Confirmed EUR 17.99	TEST Paylink 2021-08-09-3 Christian Meissner	nets:	09. Aug 21 14:23		
		Cancelled EUR 10.00	Ratepay Test	nets:	04. Aug 21		

nets:

easy

Refund

Click on "Refund".

	•	
nets: «	番 Home / Payments / Transactions	chmei@nets.eu 🗸
 △ Dashboard Tools → Pages → 	< Transactions Transaction Continue Refund	
🖉 Paylink	Details	
 Payments Transactions Pre-authorizations Payment providers Webhooks 	AmountEUR 10.00ID4538308aDate09.08.2021 14:24:52Payment service providerNETS easyPayment methodVisa	
💮 Settings	Bill Paylink 2021-08-09-4 Total	EUR 10.00 EUR 10.00 incl. 19.00% VAT
	Customer information	Delete data
	First Name Christian	



Refund

- Enter the amount you would like to refund.
- Note: You can either refund the full amount or only part of it.
- Then click on the "Refund"button to complete the refund.

nets <mark>:</mark> «	A He Refund	*	chmei@nets.eu ∨
🛆 Dashboard	Please confirm the refund	of the selected entry.	
ools	EUR 10		
🖶 Pages >	EUR 10		
🖉 Paylink			
		Abort Refur	d
🗇 Payments 🛛 🗸	Amount	EUR 10.00	
Transactions	ID	4538308a TEST	
Pre-authorizations	Date	09.08.2021 14:24:52	
Payment providers	Payment service provider	NETS easy	
♥ Webhooks	Payment method	Visa	
🏟 Settings	Bill		
	Paylink 2021-08-09-4		EUR 10.00
	Total		EUR 10.00 incl. 19.00% VAT
	Customer information		Delete data
	Contact details		
	First Name	Christian	





In this tutorial we show you how to create a new user.



 Click on the "Settings"-tab on the left.





 Click on the "User Administration"-field.





 Click on the "Add user"button to create a new user.

 △ Dashboard Tools ☆ Pages ▲ Pagets 		Settings User administration Users User roles	tion		
✓ Paylink	>	User chmei@nets.eu	User role Administrator by account Account own	Last login	
 Payment providers Webhooks 		Christian Meissner christian.meissner@cond	Employee	er 12. Aug 21	
 Settings General Settings Business User administration 	~	Dennis Bersuch dbers@	9nets.eu Employee	at invited	
Look & Feel Notifications Legal		© 2021 NETS A/S, Denmark L	anguage: English ▼		^



 Fill in all information about the user and click on the green "Invite"-button.

nets:		Add user		×	
 Dashboard Tools 	≮ s Us	First name (optional)	Last name (option	nal)	
금 Pages <i>⊲</i> Paylink		E-Mail *			
 ◇ Payments ☑ Payment providers ◇ Webhooks 	*	User role * - Choose a role -	~	Close Sinvite	
 Settings General Settings Business User administration 	× II	Dennis Bersuch dbers@nets.eu E	imployee	E invited	-
Look & Feel Notifications Legal	© 2021	L NETS A/S, Denmark Language: English	•		^



- This is how the mail looks like for the user who was invited.
- The user has to click on the green "Accept invitation" button.
- If the invited person does not yet have a paylink account it will be created.

Corporate account invitation



noreply=nets-pay.link@sec.nets-pay.link im Auftrag von An • Dennis Bersuch



11:38

() Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.

nets 🏅

Corporate account invitation

You were invited to a corporate account by https://cm-testshop.nets-pay.link. You can either accept or decline the invitation.

Accept invitation

Powered by Easy Paylink



- In the opened browser window the user can accept the invitation by clicking on the green "Accept invitation"-button.
- The invited user will be asked to create a new password.

nets:

You were invited for a staff account. You can accept or refuse the invitation below.

Accept invitation 🗶 Refuse invitation

