

## Send anyone an e-mail payment link to collect miscellaneous fees or issue a refund

- ✓ No more calling in card numbers
- ✓ Track who has paid and who has not
- ✓ Included with your SportsPay account at no additional cost

*Payments HQ*

**Payment & Refund Requests** allow you to effortlessly collect funds from individual customers by sending a customizable payment link via email. This link directs the customer to a secure checkout page where they can input their credit card details and any required information specified by you. All of this is managed through your dedicated PaymentsHQ login where you can create, modify and track all requests



### 1. CREATE YOUR REQUEST

Choose whether you want to receive money or send money. Provide the customer's name and email address and decide whether you want to display information, collect information or both.



### 2. SEND YOUR REQUEST

Your customer will receive an email with a secure link where they will be brought to your request, and will be prompted to provide their credit card information and any other information that you require.



### 3. TRACK YOUR REQUEST

Receive an email when the payment has been completed. You can also view the status of each of your requests in PaymentsHQ.