



MERCHANT GUIDE.

Global Payment Services, Enabling growth in Africa

How to create a PayMe Link.

1

Visit www.gladepay.com and click on the Signup button on the top right corner of the website to login or register as a new user.

Developer Pricing Support Products Company Demo

Sign Up

Login

Business and Digital Solutions for



2

Once the page loads, provide your valid login information and click on the Login button to sign you into your account.

GladePay™

Email Address

Password

Login to your account

[Forgotten password?](#)

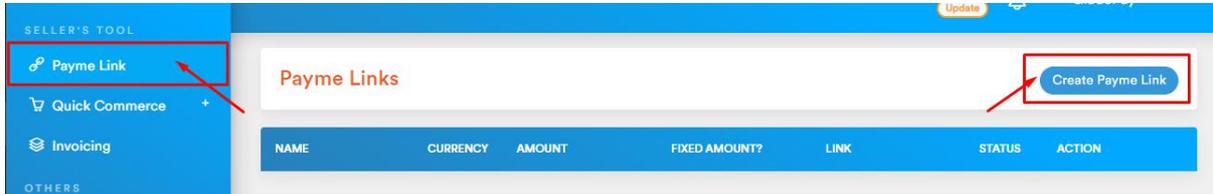
Don't have an account? [Create one.](#)



N.B: You need to provide business CAC Certificate or National Identification (International Passport, Driving Licence, or National Identity Card) and then fill all the required details for your account to be activated and ready to receive payment.

3

Click on **Create Payme** link on the left sidebar that is located on the Seller's tool section to open the Payme link interface/page to you and click on Create Payme link as shown below.



4

Fill in the appropriate parameters and click on Create Button as shown below.

NEW PAYME LINK

NAME OF LINK: [?](#)

DESCRIPTION (OPTIONAL): [?](#)

Should the amount be fixed? [?](#)

SELECT PAYMENT TYPE: [?](#)

One Time Payment

Accept Phone Number? [?](#)

Accept Quantity? [?](#)

Split Payment? [?](#)

Customer should pay for charges? [?](#)

UPLOAD IMAGE: [?](#)

Choose File No file chosen

SHOW ADVANCED OPTIONS [?](#)

COLLECT EXTRA INFORMATION [?](#)

[+](#) Add Extra Field

Create **Clear**

5

Once you are done, you can click on the [Visit Link](#) button to take you directly to your page or share the link to your customers or clients using the social media icons.

Payme Links Create Payme Link

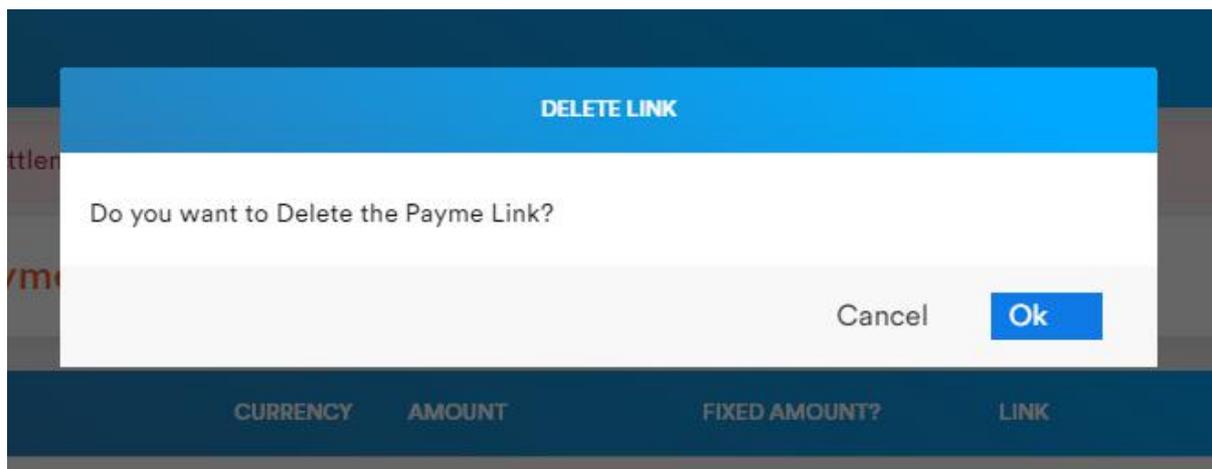
NAME	CURRENCY	AMOUNT	FIXED AMOUNT?	LINK	STATUS	ACTION
Test Multiple Amount	NGN	100 , 300 , 5600	YES	Visit Link f t g+	●	View Txn
Test Single Amount	NGN	1000	YES	Visit Link f t g+	●	View Txn
Care 2	NGN	120	YES	Visit Link f t g+	●	View Txn
Recurrent	NGN	400 , 150	YES	Visit Link f t g+	●	View Txn

The screenshot shows a payment interface with the following elements:

- Logo: **payt** - Experience Convenience
- Title: **Test Multiple Amount**
- Form Fields:
 - First Name
 - Last Name
 - Email
 - Currency: NGN 100
 - Choose Quantity: 1
- Button: **Make Payment**

N.B: Settlements will not be made until you have been approved after going live.

You can also edit, delete and view each link transactions.



FOR MORE ENQUIRIES OR QUESTIONS:

Call: +234 817 557 4227 or Email: support@gladepay.com