



# MERCHANT GUIDE.

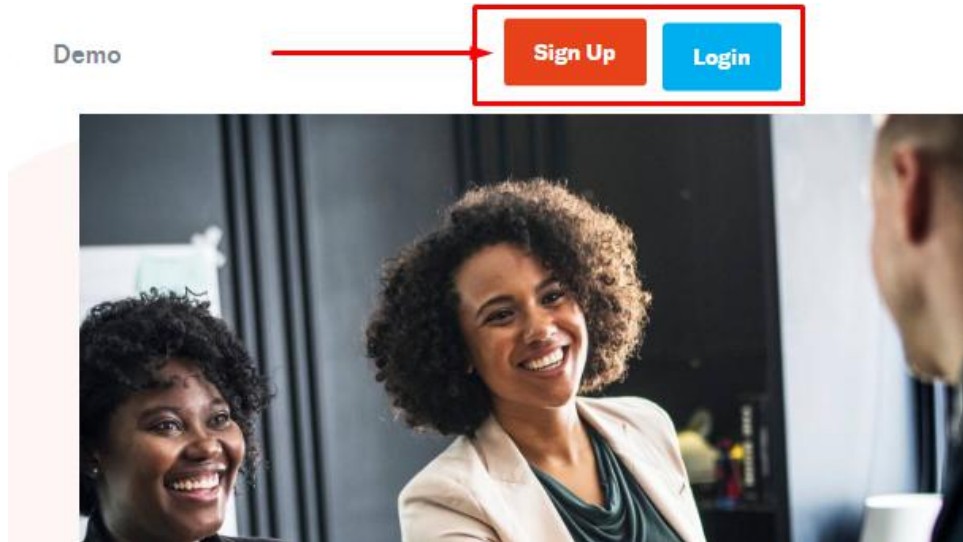
Global Payment Services, Enabling  
growth in Africa.

---

How to create a PayMe Link.

1

Visit [www.gladepay.com](http://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.



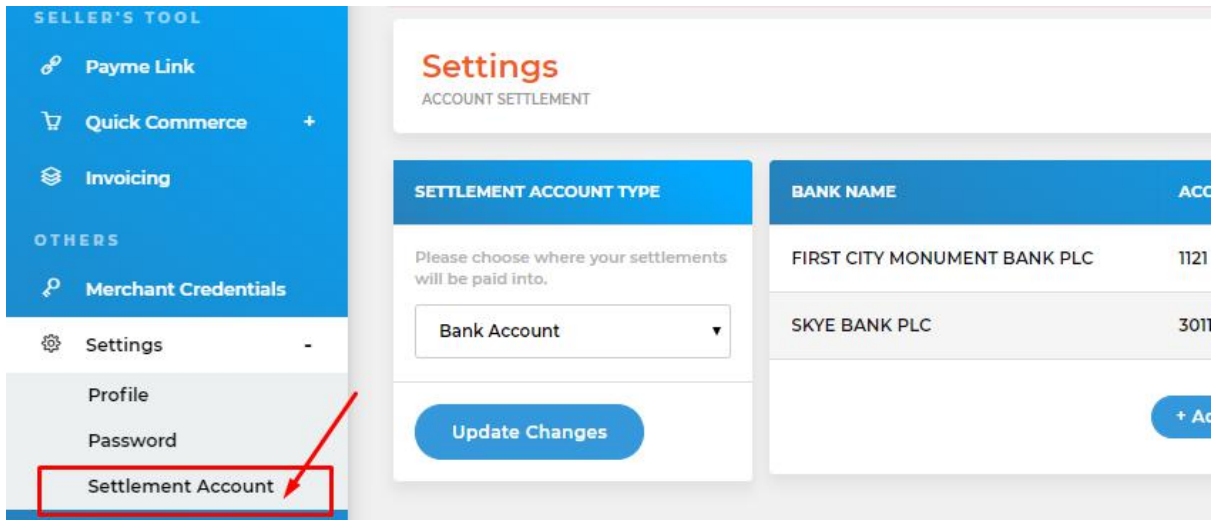
2

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

A screenshot of the GladePay login form. At the top is the GladePay logo. Below it are two input fields: "Email Address" and "Password", each with a small orange icon on the right. Below the fields is an orange button labeled "Login to your account". At the bottom, there are two links: "Forgotten password?" and "Don't have an account? Create one." The form is set against a light pink background with decorative lines.

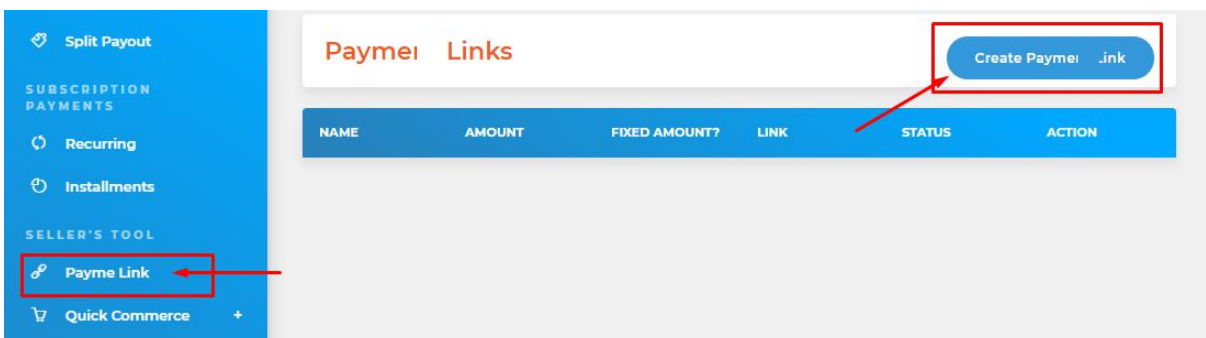
3

Click on '**Settlement Account**' under Settings on the menu and provide a verifiable bank account you want your money to be paid into.





4



Click on **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.




## 5

Fill, choose and customize how you want your Payme Link to look like. (Please check the below table to understand how it works.)

NAME	MEANING OR FUNCTION
Name	<p>A name to identify the PayMe link among others</p>  <p>NAME OF LINK: Yusuf Donations</p>
Description (Optional)	<p>A description for the PayMe link.</p> <p>DESCRIPTION (OPTIONAL) For people to donate for my foundation cause</p>
Should the Amount be Fixed?	<p>Check this if you want your customer to pay a pre-defined fixed amount.</p> <p><input checked="" type="checkbox"/> Should the amount be fixed? ←</p> <p>Amount</p> <p><b>⊕ Add Multiple Amount</b></p> <p>Click on <b>'All Multiple Amount'</b> to add more than one amount.</p>
Select Payment Type	<p>Choose <b>'One time Payment'</b> if you want the payment to be paid once or choose <b>'Recurring Payment'</b> if you want the payment to be made in a defined interval.</p>  <p>SELECT PAYMENT TYPE: One Time Payment <b>One Time Payment</b> Recurring Payment</p>
Accept Phone Number?	<p>Check this field, if you want to collect your customer's phone number during the payment.</p> <p><input checked="" type="checkbox"/> Accept Phone Number?</p>



<p>Accept Quantity?</p>	<p>Check this field if you want to display number of quantity for your customers.</p> <p><input checked="" type="checkbox"/> Accept Quantity?</p> <p>Enter the maximum number of quantity you want to display to your customers.</p> <p>Quantity </p>
<p>Split Payment</p>	<p>Check this field, if you want to split or divide your customer payments into a/an already created split account. (N.B: Split account must be created before it would be displayed on the payment link form.)</p> <p><input checked="" type="checkbox"/> Split Payment?</p> <p>Choose the account you want to split the payment into.</p> <p>Type to search for an account</p> <p>Please refer to page 7 of this document on <b>“How to create a split payout account.”</b></p>
<p>Customer should pay for charges?</p>	<p>Check this field, if you want your customer to bear the charges.</p> <p><input checked="" type="checkbox"/> Customer should pay for charges?</p>
<p>Upload Image</p>	<p>Any uploaded image here, will be displayed at the top of the PayMe link 's form.</p> <p>UPLOAD IMAGE:</p> <p>Choose File No file chosen</p>
<p>Show/Hide Advanced Options</p>	<p>Click to show the Advanced options and choose your custom link, redirect page after payment, message to the customer and notification email.</p> <p>SHOW ADVANCED OPTIONS </p> <p>OR</p>


	<p style="text-align: center;">HIDE ADVANCED OPTIONS ⓘ</p> <p style="text-align: center;"><a href="https://pay.gladepay.com/yusuf-foundation">https://pay.gladepay.com/yusuf-foundation</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">yusuf-foundation</div> <div style="background-color: #28a745; color: white; padding: 2px 5px; margin-bottom: 5px;">✔ Link is Okay &amp; Available</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Redirect Link After Payment</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Thank you for donating to our cause, your kindness w</div> <div style="border: 1px solid #ccc; padding: 5px;">yusufbauchi@gmail.com</div>
Collect More Information	<p>Click on this link, if you want to collect extra information from your user e.g. <b>Age</b></p> <hr/> <p style="text-align: center; color: #007bff;">COLLECT EXTRA INFORMATION</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Name of Field <span style="float: right; background-color: #dc3545; color: white; padding: 2px 5px;">✕</span></div> <p style="text-align: center;">⊕ Add Extra Field</p>
Create PayMe Link	<p style="text-align: center;">⊕ Add Extra Field</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #007bff; color: white; border-radius: 15px; padding: 10px 20px; text-align: center;">Create</div> <div style="background-color: #6c757d; color: white; border-radius: 15px; padding: 10px 20px; text-align: center; opacity: 0.5;">Clear</div> </div> 

6

Once you are done, you can right-click on the Visit Link to copy the link address and share it to your friends, family, clients or customer.


**Payment Links** Create Payment Link

NAME	AMOUNT	FIXED AMOUNT?	LINK	STATUS	ACTION
Yesuf Donation	400	YES	Visit Link	<span style="color: green;">●</span>	 
Yesuf Donation	400	YES	Visit Li		

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
-  Copy Secure.link
- Inspect Ctrl+Shift+I


You can also click on the Visit link to check how the page will look like for your clients or customers.

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



## Yusuf Donations

For people to donate to the cause of my foundation




NGN
▼






**Make Payment**

**GladePay**

Yusuf Donations



PAY USING

-  Card
-  Bank
-  USSD
-  QR Pay
-  Mobile Money

**CARD NUMBER**

51

**EXPIRATION**

00 / 00

**CVC**


000

**CARD NUMBER**

**EXPIRY DATE**

**CVV** HELP?

**PAY NGN 5,000.00**

080931102  **PCI-DSS COMPLIANT**  
secured by gladepay

NGN
▼

## HOW TO CREATE A SPLIT PAYOUT ACCOUNT

1. Find & click on Split Payout on the Menu under the 'YOUR BUSINESS' section.
2. Click on '**Add Split Account**' button on the split payout page.
3. Fill in the necessary details and choose how you want any payments be split to this account.

The screenshot displays the 'Split Payout' section of a business dashboard. On the left, a blue sidebar menu under 'YOUR BUSINESS' lists options: Transactions, Disputes, Refunds, ePOS, Settlement, Transfer Money, and Split Payout. A red arrow points to 'Split Payout'. The main content area is titled 'Split Payout' and features a red-bordered box containing a blue 'Add Split Account' button, also indicated by a red arrow. Below this is a 'NEW SPLIT ACCOUNT' form with the following fields:

- SPLIT ACCOUNT NAME:** A text input field with the placeholder 'Split Account Name'.
- CHOOSE BANK:** A dropdown menu currently showing 'Providus Bank'.
- ACCOUNT NUMBER:** A text input field with the placeholder 'Account Number'.
- ACCOUNT NAME:** A text input field with the placeholder 'Bank Account Name'.
- SPLIT TYPE:** A dropdown menu currently showing 'Percentage'.
- SHARE OF PAYMENTS (%):** A text input field with the placeholder 'Share'.

At the bottom of the form are two buttons: a blue 'Create' button and a grey 'Clear' button.

Click on the **Create** button when you are through, to save the account details.

### REMINDER:

Split Payout Account must have been created before it would be listed on PayMe Link. Else, you will need to refresh your PayMe link page to get the latest accounts.

**FOR MORE ENQUIRIES OR QUESTIONS:**

Call: +234 817 557 4227 or Email: [support@gladepay.com](mailto:support@gladepay.com)