

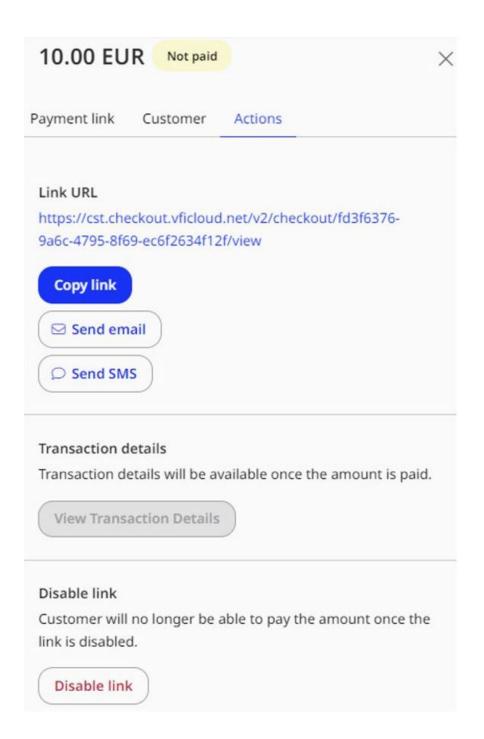
https://verifone.cloud/docs/online-payments/pay-link/payment-link-actions

Updated: 17-May-2024

## **Payment Link actions**

## **Resending the Payment Link**

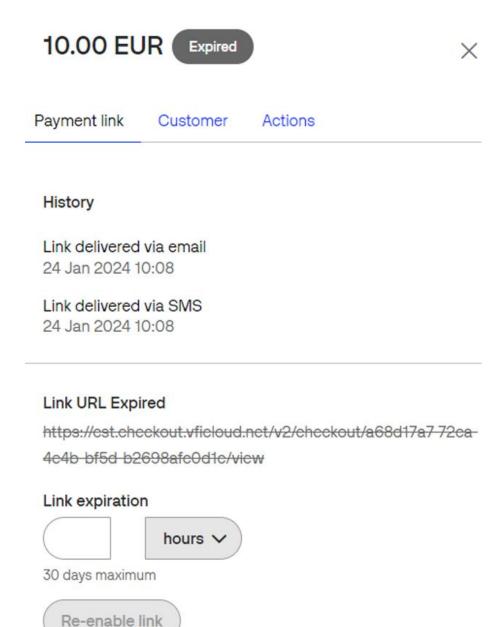
- 1. Navigate to the *Payment links* page and select the desired payment link to view the *Payment Link Details*.
- 2. Select the **Actions** tab.
  - Click on the **Copy link** button to copy the payment link to your clipboard. You can now share the link with your customer through a channel of your choosing.
  - Select the **Send email** or **Send SMS** options to forward the payment link to any email address/SMS.



## Re-enabling an expired Payment Link

If the payment link has the **Expired s**tatus. You may re-enable it at any stage.

- 1. Navigate to the *Payment links* page and select the desired payment link to view the *Payment Link Details*.
- 2. View the *Link Expiration* section.



- 3. Use the left hand side field to enter the amount of time you would like the link to stay active for.
  - The default unit is **hours**. Use the righthand side dropdown menu if you wish to select **Days** or **Minutes**.
  - The link can be made active for a maximum of **30 Days** only.
- 4. Select the **Re-enable link** button.
  - The Payment Link Details tab will close, and the status will change from **Expired**, to **Not paid**.

The Payment Link will now be accessible by the customer and can also be re-sent via SMS or Email.

### **Setup Email Notifications**

To receive email notifications for the result of different events such as **SMS/Email Delivery** and the **Transaction Result**, notifications can be setup via Verifone Central.

### **Refund a completed Payment Link**

Depending on the <u>supported acquirer</u> and according to the settlement time a paid payment link can be <u>refunded</u> fully or partially via Verifone Central.

# Capture an Authorization or Preauthorization

If you did not check the **Automatically send the transaction for capture** box, or chose the *Transaction Type* as **Preauthorization**, when creating the payment link, the transaction can be captured via Verifone Central.

#### Cancel/Void an Authorization or Preauthorization

If you did not check the **Automatically send the transaction for capture** box, or chose the *Transaction Type* as **Preauthorization**, the transaction can be cancelled via Verifone Central.