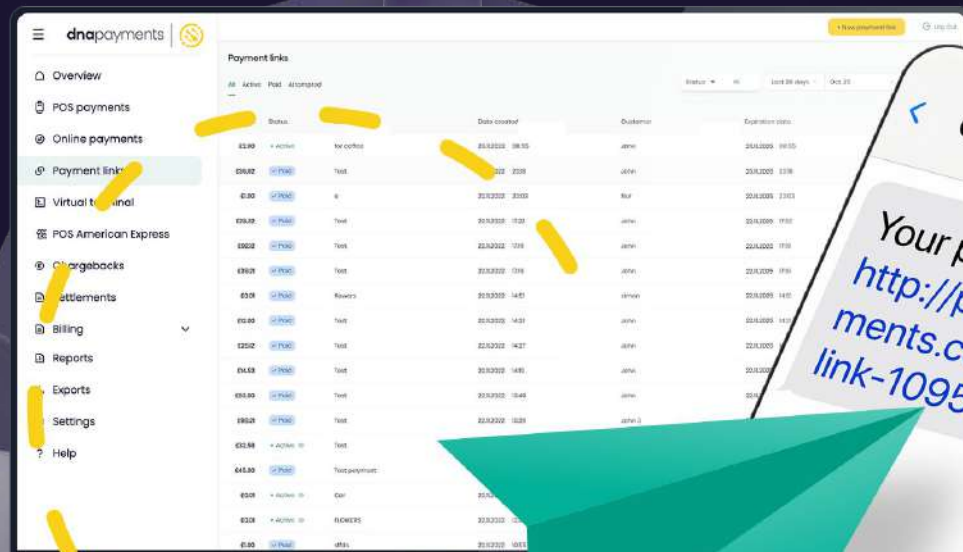


dnapayments

A screenshot of the dnapayments web interface showing the 'Payment links' section. The interface includes a sidebar with navigation options like Overview, POS payments, Online payments, Payment links (highlighted), Virtual terminal, POS American Express, Chargebacks, Settlements, Billing, Reports, Exports, Settings, and Help. The main area displays a table of payment links with columns for Amount, Status, Date created, Customer, and Expiration date. A green paper airplane icon is overlaid on the table, pointing towards the smartphone in the foreground.

Amount	Status	Date created	Customer	Expiration date
\$2.00	Active	10/12/2018 08:55	John	2018/12/31 08:55
\$10.00	Test	10/12/2018 10:00	John	2018/12/31 10:00
\$1.00	Test	10/12/2018 10:05	John	2018/12/31 10:05
\$10.00	Test	10/12/2018 10:10	John	2018/12/31 10:10
\$10.00	Test	10/12/2018 10:15	John	2018/12/31 10:15
\$10.00	Test	10/12/2018 10:20	John	2018/12/31 10:20
\$10.00	Test	10/12/2018 10:25	John	2018/12/31 10:25
\$10.00	Test	10/12/2018 10:30	John	2018/12/31 10:30
\$10.00	Test	10/12/2018 10:35	John	2018/12/31 10:35
\$10.00	Test	10/12/2018 10:40	John	2018/12/31 10:40
\$10.00	Test	10/12/2018 10:45	John	2018/12/31 10:45
\$10.00	Test	10/12/2018 10:50	John	2018/12/31 10:50
\$10.00	Test	10/12/2018 10:55	John	2018/12/31 10:55
\$10.00	Test	10/12/2018 11:00	John	2018/12/31 11:00
\$10.00	Test	10/12/2018 11:05	John	2018/12/31 11:05
\$10.00	Test	10/12/2018 11:10	John	2018/12/31 11:10
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\$10.00	Test	10/12/2018 11:40	John	2018/12/31 11:40
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\$10.00	Test	10/12/2018 12:55	John	2018/12/31 12:55
\$10.00	Test	10/12/2018 13:00	John	2018/12/31 13:00
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\$10.00	Test	10/12/2018 22:45	John	2018/12/31 22:45
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\$10.00	Test	10/12/2018 00:15	John	2018/12/31 00:15
\$10.00	Test	10/12/2018 00:20	John	2018/12/31 00:20
\$10.00	Test	10/12/2018 00:25	John	2018/12/31 00:25
\$10.00	Test	10/12/2018 00:30	John	2018/12/31 00:30
\$10.00	Test	10/12/2018 00:35	John	2018/12/31 00:35
\$10.00				

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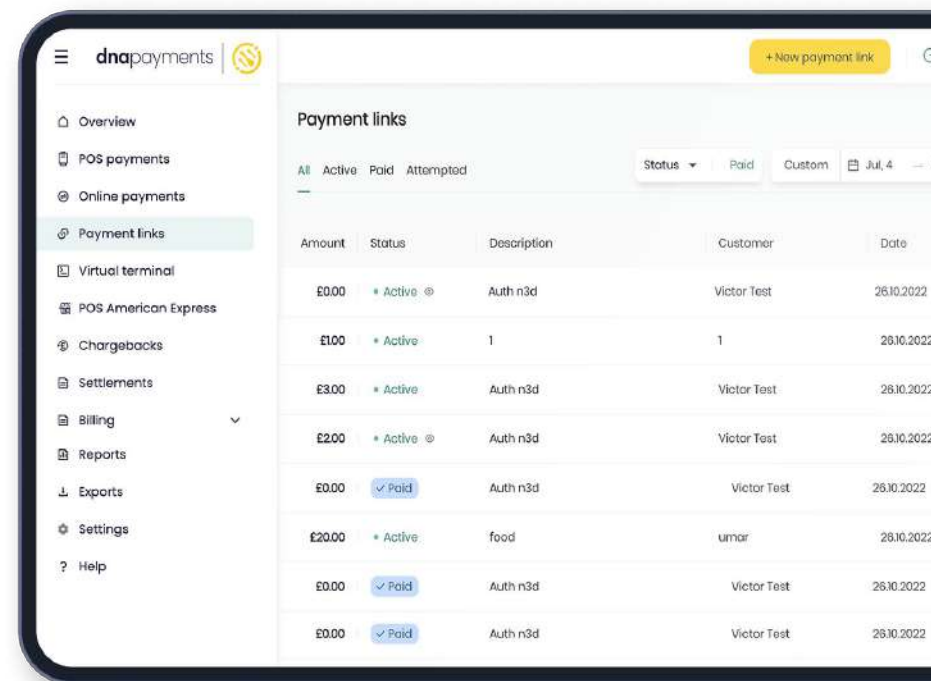
Welcome to DNA Payments Payment Links

Payment Links let you accept payments online without using a website. Once activated, log in to our Merchant Portal to create and send a Payment Link to your customer and once sent, you'll get paid in real-time.

Major cards, Apple Pay, Google Pay, PayPal and other payment methods are ready to be accepted via your Payment Links 24/7.

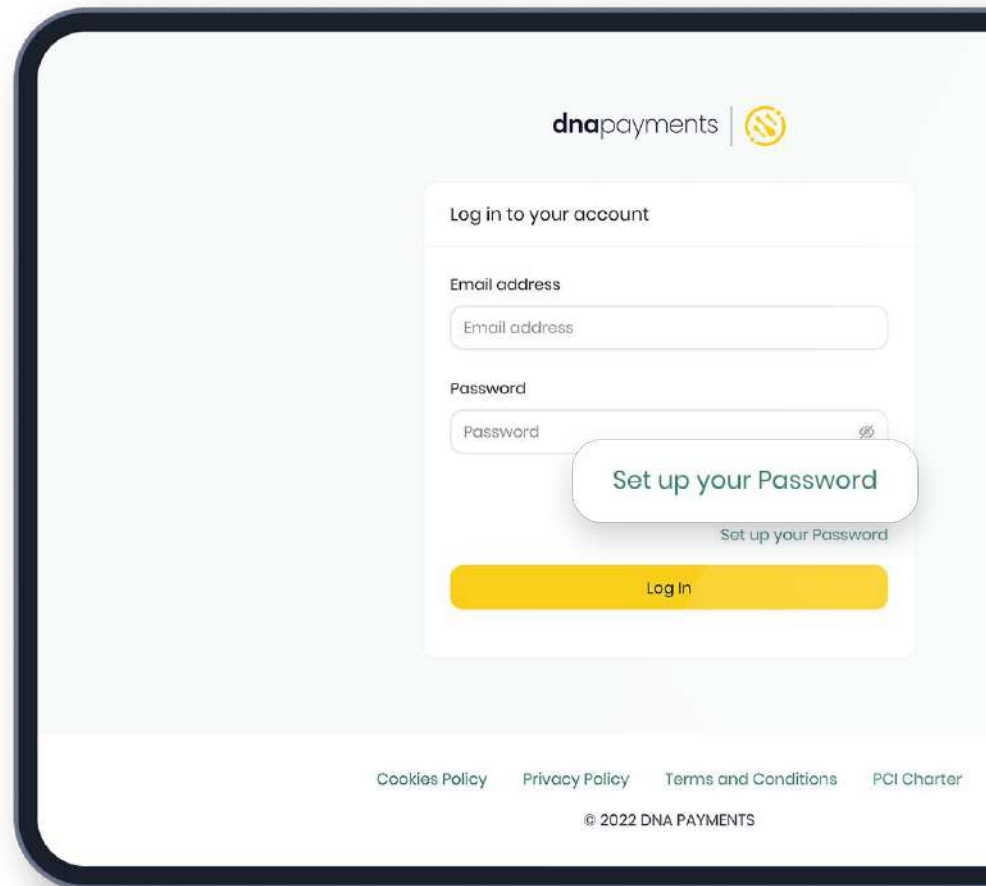
Getting access to Payment Links

Payment Links will automatically be available on our Merchant Portal if you've requested this solution and your application for Payment Links was approved. Just log in to our Merchant Portal, and you'll see your Payment Links menu option on the left-hand side of your dashboard.



Logging in to the DNA Payments Merchant Portal

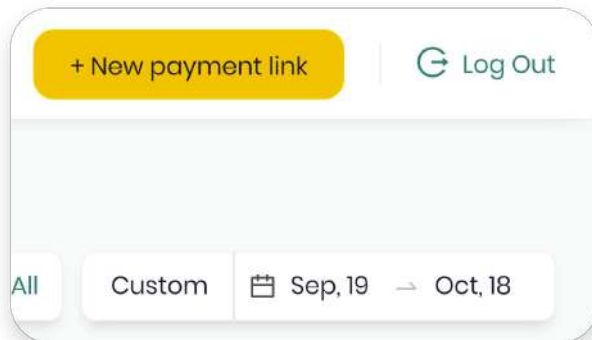
- 1 Log in to **portal.dnapayments.com** using the email address you've provided with your application.
- 2 Click "**Set up password**" to generate your password if it's the first time you use the Portal.
Make sure you're using an email you provided with your application.



The screenshot shows the login interface for the DNA Payments Merchant Portal. At the top right is the 'dnapayments' logo with a yellow circular icon containing a stylized 'S'. Below the logo is the heading 'Log in to your account'. There are two input fields: 'Email address' and 'Password'. The 'Email address' field has a placeholder text 'Email address'. The 'Password' field has a placeholder text 'Password' and a small eye icon to its right. Below the password field is a button labeled 'Set up your Password' in green text. Below this button is a yellow button labeled 'Log In'. At the bottom of the page, there are links for 'Cookies Policy', 'Privacy Policy', 'Terms and Conditions', and 'PCI Charter'. Below these links is the copyright notice '© 2022 DNA PAYMENTS'.

Creating a Payment Link

- 1 Click the + **New payment link** button.



You can enter your order number to map the Payment Link to your internal management system.

Enter the customer's name and the order description.

You can then set up a bespoke expiry date to help you manage the sale if the price is time-sensitive or there is limited stock, so you want to ensure payments are taken promptly. Once it expires, your customer can't access the Payment Link.

- 2 If you have more than one account, please select the correct one before creating a Payment Link. Once the link has been created, it can't be moved between accounts. Creating a link and accepting a payment on the wrong account can result in the payment being paid to you in the wrong settlement.

In the event that you set up a link incorrectly, go to the payment links page > navigate to the active section > find the incorrect link > select action and deactivate. This will need to happen before the customer makes the payment.

A screenshot of a 'New payment link' form. The form is titled 'New payment link' in the top left corner. It contains several input fields: 'Stores' (a dropdown menu), 'Order Number' (with a refresh icon), 'Amount' (a text input showing '0.00'), 'Currency' (a dropdown menu), 'Customer Name' (a text input), 'Description' (a text input), and 'Link Expiry' (a date picker). To the right of the form is a 'Preview' section titled 'A preview of how your customers see the checkout', which shows a mobile app interface with various payment options like 'Pay with card', 'Google Pay', 'Apple Pay', and 'Klarna'. At the bottom right of the form are two buttons: 'Close' and 'Create New Link'.

Sending a Payment Link

Once generated, you'll see a screen with sharing options.

You can share the Payment Link via our built-in emailing and text service functionality or manually using your preferred contact method.

The 'Link details' interface shows the following information:

- Order number:** PL-1613145117352 (Active)
- Amount:** £30.00
- Customer:** Adam Smith
- Date created:** 18.10.2022
- Expiration date:** 31.10.2022 10:00
- Description:** Coffee 2 packs

Widget preview: This is how your clients will see the widget when open the link. The preview shows a payment widget with buttons for 'Pay with card', 'Googlepay', 'Applepay', 'Alipay', and 'Klarna'.

Copy link: <https://test-pay.dnapayments.com/checkout/?r=GRBPLCOLQ>

Share via: Copy link, Email, SMS

The email is addressed to Adam Smith from the DNA Payments Team. It contains the following details:

- Amount:** 30 GBP
- Description:** Payment
- Payment request ID:** PL-1666298933847
- Expiration date:** 30.10.2022 20:50:31 Z

A yellow 'Pay Now' button is provided for the customer to complete the payment.



TIP

If you want to share via any communications channel, copy the link and paste it into an email, chat, or another preferred method.

Your customer will get the Payment Link within minutes of it being sent to their email or SMS or the channel you've selected to use.

Accepting payments

Once your customer has clicked the link they received via email or another channel you used to send it, they'll be able to select their preferred payment method to submit payment.

All major payment methods accepted



Card number

4659 49

Expiry date

09/26

Card's secure code

...

Cardholder name

Adam Smith

Pay £30.00

Other payment options

Apple Pay

Google Pay

PayPal

Klarna.

Alipay

£1.00	✓ Paid	Auth n3d	Adam Smith	21.10.2022	03:21	See overview	...
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NOTE

Your customers will only be able to see and use the payment methods you've set up in your account's Payment Methods section.

If you'd like to add further payment types to your account, please get in touch, and we'll assist you with this.

Managing your Payment Links

You can manage your payments and check their status in the Payment Links section.

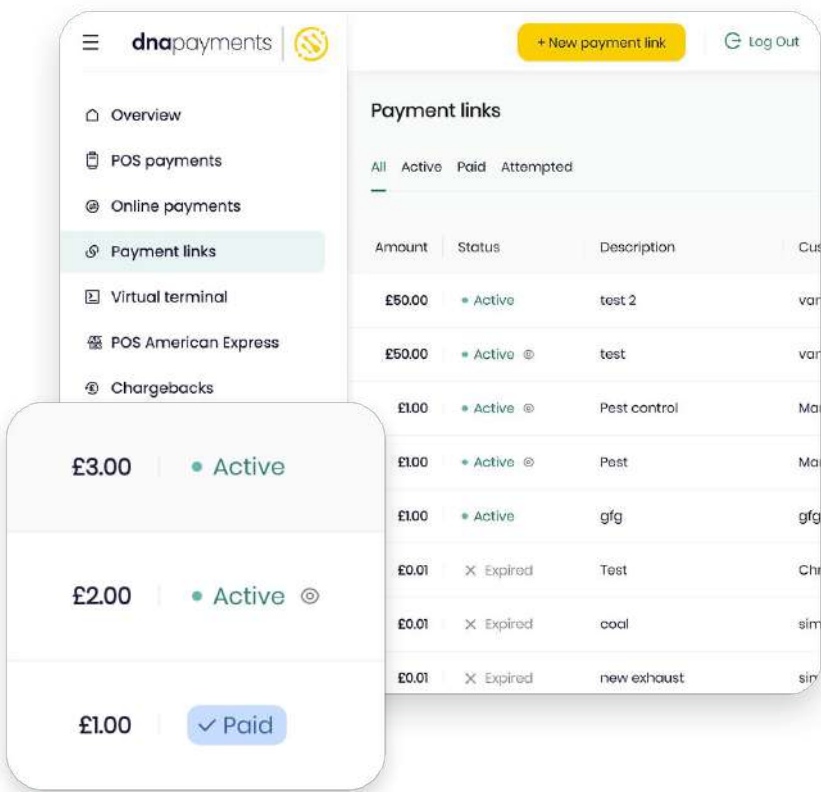
You'll be able to see if a link is still active, viewed, expired, or has been attempted or paid successfully.

All - shows all links where payments have been completed. This will show if a link has been paid, cancelled or expired.

Active - shows all currently active links and awaiting action from the customer.

Paid - shows all of the links that the customer has paid.

Attempted - shows all the links where the payment link was attempted but not paid.



Managing your Payment Links

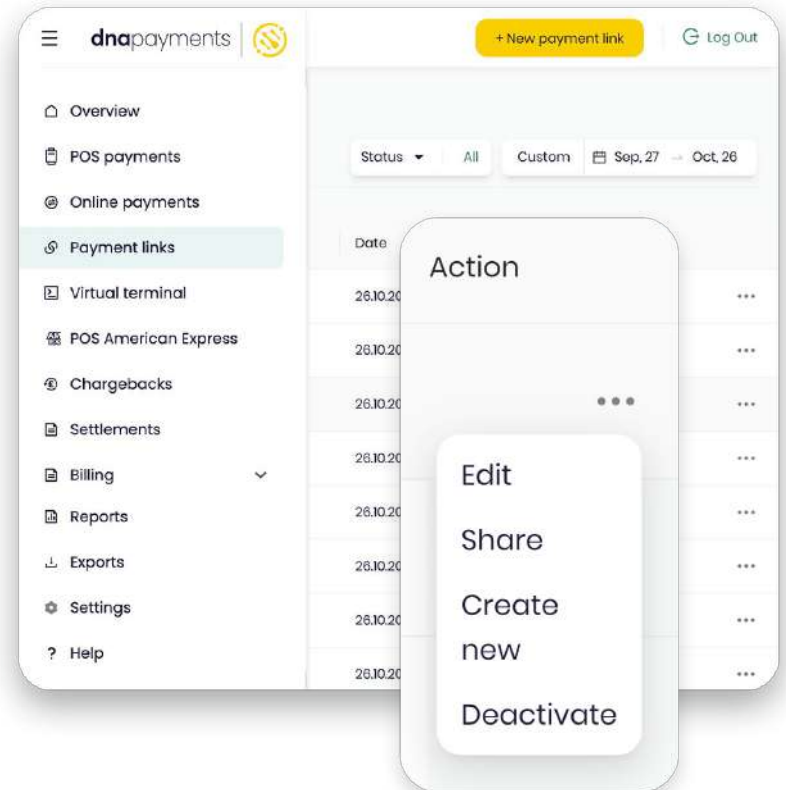
You can cancel, edit or re-generate Payment Links using the exact details if needed, using the following actions:

Edit - lets you change the description of the expiration date.

Share - lets you send the link via email.

Create new - lets you create a link by duplicating the details of an existing link, providing a new pre-populated order number that can be edited.

Deactivate - lets you deactivate the link, meaning the customer can no longer use it.



Managing accepted payments

All processed Payment Links are displayed with a Paid status.

Payment View

£1.00

✓ paid

Auth n3d

Date

06.10.2022 19:47

Order Number

PL-164302681200015

Customer

Adam Smith

Transaction Type

Payment Link

Cancel

Ok

You can find details of your payments on the Online Payments section of our Merchant Portal.

Online Payments

Search

All

Processing

Charged

Filter

Status

All

Custom

Sep,19

Oct,18

Amount	Status	Customer	Payment method	Date	Action
£123	✓ Charged	DFG	420000..0000	21.10.2022 04:00	...
£123	✓ Charged	DFG	420000..0000	21.10.2022 04:00	...
£123	✓ Charged	DFG	420000..0000	21.10.2022 04:00	...
£123	✓ Charged	DFG	420000..0000	21.10.2022 04:00	...
£123	✓ Charged	TEST	420000..0000	21.10.2022 04:00	...

Refunding a payment

In the Online Payments section, you can easily manage accepted payments to perform full or partial refunds. You can control who in your team can perform refunds in the Team Management section in Settings, then choose from: “**No access**”, “**Read-only**”, or “**Full access**”, which can be applied to both new and existing users.

Payment refund

£30.00

✓ Charged

Description

Refund Amount

Amount

£ 30.00

Payment Amount

£30.00

Balance

£30.00

Cancel

Refund

×

Refund

dnapayments



Pioneering payment solutions, powering businesses to thrive

DNA Payments Limited (Company No.11154668 /FCA No.806630). Registered office: 10 Lower Grosvenor Place, London, SW1W 0EN. DNA Payments Limited is authorised by the Financial Conduct Authority under the Payment Service Regulations 2017 for the provision of payment services.

dnapayments.com

support@dnapaymentsgroup.com

0208 102 8100

or contact your Account Manager