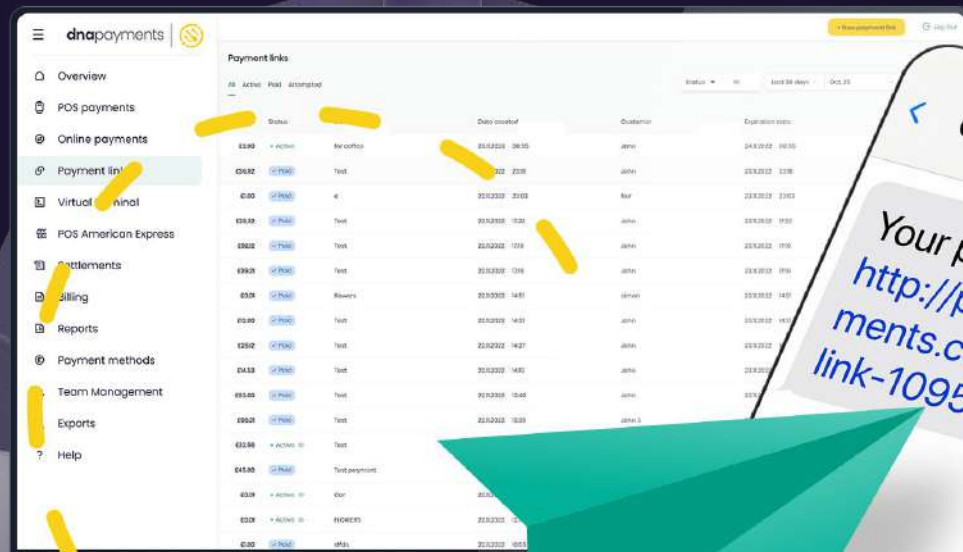
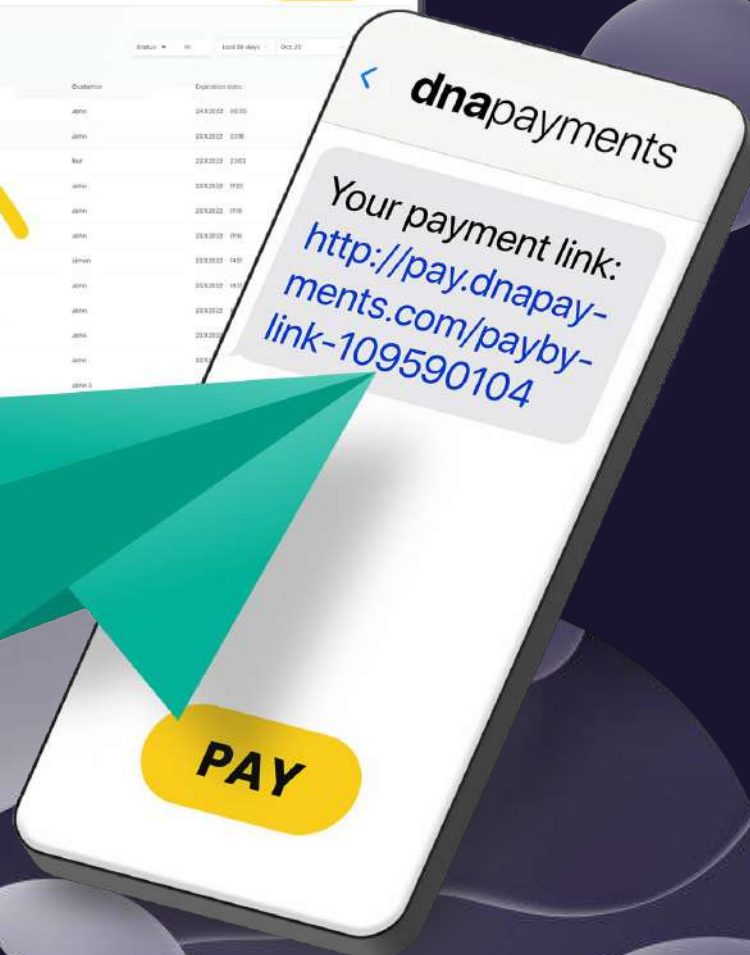


dnapayments



The screenshot shows the dnapayments dashboard with the 'Payment links' section selected. The table lists various payment links with columns for ID, Status, Name, Date created, Customer, and Expiration date. A green paper airplane icon points from the table to the mobile phone screen.

ID	Status	Name	Date created	Customer	Expiration date
0100	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0101	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0102	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0103	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0104	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0105	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0106	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0107	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0108	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0109	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0110	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0111	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0112	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0113	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0114	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0115	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0116	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0117	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0118	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0119	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10
0120	Active	Test	2020-10-10 10:10	John	2020-10-10 10:10



Payment Links

User Guide

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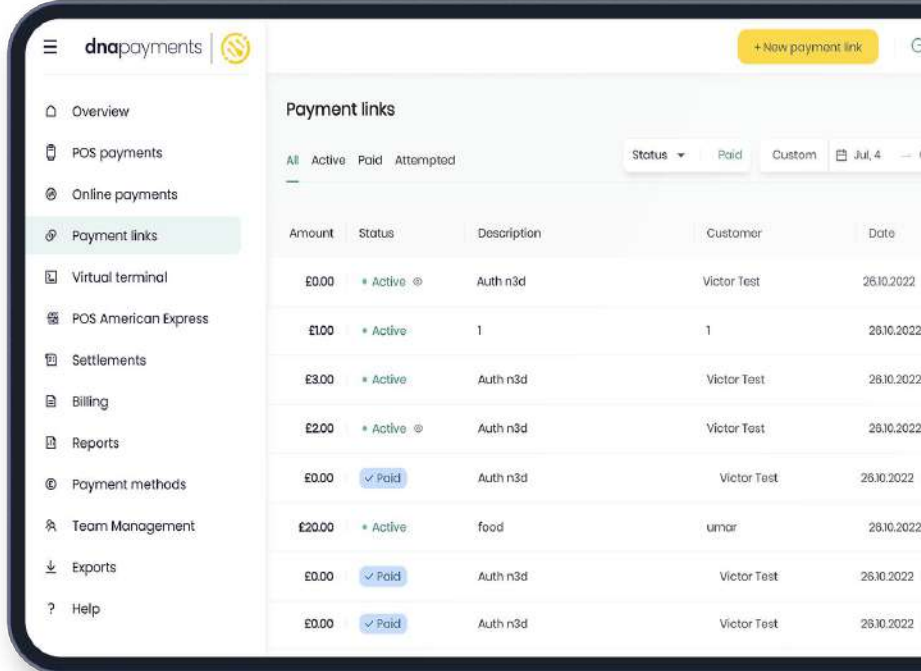
Welcome to DNA Payments Payment Links

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.

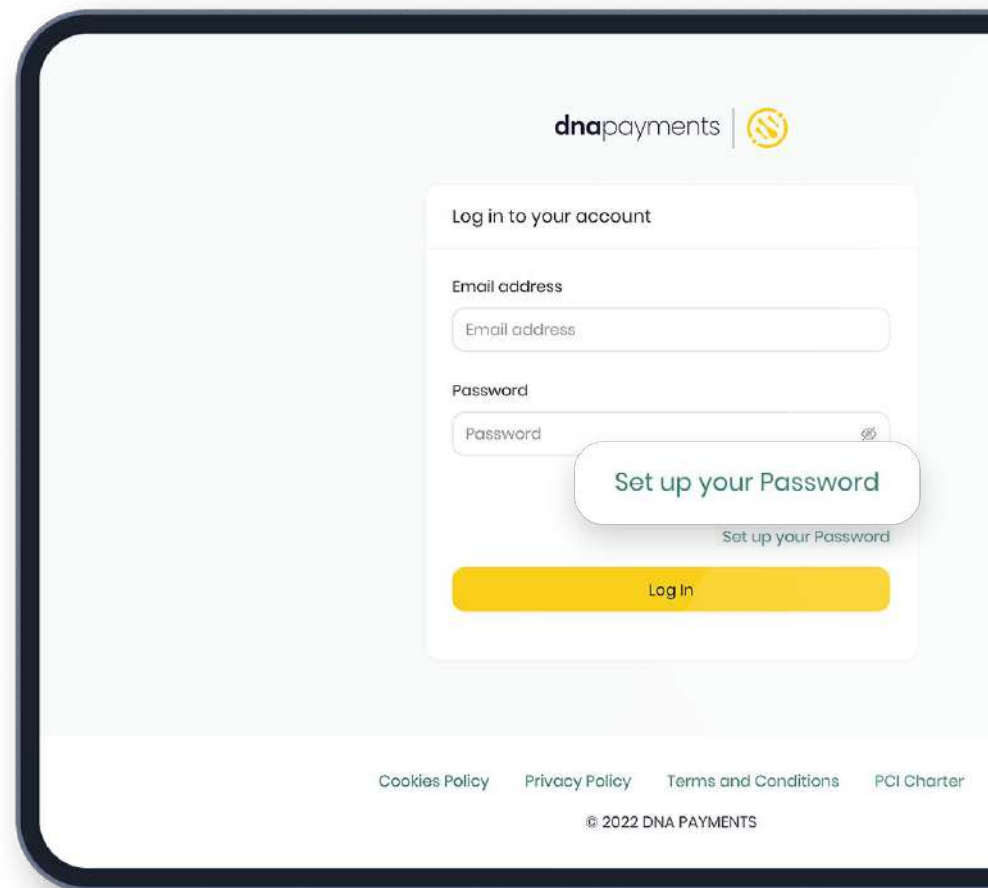


The screenshot shows the DNA Payments Merchant Portal interface. On the left is a sidebar menu with options: Overview, POS payments, Online payments, Payment links (highlighted), Virtual terminal, POS American Express, Settlements, Billing, Reports, Payment methods, Team Management, Exports, and Help. The main area is titled 'Payment links' and includes a '+ New payment link' button. Below this is a table with columns: Amount, Status, Description, Customer, and Date. The table contains several rows of payment data, including active and paid transactions.

Amount	Status	Description	Customer	Date
£0.00	* Active	Auth n3d	Victor Test	26.10.2022
£1.00	* Active	1	1	26.10.2022
£3.00	* Active	Auth n3d	Victor Test	26.10.2022
£2.00	* Active	Auth n3d	Victor Test	26.10.2022
£0.00	✓ Paid	Auth n3d	Victor Test	26.10.2022
£20.00	* Active	food	umar	26.10.2022
£0.00	✓ Paid	Auth n3d	Victor Test	26.10.2022
£0.00	✓ Paid	Auth n3d	Victor Test	26.10.2022

Logging in to the DNA Payments Merchant Portal

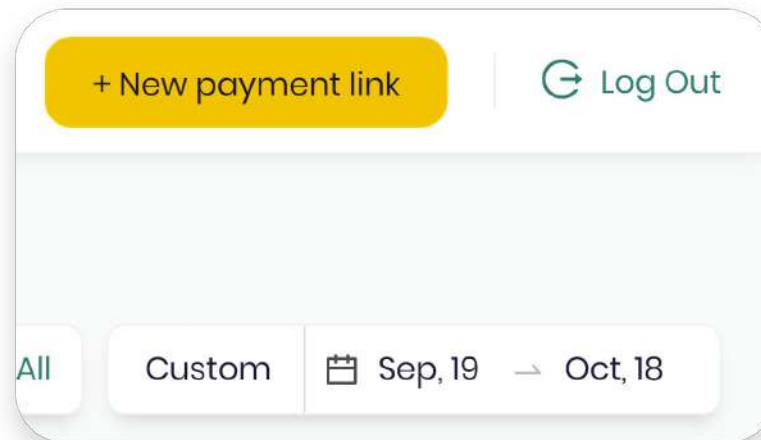
- 1 Log in to **portal.dnapayments.com** using the email address you've provided with your application.
- 2 Click "**Set up password**" to generate your password if it's the first time you use the Portal.
Make sure you're using an email you provided with your application.



The screenshot shows the login interface for the DNA Payments Merchant Portal. At the top right, the 'dnapayments' logo is displayed next to a yellow circular icon containing a stylized 'S'. Below the logo, the heading 'Log in to your account' is centered. Underneath, 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, there is a button labeled 'Set up your Password' in green text. Below this button, there is a smaller, lighter green button labeled 'Set up your Password'. At the bottom of the login form, there is a large yellow button labeled 'Log In'. At the bottom of the page, there are four links: 'Cookies Policy', 'Privacy Policy', 'Terms and Conditions', and 'PCI Charter'. Below these links, there is a copyright notice: '© 2022 DNA PAYMENTS'.

Creating a Payment Link

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



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

Enter the customer's name and the order description.

You can set up a bespoke expiry date if the sale or the price is time-limited. Once expired, the Payment Link can't be accessed by your customer.

A screenshot of the 'New payment link' form. The form includes fields for 'Stores' (a dropdown menu), 'Order Number' (with a help icon), 'Amount' (0.00), 'Currency' (C), 'Customer Name' (Name), 'Description' (Name of the service or item you provide), and 'Link Expiry' (Select date). To the right of the form is a 'Preview' section titled 'A preview of how your customers see the checkout', showing a mobile app interface with buttons for 'Pay with card', 'Googlepay', 'Pay by store app', 'Payfit', and 'Open boarding'. At the bottom of the form are 'Close' and 'Create New Link' buttons.

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 functionality or manually using your preferred contact method.

Link details

Order number: **PL-1613145117352** Active Edit ...

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.

Desktop Mobile

Copy link

Copy link

Share via

Email SMS

dnapiayments

Dear Adam Smith,

Company LTD has requested a payment

30 GBP

Description

Payment

Payment request ID

PL-1666298933847

Expiration date

30.10.2022 20:50:31 Z

Pay Now

Kind regards,

DNA Payments Team



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 ***** * VISA

Expiry date
12/25

Card's secure code
... ?

Cardholder name
Adam Smith

Next I agree with terms and conditions

Other payment options

Apple Pay Klarna. PayPal

Pay by Bank app OPEN BANKING

VERIFIED by VISA Mastercard SecureCode nccgroup PCI DSS Certified

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



NOTE

The payment methods your customers will see are the ones you've set up in your account in the Payment Methods section.

Suppose you want to start accepting alternative payment methods such as PayPal, Google Pay or any alternative payment methods we support. In that case, you must proceed to this section and activate each by following the steps indicated by the payment method.

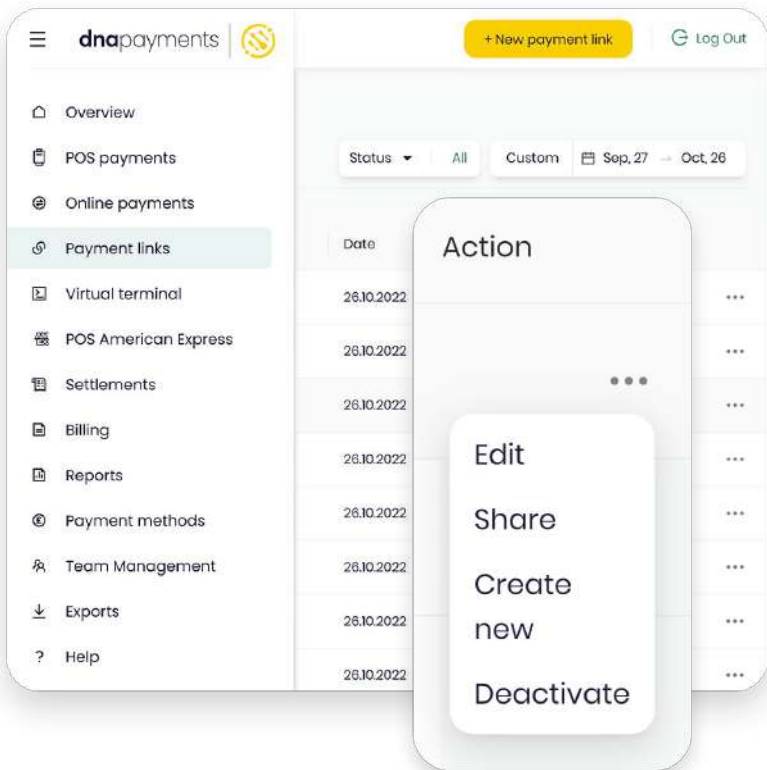
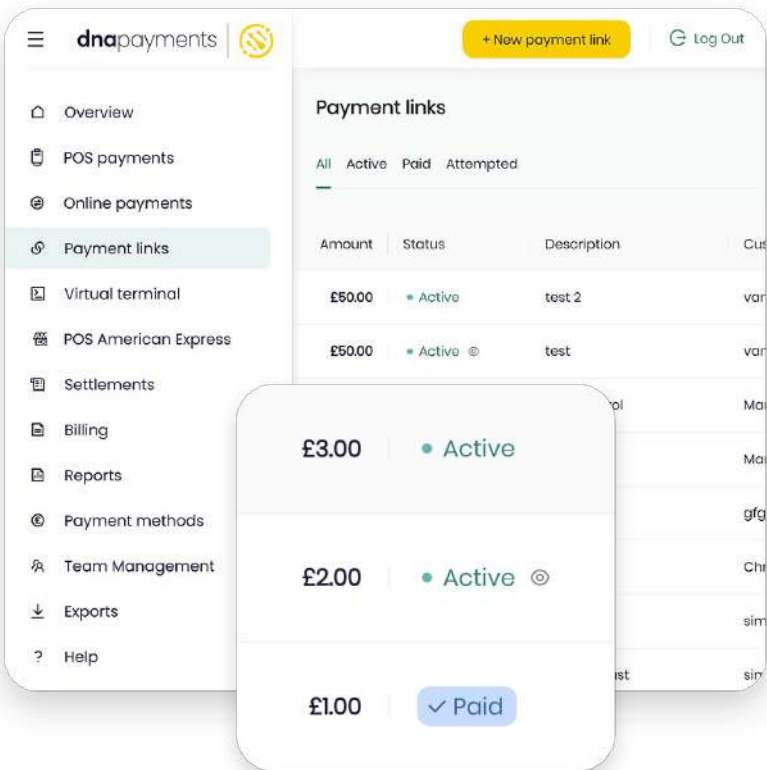
Once paid, you'll see the Paid status in the Payment Links section.

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, was viewed, expired or if the payment has been attempted or paid successfully.

If needed, links can be cancelled, edited or re-generated using the exact details.



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

You can easily manage accepted payments to perform full or partial refunds in the Online Payments section.

Payment refund

£30.00

✓ Charged

Description

Refund Amount

Amount

£ 30.00

Payment Amount

£30.00

Balance

£30.00

Cancel

Refund

×

Refund

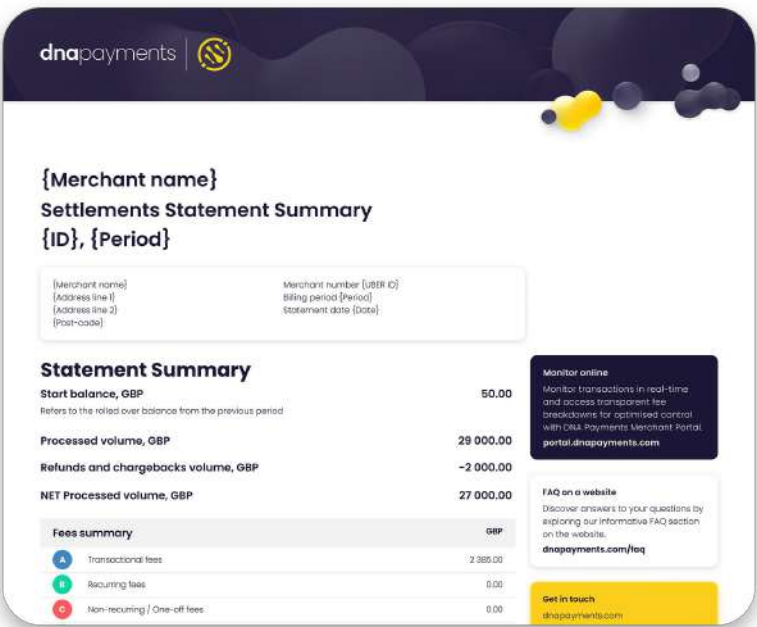
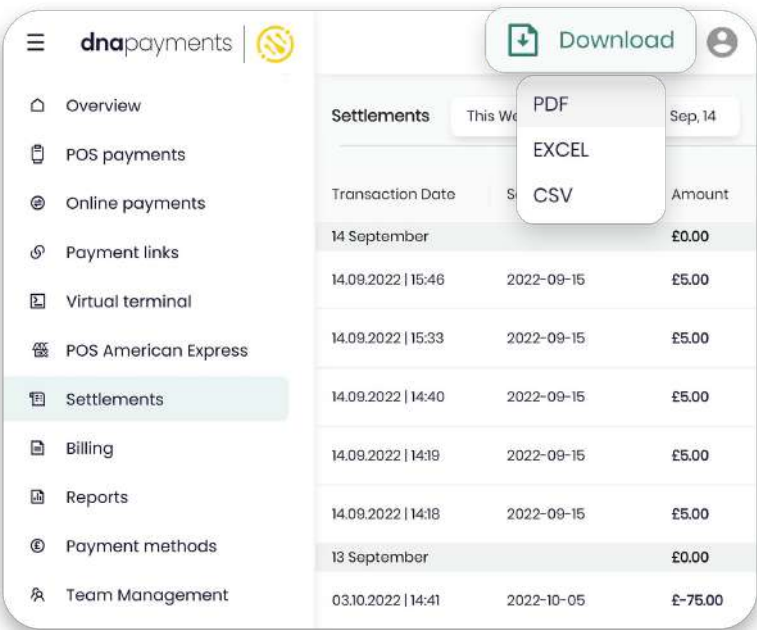
Settlements and statements

Your Settlements can be monitored and managed on our Merchant Portal, showing all your transactions processed through your POS and Online Payment Solutions.

These are automatically settled to your Bank Account within the Settlement Period shown on your Acquiring Agreement.

Our Merchant Portal shows you your Settlements' transaction details such as the date, settlement date, amount, the acquirer free, the amount payable, the payee's sort code and account number, the operation, transaction type and much more.

You can download your Statement via the Settlements page to keep abreast of your business's transactions and finances effortlessly.



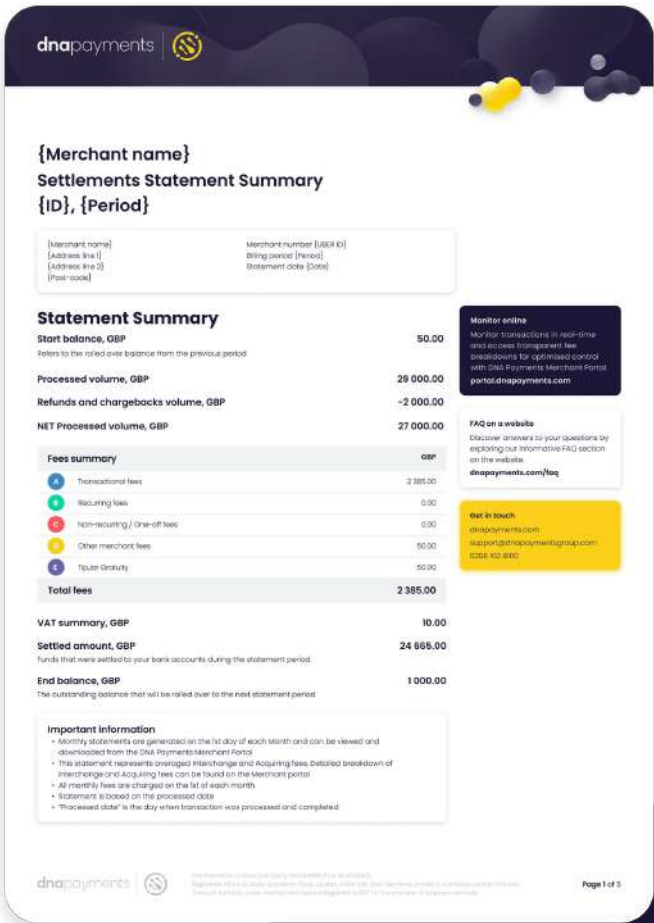
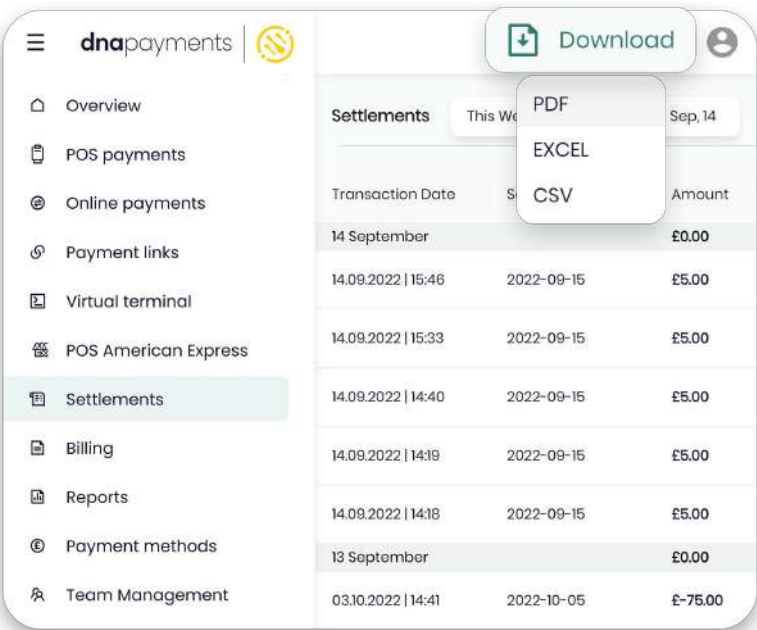
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dnapayments



Pioneering payment solutions, powering businesses to thrive

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