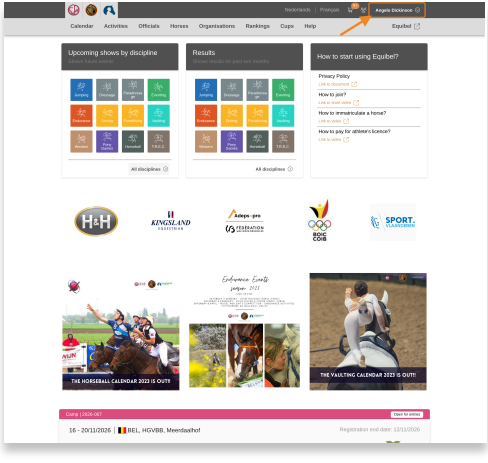
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How to Let Someone Else Pay with a Payment Link

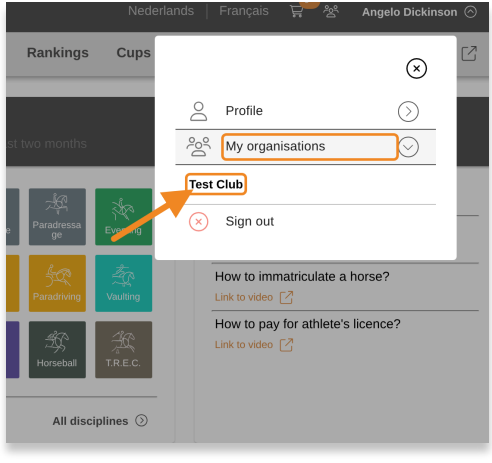
Step 1

Click your profile button in the upper-right corner of any page.



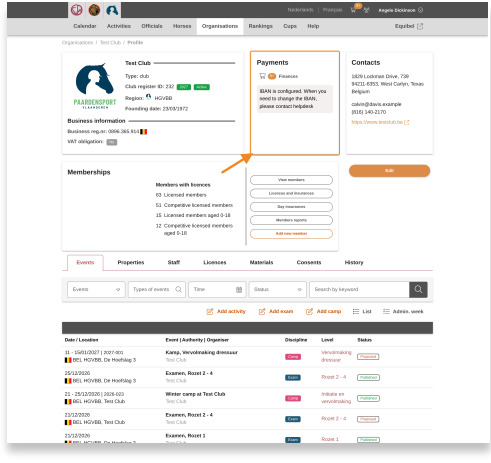
Step 2

Open **“My organisations”** and select your club.



Step 3

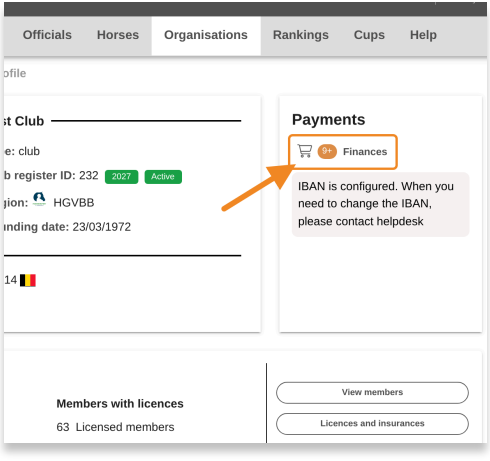
On your club page, find the **“Payments”** section.



How to Let Someone Else Pay with a Payment Link

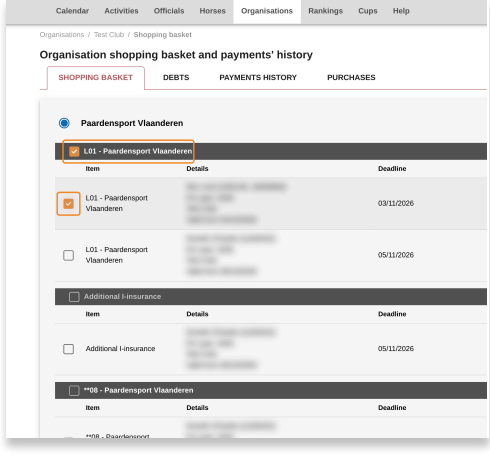
Step 4

Click **“Finances”**. Your club’s shopping basket opens.



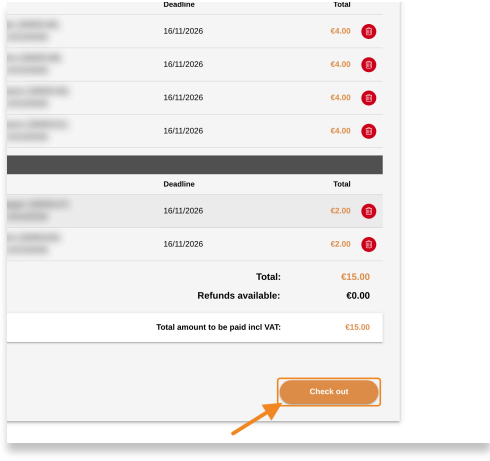
Step 5

Tick the orders the other person will pay. Untick the others.



Step 6

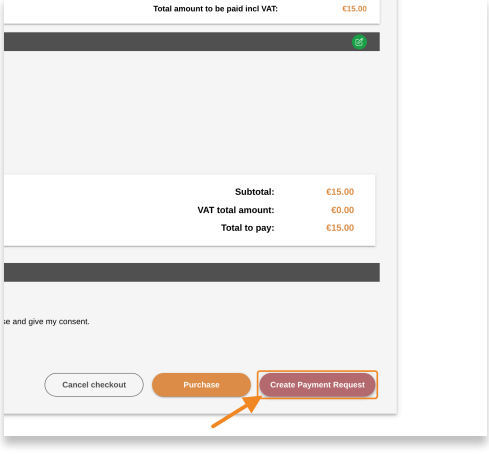
Check the total. Click **“Check out”**.



How to Let Someone Else Pay with a Payment Link

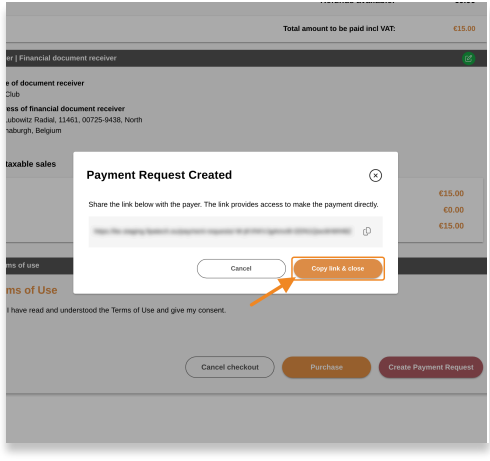
Step 7

Click **“Create Payment Request”**. You do not need to tick the terms of use.



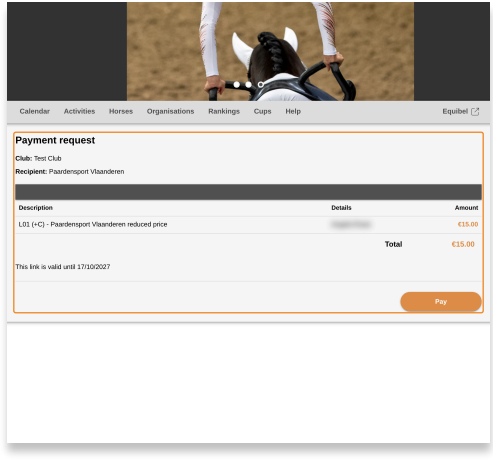
Step 8

The link appears. Click **“Copy link & close”** and paste the link in an email to the person who pays.



Step 9

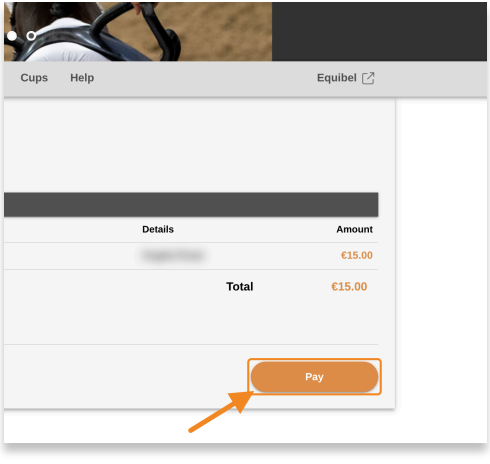
The person who pays opens the link. They need no login. They see the orders, the total and until when the link works.



How to Let Someone Else Pay with a Payment Link

Step 10

They click **“Pay”**, choose how to pay and confirm with their bank.



Step 11

After paying, they can download the proof of payment. It is made out to your club.

