

Getting Paid with Payment Links

If you're new to the Payment Links feature, this guide will help you get started taking payments from your phone.

Keep in mind that Payment Links may not be available to all business types, so if you'd like to request this feature for your small business, [send our team an email](#) from the email associated with your SumUp account.

How to send a payment link with Payment Links:

Step 1:

Log in to your SumUp Profile through the SumUp App.

Step 2:

Enter the payment amount and an item or service description (optional) and tap "Charge".

Note: We recommend that you enter a description as this will remind the customer of the transaction later and help you to avoid chargebacks.

Step 3:

For payment method, select "Payment Links".

Step 4:

You'll then be given the following options to share the payment link to your customer:

- **Show QR code:** The customer scans your business' QR code from your smartphone or tablet using the camera of their smartphone. This will prompt the customer to enter their payment details directly on their phone.

- **Share payment link:** You will be prompted to share a payment link via email, Messenger, or any other messaging platform.
- **Send via SMS:** You will be prompted to share a payment link via SMS text message. On the next screen, you will be asked to enter the customer's mobile number in order to send them the payment link.

Step 5:

After the customer has entered their credit card details and confirmed the transaction, you should see that the transaction has been approved.

Step 6 (optional):

If desired, you can provide your customer with a receipt via email or SMS. We recommend that you always send receipts to your customers as this helps to remind them of the charges and therefore, helps you to avoid chargebacks.

You can now find this transaction in the [Transaction History](#) section of your SumUp Dashboard.

Note: A Payment Links transaction will be listed just like the other transactions made with your SumUp Card Reader, but in the Payout Report you will be able to see the difference in fees.