



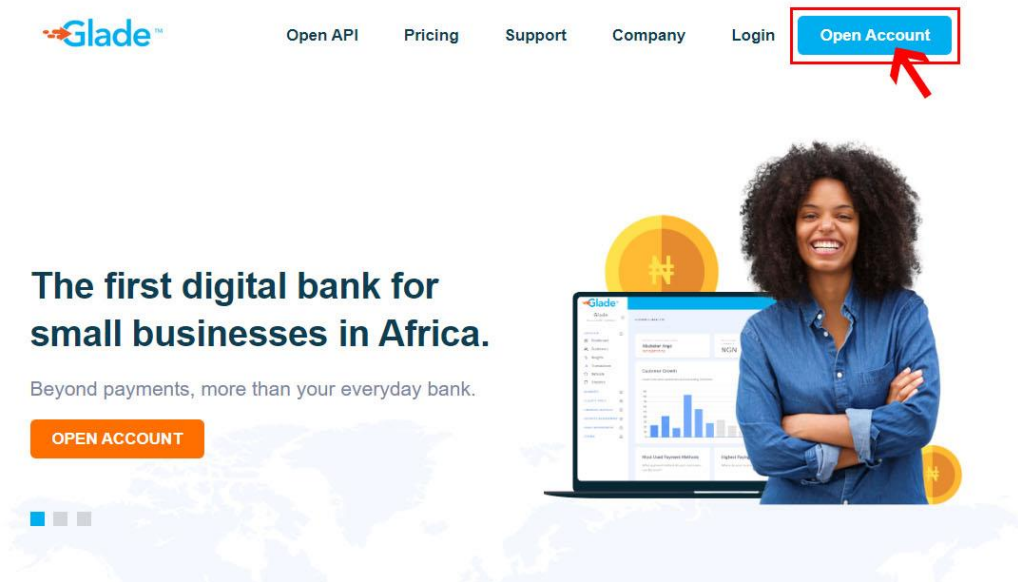
MERCHANT GUIDE.

Global Payment Services, Enabling growth in Africa

How to create a PayMe Link.

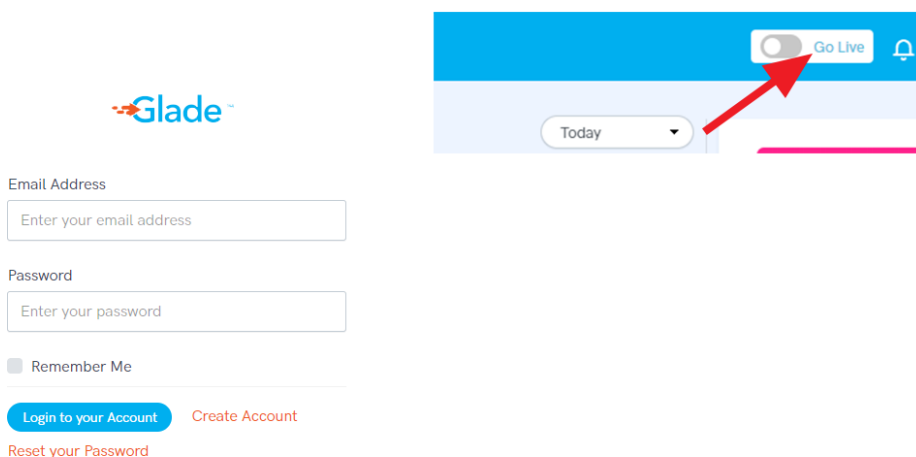
1

Visit www.glade.ng and click on the Signup button on the top right corner of the website to login or register as a new user.



2

Once the page loads, provide your valid login information and click on the Login button to sign you into your account.

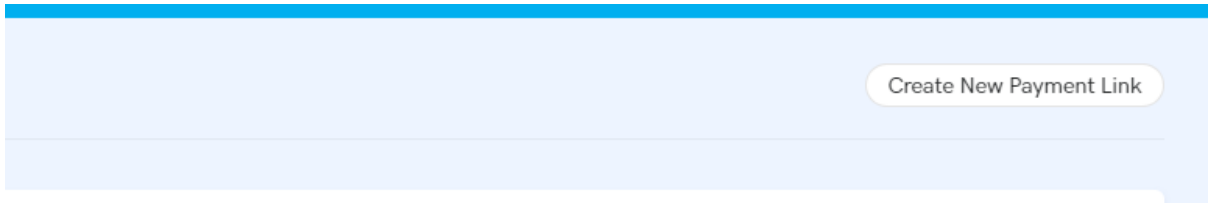


N.B: You need to provide business CAC Certificate or National Identification (International Passport, Driving License, or National Identity Card) and then fill all the required details for your account to be activated and ready to receive payment.

3

Click on **Create Payme** link on the left sidebar that is

located on the Seller's tool section to open the Payme link interface/page to you and click on Create Payme link as shown below.



4

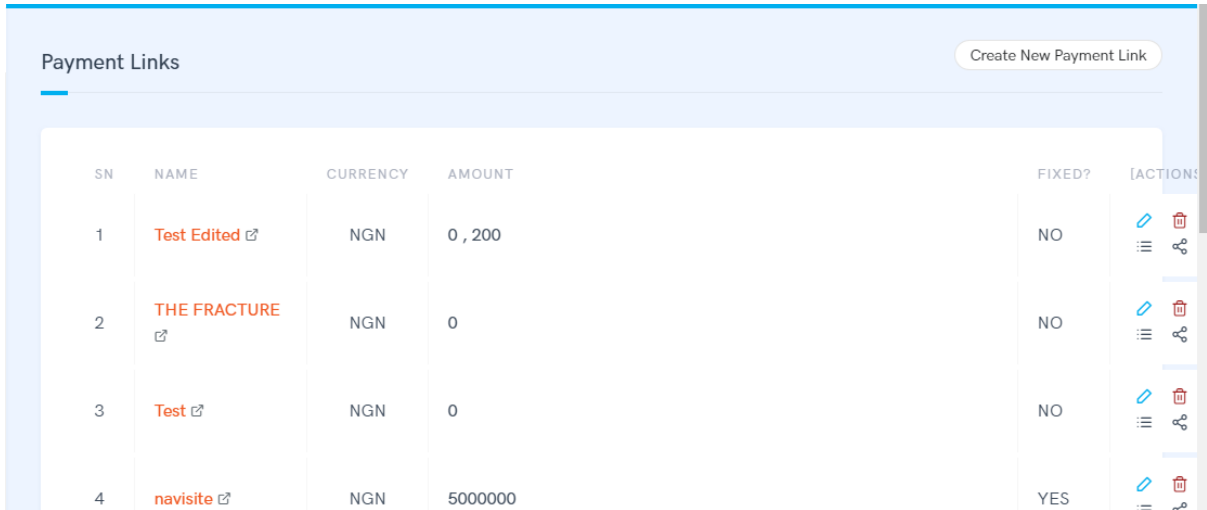
Fill in the appropriate parameters and click on Create Button as shown below.

A screenshot of a web form for creating a payment link. On the left, a sidebar titled "Payment Link" shows a list of items with columns for "SN" and "Name". The main form area includes: an "Upload or Drop image here..." button; a text input field; a "Description (Optional)" label with a help icon and a corresponding text area; a "Enable Ticketing" toggle switch; a "Select Payment Type:" dropdown menu currently showing "One Time Payment"; five more toggle switches for "Should the amount be fixed?", "Accept Phone Number?", "Accept Quantity?", "Split Payment?", and "Customer should pay for charges?"; a green "Show Advanced Options" button with a dropdown arrow; and at the bottom, a "Clear" button and a blue "Create Link" button.

5

Once you are done, you can click on the [Visit Link](#)

button to take you directly to your page or share the link to your customers or clients using the social media icons.

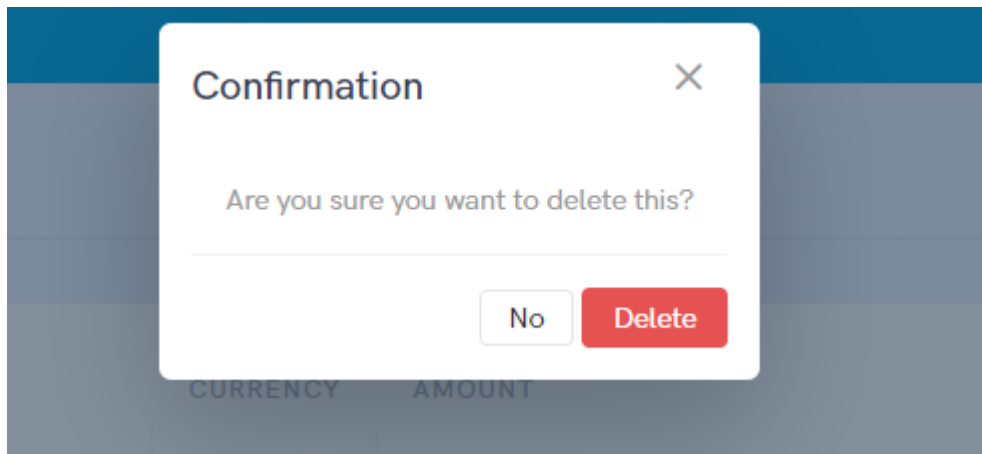


The screenshot shows a web interface titled "Payment Links" with a "Create New Payment Link" button in the top right. Below the header is a table with the following data:

SN	NAME	CURRENCY	AMOUNT	FIXED?	[ACTIONS]
1	Test Edited ↗	NGN	0 , 200	NO	↗ 🗑️ ⋮ 🔗
2	THE FRACTURE ↗	NGN	0	NO	↗ 🗑️ ⋮ 🔗
3	Test ↗	NGN	0	NO	↗ 🗑️ ⋮ 🔗
4	navisite ↗	NGN	5000000	YES	↗ 🗑️ ⋮ 🔗

N.B: Settlements will not be made until you have been approved after going live.

You can also edit, delete and view each link transactions.



FOR MORE ENQUIRIES OR QUESTIONS:

Call: +234 817 557 4227 or Email: support@glade.ng