


## Travel Agent – How to Send a Payment Link

### Step 1

When you have signed in you will come to the Reservations screen. Enter the Reservation #. Then click the **Search** button.

### Step 2

Here you will see under **Reservation Results** your **Reservation # information**. Go to the  **Tools** button and click on it.

### Step 3

This will open the Tools menu. Click on the **Payment Link**.

## Step 4

You will be brought to the Invoice Details screen. Go to the bottom of the screen and click on **Send Payment Link**.

## Step 5

This bring you to a Send Payment Link pop-up screen. Here you will see the Email, Guest, and Amount will automatically populate on the screen. Click the **Send email** button.