

2. Enter Request Information

- Enter Payment Information
 - Enter the Payment Amount
 - Payment Deadline Date by which payment must be made
 - Choose the Payment Destination

Payment information

Enter payment amount

Payment Amount

0.00

Select a payment deadline
If needed, the deadline can be edited lates.

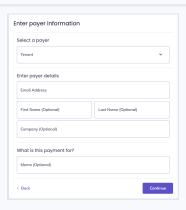
O4/16/2023, 01:00 PM

Choose a payment destination

Select a company bank account

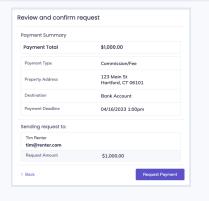
Bank Account (Default)

- Select a Payer
- Enter the payer's information
- Enter a memo



3. Final Steps

- Review and confirm your selections
- If you are satisfied with your selections, click Request Payment



- The request has been sent by email to the intended party
- You will receive an email notification when the payment is made
- You can track this payment on the "transactions" page

