TravelPay™

tramada
smart.simple.seamless

For Tramada users to be able to add links to the invoice:

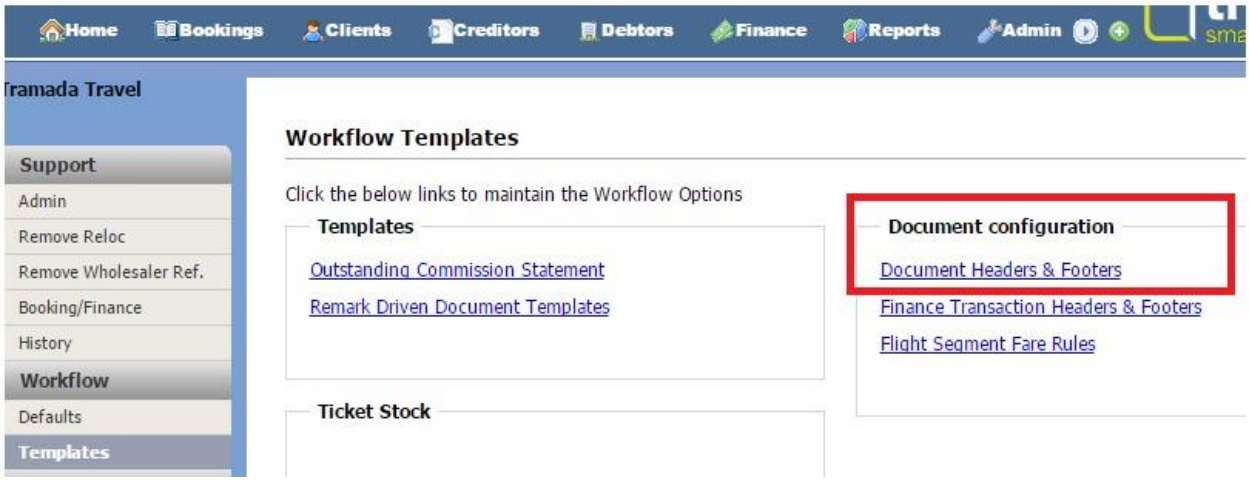
1. Navigate to the Admin Screen by selecting the **Admin Tab**



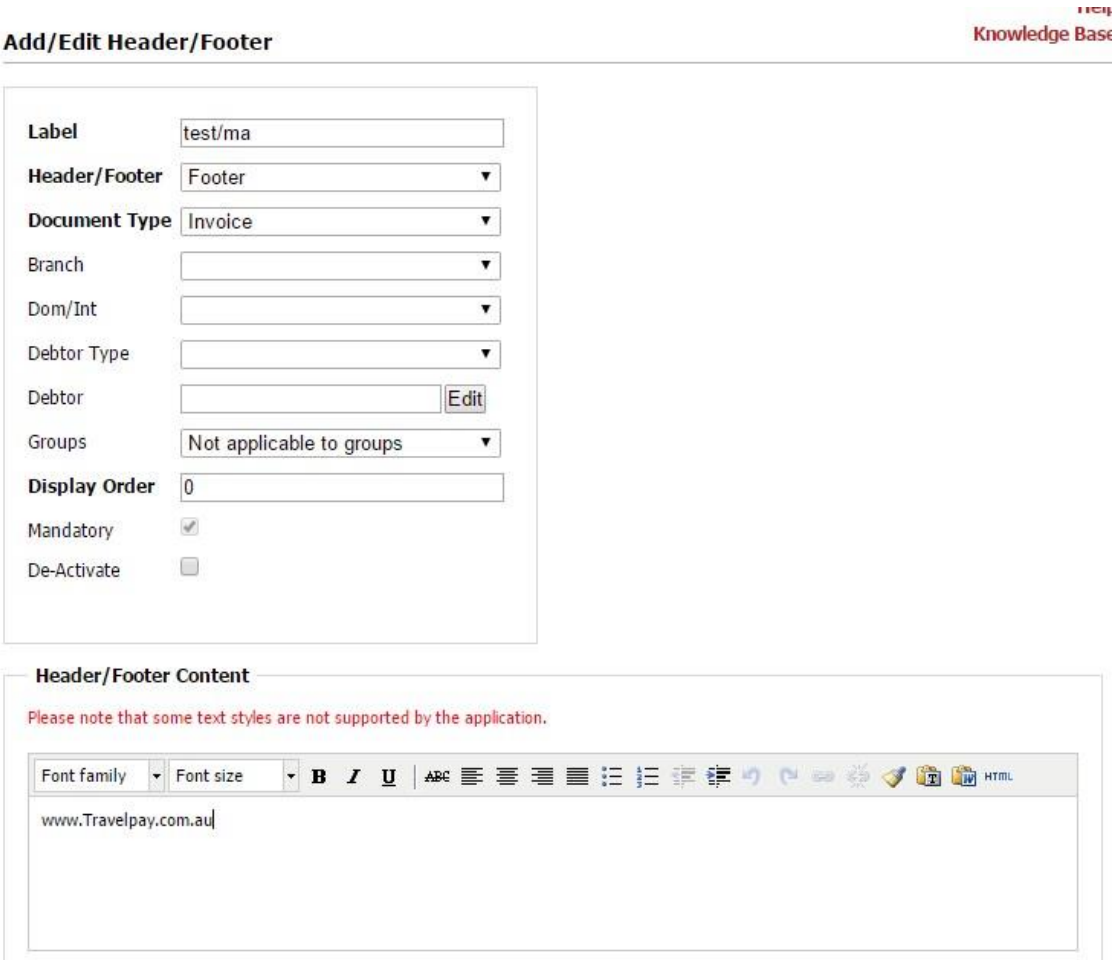
2. On the left navigation under Workflow select the **Templates option**.



3. Select the **Document and Headers option** from the **Document Configuration area**.



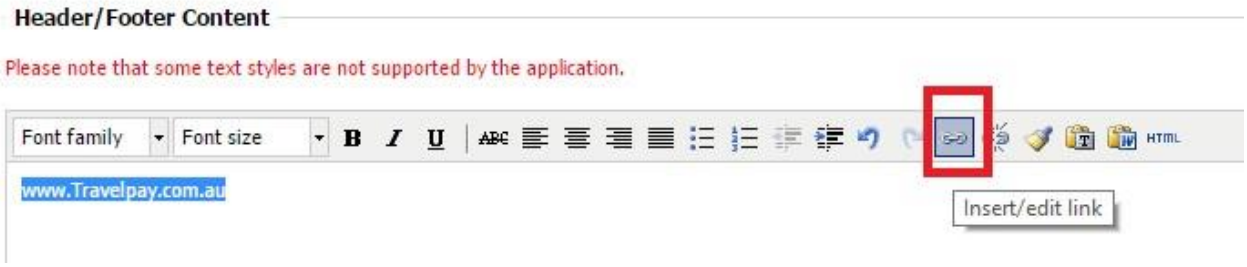
4. Click on **Add Header/Footer** and fill in the below fields



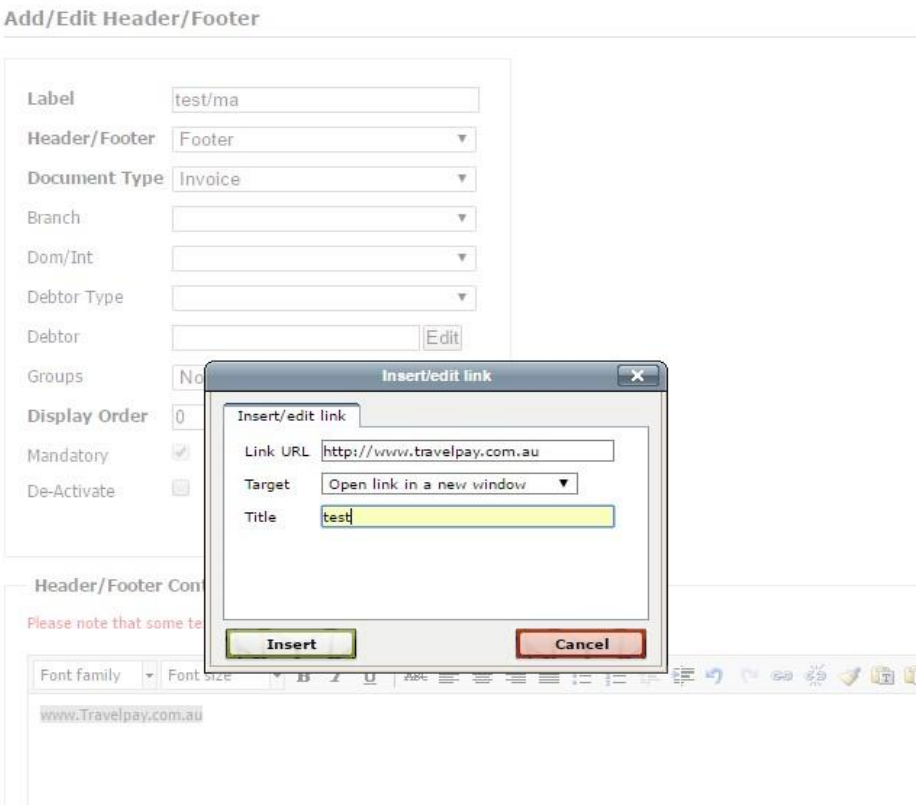
5. To add the TravelPay credit card payment link URL, apply the text in theHeader/Footer Content Section. Highlight the text and then click on the (Insert/Edit link icon).

Text to apply is:
To pay for your travel using your American Express Membership Rewards points, please CLICK HERE (hyperlink your payment link e.g. https://pay.travelpay.com.au/AGENTCODE to the words 'CLICK HERE').

AGENT CODE can be found under on your TravelPay account under Profile/Merchant Details.



6. A new pop up box will be displayed, here you will need to add the Link URL, Title etc, once you have added all the required fields, then click on Insert. as seen below:



7. Once you have inserted the URLs, to save the Header/Footer click on **Save**. This will then save the Header/Footer with the URLs attached. Once an Invoice is generated users will then will be able to view the link in the Header or Footer.

