How to add a ‘Pay Now’ link on your Xero Invoices

As you have your TravelPay Customer payment link, and you use Xero to invoice your customers – the great news is you can set TravelPay up as a payment option and your customers can simply click ‘Pay Now’ from your invoice and be taken to your Payment Page with the amount and reference already pre-populated. Simply follow the instructions below to set this up.

Instructions

Step 1

Log in to Xero

Step 2

Click on your Company Name drop down on the top left-hand side, then click on ‘Payment Services’ and select ‘Add Payment Service’

Step 3

Select ‘Use a custom URL’, and enter the following details and then press ‘Save’

1. For Name – type ‘TravelPay’

2. For Your Custom URL – cut and paste this URL into the field: **https://pay.travelpay.com.au/BUSINESS?paymentamount=[AMOUNTDUE]&customerreference=[INVOICENUMBER]**

3. Once pasted, replace the word ‘BUSINESS’ in the above URL with your **Agent Code**. For example, if your payment page address is **pay.travelpay.com.au/ABCTravel**, then replace ‘BUSINESS’ in the URL with ‘ABCTravel’. You can find your Agent Code on your TravelPay account under Profile/Merchant Details/**Agent Code**.

4. For Pay Now Text – enter what you would like for the text on your invoice. For example, “Pay now by Credit Card

Step 4

Once this has saved, go back to ‘Settings’, then ‘Invoice Settings’ and in ‘Options’, select ‘Edit’

Step 5

In the field ‘Payment Services (Credit Card)’ on the right-hand side, select **‘TravelPay’**

You’re done!

Your invoices will now include a link for customers to: **View and pay online now** using TravelPay.

This link will bring them to an online version of the invoice with a payment link.

The amount and invoice number will be pre-populated.